



**ENQUIRIES:** Steve Reddy,  
Director,  
Children & Young People's Service.

**OUR REF:** SR/CK/JJ  
**DATE:** 25<sup>TH</sup> August, 2020

Dear parents and carers,

As the new academic year approaches, we are writing to let you know about some of the work we have been doing with schools to prepare for pupils returning safely in September.

The disruption to the lives of our young people over the last few months has been challenging for everyone. We are all desperate to return to some sort of normality as soon as we can: getting our young people back into a routine of learning and giving them the best chance of reaching their potential in as safe a way as possible. It is absolutely crucial to your child's future, so it is important that we all work together so they can get back to school.

We appreciate that you and your child may be anxious about a return to lessons, but we want to reassure you that all practical steps are being taken to make sure children are as safe as possible.

Schools have been working extremely hard, both before the end of term and during the summer holidays, to make sure the learning environment is as safe as it possibly can be when lessons resume.

An exhaustive risk assessment has been carried out by every school, covering as many scenarios as possible. We have asked that all schools make these risk assessments available on their school website.

In addition to pupils being taught in 'bubbles' to limit their exposure to other children, extra cleaning and sanitisation measures will be in place, along with social distancing measures where possible.

Schools have been working closely with our colleagues in Public Health to put in place systems and measures to contain the spread of coronavirus if a positive case is identified. We will continue to follow the advice of our Public Health officials.

We ask for your ongoing co-operation to help minimise the risk of bringing the virus in to school, particularly by encouraging your family to practise good hand hygiene, observe social distancing advice, proactive use of face coverings and observing the limits on

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households mixing. It is clear that keeping the rate of transmission low in the local community will keep schools as safe as possible.

If you or your child displays COVID-19 symptoms, it is essential that you book a test at [www.nhs.uk](http://www.nhs.uk) and inform the school so that the appropriate procedures can be followed.

We are grateful to all the teachers, school staff and trade unions who have worked with us to help get our young people back to school as safely as possible. Finally, we would like to take this opportunity to thank you for your patience and support during what has been an extraordinarily challenging period for everyone– it is very much appreciated, as is your support in ensuring children return to school.

More information and a list of Frequently Asked Questions can be found on our website at [www.liverpool.gov.uk](http://www.liverpool.gov.uk) and [www.liverpoolexpress.co.uk/backtoschool](http://www.liverpoolexpress.co.uk/backtoschool), but please contact your child's school if you have questions about their specific arrangements.

Yours sincerely,



Joe Anderson – Mayor of Liverpool



Steve Reddy – Director of Children and Young People's Services



Matt Ashton – Director of Public Health for Liverpool

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# Back to school safely: Liverpool

*As schools prepare to return in September, we've put together a list of answers to common questions. Please contact your child's school if you have specific questions about their arrangements.*

## Frequently asked questions

### **When do schools go back?**

Your child's school will inform you of the exact day of return – please check their website if you are unsure.

### **Are all year groups and all pupils required to go back to school in September?**

Yes, all pupils and year groups are expected to return and we are not aware of any that are not reopening full-time.

### **What should I do if my child doesn't want to go into school?**

Talk the situation through with your child's school in the first instance and they will be able to provide advice and guidance.

### **What will happen if I don't send my child or children back?**

Full-time school attendance is compulsory for all children from the start of term in September.

If you have concerns about your child returning to school or college, because you consider they may have other risk factors, you should discuss them with your school.

### **I am worried about my child being behind in class**

All children will be in the same position as their classmates and their teachers will be able to support them. If you are worried please speak to the school.

### **Will the full re-opening of schools increase the spread of COVID-19?**

We appreciate that you and your child may be anxious about a return to lessons, but would like to reassure you that all practical steps are being taken to make sure children are safe.

Schools have been working extremely hard, both before the end of term and during the summer holidays, to make sure that the learning environment is as safe as it possibly can be when lessons resume.

An exhaustive risk assessment has been carried out by every school, covering as many scenarios as possible. We have asked that all schools make these risk

assessments available on their school website.

All schools will be reducing the number of contacts between children and staff during the day. How schools achieve this will differ but is likely to include creating groups ('bubbles') and maintaining distance between pupils where possible. In addition to, ensuring more frequent handwashing, additional cleaning and sanitising duties.

Schools have liaised closely with our colleagues in Public Health to put in place systems and measures to contain the spread of coronavirus if a positive case is identified. We will continue to follow the advice of our Public Health officials.

We would ask for your ongoing co-operation in relation to encouraging your family to practise regular hand washing, social distancing, use of face coverings when appropriate, and limit mixing of households to help minimise the risk of bringing the virus in to school. It is clear that keeping the rate of transmission low in the local community will keep schools as safe as possible.

