**Haybrook College Trust**

**Risk Assessment for May 17th wider opening**

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| **CORONAVIRUS (COVID-19)** **Used with Existing Risk Assessments & Government Guidance**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:  |

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| **PART 1 : ADMINISTRATIVE DETAILS** |
| **Section/Establishment Name:** Haybrook College Trust  |  | **Reviews** |
| **Review Date** | **Reviewed by** | **Date** | **Changes Made** |
| **Date of Assessment** | 14th July 2020 | **Date of Issue** | 1st September 2020 | **Y** | **N** |
|  | 1st Sept | J Rockman |  |  |  |
| **Assessment carried out by** | **Jamie Rockman –** Wendy Andrews – Sonia Kay - Anita Spires - Ian Johnson - Carol Goodridge - Suzanne Green -  | **Signature** |  | 3rd Sept | J Rockman |  | **Y** |  |
| 10th Sept | J Rockman |  | **Y** |  |
| **20th Nov** | **J Rockman** |  | **Y** |  |
| **27th Nov** | **J Rockman** |  | **Y** |  |
| **6th Jan** | **J Rockman** |  | **Y** |  |
|  | 3rd March | J Rockman |  | **Y** |  |
|  |  |  |  |  | 11th May 2021 | J Rockman |  | **Y** |  |

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| Affected persons: | Young People/Clients | X | Staff | X | Visitors | X | Contractor | X | Others (specify) |  |
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| Name of Manager confirming and agreeing Assessment: | Jamie Rockman – Executive Headteacher |
| Signature: |  |

In agreement with Government guidance Haybrook College Trust will use reasonable endeavours to be flexible and work together with the Local Authority to ensure that each Centre is supported to stay open wherever possible, taking into account their circumstances and cohort. The Guidance used to support this risk assessment can be found at:

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| [Guidance for full-opening special schools and other specialist settings](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings) [Guidance for full opening schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) [Changes to the law on education health and care needs assessments and plans due to coronavirus](https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus/education-health-and-care-needs-assessments-and-plans-guidance-on-temporary-legislative-changes-relating-to-coronavirus-covid-19). [Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

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| [Coronavirus covid-19 safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) [Face coverings in education settings](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education) [Contingency framework: education and childcare settings (excluding universities) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities) [Training Guide for Rapid Testing for Schools and Colleges](https://drive.google.com/drive/folders/1yy8gj4XU--t21geSx6NswBESJNrEUMBO.) |

 [Additional\_operational\_guidance\_for\_special\_schools\_\_special\_post-16\_institutions\_and\_alternative\_provision.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965449/Additional_operational_guidance_for_special_schools__special_post-16_institutions_and_alternative_provision.pdf) [Schools\_coronavirus\_operational\_guidance 8th March](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)May\_Schools\_Guidance.pdf |

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| RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE |
| **What are the hazards?** | **Generic Control Measures**  | ******X** **N/A** | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
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| Lack of current and relevant information / guidance | Executive Headteacher ensures daily checks are made with Government updates and Local Authority Health and safety advice. Any key changes in information are considered, implemented and shared with all relevant stakeholders (staff, governors, parents and pupils) as needed.  | **** | JR | * Executive Headteacher will provide updates to all stakeholders via email as and when needed.
 | JRJR, HOCS, AS and SKSGWAIJLW, JH, CGHOCS | 22/5/20 and ongoing18/5/20 and ongoing18/5/20 and ongoing 8/6/2022/5/2022/5/2020/3/20  |
| In addition to the Government guidance, Haybrook College will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the Slough Health and Safety team directly. | **** | JR | * The Heads of Centre will ensure that school specific issues are reported to the Executive Headteacher so that changes can be made and information disseminated to stakeholders.
 |
| College website information is automatically updated and answer machines redirected. | **** | JR | * SG to add any information related to Covid. Answer-machine messages also updated at each school as required
 |
| All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions (see Protocols below) | **** | JR | * Guidance will be available and displayed to all stakeholders prior to full opening on 7th September 2020
 |
| All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Executive Headteacher. | **** | JR | * Database to be compiled
 |
| Haybrook College communicates appropriately with their most vulnerable pupils and a risk assessment form is completed for all pupils with an EHCP to ensure necessary support is provided | **** | JR | * Existing arrangements to remain in place and RA’s to be completed
* Risk assessment for EHCP pupils are regularly reviewed.
 |
| Arrangements are in place to check the welfare of vulnerable children who are not attending school, and other pupils where there is a safeguarding concern | **** | JR | * Existing arrangements to check on the welfare of all children who are registered at each Centre will remain in place.
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| **What are the hazards?** | **Generic Control Measures**  | ******X** **N/A** | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
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| Precautionary measures to minimise risk of virus spreading throughout college | Parents are informed of social distancing and hygiene expectations and for the need to communicate this message in the home environment  | **** | JR | * Letter sent home from Executive head teacher to all parents and then follow up letter from HOCS.
* Risk assessment and protocols sent to parents
* Updated letter and RA sent to parents 6/1/2021
 | Hocs JRSG/HOCSWAJR/ HOCSHocs, JRWAHOCS/WAHOCSHOCSHOCSWAWAWA/HOCSHOCS/WAHOCSHOCSHOCSWAHOCS | 13/71/98/68/68/61/91/91/91/9/208/6/208/6/208/6/20ongoing8/6/208/6/201/9/201/9208/6/208/6/201/9/20 |
| Haybrook College has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents | **** | JR | * Behaviour policy sent to Parents and pupils
* All staff are trained in the new rules and routines, including the use of sanctions and rewards
 |
| Coronavirus posters and/or information posters are posted around each Centre as deemed appropriate | **** | JR | * Posters to be agreed, distributed and displayed in each centre
 |
| Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared  | **** | JR | * School website and prior contact: protocols will make clear that no-one should visit the school without an appointment
 |
| Workstations/desks being used at the same time will be placed as close to 2 metres apart as the layout of the room allows. | **** | JR | * Maximum of 8 pupils in a class
* Desks to face front where possible
* Staff to remain 2m away from pupils and teach from the front if possible
 |
| Toilets areas are only (wherever possible) used by 1 member of staff at a time | **** | JR | * Signage to be posted around the centres.
 |
| Where possible staff will use the same classroom, office, room, area each day and minimise changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups | **** | JR | * This will also apply to pupils and each centre will be their own Bubble.
 |
| Handwashing techniques are explained to all pupils and the supervision of pupil’s washing hands correctly is periodically undertaken by staff | **** | JR | * Class teachers to teach this on first day back in school.
* All to wash their hand for at least 20 seconds
* Wash hands 5 to 6 times per day.
 |
| All pupils are asked and reminded to wash their hands;* before leaving home and on arrival at school
* after using the toilet and after breaks and sporting activities
* before food preparation and eating any food, including snacks

