

Coronavirus: risk assessment with changes for schools reopening following national lockdown

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
Sharon Mullish, Interim Headteacher	January 2021	24/02/21 30/01/20	Staff, pupils, parents, visitors, volunteers, contractors

Relevant Existing Policies	Recent Government Guidance
	Schools coronavirus operational guidance.pdf
Existing Risk Assessment for school phased re-opening	Guidance for full opening: special schools and other specialist settings
First Aid Policy	Actions for schools during the coronavirus outbreak
Child Protection and Safeguarding Policies	Providing school meals during the coronavirus (COVID-19) outbreak
Health and Safety Policy	Simon Lebus responds to the Secretary of State's letter of 13 January 2021
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 20012	Letter from Gavin Williamson to Simon Lebus
The Health Protection (Notification Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	How to complete the educational setting status form
	Ofsted: coronavirus (COVID-19) rolling update
	What's working well in remote education
	Ofsted publishes short guide to what works well in remote education
	Providing remote education information to parents: template
	Critical workers and vulnerable children who can access schools or educational settings
	Providing school meals during the coronavirus (COVID-19) outbreak
	What parents and carers need to know about early years providers, schools and colleges
	Providing apprenticeships during the coronavirus (COVID-19) outbreak

Face coverings in education
Actions for schools during the coronavirus outbreak
COVID-19 critical worker status
Get help with technology during coronavirus (COVID-19)
Mass asymptomatic testing: schools and colleges
Coronavirus (COVID-19): financial support for education, early years and children's social care
Coronavirus (COVID-19) contingency framework for education and childcare settings
School attendance: guidance for schools
Disapplication notice: school attendance legislation changes
Education Secretary statement to Parliament on national lockdown
Education Secretary outlines plans to support young people
Critical workers and vulnerable children who can access schools or educational settings
new national lockdown
Coronavirus (COVID-19) contingency framework for education and childcare settings

HAZARD	CONTROLS PREVIOUSLY IN PLACE	CHANGES FOR YOUR SCHOOL DURING NATIONAL LOCKDOWN (LISTED HERE AND INCLUDED IN PREVIOUS COLUMN)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Policies and procedure are in place to ensure the safety of all staff and children • Face coverings are worn by adults when moving around the premises, in corridors and in communal areas where social distancing cannot be easily be maintained • Ready supply of facemasks and hand sanitiser • Additional rooms and spaces have been identified for staff break out areas 	<ul style="list-style-type: none"> • As a Special School in line with government guidance we remain open for all vulnerable children • Our pupils all have EHCP's and therefore all are included in the defined vulnerable category • We have a small number of children accessing remote learning due to being defined as being clinically extremely vulnerable 	Headteacher/ All Staff/Parents	January 2021	<ul style="list-style-type: none"> • The individual class bubble system remains in place • It is recognised that as a special school with pupils with complex needs the majority of pupils will not be able to maintain social distancing • Wherever possible pupils are seated

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	<ul style="list-style-type: none"> • Shared staff work area has been rearranged to ensure staff distancing • Access to the school by external visitors is limited during school hours • Staff attendance is recorded via INVENTORY • A record using INVENTORY is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace • Signage giving routes, procedures and entrances and exits to be followed. • Everyone attending the school is asked not to come onto site if they are experiencing any symptoms that could be Covid-19 • Alternative arrangements are in place for a different entrance and WC for contractors so that contractors and staff/pupils are kept apart. • Contractors are to complete Covid-19 health questionnaire ahead of site visit • Contractors are given a copy of this risk assessment 	<ul style="list-style-type: none"> • All staff have been made aware that children and young children have now been observed to be also presenting with atypical symptoms • All staff are aware of the likelihood of increased spread due to the new Covid-19 variant <p>Dealing with a coronavirus outbreak:</p> <ul style="list-style-type: none"> • We will work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected 			<ul style="list-style-type: none"> side by side and facing forward • Social interactions between the bubbles is carried out virtually • Secondary aged pupils with less complex needs will be encouraged to wear face coverings in the corridors and in the classrooms • Provision of individual sealed bags for safe storage of masks • There is a recognition that wearing masks in the classrooms for adults and secondary age pupils may not always be feasible due to exemptions and the need to clearly communicate • Due to pupil need adults will not always be able to