**Someone in our household has COVID-19 symptoms – what should we do?**

COVID-19 symptoms include a new continuous cough, a high temperature, or a loss or change of taste or smell. If your child or anyone in their household becomes symptomatic it is essential you isolate immediately, get tested and inform the school, so they can take necessary steps. Do not send your child to school.

COVID-19 tests are available from [www.gov.uk/coronavirus](https://www.gov.uk/coronavirus) or by calling 119.

**What will happen if another child in the same class tests positive for COVID-19?**

If your child has been in close contact during the previous 48 hours with the child who has tested positive, you will either be informed by your child's school that your child must stay at home (self-isolate) for 14 days, or you will be contacted by someone from the NHS Test and Trace service who will talk you through any actions you need to take.

**What will happen if there are COVID-19 cases at my child's school?**

If a school have a confirmed COVID-19 case among pupils or staff or if they see an increase in pupil or staff absence due to suspected COVID-19, they will contact the local health protection team. This team will advise the school if additional action is needed, but it is unlikely that the whole school will need to be closed.

**My child uses dedicated school transport to get to school. Will this be safe?**

Schools are working with transport providers to put in place safety measures on dedicated school transport to reduce the risk of COVID-19 infection. Your child's school will communicate these arrangements to you before the beginning of the autumn term.

**My child uses public transport to get to school. Will this be safe?**

Where possible, children and young people are being encouraged to walk or cycle to school. This remains the safest way to get to school. It may also be possible for some families to drive their children to and from school in their own cars, but we would ask you to park safely with consideration for the school community and local residents.

Where it is not possible for your child to use any of these ways to travel to school, many schools will have staggered their start and finish times so that the build-up of pupils on public transport during peak times can be reduced. Your child's school will let you know of any relevant changes.

Face coverings are required at all times on public transport except for children under the age of 11. All schools will also have a process for removing face coverings when pupils and staff who use them arrive at school.

**Should children wear face coverings in school?**

No, face coverings are not recommended in schools. Face coverings are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

**Foreign travel**

If your child has arrived in the UK from travelling abroad, they will need to self-isolate for the first 14 days you're in the UK unless the country is deemed exempt – please take the time to check: [exempt countries](#).

WHAT ARE THE HAZARDS	RISK LEVEL	WHO MIGHT BE AT RISK	TASK	CONTROL MEASURES	ADDITIONAL CONTROLS	WHO	NEW RISK LEVEL
Risk of spread of infection	Low	All staff  Visitors  Pupils	SCHOOL OFFICE AND ADMINISTRATION	<p>Staff to observe social distancing at all times. Desks and chairs are to be 2 meters apart.</p> <p>Equipment and materials are not to be shared wherever possible and shared equipment must be cleaned after use i.e. office PC, telephone, printer or photocopier. These should be used as infrequently as possible</p> <p>Visitors are to be asked to remain 2 meters from reception counters.</p> <p>Office and reception areas and surfaces to be cleaned at least twice in the working day.</p> <p>Electronic entry system cleaned after each use by a visitor</p>	<p>Hand sanitizer, cleaning products. hand towels.</p> <p>Anti-bac wipes available for cleaning the photocopier before and after each use.</p> <p>All staff (excluding SLT or Admin staff) should not enter the offices unless necessary.</p> <p>Max 3 people in office area at any one time.</p> <p>Additional entry controls for visitors using I pad with COVID risk questions and storage of info for track and trace purposes,</p>	All staff  Admin team	Low

WHAT ARE THE HAZARDS	RISK LEVEL	WHO MIGHT BE AT RISK	TASK	CONTROL MEASURES	ADDITIONAL CONTROLS	WHO	NEW RISK LEVEL
Risk of spreading infection	Med	Staff	STAFFROOMS	<p>Staff are not to congregate in groups and socialize in the staffroom. Social distancing is to be practiced as far as possible.</p> <p>Break and lunch times to be staggered throughout the day.</p> <p>Staff are to wash their hands when first arriving in the staffroom using soap and water for at least 20 seconds. Staff are to be particularly observant cleaning shared items and most used items of equipment ie boilers, fridges.</p> <p>No washing up is to be left in the bowl or on the drainer at any time.</p> <p>Staff must wash crockery and utensils using soap and water before and after using them. Staff must leave all staffroom areas tidy and clutter free.</p>	<p>Soap, water, cleaning products. hand towels available.</p> <p>All staff must follow hand hygiene and respiratory hygiene protocols.</p> <p>Seating area arranged to maximise social distancing.</p> <p>Staffroom windows to be open whenever possible.</p>	All staff	Low



COVID-19 RISK ASSESSMENT FOR SPECIALIST LESSONS (from Sept. 1<sup>st</sup> 2020)

