



V E N N

Risk Assessment for COVID-19

Bridgeview Special School and Whitehouse PRU

This risk assessment reflects government guidance as set out in **Guidance for full opening: Schools, 30 December 2020**.

Completed by:	N. Witham	Date:	4 th January 2021	Approved by:	
Version:	2.2	Review date:	12 th February 2021	Applicable to:	All adults & pupils

For as long as coronavirus (COVID-19) remains in the community, judgments will need to be made at a school level about how to balance minimising risks from coronavirus (COVID-19), by maximising control measures, with providing a full educational experience for children and young people.

Hazard / Risk (without controls)	Who is at Risk?	Risk Low – Medium – High <i>see risk matrix table</i>	Control Measures	Residual Risk score Low – Medium - High
Spread of infection	Adults and pupils	High	<u>Hygiene Practices and Cleaning</u> <u>Handwashing and hand sanitising</u> https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <ul style="list-style-type: none">• Hand sanitising stations throughout the setting. This includes all classrooms, next to all main pupil and staff entrances, reception area for visitors, entrances from main playground areas.• Additional sanitiser stations are in the entrance to prevent congestion when pupils are entering school.• Staff to inform site staff if sanitiser stations need refreshing. This will be done immediately.	Medium

		<ul style="list-style-type: none"> • All hand washing areas to have soap and paper towels available to staff and children. Staff to check these regularly and report if stock is low so it can be topped up. • Clear protocols for staff, pupils and visitors to wash hands on entry and exit to the building. Signage placed at all entrances to remind staff, pupils and visitors of the protocol. • Admin staff and site staff to request all visitors sanitise/wash hands when entering the building. • All adults and pupils to wash hands frequently throughout the day. Staff to encourage 'healthy handwashing habits'. As a minimum teachers plan for pupils to wash their hand/sanitise at the following key times: <ul style="list-style-type: none"> • Sanitise on entry to the school • Wash hands when entering the classroom • Re-entering school from playground for playtime or PE • Before eating fruit/snack or lunch • Reinforce good hygiene and the importance for it through lessons and information to parents. • All pupils to be taught eBug hand hygiene and sneezing lessons. https://e-bug.eu/ • Adults and pupils are required to change clothing at the end of each day in school. This should be washed straight away. • School nursing to support delivering of handwashing lessons. • SLT to communicate most up to date guidance on handwashing from the DFE. <p>General hygiene</p> <ul style="list-style-type: none"> • Regularly communicate good hygiene practices to parents through a variety of media including Twitter, letters and the website • Apply catch it, bin it, kill it for coughs and colds. https://www.youtube.com/watch?v=BEJHHuT9_ig&feature=youtu.be • Posters to be displayed throughout school to support the education of staff, visitors and children. • Lidded bins in all classrooms and offices to be used for general waste including used tissues. Bins to be emptied at least once per day. 	
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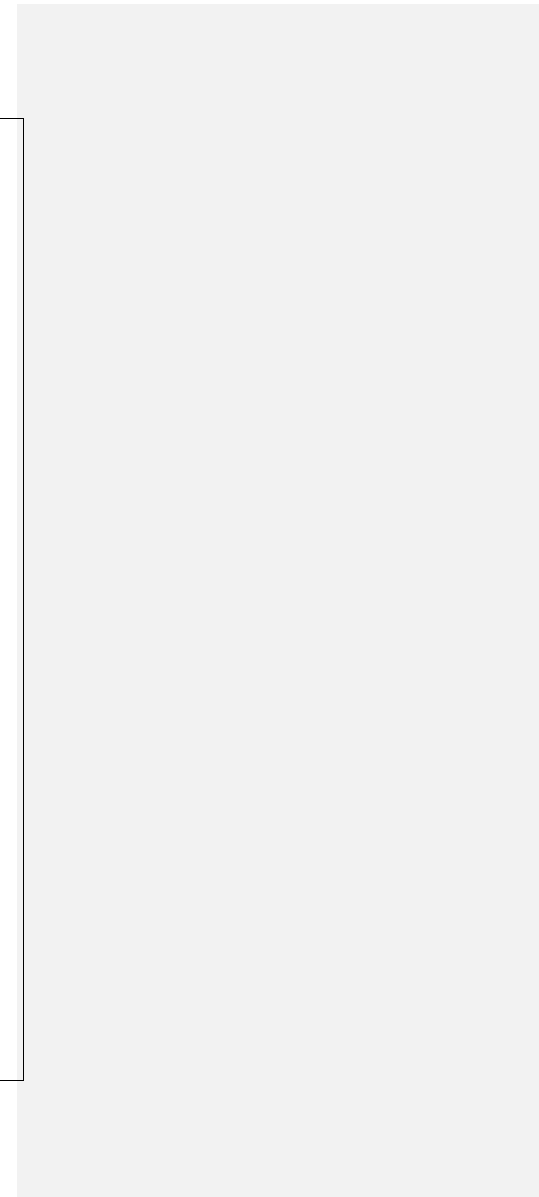
			<ul style="list-style-type: none"> • Staff to wear clean clothing each day. Staff to be offered use school washing machine and dryer to regularly wash staff fleece jacket and unclean clothing before taking it home. <p><u>General school cleaning</u></p> <ul style="list-style-type: none"> • Increase cleaning services throughout the week to included cleaner for midday clean to include of toilets, door handles. • Review cleaning schedule for setting and make cleaning checklist for each classroom and area of school. Checklist to be displayed and signed when area cleaned. • Close areas of school if not being used. • Clear desk and no clutter policy to be strictly adhered to, to enable staff to wipe down areas throughout the day and to be thoroughly cleaned each morning. • Additional supplies of cleaning products to be purchased and available in school. • Cleaning staff to wear clean tabard and new PPE each day. <p><u>Cleaning (school staff)</u></p> <ul style="list-style-type: none"> • Shared areas will be cleaned after use i.e. hall • Doors will be propped open where possible and safe to do so. • Resources will not be shared where possible to reduce contacts. If they are shared, they must be cleaned after each use and before other children use them. For example sports equipment for each bubble, photocopiers, paper trimmers. Disinfectant spray will be readily available in staff areas. • All staff will carry out general cleaning duties (in line with normal duties) throughout the day in their designated area. Staff will wipe down surfaces and equipment throughout the day. Cleaning products will be available in all rooms, in locked cupboards. This is explained clearly in the classroom hygiene schedule. • Staff are requested to wipe the sink area in the toilets after use. <p><u>Additional hygiene practices to classrooms and main teaching areas</u></p> <ul style="list-style-type: none"> • Clear hygiene schedules in place and displayed for the classrooms. • Cleaning products available and stored out of pupils' reach. 	
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Commented [KO1]: What exactly are the general cleaning duties.