before leaving school | **** | JR | * Staff will also ensure their own hands are washed on arrival
 |
| Hand sanitizer to be readily available and used on entry to centres |  |  | * Note; hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides
* Sanitizer to be available on entry to every centre and additional areas as allocated within centres
* Stock levels of sanitizer to be regularly reviewed
 |
| Antiseptic wipes to be readily available |  |  | * Every class to be issued with antiseptic wipes
* Staff to wipes hard surfaces as and when needed
 |
| Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils;* cover your cough or sneeze with a tissue
* if you don’t have any tissues available, then cough and sneeze into the crook of your elbow
* throw the tissue in a bin

avoid touching your eyes, nose and mouth with unwashed hands | **** | JR | * Signage to be place at strategic places across all Centres
* Staff to reiterate the Catch it, bin it, kill it’ approach.
* Catch it, bin it, kill it posters to be displayed in all centres
 |
| Pupils are seated at the same desk where possible | **** | JR | * Classroom spaces to be considered by Class teachers and set out accordingly.
 |
| Equipment, stationary and text books are not shared and should remain with that pupil on their desk for each class they attend. | **** | JR | * Class teachers to organise stationary requirements for each pupil in the class.
* Classroom resources remain within the bubble and must be cleaned or have 48 to 72 hours unused if across bubbles
 |
| Maximise the use of outdoor spaces for teaching | **** | JR | * Timetable to be considered to allow for maximisation of outdoor learning.
 |
| Protective screens to be fitted for centre admin and wall mounted hand sanitizer at each reception area.  | **** | JR | * Completed
 |
| Staff implement social distancing as far as they are able (see Protocols below) |  |  | * Staff to remain at a distance of 2m where possible or for no longer that 15 minutes when less than 2m.
* Ensuring children/pupils are kept safe and well cared for
 |
| Classes have no more than 8 pupils per group and two adults (teacher and/or SCM. |  |  |  |
| Staff will follow the Government guidance for ‘PPE requirements for staff’ where required and can encourage the use of masks in classroom where appropriate. | **** | JR | * **Note;** most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others (see Appendix A below)
* All staff with concerns will be met to discuss any uncertainties around the use of PPE.
* Staff **MUST** wear face coverings outside of the classroom where social distancing is not possible.
* Face masks may be worn by staff if training information has been received and staff supply their own PPE.
* Face coverings may be reinstated in the event of an outbreak.
 | HOCSHOCSHOCSHOCSHOCS | 1/9/201/9/2017/5/218/3/2117/5/21 |
| Staff or pupils with Covid-19 symptoms will not report for work or school if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired or they have tested negative for Covid. They must follow [stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) | **** | JR | * Staff must not attend work if they are feeling ill.
* Staff will report sickness to HOCS and HOCS to inform EHT
* **Note;** parents, carers and settings do not need to take children’s temperatures every morning. Routine testing of an individual’s temperature is not a reliable method for identifying coronavirus
* All other household members should self-isolate for 14 days
* If symptoms develop within the isolation period the 10-day isolation must begin from the first days that symptoms appeared.
 | HOCSHOCSHOCS | 1/9/201/9/201/9/20 |
| Staff or pupils that have tested positive in the last 7 days must remain at home and follow [stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) |  |  | * Staff or parents should forward the confirmation Heads of Centre
* Date of start of illness should be recorded and a return date set.
 | All Staff | 1/9/20 |
| Reduce the chances of transmission by considering and implementing appropriate groupings of pupils and staff.  | **** | JR | * Each centre will be considered its own ‘bubble’.
* Centres will aim for Teachers and pupils to remain in the same small groups each day, and different groups are not mixed during the day, or on subsequent days, where possible.
* Specific groups will be allocated to rooms and staffing levels as required
 | HOCS | 1/9/20 |
| Reducing the risk of Vocational staff teaching with multiple sites and multiple settings  |  |  | * Staff to understand that they are the barrier to increased infection rates
* Ensure that social distancing is achieved when working with different bubbles
* Staff to socially distance by that 2 meters or 1 meter +
* Consider PPE if required
 | All VOC Staff | 1/9/20 |
| Physical intervention only used as a last resort | **** | JR | * Staff to use TEAM TEACH method of de-escalation.
* Staff must dynamically risk assess to ensure that any Physical Intervention is in the best interest of young person, as a last resort and only when they or someone else is in physical danger.
* Any issues are intercepted before they begin. One pupil removed immediately
* Use body as a barrier, facing away from young person as much as possible.
* Release young person as soon as safe to do so
* Use PPE if there is time to adorn
* Any staff involved in a PI is supported to return home and shower if needed.
* Young person’s risk assessment updated to consider if they are safe to remain in school.
 | All Staff | 1/9/20 |
| Centres will give consideration to implementing one-way systems, where these can be appropriately managed. | **** | JR | * Where one-way systems are inappropriate staggered transitions will be implemented to reduce chances of transmission.
* Millside School:
* Will utilise a 1 ways system around the central building. Signage will be added and staff and pupils make aware for clarity.
 | HOCS | 1/9/20 |
| When GYM equipment is used, it is cleaned between groups of children using it, and multiple groups do not use it simultaneously | **** | JR | * Used gym equipment to be stored in bins supplied and sprayed with antibacterial cleaner by session leader
* New group uses new equipment
 | All Staff | 1/9/20 |
| Movement of staff and pupils around individual school sites. | **** | JR | * In the majority of centres, a traditional movement of children will be adopted.
* Teachers will remain in one classroom allowing them to clean down in-between lessons using the PPE and materials provided.
* SCM will support the young people to get to their classes using the one ways systems that are in place in certain centres.
* All staff should aim to minimise social contact at all times.
* All staff and pupils should wear masks where they are unable to socially distance.
 | All Staff | 6/01/21 |
| Movement of pupils between sites is kept to a minimum and only considered when necessary | **** | JR | * Share risk assessment with other settings
* Pupils to be limited to one site where possible
* Where travel is needed pupils should enter and leave via the same entrance.
* Pupils practice good hygiene rules as outlined above
* Staff are to be the barrier to transmission.
* There should be no/minimal contact between staff and pupils.
* No pupils from one ‘bubble’ should enter the main building of another ‘bubble’
 | All staff | 1/9/20 |
| Movement of supply teachers, peripatetic teachers or other temporary staff between sites should be limited and only take place when necessary.  | **** | JR | * Peripatetic staff to be allocated to one site as far as possible.
* Peripatetic teachers to consider remote learning where possible.
* Read and understand centre specific instructions
* Reduce the number of transitions in any one day.
* Ensure to minimise contact
* Remain 2 meters from other staff
* Specialist PPE to be utilised where needed, especially during vocational education.
 | SLT | 1/9/20 |
| As much as possible, staff seek to prevent the sharing of food, drink, utensils and equipment (see Protocols below) | **** | JR | * Utensils and equipment to be removed immediately after use and cleaned in dishwasher where possible.
 | All staff | 1/9/20 |
| As much as possible, pupils and staff are spaced apart at all times | **** | JR | * The use of staff rooms and offices are staggered to limit occupancy
* Hocs to consider using a one-way circulation direction of travel rule i.e. keep left
* Assembly groups, break times (including lunch) are staggered to minimise staff and pupils contact and mixing where necessary due to space restrictions
* Avoiding unnecessary gatherings
* Pupils to leave the class, one at a time to manage pinch points
* Sitting one pupil to one table (that would normally sit two pupils) to be considered
* Pupils using toilet and welfare facilities at one time are limited
 | HOCS/All staff | 1/9/20 |
| Staff and pupils are reminded to wash their hands prior to eating | **** | JR | * Hand sanitiser is used as a second option if handwashing is not viable
* Hand sanitizer available in canteen
 | All staff | 1/9/20 |
| Trays/crockery/utensils are handed to the pupils individually by a member of staff that has appropriately cleaned their hands.  | **** | JR | * Allocated staff to have under take level 2 hygiene training
 | HOCS | 1/9/20 |
| Only staff with a Level 2 hygiene certificate to routinely enter kitchen area or be part of food service. Other staff and pupils to only enter Kitchen areas where absolutely necessary. |  |  | * Staff numbers to be limited to using kitchen areas to allow for social distancing in close proximity
* Staff to wash their hand prior to touching any of the facilities available to them, (hot water dispenser, cupboard, fridge door, mugs, coffee jars, cutlery etc.)
* Staff to ensure that all surfaces are left clean before leaving the kitchen area
* Staff to place their used mugs, dishes and cutlery directly in the dishwasher, if available, or wash them using hot water and washing up liquid before returning them to the cupboard/drawer
 | HOCS/All Staff | 1/9/20 |
| First aid staff are Covid ready | **** | JR | * First Aiders to be identified by list in each Centre most recent list to be sent out.
* First aid trained staff to wear face masks and gloves when administering first aid on pupils or other staff members
* All materials used in first aid treatment, including the first aiders gloves and face mask should be disposed of immediately and the bag sealed.
* Ensure that first aid treatment administered is logged on Behaviour Watch
 | WA/HOCS | 8/6/20 |
| Use of face coverings where recommended in schools or where appropriate to do so. | **** |  | * The Government does not recognise the need for universal use of face coverings.
* Face coverings can be used by staff and pupils, if they wish but they must give consideration to appropriate use in and around buildings where it is difficult to socially distance.
* Face masks may be used and encouraged must not prevent the learning within the classroom.