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	<ul style="list-style-type: none"> • Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this. • If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the current government guidance • Anyone self-isolating with symptoms will be advised to do so for at least 10 days from the onset of symptoms, and to access testing and engage with the NHS Test and Trace process. • If a symptomatic person comes into school, or if a pupil tests positive on a lateral flow test they will be sent home immediately if they come to school independently or isolated until they can be picked up. • The library will be used as the isolation room. • 999 will be called if they are seriously ill or injured or their life is at risk. • In the case of a symptomatic pupil who needs to be supervised before being picked up: • Supervising staff will wear a fluid-resistant surgical mask 	<p>Transport will be notified of symptomatic and pupils and close contacts with a positive test result.</p>			<ul style="list-style-type: none"> • maintain 2 metre distance from each other and from pupils • Therapists are all aware of the PPE appropriate for their role • Policies have been reviewed to ensure policy addendums created. • New procedures shared • All meetings with parents are being conducted virtually • All meeting with external providers, external agencies are being held remotely • Staff are frequently reminded of protocols at staff briefings • Staff briefings and CPD is being held virtually • Assemblies and cross bubble

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	<ul style="list-style-type: none"> • Supervising staff will also wear disposable gloves and a disposable apron • Supervising staff will also wear eye protection due to a risk of splashing to the eyes, such as from coughing, spitting or vomiting, • Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up. • We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school • Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken: <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2 metres from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so 				<p>gatherings are being held virtually</p> <ul style="list-style-type: none"> • Parents are regularly reminded of national tier and lockdown guidance in emails, letters and where appropriate telephone conversations • Attendance and communication from staff and pupils indicate that current national guidance regarding 'close contact' is being followed • School has a good supply of CPR tests to give to symptomatic pupils and staff • Eye protection, disposable aprons, masks and gloves kept in the medical room for use if dealing with a child with symptoms of coronavirus

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	<ul style="list-style-type: none"> • A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following decontamination guidance. • If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious. • Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless: • The symptomatic person subsequently tests positive 	<p>In-school testing:</p> <ul style="list-style-type: none"> • Due to the vulnerability of our pupils and the fact that staff and pupils were already in school when lateral flow testing was introduced all staff were asked to take another lateral flow test between 3 and 5 days later 	<p>Headteacher – Testing team Leader</p>		<ul style="list-style-type: none"> • Additional cleaning protocols are in place • Due to the vulnerability of our pupils and the lack of evidence/ reliability of serial testing any staff member and pupil considered a 'close-contact' of a positive case, will need to self-isolate for 10 days • Staff are tested twice a week

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	<ul style="list-style-type: none"> • They develop symptoms themselves (in which case, they should arrange to have a test) • They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated). • If a pupil or staff member tests positive the school will ask (using a template letter from the local health protection team) all close contacts to self-isolate for 10 days from the day they were last in close contact <p>At the start of spring term 2021:</p> <ul style="list-style-type: none"> • We will ask all staff and pupils to take a lateral flow test. Staff will be tested once a week on an ongoing basis. • If the test is positive, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home. • If the test is negative, we will ask them to take another lateral flow test between 3 and 5 days later. If this second test is positive, we will ask them to do as above. • If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where 				<ul style="list-style-type: none"> • There is a recognition that children may present with atypical symptoms • Pupils presenting with upset stomachs will in addition to not attending school for 48 hours will be asked to take a PCR test • Any parent collecting an ill child from school will be given a kit directly • Parents and staff taking a PCR test will be asked to inform the school as soon as they get the results

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	<p>coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <ul style="list-style-type: none"> • To help with identifying staff's and pupils' close contacts, records will be kept of: • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> • Being coughed on • A face-to-face conversation, or • Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person 				<ul style="list-style-type: none"> • Fortnightly briefings with Barnet Special School Headteachers and Barnet SEND • Advice from PH Barnet