Commented [KO2]: Are these COSHH assessed with training?

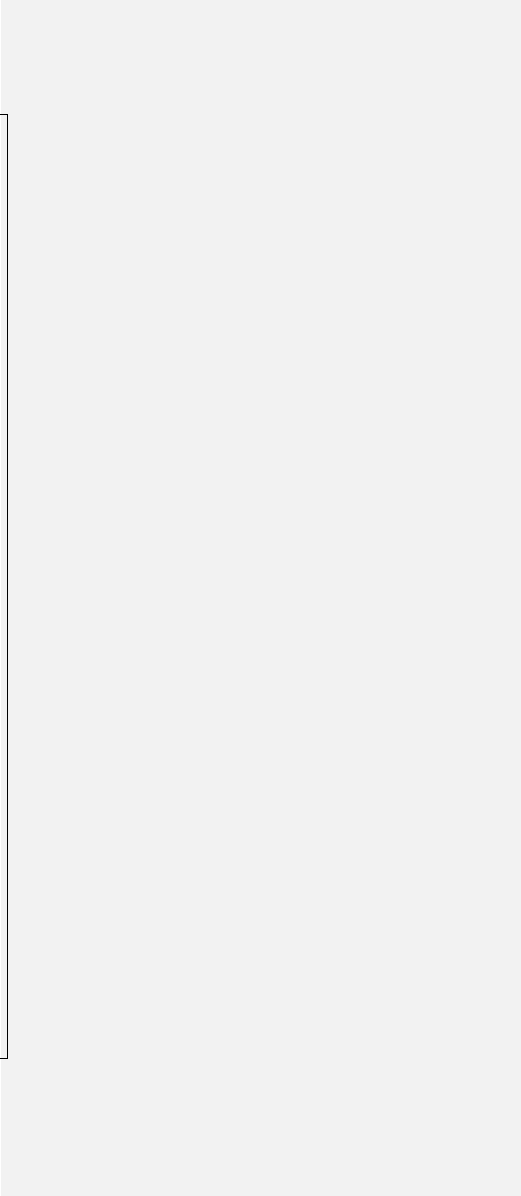
			<ul style="list-style-type: none"> • Remove excess furniture and equipment from classroom. Minimal, non-cluttered approach to classrooms. • Pupils to have box with own resources including pencil case, books, cup etc. All items to be named. • Staff to have their own pencil case and named stationary equipment. • Pupils will be discouraged to bring own toys/items to school. If a comforter is needed this must be kept on the pupil's own table and/or in their box. Parents will be asked to clean the toy/comforter daily. 	
Spread of infection			<p><u>Limiting interactions between adults/children and between groups</u></p> <p><u>Bubble organisation</u></p> <ul style="list-style-type: none"> • Staff and pupils are organised in to bubbles to reduce limit interactions and movement around the building. The size of the bubbles are inline with government guidance. Within each bubble classes are paired to create smaller bubbles. See Bubble appendix. • Staff meeting on training day used to revisit the organisation and purpose of bubbles. • Each bubble to have allocated entrance. • Each Bubble to have allocated resources to prevent movement around school. This includes additional photocopiers, first aid, IT, staffroom facilities. • Staffing clearly organised within each Bubble to ensure all staff understand their role. • Senior leader allocated to each bubble. • Staff who need to move between Bubbles wash hands before and after entering the bubble. <p><u>Visitors</u></p> <ul style="list-style-type: none"> • Only necessary visitors will be allowed into school. This would include, but is not exhaustive; social workers, police, VENN central staff, school nursing. • We will endeavour to safely accommodate visitors if they are required to support pupils for the following reasons; • Safeguarding support eg social care, Womens' Aid, Youth Justice • EHCP support or assessment eg Education Psychologists, Speech and Language, Occupational Therapy 	