In local Lockdown conditions:* Staff and pupils will be strongly urged to use face coverings in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.
* Training for the safe use of face coverings will be given at the time of local lockdown using [Face coverings in education settings](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education)
 | All staff | 13/11/20 |
| **What are the hazards?** | **Generic Control Measures**  | ******X** **N/A**  | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
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| Virus spread due to lack of hygiene provision and effective cleaning | Where safeguarding and security is not adversely affected, all:• internal doors that are not designated fire doors;• fire doors with automatic closers;• doors that do not need to be kept closed for security reasons;are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates | **** | JR | * This is to be assessed by each individual centre and made clear to centre staff.
 | HOCSWA/JCWA/JCWA/JC | Ongoing5/3/205/3/20Ongoing |
| Soap dispensers, sanitizer and hand towels are readily available.  | **** | JR | * Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply
* Stock levels to be regularly monitored by site team.
 |
| Increased Cleaning schedule agreed with cleaning providers and facilities for staff to intermittently clean own classes. | **** | JR | * Cleaning Company’s procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc
* Classroom and office staff to be provided with antibacterial wipes, allowing for individual ‘wipe down’ of high touch areas as and when needed. This includes Keyboards, Monitors, Mouse, Centre phones etc.
 |
| While packaging is not known to present a specific risk, delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling | **** | JR |  |
| If site cannot be cleaned, the school will contact the Local Authority for further advice before making decisions to temporarily close on health and safety grounds |  |  |  |  |  |