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					<ul style="list-style-type: none"> • Serial lateral flow testing is paused • Although contacts of contacts are not advised according to the guidance to self-isolate in school 7-day lateral flow testing will be advised and offered • In school lateral flow test centre is set up according to the relevant guidelines and protocols and operating effectively on a daily basis • All staff are participating in the in-school testing • Secondary aged pupils are being supported to independently administer the tests themselves • If testing is available visitors will be offered the opportunity should

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					<p>they wish to take a lateral flow test</p> <ul style="list-style-type: none"> • Social stories are supporting students with regard to testing • Social stories are supporting social distancing • Social stories are supporting home learning • An adapted consent form is being used to support mental capacity for young people with learning difficulties
<p>Contact with coronavirus when getting to and from school</p>	<ul style="list-style-type: none"> • Many of our pupils come to school on transport provided by their local authority • Staff members and older pupils who need to take public transport will be referred to government guidance. • For dedicated school transport (i.e. buses, minivans and any other services that are used only to carry pupils to school and where pupils do not mix with the general public), 	<ul style="list-style-type: none"> • School start and end times – We remain open for our normal hours • Staff should wear face masks when travelling on public transport in line with national guideline 	<p>Headteacher/Staff/Parents</p>	<p>January 2021</p>	<ul style="list-style-type: none"> • Bubbles are mixed on the transport • Barnet school transport is now limiting the number of pupils on their buses • The school is working alongside to see if additional dedicated buses can be arranged

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	<p>discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms • In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible: • Pupils are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles • Children aged 11 and over use face coverings unless they are exempt from wearing them on public transport • Windows and ceiling vents are opened to maximise ventilation of fresh air from outside 				<p>using school staff as escorts</p> <ul style="list-style-type: none"> • Parents are increasingly choosing to drive children to school themselves rather than use Barnet transport • Staff on duty ensure social distancing is observed on boarding and disembarking • Staff ratios are high • Hand sanitiser is readily available upon entry to the school grounds and the school building • Not all pupils are able to wear face masks • Signage on the site reminds parents, pupils and staff of social distancing protocols

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	<ul style="list-style-type: none"> • Parents/carers who need to drop off and pick up pupils will be told through messages and signage: • Their allocated drop off and collection times • The protocols for minimising adult to adult contact • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment • Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin. • Anyone wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom or office. • Everyone will be made aware that they mustn't touch the front of the covering during use or removal. • Staff and visitors will wear face coverings in areas of the school 				<ul style="list-style-type: none"> • Additional floor signage is in place • The schools runs a one way drop off • Social stories support good mask hygiene protocols for pupils • Staff are reminded of good hygiene mask protocols during staff briefings • Staff are all required to wear face masks in the corridors at all times • Any visitors to the school either during school hours or after school hours are

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	<p>where social distancing isn't possible, such as in staffrooms.</p> <ul style="list-style-type: none"> • They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. Once they've arrived at their destination and need to take the covering off, they'll follow the above steps. • A supply of spare face coverings will be kept for anyone who arrives without one or has one that's unsafe to wear. • A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear. 				<p>required to wear a face mask</p> <ul style="list-style-type: none"> • Sanitiser is located at the main Reception entrance and at the pupil entrance
Spreading infection due to touch, sneezes and coughs	<ul style="list-style-type: none"> • Handwashing facilities will be provided. • Hand sanitisers are sited at each of the entrances into the school building and at the entrance to the playground • Pupils and staff are expected to use them upon entry into the building • Hand sanitisers are wall mounted outside each room withing the building and inside each classroom 		Headteacher/ All Staff/Pupils	January 2021	<ul style="list-style-type: none"> • Social stories model infection control due to touch, sneezes and coughs • The school has a good supply of face masks and PPE • Therapists working in closer proximity to pupils have available to them

