


SOUTHGATE SCHOOL RISK ASSESSMENT

School name and address: Southgate School, Southfield Road, Almondbury		
Activity / Environment Description: School Provision from September 2020: COVID-19	Date of Assessment: Sept 2020 This update: March 2021	
Assessed by (name): S. Hoffmann P. Evans	Date of Review: Weekly April 2021	

All other relevant school-based risk assessments must be followed at all times as they apply.

Fundamentals of this risk assessment: Hands, Face, Space and good ventilation

Ref. No.	Hazard	Who is at risk?	Control Measures	L	S/C	Risk Rating with controls in place *see key overleaf
	Risk of infection being brought into school	Staff, pupils, and other persons in contact with them	<p>-Staff and pupils to follow government guidance at all times. Pupils, and staff do not come into school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. Anyone developing those symptoms during the day is sent home. Staff/pupils must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p> <p>School will have a small number of home testing kits available to give to parents/carers collecting a child with symptoms, or staff with symptoms, who may need support in accessing a testing kit.</p> <p>Other members of their household should self-isolate for 10 days from when the symptomatic person first had symptoms. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school (See Appendix A).</p> <p>-School to send updates to parents/carers, and staff, about government guidance regarding social distancing and other measures. Class staff to contact families where needed.</p>	2	2	4

			<p>-Unnecessary visitors will not be allowed into school. This includes SPIE (except caretakers). Any non-essential work will take place once all pupils and the majority of staff have left the building or before they arrive (SPIE to ensure thorough cleaning of areas). Essential works can be carried out and SPIE to inform school in advance. Visitors to sanitise/ wash hands upon arrival in the medical room toilet and follow hygiene measures. The care taker is responsible for any workers on site and ensuring they follow control measures.</p> <p>-Essential school visits (e.g. potential new pupils/ families and potential applicants for jobs) will take place after school hours. Visitors will wash/ sanitise hands on arrival but will not be required to sign in using the touch screen. Names will be taken by the staff member running the tour. Face coverings to be worn by all visitors Year 7 and above/ adults and social distancing will be strictly adhered to. These visits will be postponed or run remotely during when higher risks are identified, including during national lockdown restrictions.</p> <p>-School continues to receive deliveries; these will be managed by the business support team taking into account social distancing measures.</p> <p>-If visitors need to go to the main reception, visitors to stay behind floor markings in the reception area.</p> <p>-Hand sanitiser stations in key areas including main school building entrances. Young and developmentally young pupils are well supervised in these areas to avoid inappropriate use and ingestion.</p> <p>- Meetings, including reviews, to continue remotely using technology such as Teams, Zoom and Skype. Although many meetings will continue on Teams, other meetings run with control measures in place.</p> <p>-Parents/carers to communicate with school via phone/dojo/email and will not be permitted to access the building unless essential.</p> <p>-All staff to wash/ sanitise hands upon entry and exit to the school (the medical room toilet opposite the entrance is always available).</p> <p>-Each group of pupils to have an identified hand-washing space upon entry and exit to school.</p> <p>-Signage will be visible in key entrance areas for visitors/ staff/ pupils including clearly allocating sanitising areas, social distancing, and the use of face coverings.</p>			
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			<p>-Only one person signing in will be allowed in the foyer at a time and they must sanitise hands before signing in. Reception staff will sanitise hands before handing out lanyards and keys. When handing out and returning, they will avoid touching faces. A UV cleaner is in place to thoroughly clean lanyards and keys after each use.</p>			
2	Risk of infection being spread through pupil and staff arrival and departure (including school transport)	Staff, pupils and other persons in contact with them	<p>Pupils arriving and departing with parents/carers</p> <p>-Pupils entering and leaving with parents/carers to use different entrances/exits. Parents/carers to remain outside with their child maintaining social distancing from other parents/carers. No waiting in the main reception area by any persons. Parents/carers informed beforehand not to gather on site and to attend on their own where possible (no other adult or dependants except if no other option).</p> <p>*Badger, Hedgehog and Dragonfly via gate to upper school playground (past the main entrance) and use the door from upper school playground near Hedgehog class.</p> <p>*Maple, Apple, Rowan, Chestnut and Hazel via gate to upper school playground (past the main entrance) and use the door from upper school playground near Hedgehog class.</p> <p>*Butterfly, Robin, Hare and Holly via the main entrance.</p> <p>* Cedar, Willow, Rabbit, Squirrel, Fox and Owl via side entrance leading from the visitor car park (individual pupils to have individual arrangements to maintain necessary routines).</p> <p>-There will be a 15-minute window from 9:05-9:20 for parents/carers to drop off their children to maintain a consistent flow of movement and avoid gatherings</p> <p>-Clear signs will be displayed on all entrance and exit gates at the front of school to highlight: *flow and keeping to the left when walking into and out of school for drop-off and pick up times. *entrance and exits used by each class for drop-off and pick-up times.</p> <p>-There will be 2m distance markings on the floor at each collection and drop off point to highlight where parents/carers should wait to drop off or collect their child.</p> <p>-Two bus bays kept clear in the visitor's car park with marked zones for parents/carers to wait with their child if using the side gate entrance.</p> <p>-Two staff in high-vis jackets in the visitor's car park controlling the flow of traffic, parking and ensuring the safety of pupils with parents/carers moving within the carpark.</p> <p>-One staff member at each gate at the front of school to maintain the flow throughout drop-off and pick-up.</p>	2	2	4