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| Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site**. Executive Head teacher to be informed of all cases.** | If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. They will be advised to self-isolate for 10 days. The school will inform the relevant staff/parents that their fellow household members should self-isolate for 14 days. They will be advised to seek a Covid –19 test. | **** | JR | * Parents will be asked to ensure someone can collect their child within 45 minutes of contact at all times (see Protocol below)
* Pupil to be moved to an isolated and well ventilate room.
* Staff should supervise the pupil wearing appropriate PPE if a distance of 2m cannot be maintained.
* If a toilet is needed, they should use a separate toilet that then remains closed until it is cleaned.
* Isolation room should be cleaned thoroughly.
* Supporting staff do not need to self-isolate unless showing symptoms but will be given the option to go home, shower and wash clothes. The bubble can remain on site until a positive test has been confirmed.
* Staff (or visitor) will self- isolate and take the journey home by car.
* If they require the use of a taxi, they should wear a face mask (provided by the College)
* College buses can be used in emergency following HTST rules below
* Key staff liaison person identified
* Regular contact with staff member maintained.
* Haybrook College will ask for all suspected cases to be tested. Once a test shows a negative result of Covid-19, staff or pupil can return to school. If a case is confirmed, see ‘Confirmed Staff or pupil Covid-19 case’ section below.
 | JR SLT HOCS WAAll staff  | OngoingOngoing |
| As is usual practice, in emergency call 999 if someone is seriously ill or injured | **** | JR | * Ensure Executive Head teacher is informed immediately
* Complete necessary paperwork
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| Confirmed staff or pupil Covid-19 case | Where the child, young person or staff member tests positive, The EHT will contact the health protection team for a rapid risk assessment and further guidance.  | **** | JR | * Positive case will be isolated and sent home following the procedures above.
* Close contacts will be identified
* Consideration to be given regarding the operational ability and safety of offering 7 day testing for close contacts or self-isolating the bubble.
* Centres to monitor pupils within each Centre
* Communication to all stakeholders
* Individual names not to be given out
 | JR SLT HOCS WAHOCS to inform EHT to make decisionHOCS/WAEHTWA | OngoingOngoingOngoingOngoingOngoing |
| Those people deemed to have been in ‘close contact’ with the confirmed case will need to be sent home and self-isolate for 10 days since the last time they were in close contact with that person.Close contact is defined as:* direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, 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 individual
* travelling in a small vehicle, like a car, with an infected person
 |  |  | * Each centre is a ‘bubble’ so this may result in the Centre being closed.
* Logs to be kept of any offsite provider that has come into contact with the ‘bubble’.
* Household members of those sent home because they were in close contact do not need to self-isolate unless that staff member or pupil from the ‘bubble’ develops symptoms
* If further people within that ‘bubble’ develop symptoms this must be reported to the Executive Head Teacher immediately and the household must self-isolate for 10 days following stay at home guidance.
* They should get a test.
* If negative they should remain at home for the 10-day period
* If positive they should self-isolate for 10 days from the onset of symptoms
 |
| Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning.  | **** | JR | * Where cleaning and disinfecting is not required immediately, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door ‘Closed for Cleaning’.
* Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal
 |
| In the case of having 2 or more confirmed cases, or an overall rise in sickness absence where Covid-19 is suspected an outbreak may have occurred. | **** | JR | * Executive Headteacher to contact the health protection team for advice.
 |
| Complete RIDDOR report | **** | JR | * Health and safety lead to liaise with SBC and complete initial investigation.
* Executive headteacher to make final decision about referral to RIDDOR.
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|  |
| **Lack of staff to ensure the safe operational running of the College** | Executive Head Teacher to consider capacity across the Trust  |  |  | * Contact is made with Centres to determine if staff can be pulled across from other sites.
* Consideration will be given to the groups/bubbles and if this achievable.
 | EHT/SLT/HOCSEHT/HOCSEHT/Chair | OngoingOngoingOngoing |
| Partial closure to be considered  | **** | JR | * Prioritisation to be given to year 11 groups.
* Reduce year groups where needed
 |
| Closure of centre or College |  |  | * Executive Headteacher to confer with Chair of Trustee’s
* If capacity of staff cannot be achieved to keep the centres open, then the schools will contact the Local Authority for further advice before making decisions to temporarily close on health and safety grounds
* Inform staff and contact parents if the College/Centre is to temporarily close or move staff and pupils to another site
 |
| Local outbreak |  |  | * Executive Headteacher to liaise with the local authority and PHE.
* Remote education plans to be in place
* September 2020 pupils to utilise TEAMS to ensure they can access from anywhere.
* Work aligned to the school curriculum.
* Contingency plan for remote education to be drawn up by end of September 2020
* Consider Oak National Academy materials
 | EHT/SLT | Ongoing |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Generic Control Measures**  | ******X** **N/A** | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
|  |
| Visitor’s to site increase’s transmission risk | Visitors are reminded to keep a 2 metre gap between other visitors and staff onsite. | **** | JR | * To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries (see Protocols below)
* Visitors will be allowed under specific circumstances and agreed in advance
* Any essential face to face meeting is undertaken maintaining 2 metre social distancing.
