

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

TASK	CONTROL MEASURES	PPE OR RESOURCES AVAILABLE
<p>ARRIVAL OF PUPILS</p>	<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 and wear face covering when collecting and taking pupils to buses.</p> <p>Transport staff and parents required to wear face coverings during drop off and collection of pupils.</p> <p>Staff to know which pupils they are collecting and to avoid gathering at the front of school (walkie talkies used to inform staff when a pupil arrives). Proceed directly to the allocated class as soon as possible, following the one-way system. (pupils assessed as being able to independently travel to their own classrooms will do so).</p> <p>Maintain a social distancing protocol of min 2m 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 sanitiser in the foyer of school.</p> <p>Staff to wear their own face coverings – these will not be provided by school unless a staff member has forgotten their own. Masks to be stored in a plastic bag when not being worn.</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>
<p>DISMISSAL OF PUPILS</p>	<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. Staff, parents and transport staff to wear face coverings.</p> <p>Maintain social distancing with transport staff.</p> <p>Pupils wash their hands before leaving</p>	<p>Staff to know who they are taking out.</p> <p>Escorts/Parents observe social distancing using markers provided on the ground</p>

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	<p>school.</p> <p>Pupils to be taken and collected from the designated entrance/exit doors identified on the bus plan.</p>	<p>Soap, water, paper towels</p>
STAFF ARRIVAL AND LEAVING	<p>Maintain a social distancing protocol of 2m between people.</p> <p>Use hand sanitiser before signing in.</p> <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>Maintain 2m social distance at the end of day when in classrooms or waiting to leave. Staff should not congregate at the doors waiting to leave. One exit door to remain open after pupils leave to ensure that staff do not have to wait between double doors.</p> <p>Remember to disinfect badge at the end of each day as well as washing work clothes and showering.</p> <p>Staff to avoid car sharing unless absolutely necessary (max two staff in a car and face coverings should be worn whilst travelling together).</p>	<p>Hand sanitiser in foyer.</p> <p>Soap, water, hand towels,</p>
PERSONAL CARE	<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. Goggles are also available if required. Visors</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>

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	<p>are to made available too, should staff wish to wear one (a visor may be suitable for working with certain pupils).</p> <p>PPE must be changed/disposed of after each pupil interaction/change.</p>	<p>Disposable apron and gloves to be disposed of in the clinical waste</p>
PUPIL LUNCH AND BREAKS	<p>Maintain social distancing protocols by staff maintaining 2m 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. Tape on the floor in dining room to remind staff to social distance whilst waiting for lunches.</p> <p>Room allocation document</p> <p>School supplied disinfectant and disposable paper tissues</p>
CLASSROOM SUPERVISION	<p>Maintain social distancing protocols, plan activities and use of specialist rooms as well as outdoors. Stick to timetables for use of resources. Due to limited ventilation, specialist facilities such as sensory rooms are not be used for whole groups at once.</p> <p>Eat dinners in class, stick to room and break area allocation.</p>	<p>Resource and minibus timetables. Room allocation document/map.</p> <p>Sufficient resources for each pupil to have their own equipment for activities. All unneeded equipment or that which cannot be cleaned stored away</p>
SYMPTOMATIC CHILD OR STAFF MEMBER	<p>If a staff member develops symptoms of COVID-19 (1) before coming to work / (2) 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). Inform a member of SLT straight away, (1) do not come into school / (2) leave school Order a test for yourself.</p> <p>Clean surfaces they have come into contact with</p> <p>If you suspect a pupil to be symptomatic then:</p>	<p>Refer to PHE guidance on Covid symptoms.</p> <p>School supplied disinfectant and disposable paper tissues</p> <p>Disposable apron and gloves and facemask if staff cannot</p>