TASK	CONTROL MEASURES	PPE OR RESOURCES AVAILABLE
<b>Food tech lessons</b>	<ul style="list-style-type: none"> <li>• Ventilate – leave door and windows open</li> <li>• Everyone Wash hands thoroughly</li> <li>• Physical Distancing – space people at 1m+ apart</li> <li>• Wear disposable aprons</li> <li>• Do not share utensils</li> <li>• Wash,dry and put away any equipment that has been used – do not leave dirty crockery in the sink.</li> <li>• Disinfect kettle/fridge/switches/handles/all surfaces</li> <li>• Take all food prepared away with you</li> <li>• Leave the kitchen clean and tidy</li> <li>• Wash hands on return to class room</li> </ul>	<p>Following Government SD guidance.</p> <p>Disposable aprons</p> <p>Soap, disinfectant spray, water, paper towels (all within hygiene pack distributed to individual teachers, including subject specialists).</p>
<b>INFECTION PREVENTION AND CONTROL TRAINING</b>	<p>ONLINE COURSE FOR ALL STAFF</p> <p><a href="https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention">https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention</a></p>	
<b>Sensory Rooms (Immersive, interactive and integration suite)</b>	<ul style="list-style-type: none"> <li>• Ventilate – leave door open</li> <li>• Physical Distancing – space people at 1m+ apart</li> <li>• Disinfect all surfaces and equipment using class hygiene pack</li> <li>• Leave the room clean and tidy</li> <li>• Wash hands on return to class room</li> </ul>	<p>Soap, disinfectant spray, water, paper towels (all within hygiene pack distributed to individual teachers, including subject specialists).</p>

WHAT ARE THE HAZARDS	RISK LEVEL	WHO MIGHT BE AT RISK	TASK	CONTROL MEASURES	ADDITIONAL CONTROLS	WHO	NEW RISK LEVEL
REDUCING THE RISK OF INFECTION SPREADING	MED	ALL STAFF ALL PUPILS	HYDROTHERAPY POOL	<p>Pool:</p> <ul style="list-style-type: none"> <li>Do not mix with another bubble group when using the pool or changing areas.</li> <li>Take all equipment/kit/pads with your group to avoid unnecessary movement in the corridors.</li> <li>Shoes left in the corridor before entering the changing area must be left under the benches. Benches must be wiped after each session and all footwear returned to class/pupils.</li> <li>All towels and swim kits are to be removed from the changing rooms at the end of each session. They can be dried in an area specific to individual bubble groups if the group is swimming on consecutive days. Otherwise kits should be sent home with pupils each day to be washed.</li> <li>Wear blue over shoe if keeping shoes on</li> <li>Bottles of shampoo/shower gel etc. should not be shared between bubble groups.</li> <li>All equipment e.g. toys, swimming aids are to be put away at the end of each session and beds are to be cleaned if used.</li> <li>Benches and sides in the changing area to be wiped down and sanitized after each session.</li> </ul>	<p>Pool:</p> <p>Pool chemical checks daily beginning and end of the day by pool contractor</p> <p>Pool changing area cleaned following each lesson.</p> <p>School supplied disinfectant and disposable paper tissues</p> <p>Disposable gloves and aprons.</p>	All Staff All pupils	Low

				<ul style="list-style-type: none"> <li>• Wet towels/kit must not be shaken.</li> <li>• Washing kits in school must only be done if absolutely necessary. All kit should be returned home for washing.</li> <li>• Staff to check the pool cleaning record located on the wall outside the pool entrance <b><u>BEFORE</u></b> entering the pool.</li> <li>• When the session has finished, staff to put the 'Pool No Longer in Use Sign' on the pool main door so JH/GP can begin the planned routine clean.</li> </ul>			
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COVID-19 RISK ASSESSMENT FOR SPECIALIST LESSONS (from Sept. 1<sup>st</sup> 2020)

TASK	CONTROL MEASURES	PPE OR RESOURCES AVAILABLE
<b>MUSIC LESSONS</b>	<p>Music room walls to be removed to create a larger and better ventilated space, utilising the whole of the hall space. Other staff and pupils to avoid passing through the hall whilst music lesson is in progress.</p> <p>Pupils and staff to wash hands before and after lesson</p> <p>Pupil and staff chairs to be spaced apart widely (1m+ between each chair, unless a staff member is required to sit alongside a pupil).</p> <p>During 1:1 interaction and dance activities, staff to maintain 1m+ social distancing.</p> <p>No use of wind instruments.</p> <p>Shared instruments and other equipment or props to be wiped clean (as per whole school guidance) between individual uses and again at the end of the lesson (class teams to play role in end of lesson cleaning tasks).</p> <p>Microphone use to be limited, ideally with multiple people not sharing a single microphone. If a microphone is to be used, the hands of the user must be washed or hand sanitizer used prior to touching the microphone. The microphone is to be covered by a disposable plastic bag. Bag to be removed and disposed of after each individual's use. Remove bag carefully, wearing suitable PPE (due to risk of droplets coming from the plastic surface of the bag).</p> <p>Door handles and other surfaces cleaned between lessons and throughout school day, as per school cleaning protocols.</p>	<p>Soap and water in class/toilets</p> <p>Following Government SD guidance.</p> <p>Spots on floor to help pupils stay apart during dances.</p> <p>Soap, disinfectant spray, water, latex gloves, paper towels (all within hygiene pack distributed to individual teachers, including subject specialists). Small plastic bags (freezer bags) for microphone covering.</p>
<b>INFECTION PREVENTION AND CONTROL TRAINING</b>	<p>ONLINE COURSE FOR ALL STAFF</p> <p><a href="https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention">https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention</a></p>	