			<ul style="list-style-type: none"> • Transition to next setting • Admission meetings will need to be held on site. These meetings will be held in the training room (our largest office space), windows and doors to be opened, furniture to be positioned to enable social distancing. Meetings will be time limited. • If the visitor is to support the safeguarding of pupils or to meet the needs of a pupil as identified in their EHCP or transition needs of a pupils we will safely try to accommodate this • Where possible virtual methods will be used to communicate. (see virtual communication technologies below) <p><u>General social distancing</u></p> <ul style="list-style-type: none"> • 2m guidance to be applied wherever possible throughout the school setting i.e. with children, visitors, colleagues, where possible. • Staff understand that social distancing and other preventative measure are not 'all or nothing' rules. • Signs to be displayed in and around the school to remind adult and pupils of social distancing • Staff in school will adhere to social distancing, where possible. <p><u>Admin and Welfare offices</u></p> <ul style="list-style-type: none"> • Reduce number of adults working in office areas by increasing number of office bases. This will include new safeguarding office and SEN office. • Remove desks from admin and welfare offices to create wider spaces between desks. • Increase number of phone points and internet points to be able to arrange desks further apart and be non-facing. • No 'hot desking' and 'seat sharing' • Change door to admin to a stable door to deter people from entering the office. Place tray on stable door for staff to leave items for admin officers. • Perspex screen on front desk. 	
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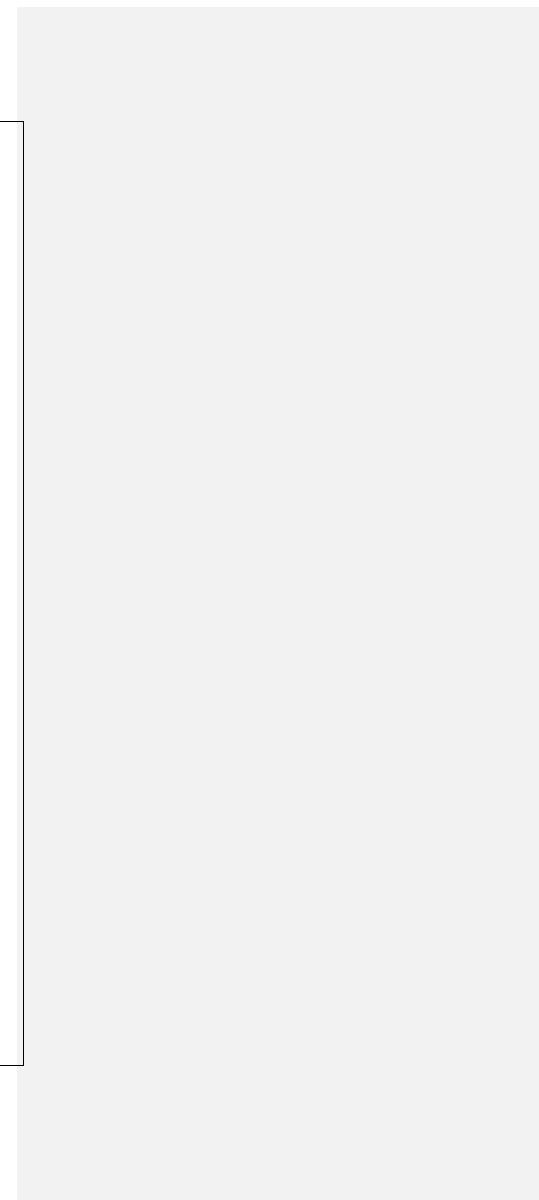


