

### Whole school risk assessment – Covid-19

This document is written to support staff and children by putting measures in place to ensure that we continue to mitigate the risk of transmission of Covid-19 in and around school. This will allow education to be less disruptive during the autumn term following the relaxed restrictions outlined by the government prior to the school holidays. The government has not outlined any specific guidance for the return of children to school in September except for good ventilation. With the onset of winter, we are more likely to experience a high volume of pupils and staff absence due to winter bugs, as well as contracting Covid-19. We cannot eliminate the risk 100% but we can put measures in place to minimise transmissions. Talbot House’s risk assessment has been written to best suit the needs of our children. The risk assessment is a working document and will be updated as required and when necessary. Please read through the risk assessment when it is circulated, updates will be in green to help you identify any recent changes made. If you have any questions or are unsure, please contact the Head Teacher.

**(Rewritten 6<sup>th</sup> September 2021)- updated February 2022 (updates in green)**

I have outlined below the measures we are taking to ensure that children, parents/carers and staff feel safe and confident to return fully at the start of the autumn term. We intend to deliver a full broad and balanced curriculum for all children on their return.

Process	Risks	Action	RAG
<b>Testing</b>			
Pupils in the upper school will have a lateral flow test carried out on site by trained staff – Monday and Thursday the first week back after a holiday. <i>We will then continue to test on site Monday, Wednesdays and Fridays as a precaution, this will be reviewed at the end of the term.</i>	Pupils not showing any symptoms of Covid-19 could potentially spread the virus on the return to school. Contamination between pupils during testing. Staff carrying out lateral test potentially at risk due to close contact.	Parents/Carers contacted to ask how pupils are and if they have any symptoms or illness. Vigilance when pupils arrive at school. Staff will wear recommended PPE for testing.	
Pupils in the lower school will have a lateral flow carried out on site by trained staff – Monday and Thursday the first week back after a holiday. <i>We will then continue to test on site Monday, Wednesdays and</i>	Pupils not showing any symptoms of Covid-19 could potentially spread the virus on the return to school. Contamination between pupils during testing. Staff carrying out lateral test potentially at risk due to close contact	Parents/Carers contacted to ask how pupils are and if they have any symptoms or illness. Vigilance when pupils arrive at school. Staff will wear recommended PPE for testing.	



Fridays as a precaution, this will be reviewed at the end of the term.			
All staff to carry out a lateral flow test at home at least 3 days before the return to school and then again, either the previous night or the morning of the return to school. (New guidelines means that key workers should test daily for a period of 5 weeks – 17 <sup>th</sup> Jan)	Those staff who have opted not to self-test.	Ensure staff have plenty lateral tests	
Briefing to staff on the return to school regarding the updated school risk assessment.	Staff missing the briefing (part time staff).	Brief all staff on the day of their return.	
Staff who have a positive lateral test should contact school/line manager and start their 5 day isolation period, they can take a lateral test on day 5 and day 6 if both are negative they can return to work. If positive staff can continue to take lateral test until two negative or 10 days, whichever comes first. If you have symptoms the expectation is to book a PCR test and isolate.	False negative lateral test False positive lateral test	Staff to ensure they are following the guidelines on taking a lateral flow test. The PCR test will be the decisive result	
Parents/carers who inform us of a positive lateral test for their child	False negative lateral test False positive lateral test	Advice parents/carers	
Parents/carers who inform us their child is a close contact of a positive PCR test	Risk of spreading Covid within school	We ask that parents/carers contact the school for advice on the next steps. Recommend daily testing for 7 days, if symptoms then book a PCR test	
Lateral flow testing at home is advised for the remainder of the term, unless an outbreak occurs or we deem necessary.	Impact on learning if carried out in school Parents/carers unable to carry out lateral testing at home.	We are happy to carry out lateral testing in school on the arrival of pupils if the parent would prefer us to. This will vary from twice per week or 3 times per week or daily.	