## COVID-19 RISK ASSESSMENT FOR SPECIALIST LESSONS (from Sept. 1<sup>st</sup> 2020)

COVID-19 RISK ASSESSMENT FOR SPECIALIST LESSONS (from Sept. 1<sup>st</sup> 2020)

TASK	CONTROL MEASURES	PPE OR RESOURCES AVAILABLE
<b>PE LESSONS</b>	<p>Lessons to take place outdoors when feasible.</p> <p>Pupils and staff to wash hands before and after lesson</p> <p>Pupils and staff to social distance during lesson (1m+ between each person, unless a staff member is required to provide individual support to a pupil).</p> <p>Pupils to use individual resources and sports equipment.</p> <p>Any items that are shared by pupils (for example boccia balls) to be wiped clean between each pupil's use.</p> <p>Hall to be unused for 5 minutes between lessons to ensure teacher has time to clean equipment after use.</p> <p>Door handles and other surfaces cleaned between lessons and throughout school day, as per school cleaning protocols.</p> <p>Any equipment removed from the PE store and used by individual classes or pupils to be cleaned prior to return to the PE store.</p>	<p>Appropriate clothing and footwear to be worn</p> <p>Soap and water in class/toilets</p> <p>Following Government SD guidance.</p> <p>Spots on floor to help pupils stay apart during activities.</p> <p>Soap, disinfectant spray, water, paper towels (all within hygiene pack distributed to individual teachers, including subject specialists).</p>
<b>INFECTION PREVENTION AND CONTROL TRAINING</b>	<p>ONLINE COURSE FOR ALL STAFF</p> <p><a href="https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention">https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention</a></p>	

COVID-19 RISK ASSESSMENT FOR STAFF AND PUPILS (from Sept. 1<sup>st</sup> 2020)

TASK	CONTROL MEASURES	PPE OR RESOURCES AVAILABLE
<b>ARRIVAL OF PUPILS</b>	<p>Buses/taxis to line up and wait in turn for pupils to be received by Redbridge staff. Transport staff to stay at the bus/taxi. Refer to transport protocol document for full details of arrival and departure plans.</p> <p>Redbridge staff to maintain social distancing from transport staff.</p> <p>Staff to know who they are collecting and avoid gathering at the front of school (<b>walkie talkies used to inform staff when a pupil arrive</b>). Proceed directly to the allocated class as soon as possible, following the one-way system.</p> <p>Try to maintain a social distancing protocol of min 1m+ between people.</p> <p>Pupils must wash their hands when first arriving in the classroom using soap and water for at least 20 seconds. Pupils who will not do this easily, have a bowl available. Disposable paper towels should be used.</p>	<p>Hand sanitizer in the foyer of school.</p> <p>Staff and pupil rota available. Classrooms available to minimise numbers in each class. Walkie talkie in every class.</p> <p>Following Government SD guidance.</p> <p>Soap, water, paper towels</p>
<b>DISMISSAL OF PUPILS</b>	<p>Pupils to be dismissed from classrooms as buses arrive, avoiding large gatherings at the school entrance. Walkie talkies used to inform staff when time to escort individual pupils to the pupil entrance. Escorts/Parents to collect pupils at the staff entrance.</p> <p>Maintain social distancing with transport staff.</p> <p>Pupils wash their hands before leaving school.</p>	<p>Staff to know who they are taking out.</p> <p>Escorts/Parents observe social distancing using markers provided on the ground</p> <p>Soap, water, paper towels</p>
<b>STAFF ARRIVAL AND LEAVING</b>	<p>Try to maintain a social distancing protocol of 1m+ between people.</p> <p>Use hand sanitizer before signing in.</p>	<p>Hand sanitizer in foyer.</p>