			<p>Public transport</p> <p>-Staff, where possible, to avoid car sharing with non-family members. If staff need to use public transport, staff to ensure robust hygiene measures are adhered to and that the latest government guidance is adhered to. Staff to walk/bike to and from work where possible.</p> <p>-Pupils who are independent travellers using public transport to and from school are encouraged to follow good hygiene measures and to follow the latest government guidance.</p> <p>School transport</p> <p>-Pupils entering and leaving by school transport: two staff wearing high-vis jackets and the SPIE caretaker to control the entrance and exit of buses/taxis to and from the lower school playground allowing all buses/taxis to come into the playground and the gates to be closed. One member of staff will signal for a minibus/taxi to allow pupils off, one minibus at a time. Staff to meet pupils, keeping to social distancing measures where possible, and take pupils straight into school. This will continue for each minibus/taxi. Staff to open the exit gate to enable the minibus/taxi to leave.</p> <p>-Classes to remain in their classroom until on-call staff alert classes when it is their turn to go out to the bus/taxi.</p> <p>-Staff and pupils arriving to school wearing a face covering should not touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils and staff), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again (see further information on face coverings below).</p>			
3	Risk of infection passing between school users	Staff, pupils and other persons in contact with them	<p>Lateral Flow Tests (See Lateral Flow Test Risk Assessment)</p> <p>Weekly Lateral Flow Tests for consenting staff began on Friday 8th January to identify asymptomatic cases with a high viral load. Secondary age pupils, where consent is given and when not detrimental to their wellbeing, were tested twice in the week commencing 11/01/2021. Consenting staff are now tested twice weekly.</p> <p>-From 8th March, school will begin to transition to home tests. Staff who consent will test themselves at home on Sunday and Wednesday, recording results online and emailing school their results (covid@southgateschool.co.uk). Pupils of secondary age, where consent is given, will complete 3 tests in school then will move to home testing where they are able to following guidance.</p> <p>-School testing will remain in place on Monday and Thursday morning for pupils unable to access home testing, supply staff, and any other adults unable to complete home testing.</p>	3	2	6

