

Springwell Harrogate COVID-19 Risk Assessment September 2020

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**. School/childcare settings are essential for us to effectively manage our response to COVID-19 and those staff working in these settings are providing a key role.

Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the COVID-19 pandemic.

Some parents and students are also anxious about the return to school.

Whilst the COVID-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions, evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness.

As a result of the huge efforts everyone has made to adhere to strict social distancing measures, the transmission rate of COVID-19 has decreased and as a result of their they are asking schools to plan to welcome more children back in to school. In particular, special schools are being asked to work towards a return of all children for the new school term. See <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The risk assessment below has been developed based in conjunction with NEU & Unison Health & Safety Rep on the following principles:

- That we will act together to ensure the safety and reassurance of all staff and children.
- That the school will provide a full educational experience using a blended approach to learning (using in-centre and online tuition) minimising risk through a phased return of most complex students over first half of autumn term.
return process based on individual risk assessments to ensure that all students are welcomed back into school as soon as possible.
- A reliable and adequate supply of suitable PPE remains available.
- The wearing of facemasks is not mandatory for staff or pupils except in the event of a suspected cases of Covid-19 infection. However, although current Government advice on facemasks does not recommend their use in school settings, the SLT are mindful of the ongoing public health debate on the efficacy of the mandatory requirement for the wearing of masks in enclosed spaces. The Headteacher reserves the right to make a dynamic risk assessment and insist on staff and/or students wearing a mask.

Risk Area & Hazard	Mitigation	Recording	Responsible Person
<p>AMBER</p> <p>General Health and Safety: Building & sanitisation</p> <p>Virus could be present on hard surfaces in the school building which could be a source of transmission.</p> <p>If the virus is present and staff or children come in to contact with this, then they could become infected with COVID-19.</p>	<p>GREEN</p> <p>Enhanced Cleaning programme in daily use.</p> <p>Ensure that hand sanitiser is available at entry points to the school.</p> <p>Ensure soap and water/hand sanitiser is available and that all ensure hand cleanliness on entry into classrooms.</p> <p>All staff have received NYCC Health training in hygiene measures during Covid 19 and use of PPE.</p> <p>Ensure that tables and chairs are wiped down thoroughly with antibacterial spray or wipes after each use by staff. Surfaces that children are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal by staff.</p> <p>Lidded bins for tissues and other rubbish are emptied throughout the day where necessary as per DFE Guidance (28.05.2020)</p> <p>To minimise cross-contamination, unnecessary items, particularly those that cannot be easily cleaned removed from classrooms and other learning environments</p> <p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary. Disposable tissues are available in each room.</p> <p>Soft furnishings, communal resources and toys that are hard to clean (such as those with intricate parts) need to be removed to basement.</p> <p>Shared materials and surfaces are cleaned and disinfected more frequently.</p>	<p>Google Forms</p> <p>Signed cleaning sheets for start and end of day to be posted at key check points: classrooms, staffroom and entrance lobby.</p>	<p>All Staff</p> <p>Duty Staff</p>

	<p>GREEN</p> <p>Shared Resources: Each pupil has his/her own pack of equipment provided on the desk and these are not shared. Pupils to have named trays and see-through plastic pencil cases individually labelled and available for each individual in designated classroom.</p>		All Staff
<p>AMBER</p> <p>Entrance Lobby: Managing pupils entrance into the building</p>	<p>GREEN</p> <p>Discard face masks in lidded bins as per Public Health England guidance.</p> <p>Masks to be available for those who choose to use them.</p> <p>Direct children to sanitise hands before entrance into main building.</p>		Morning duty staff
<p>RED</p> <p>Sanitisation practices of occupants / Visitors:</p> <p>Staff, pupils or visitors may be COVID-19 positive and not be aware of this.</p>	<p>AMBER</p> <p>Staff, students and visitors who are ill to stay at home.</p> <p>Ensure robust hand washing & sanitary hygiene arrangements are in place: Ensure that anti-bacterial spray or wipes are available in each classroom and encourage use throughout the day. The 'catch it, bin it, kill it' approach is promoted. Reminders to wash with liquid soap & water for a minimum of 20 seconds. Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after. Used tissues to be put in a lidded bin immediately.</p> <p>Staff, children and visitors will be reminded to wash their hands before leaving home, on arrival at the premises and before eating/drinking, after using the toilet, and not to touch face with hands that are not clean.</p> <p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used but only if soap and water are not available. This is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE STAFF SUPERVISION. Cleaners to be stored according fire safety regulations in science cupboard.</p> <p>Sinks and toilets will be regularly sanitised throughout the day. This needs to be done at the end of</p>	<p>SWH Covid-19 Hygiene protocol</p> <p>Masks available in lobby for visitor use.</p> <p>Hygiene posters & guidance in lobby and around site.</p> <p>CPOMs any instances of pupil non-compliance with hygiene</p>	<p>Class teacher</p> <p>Visitors</p> <p>All staff</p> <p>All staff;</p> <p>JW;</p> <p>parents & carers</p>