* Ensure that meeting room adheres to the social distancing rules
* Visitor notice at all centres
* All visitor lanyards to be cleaned with antibacterial wipes.
 | All Staff | Ongoing |
| A suitable drop of and pick up points where parents can socially distance has been established (see Protocols below) | **** | JR | * Pupil drop-off and collection times are staggered (including avoiding peak times)
* parents informed that where a pupil needs to be accompanied to the setting, only one parent should attend
* Parents will not enter the school buildings to drop off or collect children
* Parents are reminded/encouraged to follow Coronavirus (COVID-19): safer travel guidance for passengers and discouraged from gathering at school entrance gates or doors
 | HOCS | 1/9/20 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Generic Control Measures**  | ******X** **N/A** | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
|  |
| Staff are overwhelmed by the magnitude of the situation | Workloads are carefully managed. | **** | JR | * The design of the school curriculum will be adapted to manage the workload and well-being of staff and pupils (See Protocol below)
* Workloads are regularly reviewed and non-essential aspects are removed.
* Consider using temporary cover supervisors to reduce the need for teachers to cover lessons.
 | JR, SLT HOCSHOCSEHT | OngoingOngoingOngoing |
| Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss, require time to express their feelings and for pupils, make friends again | **** | JR |  |
| All staff have link mentors to discuss issues | **** | JR | * Hocs to continue with support tree for each member of staff
* Reminder of staff support line details.
 |
| Staff are informed that access to Coronavirus (COVID-19) testing is available and to follow our Local Authority/Trust procedure | **** | JR | All stakeholders will be kept informed of the latest testing arrangements |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Generic Control Measures**  | ******X** **N/A**  | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
|  |
| Unsafe BuildingsOperating in a different manner to normal operation | All statutory inspections are up to date and compliant* Flash Audit to be completed
* All compliance checks in place including Legionella and tap-flush.
 | **** |  | * Any Centre that was closed for a sustained period to be identified
* Site team to complete tap flush and organise Legionella testing where needed
 | WASite teamJR WAHOCsHOCSHOCS | 8/6/208/6/20OngoingOngoingOngoing |
| The operational Fire Risk Assessment has been reviewed and appropriate controls are in place | **** | JR |  |
| The centres have a system for knowing who is in the school when open | **** | JR | * Normal registration procedure should continue
 |
| Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary)  | **** | JR |  |
| There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off | **** | JR | * All normal evacuation procedures will remain in place, but staff will prepare children to maintain distancing as much as is practical in the event of an evacuation. Groups should remain apart during evacuation where possible
 |
| Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building | **** | JR | * None required at this point in time. Regularly reviewed.
 |
| Staff know where utility isolation points and firefighting equipment are | **** | JR |  |
| Activities undertaken do not increase the potential for fire | **** | JR |  |
| Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only | **** | JR | * Fire drills are not currently planned as protocols will remain the same – procedures will be discussed with pupils upon return to centres, including how they can be kept socially distant
 |
| Alarm points and the Fire log book checks are completed | **** | JR |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Generic Control Measures**  | ******X** **N/A**  | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
|  |
| Risk of spreading via confined space of HTST or public transport or trips | HTST routes to be arranged to ensure that students are kept with the same constant group of children. | **** | JR | * Transport limited to as few routes as possible with consistent pupils each day.
* HTST staff remain consistent on routes where possible.
* Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).
 | All staffHTST TeamHTST TeamWAAll staffAll staffAll StaffAll StaffAll StaffAll Staff | Ongoing17/5/21Ongoing30/11/207/9/207/9/20OngoingOngoingOngoingOngoing |
| Students to be monitored whilst on the minibus for any anti-social behaviour towards other students or staff and any incidents reported immediately | **** | JR | * Any further safety action as required to be taken immediately on return to school or in transit.
* Social distancing should be maximised on HTST where possible
 |
| Driver and/or Mentor to sanitise hard surfaces upon completion of each journey including mobile phones and minibus keys to be wiped clean after each journey | **** | JR | * Door handles, steering wheel, gear stick, hand brake, Seatbelt buckle and other hard surfaces to be cleaned using antibacterial wipes
* School Transport Driver to spay all vehicles with disinfectant in the mornings
* HTST team to spray vehicles with disinfectant in afternoons.
 |
| Consider the use of PPE  |  |  | * Type II Face masks (EN14683) and visors to be made available to the HTST team.
* HTST to wear face mask for duration of journey.
* Pupils **must** wear face coverings whilst on transport
 |
| Limited cross contamination of centre ‘bubbles’ by ensuring staff social distance once HTST is completed. |  |  | * Staff from a centre’s other than Millside School on HTST must limit their social interaction with pupils and staff.
* They should drive the vehicle where possible
* They must wash their hands and sanitize after each trip
 |
| Changeover of Mini-buses is completed in a sanitary way. |  |  | * Staff from other centres utilising the minibuses must ensure that the points above are adhered to.
* On returning they must ensure that the bus is cleaned in line with the points above.
* Minibuses must be returned in time for home to school transport.
 |
| Staff to reduce their use of public transport if possible |  |  | * Staff to consider all option for attending work to reduce the need for public transport where possible.
* Explore car share options or walk if possible