		<p>-Positive lateral flow tests conducted in school are considered positive cases and the staff member will go home to isolate for 10 days. Close contacts will also go home to isolate (see page 7/ 8). Current guidance for when the test is taken at home is that they should isolate with their household members and book a PCR test as soon as possible. School close contacts do not need to isolate at this stage. If PCR is negative, they can return to school. If positive, they should continue to isolate and close contacts in school should also isolate.</p> <p>Symptomatic pupils and staff protocol</p> <p>-If staff or pupils display symptoms in school, they are to be isolated outside but within the school premises (if the weather permits) or in the Deputy Head's Office until they are able to leave site. (Parents/carers will be contacted immediately to arrange collection*).</p> <p>If staff are needed to support pupils in isolation, PPE (gloves, apron, face mask and eye protection) must be worn by staff caring for the pupil while they wait for collection if social distancing cannot be maintained. Follow user guide for putting on and taking off standard PPE (see Appendix B). If they need to go to the bathroom while waiting to be collected, they should use the medical toilet. The medical toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>*If parents/ carers do not drive, one of the school minibuses are to be used to take the pupil home. The staff: pupil ratio will be dependent on the needs of the child and risk assessment. Staff are to wear PPE if the child is unable to maintain a 2 metre social distance. Windows must be kept down for good ventilation and the bus must be thoroughly cleaned and disinfected afterwards.</p> <p>-PPE grab bags are available in the Main Office, Medical room, Resource room, Intervention room and the Deputy Head's office.</p> <p>The areas where they have been in school need to be disinfected.</p> <p>The School Leader/SLT must be informed.</p> <p>-Once the pupil/staff member has left the building, the staff cleaning the area must wear, as a minimum, disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, grab rails in corridors and stairwells.</p> <p>Use disinfectant spray, disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction. Cleaning equipment and bin bags are provided within the Deputy Head's Office (stored in the labelled cleaning equipment cupboard in the office).</p>			
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			<p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>This waste should be labelled with the area/ class name and dated. It must be stored safely and kept away from pupils. A yellow bin is available underneath the caged stairwell next to the caretaker's office. The key for this is in the main office. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste <p>-Any members of staff who have helped someone with symptoms, and any pupils who have been in close contact with them, do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>-If there is a symptomatic case, school will: *You do NOT need to notify this case until they are a confirmed case. *School will inform Kirklees Council Emergency Planning Team on a weekly basis.</p> <p>If a child or member of staff has symptoms, they should stay at home and follow the Stay at Home guidance (referred to on page 1)</p> <p>-If pupil/staff member tests negative: If they feel well and no longer have symptoms like coronavirus (COVID-19), they can stop self-isolating and other members of the household can stop self-isolating.</p>			
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			<p>Pupil/staff member testing positive for Covid-19 protocol</p> <p>-School will:</p> <p>*If one child or member of staff has tested positive, contact Kirklees Emergency Planning on 01484 221000 (Emergency out of hours- 07773 334999) or The DfE schools helpline on 0800 0468687.</p> <p>*If two or more children or staff have tested positive/ become unwell within 14 days of each other and who are known to have been in the same class or had contact with each other, contact Kirklees Emergency Planning on 01484 221000 (Emergency out of hours- 07773 334999) or Yorkshire and Humber Health Protection Team on 0113 3860300.</p> <p>-Close contacts:</p> <p>*School will identify any close contacts of the positive case in school. This is anyone who has had face to face contact with the infected person, including:</p> <ul style="list-style-type: none"> • Being coughed on • Having a face to face conversation within one metre • Having skin to skin physical contact • Contact within one metre for one minute or longer without face to face contact <p>*It also includes:</p> <ul style="list-style-type: none"> • Being within 2 metres of someone who has tested positive for Covid-19 for more than 15 minutes • A person who has travelled in a small vehicle with someone who has tested positive for Covid-19 or in a large vehicle or plane near someone who has tested positive for Covid-19 (this will include the School Transport Bubble) <p>*If the positive case has not been in school during the infectious period (48 hours prior to the onset of symptoms to 10 days after, or 48 hours prior to test date to 10 days after if they have no symptoms), then there is no self-isolation required by contacts</p> <p>*All identified contacts should be advised to self-isolate at home and not attend school for 10 days from the last point of contact with the case and monitor themselves for symptoms. If contacts develop symptoms they should request a test for Covid-19 through gov.uk or 119.</p> <p>*All contacts are to be contacted and informed to Stay at Home and self-isolate. There is a template letter to be sent home. Contacts of contacts do not need to self-isolate.</p> <p>*Other pupils (and families) and staff not classified as contacts are to be informed what is happening without providing any identifiable information on those affected.</p> <p>*Where distancing is not possible in class, then it is likely that all members of the bubble will be considered close contacts.</p> <p>-If a pupil/staff member tests positive, they should follow the 'Stay at Home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p>			
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		<p>(https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must self-isolate for at least 10 days from the onset of their symptoms. They can return to school only if they do not have symptoms other than cough or loss of sense of smell or taste. Other members of their household should continue self-isolating for the full 10 days.</p> <p>-Household members of those contacts who are sent home do not need to self-isolate unless the pupil or staff member who is self-isolating subsequently develops symptoms. If someone that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period, they should follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and they should get a test: *If the test delivers a negative result, they must remain in isolation for the remainder of the 10-days isolation period – *If the test result is positive, they should inform the school immediately, and must isolate for at least 10 days from the onset of their symptoms.</p> <p>Test and Trace process -Staff, parents and carers must be willing to: *Book a test if they or their child are displaying symptoms. *Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19), or if asked by NHS Test and Trace. *Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</p> <p>-Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>-Parents/ carers and staff to inform school immediately of their test result.</p> <p>Face coverings -Pupils aged 11 or above (secondary age) are to wear face coverings when they are moving to and from their classroom during busier times (AM arrival and PM departure) and in communal areas (e.g. corridors and transitioning around school). This will only be if developmentally appropriate and where it is not detrimental to their wellbeing. Where appropriate, pupils will be encouraged to wear face coverings by staff, using visuals and praise. Pupils can be rewarded Dojos for doing so. Face coverings can be provided by school. Face coverings should now also be worn in classrooms where social distancing cannot be maintained and where it is not detrimental to learning and communication.</p>			