**COVID-19 RISK ASSESSMENT FOR STAFF AND PUPILS (from Sept. 1<sup>st</sup> 2020)**

	<p>All staff wash hands using soap for at least twenty seconds upon arrival and leaving. Using disposable paper towels or hand dryers.</p> <p>Remember to disinfect badge at the end of each day as well as washing work clothes and showering.</p>	<p>Soap, water, hand towels,</p>
<b>PERSONAL CARE</b>	<p>Use the toilet/changing area nearest to your classroom.</p> <p>Wash hands before and after all changing routines for staff and pupils.</p> <p>Clean surfaces before and after changing pupils.</p> <p>Equipment ready to minimize time taken. (pads, wipes, change of clothes etc.)</p> <p>Soiled clothing to be bagged and sealed and returned with pupil for washing. This should be safely stored until home time.</p> <p>Dispose of waste in appropriate bin.</p> <p>Wear PPE as required/usual procedures.</p> <p>PPE must be changed/disposed of after each pupil interaction/change.</p>	<p>Room allocation document and map</p> <p>School supplied disinfectant and disposable paper tissues</p> <p>Supplied by families, report issues/shortage to SLT.</p> <p>Bin liners available.</p> <p>Instructions on procedures for changing rooms displayed in each hygiene room</p> <p>Sanitary bins</p> <p>Disposable apron and gloves to be disposed of in the clinical waste</p>
<b>PUPIL LUNCH AND BREAKS</b>	<p>Maintain social distancing protocols by staff maintaining 1M+ away from each other.</p> <p>Ensure that pupils remain in their designated area during break times.</p> <p>Clean surfaces after dinner. Wash up or dispose of all items used for dinner.</p>	<p>Meals collected from kitchen and eaten in classrooms.</p> <p>Room allocation document</p> <p>School supplied disinfectant and disposable paper tissues</p>
<b>CLASSROOM SUPERVISION</b>	<p>Maintain social distancing protocols, plan activities and use of specialist rooms as well as outdoors. Stick to timetables for use of resources.</p> <p>Eat dinners in class, stick to room and break area allocation</p>	<p>Resource and minibus timetables.</p> <p>Room allocation document/map.</p> <p>Sufficient resources for each pupil to have their own all unneeded equipment or that</p>



# COVID-19 RISK ASSESSMENT FOR STAFF AND PUPILS (from Sept. 1<sup>st</sup> 2020)

		cant be cleaned stored away
<b>SYMPTOMATIC CHILD OR STAFF MEMBER</b>	<p>If a staff member develops symptoms of COVID-19 when in school (high temperature and/or new and continuous cough or a loss of, or change, in their normal sense of smell or taste (anosmia).</p> <p>Inform a member of SLT straight away, leave school <b>Order a test for you and your family.</b></p> <p>Clean surfaces they have come into contact with</p> <p>If you suspect a pupil to be symptomatic then: The child with symptoms taken where they can be isolated behind a closed door or away from others with appropriate adult supervision as required. 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 or move the other people to achieve this.</p> <p>Inform a member of SLT who will inform the child's family and ask them to come and collect their child from school, self-isolate the child at home for <b>10</b> days and ensure their household self isolates for 14 days.</p> <p>If pupil 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 school cleaning products before being used by anyone else.</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>	<p>School supplied disinfectant and disposable paper tissues</p> <p>Disposable apron and gloves and facemask if staff cannot maintain social distancing from pupil.</p> <p>Dedicated isolation space identified following risk assessment of pupils' needs equipped with PPE and cleaning materials. <b>(possible use of the PE hall with access to the outside via fire exit.)</b></p> <p>School supplied disinfectant and disposable paper tissues</p> <p>Disposable apron and gloves</p>
<b>CLEANING THROUGHOUT THE DAY</b>	Clean and disinfect frequently touched objects and surfaces (e.g. door handles, keyboards, monitors, iPad, balls, resources etc.) Outdoor metal play equipment to be cleaned after use pupils have individualized	<p>School supplied disinfectant spray and disposable paper tissues anti-bacterial wipes Disposable gloves.</p> <p>Member of cleaning team on</p>

**COVID-19 RISK ASSESSMENT FOR STAFF AND PUPILS (from Sept. 1<sup>st</sup> 2020)**

	equipment in class.	site to carry out cleaning throughout the day.
<b>SOCIAL DISTANCING</b>	Try to maintain a social distancing protocol of min. 1M+ between people. (Staff)	Class groups kept to maximum
<b>VULNERABLE GROUPS (UNDERLYING COMPLEX MEDICAL NEEDS) BEME STAFF</b>	For staff in this category individual risk assessments to be completed. For pupils with complex medical needs RAG rated risk assessment to be completed with school nursing service for on-site support. Pupils and their families to seek advice from consultants re risk assessment of attendance in school.	
<b>REGULAR HAND WASHING</b>	<p>Wash hands using soap and water for at least 20 seconds or use a hand sanitiser if not near handwashing facilities when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food. Instill good handwashing practices into the class routine each day. Wash hands each time pupils and staff return to the classroom throughout the day.</p> <p>Avoid touching your eyes, nose, and mouth with unwashed hands</p>	<p>Soap and alcohol hand sanitiser. Refills for personal hand sanitiser available in Deputy Heads Office</p> <p>Hand sanitizer should only be used when hand washing facilities are not available.</p>
<b>USE OF THE MINIBUS</b>	<p>Minibuses be used, for domestic educational trips and maintaining routines for pupils. EVOLVE to be completed with additional control measures for COVID included and signed off. Consider using less frequented areas of familiar parks and not enclosed spaces i.e. shops. Wash hands/apply sanitiser as necessary during transitions."</p> <p>Clean with disposable towel and anti-bacterial spray (handles etc. after use)</p>	Sanitiser disposable paper towels cleaning spray.
<b>INFECTION PREVENTION AND CONTROL TRAINING</b>	<p>ONLINE COURSE FOR ALL STAFF</p> <p><a href="https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention">https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention</a></p>	