If not:* Stay 2 metres (6 feet) away from other people
* Cover mouth with mask or scarf
* Avoid touching face
* Use sanitizer throughout journey
* Wash hands on arrival
 |
| Staff are advised to keep up to date about reduced public services and closed stations | **** | JR | * Avoid rush hours and busy times if they can and use contactless payment
 |
| Staff are informed to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online | **** | JR |

|  |
| --- |
| <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> |

 |
| Consider hygiene when driving personal vehicle | **** | JR | * Wash hands before leaving the home and use sanitiser. Repeat on arrival to school.
* Staff will wear impervious gloves where possible/available when refuelling
* Clean touch points on a regular basis.
 | All staff | 1/9/20 |
| Keep use of personal vehicles to a minimum  | **** | JR | * All consideration for use of personal vehicles to transport pupils should be in line with those for HTST.
 | All Staff | 1/9/20 |
|  | Immediately offer online learning for children who are self-isolating |  |  | * Online systems are in place but need refining.
* Access details will be reiterated and taught again on return.
* Weekly blended learning session will take place on return to school.
 |  |  |
|  | Update CP and safeguarding policy to consider the full opening and behaviour policy |  |  | * Completed
 | IJ | 8/6/20 |
|  | Offsite Trips to be planned in line with college policy and taking Covid 19 restrictions and control measures into account. |  |  | * Wherever possible visits should take place in open spaces such as parks or fields and away from others
* All visit to indoor venues, such as cinema, bowling, etc. must be scrutinised carefully and further risk assessed.
* All visits to indoor venues must take account of the venues own risk assessment which must be met i.e. 6 people sitting near each other
* All Evolve request must be completed 10 working days prior to the visit taking place
* All visit must take account of Covid-19 procedures i.e. Hand washing, social distancing, etc.
* Use of internal school transport where possible, taking account of HBC Risk Assessment.
 | All  | 12/4/21 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Generic Control Measures**  | ******X** **N/A**  | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
|  |
| Risk of increased transmission due to asymptomatic staff or pupils | Staff, pupils parents to be offered twice weekly test using an LFD from home. | **** | JR | * All staff to trained as above in home testing
* Staff to be provided with home testing kits as and when needed.
* Pupils and parents to be provided with home testing kits as and when needed.
* Parents and to be provided with training materials to complete and register the tests
* SB to be a single point of contact for staff and parents needing support with testing.
* If positive on an LFT test then a confirmatory PCR test should be sought within two days.
 | EHT/SLTSB | 4/6/21From 1/4/21 |
| Pre-prepared kits will be kept accessible to ensure that testing can take place on site in an emergency. | **** | JR | * All staff adminstering an emergency test must be trained in line with the NHS guidance found at [Training Guide for Rapid Testing for Schools and Colleges](https://drive.google.com/drive/folders/1yy8gj4XU--t21geSx6NswBESJNrEUMBO.) page 11
* HOC to oversee the set-up of the testing space:
	+ Ensuring good ventilation
	+ Non-porous floor
	+ Availability of spill kits and all additional PPE
* All staff will wear appropriate PPE for the role they are carrying out in line with the above guide page 19.
* Results to be recorded on the appropriate by SB
 | All staffHOCSAll staffAll staff | 17/5/2117/5/2117/5/21 |



Is the pupil or individual showing

signs of COVID

-

19

1

.

NO

YES

Does the pupil’s care routinely

already involve the use of PPE

due to

their intimate care

needs?

YES

NO

Follow

[**Implementing**](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

[**prote**](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

[**c**](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

[**tive measures**](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

[**guidanc**](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

[**e**](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

[.](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

 PPE not

needed

.

Is contact with

them necessary?

NO

No PPE

required

YES

**PPE required:**

PPE you regularly

use

e.g. gloves

and aprons.

Can they be immediately sent

home and advised to follow the

[staying at home](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

[g](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

uidance?

YES

Send home. PPE

not recommended.

NO

**PPE**

**-**

**Educational**

**S**

**etting**

FLOWCHART 038 A

**Isolate**

pupil. Separate toilet if

possible (thorough

cleaning before it is used by anyone else).

*And if close contact*

*required before they can*

*go*

*home later in the day then in the meantime:*

**PPE required:**

Disposable gloves

Disposable apron

Fluid

-

repellent

surgical mask

Face/eye protection if needed

2

**Key**

**:**

1.

A possible or confirmed COVID

-

 case is someone who has developed a new

19

continuous cough and/or high temperature in the last 7 days, even if those symptoms

have now disappeared, OR a household contact of someone who developed those

symptoms in the last 1

 days, regardless of how they are feeling.

4

.

2

The need for eye protection should be assessed based on the type of care being

administered and the characteristics of the person being cared for. Procedures which

have the potential to generate splashes of

bodily fluids

require eye protection

.

