

## Clannad School Covid 19 school risk assessment, procedures, and expectations. January 2021

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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 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 off-site learning provisions, children will be taught in the school face to face or remotely online, 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 the 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.
- > Attendance will be recorded and monitored on the Five rivers spreadsheet system following the Clannad school Attendance policy using the attendance codes as given by the Department of Education for use in Covid 19. The daily return of DFE school status setting will be sent daily.
- > Any food prepared on site will be prepared following the Clannad school risk assessment.
- > 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"> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>All staff and visitors sign into the building and give a phone number or use the QR code.</p> <p>Visitors and contractors are strictly limited and only those with appointments can visit the premises.</p> <p>Masks are to be worn within Clannad 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 within the school 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 in the morning before school starts and after each use.</p> <p>Use of rooms will be limited to single child and staff (1-1)</p> <p>Staff will self-test using the rapid test kits supplied by the DfE twice 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>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> <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</p>	All staff	11/01/2021 5x5=25	3x5=15

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		<p>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 Therapy room in Clannad Home. 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"> <li>• If 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron.</li> <li>• If there is a risk of splashing to the eyes, such as from coughing, spitting, or vomiting, supervising staff will also wear eye protection</li> <li>• All PPE is available on site in the COSHH cupboard</li> </ul> <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</p>			

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		<p>appropriate for the staff member</p> <p>Home testing kits are available in school; these will be given to anyone coming into the school and to staff who have developed symptoms at school.</p> <p>All education, residential and assessment and therapy staff are expected to complete and record a Lateral Flow Covid Test every Monday and Thursday. If test result is positive, staff must notify line manager, HR and follow-up with a postal or test centre test.</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>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. 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"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups.</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre,</li> </ul>			

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		<p>including:</p> <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ Being spat at</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> <ul style="list-style-type: none"> <li>● Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>● Travelling in a small car with an infected person</li> </ul> <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>			
Contact with coronavirus when getting to and from school	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Contractors</li> <li>● Visitors</li> </ul>	<p>Everyone will be encouraged to drive or walk to school and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Staff will attend meetings by <b>Microsoft Teams</b> or other virtual means where possible.</p> <p>Anyone wearing reusable face coverings when arriving to school, 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</p>	All staff	11.01.21 4x5=20	2x5=10

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		<p>(as all individuals will), store the covering, and wash their hands again before going to their classroom.</p> <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, 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 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>			
Spreading infection due to touch, sneezes and coughs	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Handwashing facilities will be provided. In the school (Ruby room), in the kitchen area and in the toilets.</p> <p>Sanitising dispensers are located in the entrance porch, classrooms and office</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> </ul>	All staff	11.01.21 4x5=20	2x5=10

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		<ul style="list-style-type: none"> <li>• 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</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins or flush tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practice these habits in lessons in school and by posters put up across the school.</p> <p>Guidance and support will be available for any pupils who have trouble cleaning their hands independently.</p> <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 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>			



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		<p>All repeat supplies will be kept in a locked COSHH cupboard in the school.</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 will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Toilet facilities (including taps and flush buttons)</li> <li>• Desks and tables</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Mobile phones</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Outdoor play equipment</li> <li>• Cups/ kettles/ containers etc</li> </ul> <p>Items that need laundering (e.g. Towels, flannels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items</p>	All staff	11.01.21 4x5=20	2x5=10

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		<p>will not be shared between children between washes.</p> <p>Pupils and carers will be asked to limit the number of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books and stationery.</p> <p>All areas within the school that are used by staff and pupils will be cleaned thoroughly at the end of the day.</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"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, such as kitchen/ dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas following <a href="#">decontamination guidance</a>.</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>			

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<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>Lessons that involve singing, 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 large 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 with different children to deliver the school timetable. However, 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 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>	<p>All staff</p>	<p>11.01.21 4x5=20</p>	<p>3x5=15</p>

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Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<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 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>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.</p> <p>Visits will happen outside of school hours wherever possible. A record will be kept of all visitors, a telephone number kept. Masks will be worn (where necessary) and hands must be sanitised on entry into the building.</p>	All staff	11.01.21 4x5=20	2x5=10
Spreading infection due to the school environment		<p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards and ongoing daily or weekly as per the covid 19 weekly risk assessment.</p>	All staff	11.01.21 4x5=20	2x5=10

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		<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>Lidded bins will be provided in the school to dispose of tissues and any other waste.</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
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</p>	Headteacher/ Head of education /HR	5x5=25	4x5=20

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		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 for those who are clinically vulnerable and have to attend.			