To minimise risk and cross contact, we have allocated rooms for staff and pupils to use when they are in school.

**For staff and pupils using Base 4 corridor:**

Outside play space = MUGA and area up to base 1 corner

Staff break / lunch area = meeting room

Staff toilet = opposite physio room

Pupil toilet – each class to use the toilet nearest to their classroom.

**For staff and pupils using Base 2 and base 3 corridor:**

Outside play space = central courtyard / trampoline area / climbing equipment area

Staff break / lunch area = staff room / staff prep room

Staff toilet = opposite class 11 / staff toilet next to Ben's office

Pupil toilet – each class to use the toilet nearest to their classroom.

**For staff and pupils using Base 1 corridor:**

Outside play space = sensory garden

Staff break / lunch area = Life skills room

Staff toilet = Base 1 staff toilet

Pupil toilet – each class to use the toilet nearest to their classroom.

**Lunch times:**

Meals should be collected by staff from the eaten. Only a small percentage of identified collecting their own lunches.



kitchen and taken back to classrooms to be pupils (agreed with teachers) should be

Classes using base 1 area	11.45
Classes using base 2 area	11.50
Classes using base 3 area	12pm
Classes using base 4 area	12.10

After eating, it is important that classes stick to their own allocated outdoor space playtime to ensure that bubbles stay as they are intended



for

## SCHOOL RISK ASSESSMENT FOR COVID-19 PANDEMIC

Completed by: Redbridge High School SLT

Date: 28/8/20

Review Date: Ongoing

- The school will take account of Guidance issued daily by Government, The Local Authority and relevant health partners and amend risk assessments accordingly.
- The school is implementing national guidance on; 'Opening Schools to all pupils for September 2020, provision for those in vulnerable categories both for staff and pupils, social distancing in educational settings and hygiene guidance.
- [https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm\\_source=9%20July%202020%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=9%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)
- <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- <https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>
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- The school in implementing the Guidance on reopening schools for all pupils whilst delivering a full curriculum entitlement and full school day will implement a triple bubble model; the school as a 'bubble' Bases as 'bubbles' and finally class groups as 'bubbles'. We also recognise that pupils will arrive on transport shared with pupils that will not be in their class bubble. We will limit the range and numbers of interactions through this model whilst not compromising on provision. Due to the needs of pupils the school must have the facility to move staff within bubbles at short notice to keep pupils and staff safe. In the event of staff not being able to work for any reason risk

assessment requires us to maintain staffing ratios and with staff that know the pupils needs. Pupils will already be arriving off transport in different 'bubbles' due to where they live. In the event of a suspected case we will implement our own track and trace based on timetables and staffing plans and assessment of interaction level by the person involved; that is those who spent more than 15mins with the person less than 1 metre away.

- Strict hygiene measures will help to offset the interactions this creates by implementing additional cleaning through the day from the site cleaning service as well as by class teams and implementing regular hand washing by all, respiratory good practice 'Catch it bin it kill it'.
- The school will continue to work in partnership with Social Care to identify pupils/families at risk to ensure all pupils are safeguarded.
- Pupils families will receive regular communication to stress the need to keep school informed about pupils and their families health to ensure social isolating and non-attendance in case of illness so that other pupils or staff are not put at risk.
- Staff will be updated on changes to guidance and arrangements within school via email. All staff are required to access the school email system or provide an alternative email address.
- Staff are required to identify to school immediately if they need to socially isolate due to themselves having presented with symptoms or contact with someone within their family/social group who is presenting with symptoms. Staff will be required to access the testing facilities available to key workers and their families immediately to facilitate the quickest possible return to work.
- School will track and date all staff reporting being ill, or socially isolating.
- The school has developed risk assessments for specific aspects of provision in school including a 'Daily Guidance for Staff' schedule that details our procedures for maintaining hygiene and social distancing from pupils arriving in school to when they leave. Additional documents that need to read in conjunction with this document are;
  1. Daily Guidance for Staff
  2. Risk assessments for specialist lessons
  3. Procedures for use of specialist rooms
  4. School zone map.