**Key Principles:**



Wash your hands for at least 20

seconds (or use alcohol gel that

is

60

% or above if hand washing

facilities are not available) before

and after every contact and every

use of PPE.



PPE use in an educational setting

is likely to be an extremely rare

event, and therefore should be

single use only.



PPE only provides protect

ion if

used appropriately

-

make sure

you know how to put on and take

off PPE safely. Photo instructions

found

[here](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

[.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)



Used PPE and any other waste

generated from the care of a

possible or confirmed COVID

-

19

case should be disposed of in

double sealed plastic waste bags,

stored in a secure place for 72

hours, then put into normal waste

**Haybrook College Trust**

**Covid-19 Protocols**

**Overview:** The list of items on the following pages remain a ‘work in progress’ and will be subject to continual review (last reviewed Friday 14th May). All of the information should be read in conjunction with the main **Haybrook College Trust (Covid-19) Risk Assessment** above.

Changes to the protocols will be sent to all stakeholders and shared with pupils as they occur. All parents and staff will receive a copy of the most recent protocol document.

If you do have questions that are not covered by the protocols or the risk assessment, please email Jamierockman@haybrookcollege.co.uk

* **Pupil Numbers:** Each class will cater for a maximum of 8 pupils with a maximum of 2 adults per class. Each centre and the associated adults will form a single ‘group or bubble’ which will reduce the chances of coming into contact with anyone from another ‘group or bubble’ during the school day.

* **Attendance: From September 2020 it will be compulsory for pupils to attend school. All normal attendance procedures will apply. During the National Lockdown announced on 4th January 2021 and in line with government expectations we will remain open to all pupils for as long it is safe and manageable to do so.**
* **Staff Arrival: All staff must ensure that they have washed their hands before leaving home. Upon arrival at the school site:**
* The school gate should have been opened by facilities staff and should remain open to avoid touching it;
* Staff should park in a way that ensures at least 2 metres can be left between themselves and other adults at all times;
* Where safe to do so, the normal pupil entrance door will be left open so that staff can enter the building unimpeded;
* Staff must wash their hands as soon they arrive in the centre they are working and regularly utilise the hand sanitiser available

**Pupil Arrival:** To ensure appropriate staffing is in place and the risk of cross contact is reduced the three provisions on the main Haymill site should offset their start and finish times. The school day will start and finish at the following times:

* Millside 08.30 and finish at 2pm
* Apollo 9am and finish at 2pm
* Springboard 9.15am and finish at 2.15am

All other sites should aim to start at 9am and aim to finish between 2 and 3 pm dependent on the age of their learners. Home to School transport team should follow the guidance set out above in the Risk Assessment. Parents bringing their children to school should be encouraged to drop them at the door and not enter the building unless by prior arrangement. All pupils will be asked to wash their hands-on entry and/ or use hand sanitiser where this is not possible. Pupils will go straight to their designated areas with all of their equipment. Coats, lunch boxes, etc. will be placed either in their lockers or under their desk. Pupils should be encouraged to independently travel to school where possible. Bikes should be safely stored by pupils and not touched by staff.

* **Classroom Layouts:** Where possible pupils should be allocated and remain at their individual tables during indoor lessons. However, regular opportunities for brain breaks and physical activity breaks will be planned into the day. All desks should face the front of the class where possible.
* **Resources:** Each pupil will have their own set of equipment in their tray/folder at their own table for each lesson. This will only be used by one pupil. Where the pupils use other equipment such as reading/text books, they will used by one pupil and then wiped with antiseptic wipes. If possible, the resources should not be used again until the following day.
* **Toilet Arrangements:**

**For pupils:**

* Pupils will use the designated toilet for each Centre.
* Only one pupil will go to the toilet area at a time.
* Staff in the allocated groups will need to communicate to ensure this it is adhered to as closely as possible.

**For staff:**

* Staff will use the staff toilet, ensuring that the cleaning protocols are followed and it is used one person at a time.
* **The Shape of the College Day:** Each centre will have a centre designed programme that works best for their cohort of pupils. The staff teams should aim to support as broad and balanced curriculum as possible. Extra planning and assessment is required to ensure that gaps in pupil knowledge is identified and a support plan put in place. One of our main aims is to support the emotional well-being of our learners. Centres will aim to design as much of their activity to take place outside as practically possible to enhance social-distancing and reduce the risk of transmission.
* **Breaktimes:** Breaktimes will be staggered, where possible, to ensure groups remain separate at all times. This will be especially important for those centres sharing a site. These times will be adhered to closely to avoid any situation where the groups may cross over.
* **Lunchtimes:** All children will continue to receive lunch either from home or provided by the College catering service (ordered through the normal process). The lunch service at Millside School will be on a rota system and the pupils will be encouraged to eat at in their classrooms at their desks and wait until all of their groups have finished before being accompanied to return their items. Each Centre within the PRU will have its own lunchtime offset from that of other centres on the main site. Springboard will continue to use its canteen and Apollo will continue to collect their food and use their homeroom for lunch
* **Outdoor Activities:** At break and lunchtimes, as well as any other point that pupils are outside, activities will be directed by a member of staff. Activities will not involve any shared resources and will be designed to ensure social-distancing can be maintained;
* **Pupil Collection:** Home to School transport will run as normal following the Risk Assessment above. Parents are able to collect the children from school but need to remain within the cars and not enter the building unless by prior arrangement. The College day will finish specific to each centre and be regularly reviewed.
* **Infection Control/Social Distancing:** Everyone who attends the College (staff and pupils) will follow the protocols below that are designed using the government guidance and the ‘hierarchy’ of priorities for infection control:
* *minimising 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 childcare settings, schools or colleges*
* *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
* *ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach*
* *cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
* *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*

We would ask all parents to support the College with our measures by preparing your child as much as possible in advance; this can be done by discussing the measures or practicing at home.