Staff who test positive from a PCR	Close contacts in school and the spreading of the virus	Staff will be asked who they feel they have been in close contact with, parents will be informed if pupils have been in close contact with other pupils or staff. Staff who are close contacts will be asked to start daily lateral testing and book a PCR test.	
<b>Daily routines</b>			
Staff and pupils will return to wearing face masks in and around school and in the classroom as per guidance from January 2022. (until the next guidelines are announced to remove masks)	The spread of the virus with those showing no symptoms. Those staff/pupils who are exempt from wearing face masks	Face coverings are still available for free at school and pupils.	
CO2 monitors to be placed around school		CO2 monitors will be placed around the school to identify areas that show poor air quality.	
Ventilation to be considered at all times, in all areas.	Some areas of the school may not have adequate ventilation.	Avoid places where ventilation may be an issue. Avoid long periods in less ventilated areas.	
Dining areas: no more than 4 per table in the main dining room for upper school. Lower school to continue with meals in their own areas.	Close contact with any person who is asymptomatic.	Evaluate weekly.	
In the event of staff shortage, classes may need to be combined. This will be assessed as and when required.	Pupils becoming dysregulated due to sudden changes.	Try to inform all pupils and parents of changes in classes as soon as possible to avoid pupils becoming distressed.	



We continue to:

Risks	Actions	RAG
<b>Physical building</b>		
<b>Classrooms</b>	Small bottles of sanitiser in each classroom (x2)	
	Desk in each classroom dedicated to a child – (sprayed and wiped after each lesson)	
	Their own pot of pens/pencils etc. In each room on their desk	
	Wipes for keyboards at hand	
	Tissues on available	
	Bottle of spray cleaner for an emergency	
	Paper towels at hand	
	Classroom equipment to be sprayed at the end of each day	
	Soft coverings to be washed regularly – (no transferable soft furnishing)	
	Therapy equipment to be sprayed after each use	
<b>Common areas</b>		
<b>Coffee area</b>	Wall mounted dispenser	
	Sit at separate round tables	Good practice
	Paper towels at hand	
<b>Hall</b>	Wall mounted dispenser	
	Daily briefings and CPD will resume, windows open, consider distance between staff, ventilation and time limits.	
<b>Whole school</b>	Throughout the school – posters reminding; 2 metre distance, washing hands, catch it, bin it, kill it. Foot print markings and other informative stickers on floors reminding all ‘2 meters’. Facemasks to be worn.	
<b>Gym</b>	To be timetabled and cleaners notified after sessions.	Good practice
<b>Kitchens/staffrooms</b>	Consider the amount of staff at any one time. Ventilation.	
<b>Remote learning</b>	Blended learning is available for pupils who have to self-isolate due to a positive test but not experiencing any symptoms. We continue to have a mixture of blended learning in place, personalised to each child and their need.	
<b>School day</b>	Pupils arrive at 09:00 and leave at 15:00 (Mon – Thur) and 14:30 on Fridays	Good practice



	When pupils arrive, they are asked to sanitise hands on entry. Pupils are regularly reminded to sanitise/wash hands throughout the day.	
<b>Food</b>	<p><b>Breakfast:</b> tables will be partially laid out, the catering staff will prepare breakfast and serve. Staff will encourage children to use the one-way system and sanitise hands before entering the dining hall and on leaving. Upper school will sit in the same seats as lunch, only the upper school will use the dining hall. A maximum of 4 people per table. Primary will have breakfast in their own area.</p> <p><b>Lunch:</b> Pupils sit at their allocated seat, the catering staff will prepare food and serve food. Catering staff will continue to deliver food to primary/nurture and Aces. Only upper school will sit in the dining area, primary will eat in their own area.</p>	On going
<b>Enrichment curriculum</b>	The expectation is that we continue our enrichment curriculum as normal. Staff and children will be expected to follow national guidelines/measures when in the community.	On going
<b>Gatherings/meetings</b>	Assemblies will resume on a Friday afternoon – (to be reviewed as needed) Annual reviews will be remote when possible End of day briefing will resume at the end of each day. Extra care will be taken, distance, good ventilation, taking extra care of the time spent in a room.	
<b>Visitors</b>	Visitors will be limited, however, essential visits can still take place, but meetings will be virtual where possible / appropriate. Interviews for staff will resume on site. Governors will be able to come on site for monitoring and visits. Visitors will be asked to wear a mask around school.	
<b>Transport</b>	SEND transport may require pupils to wear a face covering if they are aged 12 or over. The decision will be that of the driver.	
<b>Signposting</b>	We have posters displayed throughout the school, visually reminding staff and pupils to wash hands regularly and catch it, bin it. The school also has 2 metre indicators on the floor for visual reminders. Extra ‘footprints’ and ‘keep distance stickers have been stuck on the floor in the main hall, coffee area, and on the top corridor for visual reminders.	
<b>Positive handling</b>	In extreme circumstances that may lead to a more serious outcome, positive handling may be used. If this happens, the members of staff will be expected to wash immediately or as soon as possible. <ul style="list-style-type: none"> <li>• Pupil risk assessment updated (working document).</li> </ul>	Good practice