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			<p>-Staff to wear face coverings in communal areas and corridors if they are not with pupils. When with pupils, they should be transitioning to learning spaces as quickly as possible and wear a face covering, unless this is detrimental to essential communication with the pupil.</p> <p>-Children of primary age do not need to wear a face covering.</p> <p>-It is vital that face coverings are worn correctly, and that staff and pupils understand how to put on remove, store and dispose of face coverings correctly. Staff will model this.</p> <p>-Parents/ carers and other visitors should wear a face covering when they come onto the school site unless exempt from wearing one, where social distancing is harder to maintain. It is essential to wear a face covering for the handover of pupils where quick discussions are needed between staff and parents/ carers. Staff will also wear a face covering when escorting pupils into and out of school unless detrimental to the child.</p> <p>-Face visors or shields are not to be worn as an alternative to face coverings as they do not provide the same level of protection.</p> <p>-Pupils and staff are not expected to wear face coverings when they are with children in their bubble. They should not to be worn in learning environments including classrooms, break out rooms, the PE hall or sensory rooms when working within their bubble. The use of face coverings would be detrimental to learning and communication.</p> <p>This applies to indoor spaces only, although staff and pupils are to wear face coverings when a 2 metre distance cannot be adhered to outside.</p> <p>Bubbles</p> <p>-Bubbles containing staff and pupils will be between one and three classes to minimise contact and mixing. 4 classes divide into 4 different enrichment groups on a Monday afternoon. Social distancing is encouraged and 2 of the activities are outside with an adverse weather plan. Due to the small classes in a special school, this restricts all bubbles to a small number of pupils. The majority of our pupils will also belong to a school transport bubble.</p> <p>-In limited occasions where it is necessary for pupils from different bubbles to mix (e.g. for the fulfilment of the curriculum/ pupil offer), records of contacts are to be kept along with increased hand-washing and cleaning (including equipment). Social distancing will also be encouraged.</p>			
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			<p>-Bubbles to remain in their allocated areas and access designated outdoor spaces where timetabled. Movement around the school should be kept to a minimum. Staff and pupils only enter other areas of school during designated times, for care needs and arrival/ departure. Social distancing between people within clusters should be maintained where possible.</p> <p>-Key staff such as intervention, cover supervision, enrichment delivery and PPA can operate across different classes and groups in order to facilitate the delivery of the timetable and specialist provision but this is kept to a minimum with increased handwashing and hygiene measures.</p> <p>-On call, Intervention, SLT and First Aiders who have entered into a bubble must record any close contact with persons from this bubble on the recording sheet.</p> <p>-Remote supervision is the preferred model, however specialists, therapists and clinicians who need to provide interventions will do so with increased frequency of handwashing. Supply teachers and ETAs where possible will be brought in from the same pool and maintain as much distance as possible from other staff.</p> <p>-PPA time has been grouped to enable teachers to have their PPA from home wherever they possibly can to avoid contacts in the teacher's work space.</p> <p>-Bubbles will remain separate from other bubbles. No communal gatherings or group performances. Assemblies will be held in bubbles using technology.</p> <p>Classrooms/learning environments:</p> <p>-Where possible, all school users should be encouraged and reminded to practice social distancing. This includes in classrooms and when pupils/staff are using outdoor and indoor play spaces.</p> <p>-In unventilated spaces, staff will try to keep doors open where possible.</p> <p>-Unnecessary items should not be kept in classrooms. Clutter must be kept to a minimum to make cleaning easier. Equipment should be stored away when not in use or ideally kept in plastic boxes with lids.</p> <p>-The small sensory room can be used as it has an air recovery unit, which supplies fresh air into the room which is heated and extracts other air.</p>			
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			<p>-The quiet rooms have an air extraction only system. They should be ventilated by opening the doors regularly to supply fresh air and should only be used by more than one person in a crisis situation or for safety.</p> <p>-Breakout rooms have a supply and extract system which supplies fresh air into the room and extracts other air.</p> <p>-Where possible, pupils are encouraged to stay apart from each other at all times. Pupils should sit side by side where possible and not opposite.</p> <p>-Staff are encouraged to maintain social distancing with other staff at all times. Where this is not possible (e.g. Physical Intervention), staff who need to interact should do so side by side to reduce the amount of time they are face-to-face or wear face coverings when not with pupils.</p> <p>-Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly along with all frequently touched surfaces, including under tables where hands go. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between classes, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles. Sensory play/continuous provision objects should be easy to wipe down.</p> <p>-Where cleaning or disinfection is not possible or practical for equipment and sensory equipment, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. In shared spaces, items that are not easily cleaned should be replaced by each bubble. E.g. a new tea-towel and set of aprons for each bubble in the kitchen.</p> <p>-Soft furnishings in classrooms should be kept to a minimum. Where necessary as part of provision, they should be cleaned regularly as part of a washing routine.</p> <p>- Visual signage to be displayed in classrooms and in key areas around school to support handwashing, catching coughs and sneezes with a tissue and disposing of it (catch it, bin it, kill it) and social distancing.</p> <p>- Tissues available in each class. Staff to remind pupils to follow visuals around hand washing and catching coughs and sneezes. For some pupils, social stories may be appropriate to use to reinforce this.</p>			
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			<p>-See 'Ventilation' on p13 - 16</p> <p>-Where possible, open windows to increase air flow and ventilation.</p> <p>Break and Lunch Play</p> <p>-Bubbles must keep to their allocated break and lunchtime slots to reduce the chances of contact with other bubbles and corridor cross over.</p> <p>-Pupils and staff are to maintain social distancing where possible.</p> <p>-Staff must ensure pupils sanitise/ wash their hands before break and lunch play and again afterwards.</p> <p>Lunches</p> <p>-Classes to eat lunch in their classrooms.</p> <p>-LTSAs will deliver lunches using the trolleys to each classroom but will not enter unless they have been allocated to a bubble. Some LTSAs will provide lunch cover in these allocated bubbles</p> <p>-LTSAs will have designated classes they will deliver lunches to and will only deliver to these rooms each day. LTSAs will deliver lunches to the classroom door. Staff from that classroom to take the lunches into class. This will apply for the collection of plates and cutlery.</p> <p>Allocated toilets</p> <p>-Pupils within each bubble to use allocated toilets (see list).</p> <p>-Visitors, LTSAs and Spie staff to use the medical room toilet.</p> <p>*Staff working within upstairs Woodland and Forest upstairs and downstairs school classrooms (large sensory room and playroom corridors) use staff toilet opposite Chestnut classroom.</p> <p>*Staff working within Orchard upstairs, Owl and Fox school classrooms use staff toilet opposite Holly classroom.</p> <p>*Rabbit, Squirrel and downstairs Woodland staff to use the female main reception toilet.</p> <p>*SLT, Business support and office staff use the male main reception toilet.</p> <p>Personal care</p>			
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-If personal care is required, staff to support pupil where needed following the pupil's intimate care plan. Staff to wear normal PPE such as gloves and apron for personal care and enhanced PPE (e.g. grab bag) if the pupil displays symptoms. Where possible, open the window of the hygiene room/toilet to increase ventilation and maintain social distancing where possible.