			<p><u>Classroom organisation</u></p> <ul style="list-style-type: none">• Teachers to keep records of seating plans for identifying close contacts.• Desks to be forward facing where possible and positioned with maximum space between to reduce contact.• Desks to be clearly labelled to help the pupils organise their resources and know which end to sit at.• Pupils to have their own classroom to limit movement between rooms within the Bubble.• Specialist learning areas to be cleaned between use by pupils and staff eg art room, medical rooms, PD room, Pupil Champion room.• Staff to pupils have resources they need for the day to reduce movement around the room.• Reading books returned from home to be quarantined for 3 days before returning to shelf.• Pupils to have own named drinking cup.• Additional maths resources, phonics resources ordered to reduce sharing of resource between classes. <p><u>Key Stage 1 Classrooms</u></p> <ul style="list-style-type: none">• Similar classroom hygiene schedules apply. In addition, cleaning and organisation of toys required.• Each group to have toys allocated to them. These are cleaned before changing.• Play trays to be used to promote social distancing whilst playing.• Each child to own set of curriculum resources if required eg. Numicon, counters etc. <p><u>Transporting pupils to school</u></p> <ul style="list-style-type: none">• Parents/carers will be encouraged to walk, bike or bring to school where possible.• Parents/carers will be informed if a personal transport budget is possible.• Regular communication with the LA transport department will be in place.	
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			<ul style="list-style-type: none"> • Senior leaders will work with LA to ensure consistency in the groups of children who travel together.. • Only two or three transport vehicles to be allowed through the gates at one time. • Staff to monitor that drivers are cleaning the vehicles between pupil groups. • Staff not to open and close vehicle doors when meeting and greeting pupils. <p><u>Timetable</u></p> <ul style="list-style-type: none"> • Timetable in place for the use of the playground and hall. • Timetable to be flexible to reduce pupil anxieties. • Sport coach to be allocated to a Bubble each visit and to follow guidance from sports associations. <p><u>Lunchtime</u></p> <ul style="list-style-type: none"> • Introduce sittings lunchtime for both BV and WH. Reduce numbers in dining hall at one time to allow less children to sit around tables. • Children to be served food by staff. Dedicated staff to serve food. • Staff serving food to wear face covering. • Seats and tables to be cleaned between sittings. • All spare cutlery to be removed from tables between sittings. • New jugs of drink to be placed on table for each sitting. <p><u>Music and working with staff from the Music Hub</u></p> <ul style="list-style-type: none"> • Music leader to coordinate with music hub to explain school COVID prevention measures. • No wind instruments to be used. • Pupils to wash hands before using instruments. • Instruments should be cleaned by the pupils after using them wherever possible. • Music lessons to be in small groups no larger than BV/WH class sizes. Classes must not join together. • Singing should not take place in groups larger than BV/WH class sizes. Staff should ensure the room is large enough and has good ventilation. 	
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			<ul style="list-style-type: none"> • Pupils should sit back to back or side by side during when playing instruments or singing. <p><u>Art lessons in the studio</u></p> <ul style="list-style-type: none"> • Teaching days to be allocated between either Whitehouse or Bridgeview. • Sugar/newspaper to cover each table and then disposed of each lesson. • Resources allocated to each class and stored in class draws following a thorough clean. • Tables and chairs wiped down between lessons. • Equipment that is limited e.g. glue guns/DT equipment to be sanitised after use. • Pupils to be seated and allocated a space at the start of the lesson, spread out around the room. • Pupils and staff to sanitise hands before moving over to the studio. Hands to be sanitised on arrival and departure of the studio. • Pupils work will be stored in the class draw ready for the next lesson. Any work that requires drying to be placed in the drying rack and then transferred to the appropriate class draw when dry. • Ensure good ventilation when using the studio. • Art lessons to be in small groups no larger than BV/WH class sizes. Class bubbles must not join together. <p><u>Physical activity in school</u></p> <ul style="list-style-type: none"> • Physical activity will be promoted in school. • PE leader will seek guidance from sporting associations. • PE leader will coordinate with Sports coaches to explain the COVID prevention measure. • PE lessons will be in classes or within bubbles. • Outdoor sports will be prioritised. • All pupils to complete Daily Mile outdoors. • Ensure good ventilation when using the PE hall. • Equipment to be cleaned after use. 	
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			<ul style="list-style-type: none"> • Pupils to wash hands before and after physical activities. <p><u>Assemblies</u></p> <ul style="list-style-type: none"> • Large group situations will be avoided. Whole school assemblies with pupils sitting together will not take place. • Assemblies will still take place to ensure pupils have chance to reflect, celebrate achievements and celebrate festivals and traditions. • Classes will be either in own classes or using Microsoft Teams if whole school. • Singing within assemblies must follow guidance as for music lessons. <p><u>First aid and medication</u></p> <ul style="list-style-type: none"> • First aid bag to be kept in the staffroom for each Bubble. • If appropriate, pupils to be treated within the classroom. • Medication to be taken in medical room. Surfaces and cabinet to be wiped after use. <p><u>Sharing of Safeguarding concerns with Designated Safeguarding Leads</u></p> <ul style="list-style-type: none"> • Staff should follow the usual Child Protection Policy if they have a safeguarding concern about a pupils. • CPOMs to be used to share concerns. • Staff to ring safeguarding office if needing to speak to the DSLs. <p><u>Pupil use of the toilets</u></p> <ul style="list-style-type: none"> • Staff should continue to take pupils to the toilet and check the toilet area before the pupil enters. • Staff to wear own face covering in the toilet area if they wish. • Only one pupil to be allowed in the toilet area at one time. <p><u>Staffrooms, office, copier rooms</u></p> <ul style="list-style-type: none"> • Signage will indicate the maximum number of adults allowed in these rooms. 	
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Commented [KO3]: What does checking entail? Are the pupils then unsupervised? What is the cleaning regime afterwards?