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	<ul style="list-style-type: none"> • Pupils and staff are expected to use them upon entry into each room • Additional sanitisers are placed in areas of high traffic such as at the front desk • All classrooms have sinks with soap and hand sanitiser • Pupils are modelled coughing and sneezing into an elbow • Everyone in school will: <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste • Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school. • Help will be available for any pupils who have trouble cleaning their 				<p>KN95 masks, face visors and disposable aprons</p> <ul style="list-style-type: none"> • Reminders at briefings to staff to follow good hand hygiene protocols • All pupils and staff are encouraged to use hand sanitiser before entering a room and after sneezing and coughing • Social stories support use hand sanitiser before entering a room and after sneezing and coughing • Personalised support is given to pupils as required to ensure proper and thorough hand washing • Identified pupils are supported with more frequent opportunities for hand washing

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	<p>hands independently. Skin-friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <ul style="list-style-type: none"> • Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out. • Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day. • Where able pupils have their own pencil cases • Classroom based resources that are used and shared within the bubble are regularly cleaned • Any equipment shared between bubbles is cleaned before it is moved and set aside for a period of 48 hours (72 for plastics) • Therapy equipment is cleaned between each use • Outdoor equipment is frequently cleaned • Windows are open in all rooms to allow for good natural ventilation • 				<ul style="list-style-type: none"> • Catch it, bin it and kill it approach is followed to ensure good hand and respiratory hygiene

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Pupils who use saliva as a sensory stimulant or who spit uncontrollably	<ul style="list-style-type: none"> • Younger children and those with complex needs are helped with respiratory hygiene. • Hands are washed before and after eating, and after sneezing or coughing. • Adults to support pupils who are not able to do so independently. • Visuals to be placed by all sinks to support pupils to understand how to wash their hands properly. • Children learn and practice these habits through games, songs, visuals and repetition. • Lidded pedal bins are provided in all rooms. • Children who bite, spit uncontrollably, or use saliva as a sensory stimulant are supported with all aspects of good respirator hygiene. • Adaptations made to individual pupils PBSP and oral sensory programmes explored. • Staff to wear PPE when supporting pupils who spit and play with their saliva. This may also include extra PPE such as face shields, aprons and face shields. 		Headteacher, SLT/All teaching staff	January 2021	<ul style="list-style-type: none"> • Additional resources need to be readily available for staff in identified classrooms and in the basement in readiness for TEAM Teach incidents

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	<ul style="list-style-type: none"> • Staff to continuously clean surfaces with appropriate products where saliva is being spread. • Staff to ensure that PPE is worn when doing this and disposed of safely. • If working with pupils who may bite then staff must wear protective coverings on their bodies. 				
Spreading infection through contact with coronavirus on surfaces	<ul style="list-style-type: none"> • Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys 		Headteacher/All Staff/Cleaning Team	January 2021 onwards	<ul style="list-style-type: none"> • A cleaning protocol is in place • Additional cleaners have been employed • Cleaning is monitored by the Premises Manager • Premises managers hours have been amended to oversee cleaning at the end of the school day • On-going liaison with the cleaning company manger to ensure that cleaners are cleaning effectively

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	<ul style="list-style-type: none"> • Telephones • Fingerprint scanners • Outdoor play equipment • Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes. • Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like medicines hats, coats, • Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. • Any resources shared between groups, such as sports, art and science equipment, will be either: • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups • The same rules will be followed for books and other shared resources that pupils or staff take home. 				<ul style="list-style-type: none"> • Lateral flow testing area has its own cleaning protocol and is cleaned at the end of each session by the test operatives using a disposable mop head • PE resources have been divided up so that each class have their box of resources

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	<p>However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <ul style="list-style-type: none"> • Individual and very frequently used equipment, like pens and pencils, will not be shared. • Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be: <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals • Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. • If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. • Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. 				<ul style="list-style-type: none"> • Therapy rooms are cleaned between each use • The ball pond in the sensory room is not currently in use