Ventilation and Winter Ventilation

-It is essential that good ventilation is maintained at all times. All classrooms and other spaces are to have windows open where they are located. Rooms are fitted with either extraction only, supply and extract or air recovery units. Where rooms are extraction only, doors should be kept open for a supply of fresh air. Where this is not possible, they should be opened at regular intervals to aid ventilation. SPIE have confirmed that mechanical ventilation is set to maximum. Here is a list of rooms and systems and an outline of what they do:

Room Ref	Room Name	System
1st Floor		
FF10	Girls WC	Extract
FF11	Boys WC	Extract
FF12	AWC	Extract
FF07	Breakout	Supply & Extract
FF14	Quiet	Extract
FF17	Staff Shower	Extract
FF18	Staff WC	Extract
FF20	Sensory	Air Recovery Unit
FF24	Life Skills	Supply & Extract
FF34	Quiet	Extract
FF04	Breakout	Supply & Extract
FF05	Hazel	Air Recovery Unit
FF18	Staff AWC	Extract
FF53	Opp Blue Rm	Supply & Extract
FF59	Girls WC	Extract
FF44	Boys WC	Extract
FF45	Hygiene	Extract
FF49	Apple	Air Recovery Unit
FF36	Girls WC	Extract

			FF22	Cleaners	Extract			
			Ground					
			GF12	Hygiene	Extract			
			GF13	Boys WC	Extract			
			GF15	Breakout	Supply & Extract			
			GF16	Girls AWC	Extract			
			GF18	Girls Changing	Supply & Extract			
			GF20	Boys Changing	Supply & Extract			
			GF22	Boys AWC	Extract			
			GF09	Breakout	Supply & Extract			
			GF05	Rabbit	Extract			
			GF67	Male Staff WC	Extract			
			GF28	Female Staff WC	Extract			
			GF33	Fitness Suite	Heat recovery Unit			
			GF37	Medical	Extract			
			GF38	Medical WC	Extract			
			GF39	Staff AWC	Extract			
			GF45	Breakout	Supply & Extract			
			GF46	Quiet	Extract			
			GF48	Pupil AWC	Extract			
			GF49	Girls WC	Extract			
			GF50	Boys WC	Extract			
			GF53	Badger	Extract x 2 units			
			GF51	Hedghog	Extract			
			GF05	Rabbit	Air Recovery Unit			
			GF08	Fox	Air Recovery Unit			
			GF59	Butterfly	Heat Recovery Unit			