			<p><u>Pupils displaying symptoms of COVID</u></p> <ul style="list-style-type: none"> • Removal of the child to the an unoccupied, well ventilated room. The small meeting room at reception should firstly be used. • PPE (gloves, apron and face mask) will be readily available in this room if the supporting adult needs to remain with the child to support his/her wellbeing. If it is safe to leave the pupil in the room the viewing window can be used to observe the pupil. • The pupil's parents/carers will be contacted to collect the child. If they have no transport a taxi will be called for them. • The child will remain in the room (if possible) until parents/carers arrive. • If the child needs the toilet whilst waiting to be collected, the child should be allowed to do so. The toilet in the reception area should be used. Admin staff should use the toilets down the hall corridor at this time. The toilet will be cleaned by a senior leader or cleaner using standard cleaning equipment before being used by anyone else. PPE equipment to be worn whilst cleaning the area. • Door to the room to be left open and main doors open to give ventilation. • The adult who has supported the child can remain in school, unless he/she starts to display symptoms. The adult should ensure he/she washes their hands thoroughly (see handwashing guidance) • If the child tests positive for coronavirus, other children and staff in the child's allocated 'group' (or bubble) will be informed and isolation guidance followed. <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p><u>Staff displaying symptoms of COVID</u></p> <ul style="list-style-type: none"> • Will go home straight away • Follow the isolation guidance and will take a test <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	
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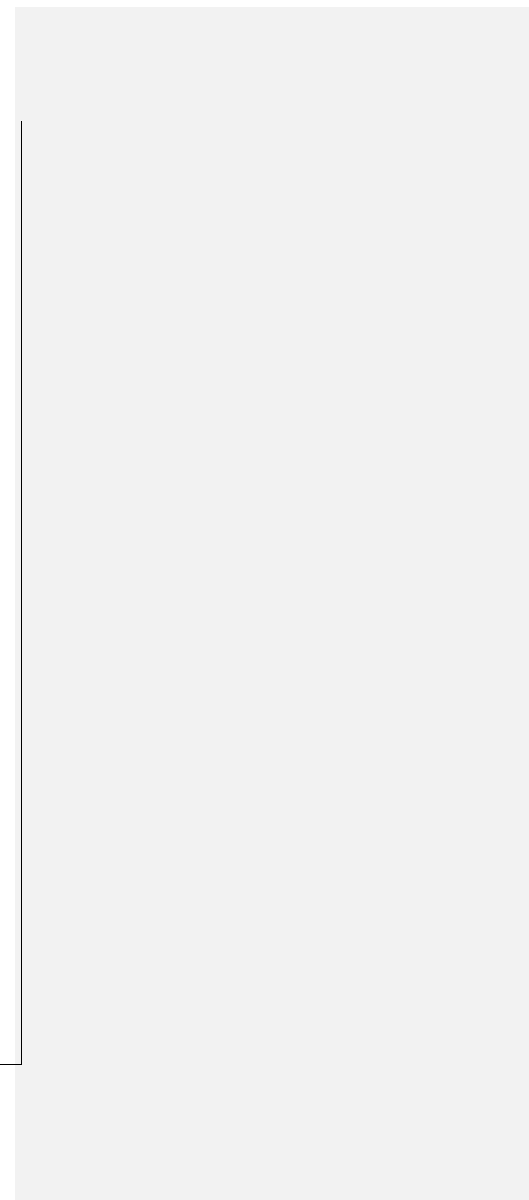
Commented [KO4]: Has this been pre-arranged with transport? If this cant happen what is the contingency plan?