	<p>each day least.</p> <p>Tuck is eaten in the classroom. Children should wash their hands beforehand and afterwards.</p> <p>Children not to bring personal items in from home as this will reduce possible spread of the virus. Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day.</p>	<p>guidelines.</p> <p>Headteacher letters outlining expectations. Hygiene policy on website</p>	<p>Contract cleaning staff</p> <p>All staff</p> <p>Parents, staff to monitor</p>
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<p>AMBER</p> <p>Staff and pupils need sufficient opportunity throughout the day to implement effective hand washing.</p>	<p>GREEN</p> <p>Follow Hand Washing protocol: https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p> <p>Staff, children, young people and families should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Staff and pupils are reminded that they must not touch their faces, eyes, nose etc. Where possible, staff should supervise to ensure pupils wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) and catch coughs and</p>	<p>NHS hygiene and hand washing posters at strategic points</p> <p>CPOMs any instances of pupil non-compliance with hygiene guidelines.</p> <p>Dynamic risk assessments</p>	<p>SLT daily lead & Daily Rota staff.</p> <p>SLT to liaise with parents on case by case basis.</p>

	<p>sneezes in tissues. Lidded bins for tissues should be emptied throughout the day.</p> <p>Some children and young people with special educational needs may require additional support in following public health advice or may find frequent handwashing distressing. Staff will know where this is likely to be the case, and how they can best support individual children and young people.</p>	<p>on pupil ability to comply with hygiene guidance will be reviewed continually.</p>	<p>Safeguarding team & SLT; All staff</p>
<p>RED</p> <p>Spread of Coronavirus - social practice & physical environment</p> <p>Measures taken in school to limit the spread of the disease.</p> <p>Individuals who are visiting multiple places may be in contact with someone who has the virus and could transmit this to school.</p>	<p>AMBER</p> <p>Visits to the school to be limited to essential ones only and by prior appointment where possible. Staff have the option to wear PPE or face coverings based on their own personal risk assessment.</p> <p>All staff and children to form single 'bubble'. All staff in centre.</p> <p>Transitions to be minimised to one per day as far as possible, with students remaining in classroom base and staff changing classrooms as per latest guidance: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</p> <p>Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport. Groups are kept apart from other groups and children are encouraged to keep their distance within their groups. Staff to limit inter-personal interaction, sharing of rooms and social spaces between groups as much as possible. The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building. Staggered breaks where possible for classroom bases.</p> <p>Children not to have close contact with each other (maintain social distancing). This must be supported by very clear expectations and gentle reminders.</p> <p>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children in one day, or properly cleaned between different groups.</p>	<p>Signing in protocol</p> <p>Headteacher's letters outlining expectations have been sent home & on website.</p> <p>SWH Covid-19 Hygiene protocol shared will all staff, visitors and parents.</p> <p>Advice to be communicated in WSM.</p>	<p>Admin staff to communicate via website and restrict visitor entrance</p> <p>All staff & parents</p> <p>SLT & union Health & Safety rep</p>