			<table><tr><td>Air Recovery Unit</td><td>Supplying fresh air into the room which is heated, and extracting other air.</td></tr></table>	Air Recovery Unit	Supplying fresh air into the room which is heated, and extracting other air.			
Air Recovery Unit	Supplying fresh air into the room which is heated, and extracting other air.							
			<p>-With colder weather, heating must be turned up to prevent rooms becoming too cold. Pupils and staff should wear warmer clothing to compensate for this. To strike a balance, less windows may be left open on particularly cold days. However, wherever possible, and throughout the day (e.g. break times), windows and doors must be fully opened to refresh ventilation. Heating can then be turned up afterwards. On cold days, the windows should be left closed until there are at least 2 people present in the room. This will allow rooms to be brought up to temperature.</p> <p>-Where there are medical conditions that the cold can be detrimental to, additional heating sources can be requested from SPIE.</p> <p>Maximum Occupancy</p> <p>-Rooms will have the maximum occupancy marked on the doors. This includes:</p> <p>*Entrance Foyer- Only 1 person signing in at a time (2 people can be seated the opposite side)</p> <p>*Main office- 3 persons with Perspex screens in place. Staff accessing keys must not go past the taped area and all other enquires to be made at the window.</p> <p>*Heads Office- 4 persons</p> <p>*Other SLT offices- 2 persons</p> <p>*Downstairs photocopy room- 1 person</p> <p>*Upstairs photocopy room and workroom- 3 persons (not including office spaces)</p> <p>*Resource Cupboards- 1 person</p> <p>*Lifts- 1 adult only and 1 pupil (where essential)</p> <p>*Staff room- 9 persons seated plus 2 in drinks area socially distancing. Seated persons include 1 per each of the 7 tables, 1 in the calm area, and one on the sofa in the section not taped off</p> <p>Cleaning</p> <p>- Regular cleaning plays a vital role in limiting the transmission of COVID-19. When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</p> <p>-Hand soap is available in every classroom base and hands must be washed frequently (essential washing on arrival, after using toilet, before preparing food/snacks, after moving to a different area or coming in from outside, before eating lunch or snacks).</p>					