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	<ul style="list-style-type: none"> Teachers will wash their hands and surfaces before and after handling pupils' books. 				
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<ul style="list-style-type: none"> Individual class bubbles are all in place Pupils at Kisharon all have SEN and many are limited in understanding of social distancing Classrooms are large and airy and all have good ventilation All rooms must have open windows Class sizes are between 4-8 pupils Staff are allocated to class bubbles With support of social stories and communication aids and prompts all pupils with cognitive understanding will be taught and reminded to maintain their distance and not touch staff or peers. Pupils will be seated side-by-side and facing forwards, We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will 	<ul style="list-style-type: none"> Pupil groups – When a bubble is not in school we use any additional space to maximise the spacing between pupils and between staff and other people Long term agency staff are deployed Whole school assemblies are carried out virtually All staff are strongly encouraged to participate in the rapid testing programme 		<p>January 2021</p>	<ul style="list-style-type: none"> We will be offering remote learning to any pupil who is unable to attend school When a bubble is closed due to staff ratio's being insufficient critical worker children and those with social care involvement will be accommodated in school Break times and lunch times are structured to support the reduction of contacts and maximising distance and they are closely supervised Individual pupil risk assessments will inform their

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	<p>be limited to allow for social distancing)</p> <ul style="list-style-type: none"> • Instruments or other equipment won't be shared. • For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible. • For team sports, we will follow the return to recreational team sport framework. For individual sports, we will follow the guidance on the phased return of sport and recreation. • Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can • Many of our pupils have complex needs or need close contact care. They will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. 				<p>placement in other class bubbles</p> <ul style="list-style-type: none"> • Music therapy is taking place either 1:1 or in small groups virtually • Each class bubble has its own box of PE equipment • Staff working across bubbles is being minimised. • Therapists are working one week in each bubble group to minimise spread • Staff are frequently reminded to be rigorous about hand washing – briefing /emails • Agency support assistants are participating in the testing programme • Only long-term agency staff are being used • Internal cover is being used minimally to

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	<ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. • These staff will also participate in the rapid testing programme in school, as outlined for other staff/pupils above. • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. • These staff will be advised to be rigorous about hand washing and respiratory hygiene. • During national lockdown: If we don't have enough staff to implement the necessary protective measures around groups, we will speak to the local health protection team for advice. If we are told we need to temporarily stop on-site provision, we will inform our LA and discuss alternative arrangements for vulnerable children and children of critical workers. 				<p>ensure that our pupils can remain in school</p>

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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<ul style="list-style-type: none"> • Pupils will be kept in the same groups at all times each day, and be kept separate from other groups • They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely • Everyone will be asked to wear face coverings when moving around the school, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely. • For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe. • Pupil bubbles will have staggered break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. • Assemblies and pupil gatherings will be delivered remotely 	<ul style="list-style-type: none"> • School start and end times – there isn't need for staggered timings for fewer pupils, so you should now be open for your normal hours • Breakfast and after-school clubs – where possible, keep these open for pupils attending school • Free school meals (FSM) - if parents will be collecting food packages, add any social distancing and hygiene measures you'll be enforcing. For example: <ul style="list-style-type: none"> • Staggered pick-up times • Marking out spots to queue • Only allowing one parent/carer to attend • Educational visits – these should not take place • 	<p>Headteacher.All Staff/Pupils</p>	<ul style="list-style-type: none"> • September onwards 	<ul style="list-style-type: none"> • The playground is being accessed on a rota basis • Breakfast club is taking place, food is being delivered to the class bubbles during lockdown • Food parcels for FSM are being delivered via school transport • No visits/trips are being made into the local community

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	<ul style="list-style-type: none"> • Movement around the school site will be kept to a minimum to avoid creating busy corridors • Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day. • All shared rooms, such as therapy spaces and dining areas, will be cleaned between each use. • Toilet use will be managed to avoid crowding • Staff use of staff rooms and offices will be staggered to limit occupancy. • We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. • Visits will happen outside of school hours wherever possible. We will keep a record of all visitors. • During national lockdown: educational visits will not take place. • 				<ul style="list-style-type: none"> • Additional refreshment points for staff are in place • Breakfast club is taking place with a small consistent group of pupils • During lockdown food