Commented [KO5]: Can this be made clear that it will be by a suitable trained cleaner with appropriate PPE

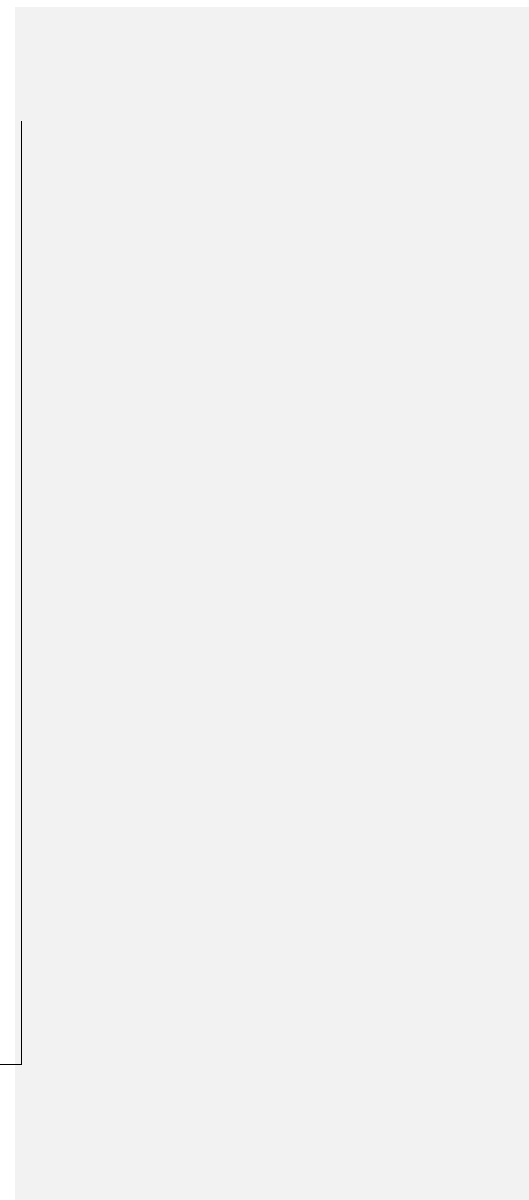
Commented [KO6]: Many trusts are isolating/collapsing bubbles straight away until test results back.