<p>Risk of virus is greater given full return to school and dysregulated, risk taking nature of many students.</p>	<p>Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Where possible adults maintain a 2 metre distance from each other, and from children. Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration. Within the classroom a distance between people is maintained so far as reasonably practical.</p> <p>Face to face contact time is reduced and limited to no more than 15 minutes duration. Pupils are seated side by side and facing forwards, rather than face to face or side on. Staff will work side on to pupils as opposed to face to face whenever possible. Unnecessary furniture has been moved out of classrooms to make more space. Classroom windows will remain open as far as is practicable to facilitate good ventilation. Furniture will be spaced, where possible, to maximise social distancing and the potential for aerosol transmission of virus.</p> <p>Social distancing practised in staff room as far as practicable. Avoid unnecessary staff gatherings.</p> <p>Hallways are marked clearly to facilitate social distanced movement within building. Circulation areas to be created through removing furniture to facilitate socially distanced movement.</p> <p>Large gatherings such as assemblies with more than one group do not take place.</p> <p>Face coverings are required at all times on public transport for children, over the age of 11. Face coverings for students could be required as a result of a dynamic risk assessment. The use of blended learning and use of 1:1 room (staff permitting) could be considered.</p> <p>In the event of the need for a Restrictive Physical Intervention (RPI) staff to follow <u>Wellspring Risk Assessment: Covid19 - Use of Physical Intervention in AP & Special Setting - September 2020</u> 'Grab bags' of PPE to be available throughout teaching area.</p>	<p>Dynamic risk assessments on pupil ability to comply with hygiene guidance will be reviewed continually.</p> <p>CPOMS</p>	<p>SLT & union Health & Safety rep</p>
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<p>AMBER</p> <p>H&S and behaviour protocols</p> <p>Staff may not have appropriate knowledge on virus transmission and risk.</p>	<p>GREEN</p> <p>All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines: https://www.gov.uk/coronavirus</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Four First Aiders available: PT, CK, SH, DH.</p> <p>All pupil provision plans updated and Covid 19 risk assessment completed.</p> <p>All changes to school systems to be shared in twice weekly whole staff briefings.</p>	<p>Individual pupil provision plans & risk assessments</p> <p>Staff meeting notes</p> <p>Google forms in SLT folders.</p>	<p>SLT and H&S Union Rep.</p> <p>SLT, acting deputy safeguarding policy</p> <p>SLT</p>
<p>RED</p> <p>Availability of safety equipment / supplies.</p> <p>Staff member may come in to contact with a child who is displaying symptoms of COVID-19.</p>	<p>AMBER</p> <p>PPE will need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus in school and needs direct personal care until they can return home.</p> <p>Access to PPE to be available where there is contact with diagnosed or suspected person with Covid-19.</p> <p>If a child becomes unwell with the symptoms of COVID-19 and needs direct personal care until they can return home – in this instance a facemask should be worn by the supervising adult if a 2 metre distance cannot be maintained. If contact is necessary then gloves, apron and mask should be worn. The North Yorkshire and Humber Health Protection Team (HPT) to be informed – 0114 304 98 43 - in the event of a suspected case of infection so that Track and Trace procedures can be implemented; The Wellspring leadership team to be notified immediately.</p>	<p>Covid 19 Risk assessment</p>	<p>SLT and H&S Union Rep.</p> <p>SLT to remain in contact with LA re PPE supplies.</p>

Risk Area & Hazard	Mitigation	Recording	Responsible Person
<p>RED</p> <p>Physical Environment</p> <p>Use of different entrances, exits, corridors, outdoor areas etc: avoidance of pinch points reducing social distance</p>	<p>AMBER</p> <p>External entrances to classrooms are used where practical or appropriate. Springwell Harrogate only has 3 – main entrance and two fire exits.</p> <p>One-way system, where possible, to be in operation in school for all staff to avoid corridor crowding.</p> <p>Consideration given to which lessons or classroom activities could take place outdoors, although there is limited ability to do this due to the narrow outdoor space of the site.</p>	<p>Signage and floor labelling throughout building to indicate social distancing and control pedestrian movement.</p> <p>Timetabling</p>	<p>SLT to decide on daily basis</p> <p>SLT and H&S Union Rep to devise traffic system.</p>
<p>RED</p> <p>Drop off/collection protocols: Gathering of people in school grounds could restrict 2 metre social distance protocols – these people come from different places and so the risk of people being in contact with others is greater.</p>	<p>AMBER</p> <p>All parents and taxis to observe social distance protocols. Transport staff and pupils to wait in vehicles until asked to move to drop-off/pick-up area.</p> <p>Taxis to transport one pupil per car. Pupils to wear masks and gloves.</p> <p>Duty Staff to collect pupils from drop-off point and supervise in lobby – ensuring phones are collected in individually named wallet and compliance with entry policy complied with</p> <p>Parents and taxi drop-off and pick-up protocols planned to minimise adult to adult contact. Parents and visitors not allowed into the school building.</p> <p>One-way, socially distanced system for all leaving the building.</p>	<p>Request Taxi safeguarding policy</p>	<p>Notice to parents and staff on doors – admin.</p> <p>SLT daily lead & Daily Rota staff.</p> <p>Communication with parents – SLT</p>