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					is being delivered to the class bubbles
Spreading infection due to the school environment	<ul style="list-style-type: none"> • Checks to the premises will be done to make sure the school is up to health and safety standards. • Fire, first aid and emergency procedures remain in place • This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing. • Areas in use will be well ventilated by: <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised • A comfortable temperature will be maintained alongside increased ventilation by: <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts 	<ul style="list-style-type: none"> • Fire safety and drills – you'll need to check: • Carry out emergency drills as normal – make any necessary adjustments to your fire drill to allow for social distancing • 	Headteacher/ Premises Manager	September onwards	<ul style="list-style-type: none"> • A fire drill was executed with social distancing in place • Additional emergency drills are planned • Staff are regularly reminded to keep windows open for ventilation • The premises manager is responsible for opening windows on a daily basis in staff work areas

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	<ul style="list-style-type: none"> • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts • The use of lifts will be avoided unless essential. • Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. • Outdoor space will be used for exercise and breaks, and for education where possible. • The indoor space used for children in the EYFS will meet the following requirements: <ul style="list-style-type: none"> • 3.5m² per child for children under 2 years old • 2.5m² per child for 2 year olds • 2.3m² per child for children aged 3 to 5 years old 				

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Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing. 		Headteacher/ All Staff	January 2021 onwards	<ul style="list-style-type: none"> This is the now the accepted protocol and firmly embedded as normal practice within school
Individuals vulnerable to serious infection coming into school	<ul style="list-style-type: none"> If our school is in local restriction tier 1 or 2: Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing. For staff who are otherwise at risk (e.g. BAME staff), we will consider putting specific protective measures in place. Where necessary individual risk assessments have been completed In tier 3: If the government introduces additional shielding measures, it will contact individuals if they need to shield. Staff who have received a shielding letter from the government or been advised to stay at home by their GP/clinician will not come into school if possible. If staff who are in the clinically 	<ul style="list-style-type: none"> Clinically extremely vulnerable staff – staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school, and instead will work from home if they can (same as previous tier 4 guidance) Clinically vulnerable staff – can come into school, if they can't work from home. If in school, they should: Where possible, maintain 2-metre distance from others Avoid close face-to-face contact and minimise time spent within 1 metre of others Staff that live with someone that's clinically extremely vulnerable or clinically vulnerable – can come into school if they can't work from home, but should ensure they maintain 	Headteacher	January 2021 onwards	<ul style="list-style-type: none"> There is ongoing dialogue with individual staff members who may be vulnerable to serious infection Acknowledge that individual personal circumstances may change All members of staff with underlying health issues have been instructed to make their

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	<p>extremely vulnerable category cannot work from home, we will carry out an individual risk assessment to determine whether they can work safely in school by taking an alternative role or changing working patterns.</p> <ul style="list-style-type: none"> In tier 4 or during national lockdown: Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school, and instead will work from home if they can. Clinically vulnerable staff will come into school if they can't work from home. If in school, they will: Where possible, maintain 2-metre distance from others Avoid close face-to-face contact and minimise time spent within 1 metre of others Staff that live with someone who's extremely clinically vulnerable or clinically vulnerable will come into school if they can't work from home and will follow good prevention practices. Staff who are pregnant will work from home where possible. If home working isn't possible, we will follow the guidance for pregnant staff in all tiers (below). 	<p>good prevention (e.g. hygiene) practice</p> <ul style="list-style-type: none"> Pregnant staff – should work from home where possible. If home working is not possible, follow the guidance for pregnant staff that applies to all tiers Staff who may be otherwise at increased risk of coronavirus - can come into school, if they can't work from home. Consider putting specific protective measures in place. Staff that live with those at increased risk can also come into school if they can't work from home 			<p>condition or circumstances known to the school if it could put them at risk.</p> <ul style="list-style-type: none"> Staff are made aware that they have a duty to inform the school if their health circumstances change which puts them at risk. Records are kept of this and regularly updated

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	<ul style="list-style-type: none"> In tiers 1, 2, 3 or 4: We will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity. 				
Staff in school working for external contractors during Covid19	<ul style="list-style-type: none"> Any employees from an external contractor being used by a school should have a copy of the school's risk assessment. Masks will be work by all contractors Contractors will be advised to follow social distancing protocols A thorough clean will take place prior to any pupils return to school 		Premises Manager	January 2021	