			<p>-Staff, where possible, to wear clothing allowing arms to be bare from the elbows down and follow hand washing procedure.</p> <p>-Each class base has a locked cupboard with key cleaning materials to keep surfaces and key areas (e.g. handles) clean. Staff to use these frequently. Staff to use disposable cloths provided where possible. Staff to leave used green cloths in the blue bucket in the staffroom at the end of each day and pick up washed clean cloths from the staffroom at the start of the school day. SPIE to wash green cloths at the end of each day on a 60°C wash.</p> <p>-Each classroom to have a lidded bin (unless not in the interests of each pupil, e.g. sensory). Pupils encouraged to put their tissues straight into the bin and wash their hands. Lidded bins to be regularly cleaned by staff within the classroom.</p> <p>-Cleaning staff will remain on site until 9am to focus on cleaning touch points in corridors and communal areas (for example door handles and toilets) within their designated areas.</p> <p>-Two LTSAs will continue to clean the touch points with the communal areas within their designated areas and empty all bins until 11:30-13:30.</p> <p>-Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and disinfectants, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</p> <p>-Frequently touched surfaces should be wiped regularly. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</p> <p>-Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.</p> <p>-Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.</p> <p>-Cleaning staff will not enter classrooms once bubbles are in place unless essential. Where essential, a face covering must be worn.</p>			
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			<p>-Staff to notify Business Support when cleaning that stock items are running low in their classroom. Business support to manage and order new stock including PPE and cleaning equipment.</p> <p>-Minimise the use of materials that can harbour the virus (including paper) and wash hands if you have handled them.</p> <p>-Pupils who may exhibit high anxiety behaviours whilst in school, resulting in a need for adults to support them in the quiet room or use physical intervention, must be assessed. Is the anxiety level likely to reduce to a safe level or does alternative provision need to be arranged (i.e. reduce the amount of time in a confined space). Staff to wash hands immediately after incident.</p> <p>-All surfaces in the used spaces need to be cleared of objects to enable cleaners to deep clean. Wipe down equipment before putting it away and staff to wash hands.</p> <p>Staff Room</p> <p>-See maximum occupancy above</p> <p>-Staff are advised to take their breaks outside or in their cars if possible. However, if this isn't possible, staff to disinfect area they have used, including after making drinks, and ensure they keep a safe social distance from each other in the room. Staff are encouraged to eat with their bubble and take the time back from their AM/ PM hours where appropriate. Only one staff member per table at all times. Excess chairs have been removed. Windows must be kept open for ventilation. Sanitiser and anti-bacterial wipes must not be removed from the area.</p> <p>-Staff are encouraged to bring food that does not need to be warmed in the microwave and hot drinks in flasks to reduce the numbers of people using the staffroom at any one time.</p> <p>-Additional seating is available in the dining hall. No more than 2 staff per long table keeping at least a 2-metre distance. Seated areas to be wiped down after use with anti-bacterial wipes.</p> <p>Corridors</p> <p>-All to keep to the left on corridors and keep moving to ensure a distance of 1 metre can be kept and that any passing is brief. This will be well signed. See guidance above on face coverings.</p>			
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			<p>-Essential discussions (keeping 2 metres apart) on corridors assisting the running of school and provision must be on one side of the corridor and never opposite. This allows people to pass and maintain distance</p> <p>-An identified 'pinch point' is on the central stairs. Persons passing must give way and remain behind the taped area to allow a quick passing with a distance maintained.</p> <p>-Staff and pupils only enter other areas of school for designated outdoor space time, where timetabled, for care needs, and when arriving or leaving the building.</p> <p>-Pupils should not be on corridors at any other time. Where this is unavoidable, they need to be supervised by staff at all times.</p> <p>-Corridor use will be reduced by: LTSAs bringing lunches to the classroom doors, staggered breaks/use of outdoors spaces, designated outdoor spaces for clusters and assigned toilets for classes.</p> <p>Pupils</p> <p>-Pupils who have a limited/no understanding of social distancing and or could pass infection by spitting, coughing, sneezing or poor hygiene must have an individual pupil coronavirus risk assessment in place. Class teacher to use the template to personalise for each pupil and share with parents/carers and staff who work with the pupil.</p> <p>First Aid</p> <p>- Staff to use First Aiders in the immediate classrooms wherever possible. First Aiders to adhere to strict hygiene practices and will maintain distance wherever possible. Close contacts with people outside of their bubble will be recorded.</p> <p>Vulnerable Staff & Pupils</p> <p>-Clinically extremely vulnerable staff, as identified by a letter, are to work from home during the national lockdown period or when otherwise advised. Pupils identified as clinically extremely vulnerable should also follow public health advice.</p> <p>-Clinically vulnerable staff are to work from home where their work and job role allows them to. Where this is not possible (e.g. teaching and teaching support staff), a risk assessment must be in place to reduce risk.</p> <p>-Pupil at a higher potential risk (previously shielding) will also have a risk assessment in place where appropriate, although the risks to children are considered low. Parents/ carers are</p>			
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			<p>advised to see their GP to discuss each individual condition and to obtain advice. Where necessary, this is to be shared with school and adaptations to provision made (e.g. home learning/ blended learning)</p> <p>Vaccines All staff who have direct contact with pupils had the opportunity to access a vaccine in January and February 2021 as essential care staff.</p>			
4	Risk of infection being taken out of school	Staff, pupils and other persons in contact with them	<p>-Staff (and encourage pupils) to wash hands frequently and at the end of the school day.</p> <p>-School users to keep nails short, avoid wearing jewellery and where possible wear clothes that allow forearms to remain bare.</p> <p>-School users should consider, and are encouraged to, change clothes before accessing their homes.</p>	3	2	6
5	Risk of infection in the community	Staff, pupils and other persons in contact with them	<p>Educational Visits</p> <p>-Overnight trips and residentials are postponed indefinitely</p> <p>-Non-overnight domestic educational visits can take place including any trips connected with their preparation for adulthood (for example, workplace visits or travel training) or essential curriculum. This should be done in line with protective measures, such as keeping children within their bubble, and the COVID-secure measures in place at the destination.</p> <p>-During times of high infections and lockdowns, indoor visits and visits to busy places must be avoided, including shops and supermarkets</p> <p>-Leading staff must undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, staff will need to consider what control measures for Covid-19 need to be in place.</p> <p>Working Off- Site</p> <p>-Risk assessments must be in place for any off-site activities including home/ garden visits as usual. These must also include control measures for Covid-19.</p> <p>-Refer to the risk assessment: 'Working in the home or community risk assessment'</p>			
6	Negative impact on pupil wellbeing	Pupils	-Individual pupil risk assessments to be maintained by Safeguarding Team to inform provision in the event of prolonged school absence brought about by self-isolation/ bubble isolation/ school closure.			

	and their learning if self-isolating/ bubble isolating/ closure		<p>-Close working with external agencies and services involved with a pupil or their family to ensure wider needs are met during any self-isolation/ bubble closure/ school closure.</p> <p>-A contingency plan is in place for remote education.</p> <p>-Bank of pupil accessible laptops available for pupils without access to learning equipment at home.</p> <p>-Home learning portals including Dojo and the school website to be used to support home learning.</p> <p>-Bank of staff laptops available to ensure support staff can effectively support online provision, remote learning, and resourcing.</p> <p>-Interventions, including speech and language and emotional wellbeing support, to be provided through providing parent/ carers with targets, strategies and activities that can be delivered off site. Key intervention staff to support other support staff to deliver intervention remotely.</p> <p>-Key worker and vulnerable provision can be quickly set up if needed using risk assessments and adapted procedures from March. June plans can also be re applied as a halfway measure.</p>			
7	Higher risks brought about by the impact of Covid on school health and safety procedures	Staff, pupils and other persons in contact with them	<p>-All school safety measures to remain in place as usual including risk assessments (educational visits will resume but not overnight).</p> <p>-Lock down procedures will remain the same and a drill will still be carried out in the Autumn Term. Classes can remain in their bubbles for this procedure.</p> <p>-Fire safety and evacuation will remain the same (new classes will familiarise themselves with their arrangements). Pupils will be able to remain in their class bubbles to assemble in the playground adjacent to Southfield Road. Safety will remain the priority.</p>			
8	Possible Mental health and wellbeing needs of staff: 1. Burnout 2. Lack of	Staff	<p>There should be a joint understanding amongst colleagues that mental health is a continuum that changes for each of us over time. This is particularly salient in the current context where things are very unsettled with all of us being expected to manage significant amounts of change within very short spaces of time. The support mechanisms that staff ordinarily use may not be available or practicable based on national or local restrictions. All staff will need to be flexible and tolerant.</p> <p>Systems and Leadership Support for Wellbeing</p>	3	2	6