<p>RED</p> <p>Individuals may develop symptoms of COVID-19.</p> <p>Quarantine facilities</p>	<p>AMBER</p> <p>Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus.</p> <p>Whilst they are waiting to be collected children should be in a separate, ventilated room where possible – use one of the new isolation rooms. If it is not safe for the child to be left alone then staff member should wear PPE.</p> <p>If anyone develops symptoms of coronavirus, they will need to go home and are advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p> <p>Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. Where the children or staff member tests positive, the rest of their class should be sent home and advised to self-isolate for 14 days.</p>	<p>CPOMs – home-school contacts & communication</p>	<p>All staff and parents</p>
<p>RED</p> <p>Staffing: Staff may be unwell, shielding and we may have insufficient numbers to be able to safely cater for the students on site.</p>	<p>AMBER</p> <p>Ensure that a pupil phased-return plan is made available to staff ensuring sufficient flexibility to manage groups on daily basis.</p> <p>Have consideration for the ratio of adults to children to allow sufficient tolerance for absence. Ensure that admission of higher numbers of children is done so on a gradual basis. Ensure that a phased-return plan is made available to staff ensuring sufficient flexibility to manage groups on daily basis.</p> <p>Limit the number of children in school at any time to allow resilience to the staffing around this. Have consideration for the ratio of adults to children to allow sufficient tolerance for absence.</p> <p>Ensure that admission of higher numbers of children is done so on a</p>	<p>Phased return plan to gradually re-introduce students.</p> <p>SLT to make dynamic risk assessments according to need in liaison with HR Advisor in individual cases.</p>	<p>SLT and H&S Union Rep</p>

	<p>considered phased basis. Consider reducing number of students accessing centre. Children to have blended offer to enable continued provision for all where possible.</p>		
<p>AMBER</p> <p>Staff may be classed as clinically, extremely vulnerable or may live in a household with someone who is clinically extremely vulnerable.</p>	<p>GREEN</p> <p>Staff who have been classed as clinically extremely vulnerable are not expected to attend work and can work from home.</p> <p>If a child or staff member lives in a household with someone who is extremely clinically vulnerable if stringent social distancing cannot be adhered to, they are not expected to attend school. If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they are able to attend school.</p> <p>Staff who are pregnant or others with specific health conditions may be able to work from home where possible providing medical evidence is provided.</p>		<p>SLT and H&S Union Rep</p>

<p>RED</p> <p>Possible or confirmed infection Someone on school site may develop symptoms</p>	<p>AMBER</p> <p>Everyone is advised not to attend school if they are displaying symptoms.</p> <p>If anyone develops symptoms of coronavirus, they are sent home and advised to self-isolate for 7 days. All encouraged to take test for verification purposes.</p> <p>Where the test is negative, they can return to school and their household members can end their self-isolation.</p> <p>Where the test is positive, the rest of the class should be sent home and advised to self-isolate for 14 days.</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection; if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p>		<p>All staff and pupils with parental support</p>
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	<p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>		
<p>RED</p> <p>Transport</p> <p>Home-school transport: Less control over school transport and the arrangements of the private hire vehicles who may be transporting other passengers.</p>	<p>AMBER</p> <p>Transport providers, as far as possible, to follow hygiene rules and try to keep distance from and between their passengers. Pupils to wear masks and gloves.</p> <p>Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting child with complex needs who need support to access the vehicle or fasten seatbelts.</p> <p>School has sight of the school transport risk assessment.</p> <p>School minibuses not to be used for home school transport until further notice. For Outdoor Education visits, groups of four from within school bubble to socially distanced as far as possible, although masks not required as this is dedicated transport. PPE to be carried in 'grab bag' in case of need. Hand sanitizer to be carried. Bus to be fully wiped down after each trip.</p> <p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact. Possible new drop-off system to be devised when building work</p>	<p>Taxi risk policy sent via email</p>	<p>Spa Taxi management</p> <p>SLT</p> <p>JW to liaise with Gail Chester, Transport Manager, NYCC</p>

	<p>has been completed.</p> <p>It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre -arranged appointment, which should be conducted safely).</p> <p>Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers . Face coverings are required at all times on public transport for children, over the age of 11</p> <p>Parents and pupils are encouraged to walk or cycle to their education setting where possible.</p>		All stakeholders
<p>RED</p> <p>Services: Catering and food: Risk of children being in the dining room and circulating with other children.</p>	<p>AMBER</p> <p>Tuck to be eaten in classrooms where possible. If this is not possible then enhanced hygiene protocols in the dining room (i.e. tables and chairs wiped with antibacterial products). Children to wash hands before and after eating. Children to be socially distanced in classrooms.</p>		All staff & students.
<p>AMBER</p> <p>Estates and cleaning teams: There could be insufficient cleaners to keep the building safe.</p>	<p>GREEN</p> <p>Assurances sought that cleaners are available; early notification where this is not the case and a judgement call to be made by SLT about the safety or otherwise of the building in the absence of the cleaning.</p>		Head in liaison with Clare Stevens & contract cleaners