Hazard	To Whom
Spread of Covid-19 through school and wider school community	<ul style="list-style-type: none"> <li>- Pupils / Pupils from vulnerable groups.</li> <li>- Staff / Staff from vulnerable groups.</li> <li>- Visitors</li> <li>- Wider School Community</li> </ul>
Existing Precautions	Additional Precautions
<b>School Environment</b> <ul style="list-style-type: none"> <li>• All areas of the school cleaned to a high standard on a daily basis.</li> <li>• Cleaning materials in good supply and monitored weekly.</li> <li>• All visitors to school risk assessed on entry and purpose of visits assessed in terms of importance against maintaining social distancing and hygiene guidance</li> <li>• Building not used by community groups.</li> <li>• Hand gel provided for all persons entering premises including staff and pupils.</li> </ul>	<b>School Environment</b> <ul style="list-style-type: none"> <li>• Additional daily cleaning of communal areas by cleaning contractors commissioned</li> <li>• Disposable cloths / paper roll will be used for all cleaning activities.</li> <li>• Staff will clean communal and class equipment on a regular basis throughout the day.</li> <li>• Adults in building limited to essential personnel only.</li> <li>• Pupils in the building limited to Redbridge pupils only.</li> <li>• All review / MDT / CIN / HR meetings conducted via online/electronic means if possible. Staff meetings can continue in school with suitably prepared rooms. (allow 2M social distancing and ventilation)</li> <li>• Provision of daily operational guidance sheets in all staff areas (Appendix 1)</li> <li>• Requisition of additional PPE and hand gels via central procurement by LA as required</li> <li>• Amended visitor sign in arrangements to support track and trace as well as highlight and identify risk</li> </ul>

<p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>• Soap dispenser and disposable hand towels within toilets / changing rooms are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply.</li> <li>• Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures. Visual supports in place in all bathrooms to support pupils.</li> <li>• All staff should wash hands thoroughly once gloves and apron are disposed of following any personal or intimate care routines.</li> </ul>	<p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>• All pupils to wash their hands when they arrive at school, before snack, after playtime, before lunch, after playground time and before going home.</li> <li>• Public Health Advice on Covid-19 handwashing and 'Catch it, Bin it, Kill it' posters displayed around school building.</li> </ul>
<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>• Most up-to-date information from government available in admin office, outside staff room and on school website.</li> <li>• All staff should apply and monitor social distancing rules.</li> <li>• Whole school activities such as assemblies have been suspended to be replaced by virtual events hosted by individual classes.</li> <li>• Staff are advised to remove their work clothes when they get home and shower thoroughly. Clothes should be washed straight away.</li> <li>• Communal dining suspended</li> <li>• Social distancing marking applied to entrance areas for escorts/parents to adhere to</li> <li>• Social bubbles (whole school / base and Class groups to minimise interactions).</li> </ul>	<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>• Bus escorts and drivers not allowed into school staff collect pupils from buses. (Protocol agreed with SEN transport for drop off and pick up of pupils and maintaining social distancing on buses)</li> <li>• Staff breaks staggered to reduce number of staff in designated staff break areas.</li> <li>• Staff encouraged to take breaks in outdoor seated areas.</li> <li>• Pupils will not wait in the hall for buses at the end of the school day. They will remain in their classrooms until called for their bus.</li> <li>• Playtimes will be staggered to reduce the number of children and adults outside on the playgrounds. (Areas zoned for Base use)</li> </ul>

<b>Underlying Medical Conditions</b> <ul style="list-style-type: none"> <li>Parents and staff have been advised to seek guidance from their GP/consultants about the level of risk from COVID-19 and how the risk should be managed.</li> <li>Admin staff will ensure that all emergency contact details are up-to-date and shared with teachers.</li> <li>Separate risk assessments completed with school nursing to cover interventions for medical support.</li> </ul>	<b>Underlying Medical Conditions</b> <ul style="list-style-type: none"> <li>Individual risk assessments to be completed for any staff identified in this category based on most current guidance for vulnerable group.</li> <li>Risk ranking completed with school nursing team for procedures and support for pupils with additional medical needs when they return to school.</li> <li>Individual staff risk assessments for vulnerable group (Incl. pregnant staff BEME cohort if required)</li> </ul>
<b>RISK LEVEL: LOW</b>	

Hazard	To Whom
<b>Suspected or confirmed case in school.</b> <b>Symptoms of Covid-19 are a high temperature or a new, continuous cough. Loss of taste / smell (Anosmia)</b>	<ul style="list-style-type: none"> <li>Pupils / Pupils from vulnerable groups.</li> <li>Staff / Staff from vulnerable groups.</li> <li>Visitors</li> <li>Wider School Community</li> </ul>
Existing Precautions	Additional Precautions