	<p>downtime 3. Bereavement 4. Illness 5. Shielding or family member shielding 6. Stress and anxiety 7. Childcare issues 8. Financial issues 9. Social isolation</p>	<p>-Staff will be encouraged to normalise reactions of stress and vulnerability e.g. within staff briefings, team meetings and peer-to-peer conversations.</p> <p>-Communication is prioritised by SLT with regular staff briefings (including online for staff at home to participate in) and email updates.</p> <p>-Feedback from staff to line managers or SLT is actively encouraged to identify evolving needs and implement appropriate measures.</p> <p>-SLT endeavour to ensure that practical needs of staff are met e.g. staff being aware of the changes in routines and timetables.</p> <p>-There is a robust welfare check-in system for all staff through the line management structure. SLT are available for support, supervision and coaching as required. External supervision is also available, where appropriate.</p> <p>Universal Staff well-being support</p> <p>-The Wellbeing Team raise awareness of Wellbeing and Mental Health e.g. weekly positive quotes, celebration board.</p> <p>-School belonging and connectedness is strengthened through group activities and events (socially distanced).</p> <p>-Staff are able to request time out of class to support their wellbeing in the 'Wellbeing Area' in the staff room.</p> <p>Targeted Internal Wellbeing and Mental Health Support</p> <p>-Identified staff trained in Mental Health First Aid: Deb Short, Kim Pain and Becky Dyson.</p> <p>-Mindfulness sessions available for staff.</p> <p>-The Wellbeing Team offer a system of peer-to-peer support and awareness raising.</p> <p>-Wellbeing Lead: Ruth Perfitt</p> <p>-Link Governor: Abi Marsland</p> <p>Targeted External Wellbeing and Mental Health Support</p> <p>-Care First is available and promoted to all staff regularly through posters etc.</p>			
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			-Care First: Available 24 hours a day 7 days a week- 0800 174319 -Staff can complete Wellbeing Self Referrals through form on BlueSky and line managers can also complete referrals to Employee Health Care.			
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This risk assessment is in conjunction with the Building Statutory Inspection List

Key to Risk Ratings:

Likelihood:	x	Severity/consequences:	=	Risk rating (SC x L):
1 - Highly unlikely		1 - Slightly harmful		1 - Trivial risk
2 – Unlikely		2 – Harmful		2 - Tolerable risk
3 – Likely		3 - Extremely harmful		3 - 4 - Moderate risk
				6 - Substantial risk
				9 - Intolerable risk

Action Plan:

Action for each reference no:	Person Responsible	Level of priority and timescale

THIS RISK ASSESSMENT MUST BE SHARED WITH ALL NECESSARY PERSONS

The school must keep records that the necessary persons have read and understood the contents of this and any other relevant risk assessments. The necessary persons should sign a document which evidences that the employee has had the risk assessment explained to them and fully understands the hazards and will implement the identified controls.

What to do if you have a case of COVID-19 in your school

PHE Yorkshire and Humber

See your School Pack for more information. Guidance is available at: <https://www.gov.uk/coronavirus/education-and-childcare>



PHE Health Protection Team: 0113 386 0300. Kirklees Emergency Planning Team and Kirklees Infection Prevention and Control Team: 01484 221000. / email infection.control@kirklees.gov.uk or emergency.planning@kirklees.gov.uk








Public Health
England

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

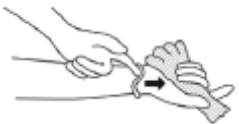






Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back. 
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin. 
- 3 Put on your eye protection if there is a risk of splashing. 
- 4 Put on non-sterile nitrile gloves. 
- 5 You are now ready to enter the patient area. 

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove. 
- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
- 3 Snap or unfasten apron ties the neck and allow to fall forward. 
- 4 Once outside the patient room. Remove eye protection. 
- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water. 
- 6 Remove surgical mask. 
- 7 Now wash your hands with soap and water. 

Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

Please refer to the **PHE standard PPE video** in the **COVID-19 guidance collection**:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the **PPE for aerosol generating procedures (AGPs)** please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures