



Five Rivers Park House

Park House School Covid 19 school risk assessment, procedures, and expectations. January 2021

The measures listed in this document are based on current (as at Dec 2020) government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Implementing preventative measures in education settings](#)
- [Safe working in education settings](#)
- [Face coverings in education](#)
- <https://www.gov.uk/coronavirus-taxon/education-and-childcare>
- All staff and children will be expected to attend school, bases or partner provisions if available unless their individual COVID-19 risk assessment for children or individual high risk, risk assessment for staff prohibits this.
- If a national lockdown closes all partner provisions and bases face to face remote learning will be put in place and limited attendance at park house base may be available for some children depending on their individual needs and risk assessments
- Staff within the school will be limited and meetings will take place virtually where possible
- Individual staff risk assessments will be completed for clinically vulnerable and high risk
- All pupils with EHC plans will have individual risk assessments and Individual behaviour support plans to support their needs best endeavours will be made to meet the requirements of their EHCP. Where physical face to face learning is not practicable virtual face to face learning will be put in place
- PPE, soap, cleaning products sanitisers are stocked in a locked COSHH cupboard and will be supplied to staff for bases
- Attendance will be recorded and monitored on the Five rivers spreadsheet system following the Park House school Attendance policy using the attendance codes as given by the department of education for use in Covid 19. The daily return of D of E school status setting will be sent daily. Various county recording attendance systems will be utilised as required by the county. The daily log will log precise times of face-to-face attendance with remote learning which will be appropriate following government guidelines and pro rata, or part time timetables followed
- Any food prepared on site will be prepared following the Park House school weekly risk assessment. Students and staff will be encouraged to bring their own food where possible.
- This document will be shared with parents and carers if requested and all communication regarding any specific needs or concerns will be directed to the Headteacher.

Risk Level Definitions/Actions		
Level of Risk	Numerical Value	Action Required
Insignificant	0 - 4	No action required, review when required
Low	5 - 10	No further action required, maintain and monitor effectiveness of control measures
Medium	12 - 16	Review existing control measures to determine effectiveness. If adequate control cannot be implemented immediately, an action plan must be developed to indicate how the risk will be reduced, who will be responsible for implementation and the timescale involved.
High	20 - 25	Urgent action required, additional control measures to be implemented to reduce the risk

RISK = LIKELIHOOD x SEVERITY	LIKELIHOOD					
	1	2	3	4	5	
SEVERITY	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25



HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY AND LEVEL OF RISK	RESIDUAL LEVEL OF RISK
Contact with someone suffering from coronavirus	<ul style="list-style-type: none">• Staff• Pupils• Contractors• Visitors	<p>All staff pupils and visitors sign into the building and give a phone number or use the QR code</p> <p>Visitors are strictly limited and only those with appointments can attend the building</p> <p>Masks are to be worn within Park house where this meets a child's individual risk assessment and IBSP needs</p> <p>Everyone must sanitise their hands prior to entry and when working on bases and wash hands for a minimum of 20 seconds throughout the day at regular intervals (hourly is suggested)</p> <p>Signage demonstrates that 2m social distancing should be adhered to where possible</p> <p>All hard surfaces are wiped down with sanitising spray or gel on a disposable cloth after use</p> <p>Use of rooms will be limited to single child and staff</p> <p>Staff will self-test using the rapid test kits supplied by the D of E weekly and the results will be notified to the headteacher. The results will be collated on a record sheet and shared with the relevant authority</p> <p>All secondary age children will be offered an initial test to be completed at home starting week beginning 11.01.21, the result will be notified by the parent /carer to the school</p> <p>If a staff member or child tests positive they must follow current guidelines and book to take a PCR test for confirmation of result and isolate for 10 days</p>	All staff	04/01/2021 5x5=25	3x5=15

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		<p>If a staff member or pupil is contacted by track and trace or is aware, they have been in contact with a person with Covid 19 the school will be closed to students and deep cleaned. All students will work with staff who have not had contact with the infected person. If no staff are available remote learning will take place as per the home learning risk assessment for each child.</p> <p>Staff, pupils and visitors will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be required to access testing or administer a home test as supplied by the school and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, staff will access PPE to protect themselves and the symptomatic person will be sent home immediately or isolated until they can be picked up. The person who exhibits symptoms will be isolated in the “small room” in Park House School Building or if working on an community education base, within their education base at a social distance from staff. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there is a risk of splashing to the eyes, such as from 			

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		<p>coughing, spitting, or vomiting, supervising staff will also wear eye protection</p> <ul style="list-style-type: none"> All PPE is available on site in the COSHH cupboard <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Staff have a funded allowance to purchase and use PPE for themselves. This should be carried and used as appropriate for the staff member</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A PCR test should be booked for the person showing symptoms the rapid test should not be used as this is utilised for asymptomatic cases</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> Use of a vehicle with a bulkhead (i.e. The driver is in a separate compartment to any passengers); or The driver and passenger will maintain 2m from each other; or The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be</p>			

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		<p>disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups or at partner provisions <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ Being spat at ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			

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Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school and asked to avoid taking public transport during peak times if possible. Bike storage is available at the front of the school building and bikes can be taken into most education bases</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e taxis buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules (i.e wipe down between clients) • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms • Providers will confirm that they have read and adhered to guidance <p>In addition, the school will work with providers, pupil's and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • There is additional cleaning of vehicles • Queuing and boarding are well organised • Pupils practise distancing within vehicles • Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet <p>Parents/carers who need to drop off and pick up pupils</p>		04.01.21 4x5=20	2x5=10

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		<p>will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different children being given different times • The protocols for minimising adult to adult contact • Staff will work in discrete teams of two with one child where possible. • Staff will attend meetings by teams or other virtual means where possible • The number of Staff attending in the school building or bases will be as limited as possible and PPA can be completed at home • That only one parent/carer should attend the base or school unless the child's individual RA states otherwise • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment, enter the building through the side gate where possible to minimise contact in the small porch area <p>Anyone wearing reusable face coverings when arriving to school or a base, when travelling or in a public area will be expected to bring a plastic bag to keep these in during the school day. If they are using disposable face coverings, these will be put in a bag and disposed of at home.</p> <p>Anyone wearing any sort of face covering when arriving to school will sanitise and then wash their hands on arrival (as all individuals will), store the covering, and wash their hands again before going to their classroom, base or office.</p>			

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		<p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>However, if the school becomes part of a tier 4 area, everyone will be asked to either keep on or put on a face covering when arriving at school and moving to their classroom or office, unless they're exempt from wearing one. Once they've arrived at their destination and may need to take the covering off, they'll follow the above steps. A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p> <p>If staff/students have had an individual risk assessment stating that you will be required to either keep on or put on a face covering when arriving at school or base and moving to their teaching area or office unless they're exempt from wearing one. Once they've arrived at their teaching destination, they can take their covering off.</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. If they're using disposable face coverings, these will be put in a bag and disposed of at home. They'll also be asked to wash their hands after removing the covering.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p>			
Spreading infection due to touch,		Handwashing facilities will be provided. In the school building in the kitchen area and in the toilets.	All staff	04.01.21 4x5=20	2x5=10

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sneezes and coughs		<p>Automatic sanitising dispensers are located in the entrance porch and kitchen.</p> <p>On bases handwashing facilities will be available in toilets and sanitiser or wipes will be taken to the base and made available.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing. Be encouraged to wash hands hourly where possible • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins or flush tissue waste • Wipe down with spray and or sanitising gel and a disposable cloth all hard surfaces including door handles and switches as they leave the building. This action being completed must be recorded with a W in the space on the signing in sheet – Pupils will be encouraged to learn and practice these habits in lessons in school and on bases and by posters put up across the school or on their worktable in bases. <p>Guidance and support will be available for any pupils who have trouble cleaning their hands independently.</p>			

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		<p>Skin friendly cleaning wipes can be used as an alternative.</p> <p>Young children will be supervised during hand washing.</p> <p>Where hand washing is a trigger for behaviour a risk assessment for attendance in the school or base will be completed and individual alternatives to support SEMH needs put in place</p> <p>Any pupils that won't be able to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant, will have an individual risk assessment and plan put in place to ensure pupil and staff safety</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>All repeat supplies will be kept in a locked COSHH cupboard at the school. Wipes on bases will be out for use</p> <p>Lidded bins for tissues etc in the school, preferably operated by a foot pedal, and will be emptied daily</p>			
Spreading infection through contact with coronavirus on surfaces		<p>All staff in school and on bases will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Bathroom facilities (including taps and flush buttons) • Desks and tables • Door and window handles • Furniture 	All staff	04.01.21 4x5=20	2x5=10