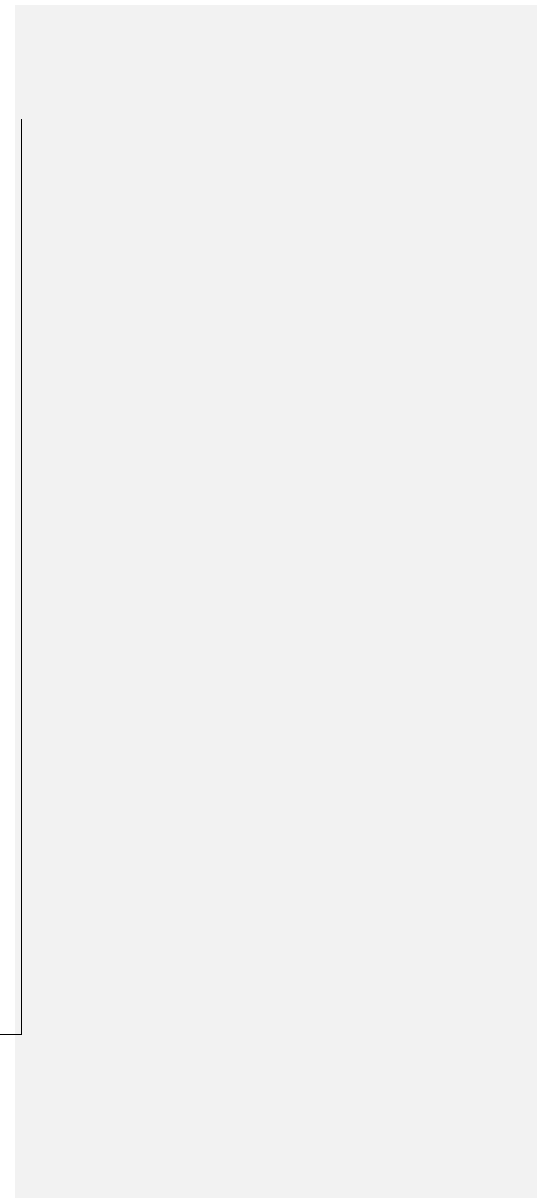
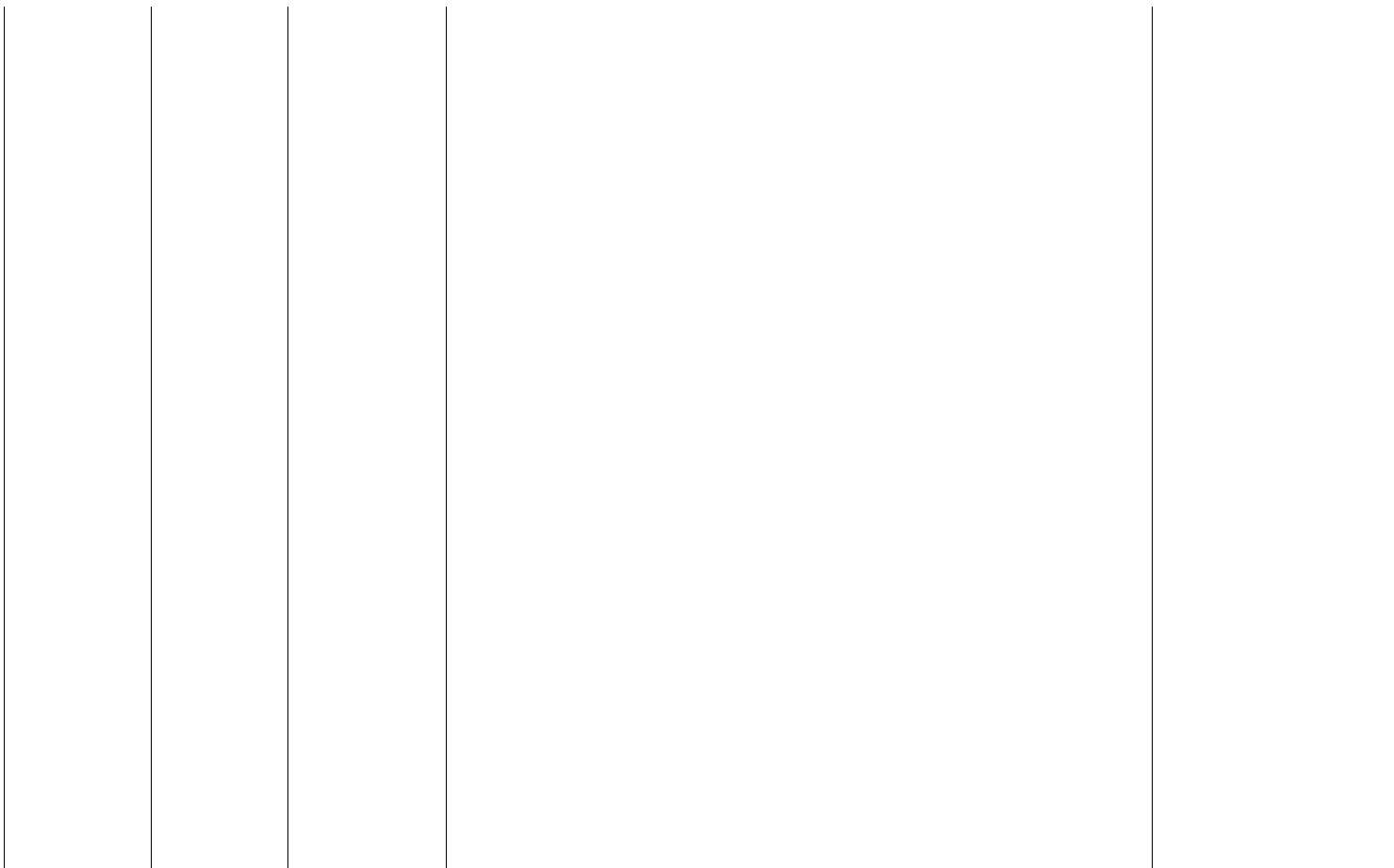
			<ul style="list-style-type: none"> • If staff are unable to get access to a testing centre a testing kit will be delivered to their home <p><u>Staff medical assessment</u></p> <ul style="list-style-type: none"> • Health questionnaire completed by all staff. • Staff who identify themselves as vulnerable will have a risk assessment completed. • Staff who identify themselves as clinically <u>extremely</u> vulnerable should seek and follow guidance from GP/consultant. • Risk assessment for pregnant staff will be completed. • 	
			<p><u>Personal Protective Equipment</u></p> <p><u>Intimate care/general first aid</u></p> <ul style="list-style-type: none"> • 'routine' PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves and apron) • Face mask, gloves and apron to be worn by staff if first aid treatment is needed to be given. <p><u>Other</u></p> <p>A face mask, disposable gloves and apron are available for the following situations</p> <ul style="list-style-type: none"> • Child/adult displaying symptoms of coronavirus and has to remain in school for a short period of time. The supporting adult will have access to PPE if needed 	