	<ul style="list-style-type: none"> <li>• Staff should call for support immediately.</li> <li>• Use distraction, anticipate pupils becoming heightened and intervene before they become too distressed.</li> <li>• Use outdoor space for 'time out'.</li> <li>• A spare set of clothing at school to change into if required.</li> <li>• All staff should wash hands immediately after using positive handling.</li> </ul>	
<b>Communication</b>	Regular communication will continue – parents/carers, social workers, family workers and any other professionals involved.	
	Limited face to face meetings held, virtual meetings will continue and should be the first suggestion.	
	CPD will resume on site, face to face, however, we can opt for virtual training if appropriate.	
	Whole school risk assessment to be updated according to changes to guidance as and when required. Uploaded to the website.	
<b>Whole school cleaning</b>	Cleaning staff has been increased to cover the majority of the full school day and beyond. This ensures there is a high level of cleaning throughout the Trust.	
<b>Catering</b>	Catering staff will follow food hygiene regulations and guidelines outlined by Health and Safety.	
	Lower school to eat in their own areas, upper school in the dining hall.	
	Staff/pupils allocated their own table for breakfast and lunch, 4 people to a table, use the hall, dining hall and coffee area.	
	Catering staff will serve meals to the table, if staff/pupils require food from the salad bar they will queue and consider distance.	
	Children/staff will continue to enter the dining area via a one-way system, staff/pupils will dispose of cutlery and food waste by placing on the trolley and using the allocated bin. They will then be expected to sanitise their hands.	
	We will resume the plastic washable cups for water	
	Breakfast – pupils/staff will sit at a table, maximum of 4 people.	
<b>Admin area</b>	<p>A clear Perspex screen has been erected at reception. (Staff can decide if this is needed or not depending on outbreaks)</p> <p>No school staff will enter the admin area unless permission is given.</p> <p>All staff needing supplies ring ahead to reception and pick up supplies from the other side of the screen.</p> <p>Medication/first aid will be administered in the reception area through the Perspex screen. Staff will radio ahead to ensure that the area is clear.</p>	



	Offsite registers, bus keys will be kept by the care team, money will be requested from admin and collected at reception (they will not enter the office). Some admin may choose to reinstate their own personal Perspex screen around the area.	
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**This risk assessment should be a working document and updated or amended as required and as new guidance is shared**

**In the event of a school/bubble closure:** schools have been able to return with the removal of bubbles, face coverings and 2 metre distance restrictions. Since 1<sup>st</sup> November the guidelines outline the return of face masks for pupils and staff. However, we will continue with some restrictions in place to reduce the spread of infection. Face coverings are not mandatory, both pupils and staff have the choice to wear a mask. Lateral testing for pupils will be carried out twice on site at the start of term and then revert to being carried out at home with the school providing tests. Staff will be expected to carry out self-testing twice weekly. Ventilation is to be considered and we will still encourage; hand washing, hand sanitising, space, tissues being used and pupils having their own equipment. We will continue to revise the document throughout the term. **Guidance was changed for key workers testing daily for an initial period of 5 weeks during January 2022. This take us up to half term. In the event of multiple cases pupils and staff will be expected to wear face coverings, follow guidance provided by the Head Teacher, for example bubbles may be re-introduced for a period of time. Reminders of hand sanitising and distance. Screens may also be re-introduced. Close contacts will be informed and we will carry out daily testing to pupils on site for the recommended time, (7 days). Those who are close contacts of positive cases (where they live with them or care for them) will be individually assessed but can usually continue to attend work or school with daily testing. If appropriate those individuals may be asked to take additional measures to reduce the risk of infection (masks, screens, non shared areas of work, avoidance of others). Risk assessments may need to be amended for staff who are pregnant or clinically vulnerable, (we currently have one member of staff).**

**Outbreak and staff shortage contingency:**

**Staff:** Due to the size of the school, we would have to ensure that we had sufficient staffing for the children therefore a calculation would need to be carried out once we knew how many staff were infected and what the impact would be on a shortage of staff. Supply staff are not always the best solution due to the high and complex needs of our children, we currently have some long

**Teaching & Learning:**

- Collapse classes
- Use HLTA staff
- Agency staff if available
- Blended learning as a last resort

We would always strive to ensure that education could continue, ensuring the safety of staff and pupils.