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		<ul style="list-style-type: none"> • Light switches • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Mobile phones • Sports equipment • Hard toys • Telephones • Outdoor play equipment • Cups/ kettles/ containers etc <p>Items that need laundering (e.g. Towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery, and mobile phones.</p> <p>All areas within the school that are used by staff and pupils will be cleaned thoroughly at the end of the day and this will be noted on the exit log with a W.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Students will be encouraged to only use one area of the</p>			

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		<p>school during their time in the building</p> <p>A deep clean will take place each Friday</p> <p>On bases the covid procedures for that base will be noted and where possible we will have sole use of that space continuously or with a gap of 48 hours between our use and other users.</p> <p>Any resources shared between teaching groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as kitchen/ dining areas, will be cleaned between different groups using them.</p>			

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		<p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<p>Distance will be maintained between people with reference to the child's individual risk assessment, which will referenceThe pupils' ability to distance</p> <ul style="list-style-type: none"> • SEMH needs • Triggers for aggression • The layout of the school or base • The feasibility of keeping to a distinct teaching team while offering a broad curriculum • The risk assessment made by partner provisions and group work within the provisions • Staff will where possible complete work outside of teaching at home • High risk and clinically vulnerable staff will have individual risk assessments. • Meetings where possible will be held by remote means • When meetings have to happen within the school the number of attendees will be limited to allow for 2 metre spacing • No more than one child will be taught in the school 	All staff	04.01.21 4x5=20	3x5=15

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		<p>building (review monthly)</p> <ul style="list-style-type: none"> • A broad range of curriculum will be taught • Best endeavours will be made within the face to face or virtual curriculum to meet the EHCP needs of the student. <p>Where pupils are old enough and capable enough with reference to their SEMH needs and EHCP requirements, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils and staff will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, this will be limited as much as possible. They will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal where</p>			

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		<p>distancing isn't possible. This will be reviewed weekly Staff will be rigorous about hand washing and respiratory hygiene and individual risk assessments will be in place for high risk staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Pupils will be always kept with the same teaching staff where possible each day. For pupils who routinely attend other settings on a part-time basis, such as a partner setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>When attending partner provisions, the risk assessment put in place by the partner provision will be operated</p> <p>Everyone will be asked to put on face coverings when moving around in indoor public spaces other than bases specifically hired for sole use unless the school, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>If the school becomes part of a local lockdown area, everyone will be asked to put on face coverings when moving around the school, unless they're exempt from wearing one. They'll be given instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>Pupils in school will have staggered timetables, including for start and finish times, break and lunch times, to avoid</p>	All staff	04.01.21 4x5=20	2x5=10

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		<p>too many pupils and staff being in one place at the same time each child will have an individual timetable and staff will be encouraged to work from home and attend meetings virtually where possible</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between teaching staff is minimised, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as kitchen and dining area, will be kept at 2;1 staffing capacity to allow staff and students to keep apart when using them. Hard surfaces will be cleaned between each use and fully cleaned throughout at the end of each day.</p> <p>Toilet use will be managed by single child attendance on base or school</p> <p>Staff use of rooms and offices will be staggered to limit occupancy or encouraged to work from home.</p> <p>All visitors entering the site are by pre-arranged appointment only all visitors such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors, a telephone number kept, and hands must be sanitised on entry into the building.</p>			
Spreading infection due to the school		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September and ongoing daily or weekly as per</p>	All staff	04.01.21 4x5=20	2x5=10

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environment		<p>the covid 19 weekly risk assessment.</p> <p>A log will be kept of surfaces being wiped down</p> <p>All staff will wipe down surfaces/ equipment after use</p> <p>Individual books will be given to students or articles printed off individually</p> <p>Fire, first aid and emergency procedures will continue as normal</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be open using door openers, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts on bases will be avoided unless essential.</p> <p>Lidded bins will be provided in the school and other to dispose of tissues and any other waste. On bases tissues should be flushed and PPE put in a bag and disposed of safely at home</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	All staff	5x5=25	4x5=20

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Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home as much as possible</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable will work from home if they should have to come into school all staff must be masked, and they will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments will be put in place by the headteacher and HR for those who are clinically vulnerable and have to attend.</p>	Headteacher/ Head of education /HR	5x5=25	4x5=20