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	<p>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 10 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>Contact tracing and isolation protocols to be followed, as per Redbridge Covid risk assessment document and PHE guidelines.</p> <p><u>The following information on identifying contacts is taken directly from Public Health Guidance version 2.7 (September 2020):</u></p> <p>Who is considered a contact in a school setting?</p> <p><u>A person who maintained appropriate social distancing (over 2 metres) would not be classed as a contact.</u></p> <p>A contact is defined as a person who has had contact (see below) at any time from 48 hours before onset of symptoms (or test if</p>	<p>maintain social distancing from pupil.</p> <p>Dedicated isolation space identified following risk assessment of pupils' needs equipped with PPE and cleaning materials. (possible use of the PE hall with access to the outside via fire exit.) (Girls changing room pupil leaves via pupil exit) SLT can provide text for dojo and letter informing families of requirement to isolate.</p> <p>School supplied disinfectant and disposable paper tissues</p> <p>Disposable apron and gloves</p> <p>Contact tracing protocol and spreadsheet</p>
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	<p>asymptomatic) to 10 days after onset of symptoms (or test):</p> <ul style="list-style-type: none"> • a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including: <ul style="list-style-type: none"> ○ being coughed on, or ○ having a face-to-face conversation, or ○ having skin-to-skin physical contact, or ○ any contact within one metre for one minute or longer without face-to-face contact • a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes • a person who has travelled in a small vehicle <i>with</i> someone who has tested positive for coronavirus (COVID-19) or in a large vehicle <i>near</i> someone who has tested positive for coronavirus (COVID-19) • people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19) <p>Which contacts need to self-isolate?</p> <ul style="list-style-type: none"> • Where the child, young person or staff member <i>tests positive</i> and they had attended the school in the 48 hours prior to developing symptoms, direct and close contacts will be identified and advised regarding self-isolation by a contact tracer. • Please note: The other household members of that wider class or group do not need to self-isolate unless the 	
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	<p>child, young person or staff member they live with in that group subsequently develops symptoms.</p>	
<p>CLEANING THROUGHOUT THE DAY</p>	<p>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 equipment in class.</p>	<p>School supplied disinfectant spray and disposable paper tissues anti-bacterial wipes Disposable gloves. Member of cleaning team on site to carry out cleaning throughout the day.</p>
<p>SOCIAL DISTANCING</p> <p>It is the responsibility of the individual member of staff to adhere to the social distancing rules.</p>	<ul style="list-style-type: none"> • Maintain a social distancing protocol of min. 2m between people. (Staff) on breaks, conversations on corridors, <u>especially at break times and whilst supervising play grounds</u> • If staff are congregating in groups (e.g. start / end of day / smoking at gates etc.) maintain 2m distance. • Do not share dining utensils between staff. Or between pupils. • Marking on floor in corridors and admin areas to highlight 2m for purposes of any face to face conversations. • Avoid entering classrooms other than your own, stand at the doorway to pass on information. • Additional break spaces to be allocated to bubbles and to reduce numbers of staff in break areas (base 2 and 3). Resource room cleared to create new break area. • Avoid entering the school office. Essential photocopying only – via office staff. Staff to interact with office staff through the glass hatch and request that office staff pass through keys or files if possible. • Staff to use base leaders phones to keep in their bubbles. • Pupils not to enter the Admin Office – Milk will be left in corridor on a trolley. • Pupils on individual timetables involving movement breaks and independence tasks – follow one way system – consider alternatives – use outside as much as possible – avoid stopping for conversations or 	<p>Tape to be used to mark 2m distances. If tape is removed during cleaning, caretaking staff to replace.</p>

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	interactions with others (including pupils).	
VULNERABLE GROUPS (UNDERLYING COMPLEX MEDICAL NEEDS) BAME STAFF	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.	
REGULAR HAND WASHING	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. Avoid touching your eyes, nose, and mouth with unwashed hands.	Soap and alcohol hand sanitiser. Refills for personal hand sanitiser available in Lisa's office. Hand sanitiser should only be used when hand washing facilities are not available.
USE OF THE MINIBUS	Minibuses to 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. Clean with disposable towel and anti-bacterial spray (handles, grab rails, seats etc. after use).	Sanitiser disposable paper towels cleaning spray. Bag with cleaning products to be kept in each bus and replenished weekly include waste bags to put used wipes in for disposal straight away.
USE OF SENSORY ROOMS	Mats and equipment must be cleaned after use by each class. Classes to bring their Hygiene bag with them when using sensory rooms / rebound room / sensory integration room. All fabric items including non-washable beanbags to be removed from sensory spaces. Due to limited ventilation, sensory spaces are only to be used as breakout spaces for pupils on an individual timetable not whole class groups.	Daily cleaning schedule by additional cleaner to include cleaning of sensory rooms at 10.30, 12.00 and 2.15pm.
ADDITIONAL	Pupils who are able to do so, should wear	

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<p>LOCAL LOCK DOWN MEASURES</p>	<p>face coverings during playtimes and when moving around the school. Staff to wear face coverings when not engaged in work with pupils – i.e. moving around school without pupils / admin tasks in office areas. Those exempt on health grounds or other reasons allowed to do so. Staff and pupils to use a plastic bag to store their face coverings when not in use.</p>	
<p>INFECTION PREVENTION AND CONTROL TRAINING</p>	<p>ONLINE COURSE FOR ALL STAFF https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention</p>	