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tomNegative effects on Mental Health and Wellbeing	Adults and pupils	High	<p>Staff</p> <ul style="list-style-type: none"> • Share the VENN Wellbeing policy and refer staff to the support section • Health and wellbeing check for all staff working in school and from home • Staff have collective responsibility for staff well being of their colleagues and to look out for one another. • Support from VENN HR partner, Lynsey Cook <p>Pupils</p> <ul style="list-style-type: none"> • PSHE, Health and wellbeing resources to be shared with children through the academy website, twitter and weekly welfare call to parents • Wellbeing calls to all parents of vulnerable pupils not attending or have concerning attendance. • The curriculum for all children will have a focus on SEMH. • Personal Development Mentors to provide additional resources for pupils identified as needing focus support • SEMH resources from EP services to be used • Child friendly COVID story booklets shared with parents • Regular online safety information shared with parents • Children University well being packs to be distributed to pupils staying at home and CLA pupils. • Recovery CASE curriculum in place and personalised to needs of the pupils. 	Medium
Spread of Infection	Pupils and staff	High	<p>Behaviour Management</p> <p>The behaviour policy has been amended to reflect changes to how behaviour is able to be managed.</p> <ul style="list-style-type: none"> • Small class sizes, clear and consistent routines and protocols will promote positive and safe behaviours • Behaviour management will reduce levels of confrontation and anxieties • Scripts will be adjusted and will include praise for those pupils following social distancing, hygiene procedures etc. • All pupils have a risk assessment • Following incidents of challenging pupil behaviour staff will be consulted to check their safety, mental well-being and feelings about next steps. 	Medium

			<ul style="list-style-type: none"> Following an incident a 'discussion around the child' will be held to identify safe next steps. Parents/carers will be informed of the decision and where appropriate the LA will be informed. Training days to be used to retrain staff on Team Teach strategies. Training days to be used to ensure staff are familiar with school behaviour protocols and systems. Training days to be used to discuss how pupils may present returning to school and how this is best managed. 	

Head of School:	(insert name)	Signature:		Date:	
Executive Head:	(insert name)	Signature:		Date:	