<ul style="list-style-type: none"> <li>• All staff will be alert to the symptoms of COVID-19 and seek advice and guidance from school nursing team and SLT if they have concerns about a pupil or a colleague.</li> <li>• A room will be identified to be set aside only for use in the event of a suspected presentation of symptoms based on risk assessment of the pupil involved. (PE Hall with direct access to outside via fire door default provision) School staff will liaise with nursing staff on site to supervise the pupil until they are collected by their parent.</li> <li>• Adult should wear disposable apron and gloves and waterproof mask. Windows should be opened.</li> <li>• If a member of staff has helped someone who was taken unwell with symptoms described above, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• Once child has been collected and left the site, the classroom should be cleaned using standard cleaning measures and products.</li> <li>• Waste from the clean-up will be double bagged and disposed of immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff or pupil via their family must access testing as soon as possible.</li> <li>• School staff must engage with the 'Track and Trace' service if a positive test is flagged up.</li> <li>• Regular communication with parents to remind them of their duty to keep children at home if displaying signs of illness</li> </ul>
<b>RISK LEVEL: LOW</b>	

Hazard	To Whom
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Suspected or confirmed case in staff member or pupils or staff with a family connected to the school.	<ul style="list-style-type: none"> <li>- Pupils / Pupils from vulnerable groups.</li> <li>- Staff / Staff from vulnerable groups.</li> <li>- Visitors</li> <li>- Wider School Community</li> </ul>
Existing Precautions	Additional Precautions
<ul style="list-style-type: none"> <li>• Staff and family members can now be tested immediately all staff provided with details how to do this.</li> <li>• Pupil or staff member with symptoms to self-isolate for 10 days if tested positive.</li> <li>• Whole family to self-isolate for a period of 14 days in line with Government guidance if test is positive.</li> <li>• Consult PHA website for most up to date guidance.</li> <li>• Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails.</li> </ul>	<ul style="list-style-type: none"> <li>• It is recommended that regular contact is made to school via the Classteacher or Headteacher.</li> <li>• Notice displayed on entry asking individuals to declare any recent symptoms for themselves or family members and if they have recently travelled.</li> </ul>
<b>RISK LEVEL: LOW</b>	

Hazard	To Whom
<ul style="list-style-type: none"> <li>• Shortage of staff:</li> </ul> Teacher / Classroom Assistants / School Leaders / DSLs /First Aiders <b>Resulting in non-delivery of essential services</b>	Pupils
Existing Precautions	Additional Precautions

<ul style="list-style-type: none"> <li>• Staffing must meet the needs of the student for specific individuals to attend, (including familiarity with the pupil)</li> <li>• Staffing must meet the student's staffing ratios in order to reduce risk to an appropriate level.</li> <li>• DSL or deputy DSL to be on site at all times.</li> <li>• Workplace First Aider or equivalent to be on site at all times whilst school is operational for pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Headteacher in consultation with SLT to complete daily risk assessment to ensure school / classes can open safely.</li> <li>• First aiders to wear gloves apron and mask when treating anyone with a First Aid Procedure. (PPE kept with First Aid kit)</li> <li>• All staff advised around public measures now in place and the potential impact of Track and Trace on their attendance for work.</li> </ul>
<b>RISK LEVEL: LOW</b>	

<b>Hazard</b>	<b>To Whom</b>
<b>Shortage of support service staff such as:</b> <b>Catering / Caretaker / Cleaners / Admin Staff</b> <b>Resulting in non-delivery of essential services</b>	<ul style="list-style-type: none"> <li>- <b>Pupils</b></li> <li>- <b>Staff</b></li> </ul>
<b>Existing Precautions</b>	<b>Additional Precautions</b>
<ul style="list-style-type: none"> <li>• SLT able to open and close building and leave site secure.</li> <li>• Capacity within cleaning team to cover for absent colleagues.</li> <li>• Capacity within catering team to cover for absent colleagues and/or to deliver a service</li> </ul>	<ul style="list-style-type: none"> <li>• If self-isolating, but fit for work, staff able to do some work tasks from home.</li> <li>• Convening weekly H&amp;S committee meeting with Bank View (BM and Heads and Deputy Heads)</li> <li>• BM to ensure catering and cleaning contractors have copies of the latest guidance from Government and the LA.</li> </ul>

	<ul style="list-style-type: none"> <li>Weekly stocktakes of cleaning and PPE stores and equipment</li> </ul>
<b>RISK LEVEL: LOW</b>	

<b>Hazard</b>	<b>To Whom</b>
<b>Pupils returning to school after a prolonged period of time away:</b>	<ul style="list-style-type: none"> <li>- Pupils</li> <li>- Parents</li> </ul>
<b>Existing Precautions</b>	<b>Additional Precautions</b>

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| <ul style="list-style-type: none"><li>• Provision of recovery curriculum</li><li>• School in regular liaison with the DCT and other agencies.</li><li>• Re-instatement of C.P/Pastoral systems for pupils on site</li></ul> |  |
| <b>RISK LEVEL: LOW</b>  |  |