The guidance is very clear that schools are not being expected to maintain 2 metre gaps between people and we want to be up front from the start that it is extremely challenging to do achieve. Nonetheless, we believe we have already put processes in place to encourage as much social distancing as possible. Some of the infection control measures are covered in other sections and in the main risk assessment, but here are a number of key areas that are agreed as part of our protocols:

**Symptoms:**

* Any pupil or member of staff who displays Covid like symptoms **must not** attend school. Any person arriving on site that appears to have symptoms will be sent home.
* If the only symptom displayed is a cough, we will send the child home and liaise with the parents to see if it persists. If there is a persistent cough and/or a temperature, children will have to be tested and will not be able to return to their centre until they have been cleared or have gone through the subsequent isolation period;
* Centres will not routinely take pupils’ temperatures. If centre staff have a reason to be concerned about a pupil’s temperature (through pupil reporting or visible signs) they will isolate the pupil until they are sent home. Centre staff will then liaise with parents who will be expected to check if their child does have a temperature;
* We will use the identified space for isolation purposes and parents will be able to pick up from centre reception. We will consider the needs of every person who may need to be isolated.
* Parents will be expected to ensure that there is never a time that there will not be an adult available to collect a child within 45 minutes of receiving a call from a centre;
* If there is a confirmed case in a centre, we will enact policies to test and/or isolate the rest of the staff and pupils in that centre and all parents will be informed (see **Risk Assessment** for further details);
* A coronavirus test can be booked here: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
* Essential workers in England, Scotland or Northern Ireland, can apply for priority testing through GOV.UK: <https://www.gov.uk/apply-coronavirus-test-essential-workers>

**Infection Control:** Pupils will have to wash their hands regularly and will need to bring their own hand-cream if this causes skin problems. We expect that this will be **at least** 5-6 times per day;

* Tissues in individual packs/boxes will be available for every child to help promote the ‘Catch it, bin it, kill it’ approach;
* Surfaces will be wiped between activities with antibacterial spray and wipes;
* Surfaces will be cleaned thoroughly each day and wiped with antibacterial wipes at regular intervals during the day;
* All regular contact points such as door handles are prioritised for cleaning each day by cleaning staff;
* In order to ensure the safety of the rest of the College community it is vital that any parents choosing to send their child to school respect all government guidance and are not mixing with others outside of their household beyond the current regulations. If a centre has evidence that this is not the case, we reserve the right to not provide places for those pupils;

**Medications:** Existing regular medications such as inhalers will be kept in the appropriate place within each centre:

* Where a request is made to administer medicine, forms will need to be completed at home and sent in with the pupil;
* If a pupil needs medication because they are feeling unwell, they will not be allowed into the College, so medicines like Calpol will not be allowed;
* If a pupil needs medication for a condition such as hayfever, we would ask that this is administered before arriving at their centre;
* If any medical condition risk the safety of others e.g. regular sneezing through hayfever, we may need to ask parents to keep their child at home until those symptoms have abated.

**Social Distancing:** Children will be given regular visual reminders of what 2 metres looks like;

* We will follow our behaviour policy and children who find it hard to socially distance with gentle reminders escalating to firmer reprimands or sanctions if deemed necessary. If behaviour that puts the safety of the centre, or wider College community, at risk, continues we may review the availability of a place at the centre, with parents, and find alternative education routes.

**Personal Protective Equipment (PPE):** Although we will have a limited stock of PPE in place, the guidance is clear that this is not something we should use regularly and pupils no longer have to wear face-masks in classes or around the building.. However; should a pupil wish to wear PPE to reduce anxiety when attending school, this must be provided by the parents. The College will provide appropriate information to ensure that PPE is correctly utilised.

* Staff will use gloves for certain tasks before and after school, but during the school day, handwashing and good hygiene will be the priority;
* PPE, such as face coverings for staff, must be used when symptoms are displayed or if 2 metre distancing cannot be maintained;
* PPE will be used where intimate care, including first-aid, has to take place;
* Where possible, older pupils will be supported to apply their own first-aid (cleaning of grazes or similar);

**Communication:**

* Parents will be asked to provide any information via email or phone as we will not be facilitating the normal drop-off/pick-up ‘chats’;
* If staff do need to use landline College telephones, only one adult per group should use the agreed handset for that group and ensure it is wiped clean after use.
* Staff must minimise the amount of time within enclosed reception areas.

**Evacuation Procedures:** All normal evacuation procedures will remain in place so that the pupils remain confident of how to leave the centres in an emergency. Staff will talk these through with the pupils and discuss how social distancing can be kept in place where possible. This decision has been made as the risks associated with a reason to evacuate e.g. fire considerably outweigh the risk associated with Covid-19.

**Uniform:** We expect staff to come to College in their normal uniform and adhere to the staff code of conduct at all times.

**Visitors:** We will have no unplanned visitors to the College and planned visitors will be for important purposes e.g. maintenance, safeguarding or linked to a pupil educational/personal welfare. Where we do need to have a visitor, they will undertake their visit away from everyone else with strict distancing, hand-washing and all other infection control measure in place and will be asked for confirmation of a negative result from a recent LFD:

* Unfortunately, parents are included in this protocol and will not be allowed into the school buildings unless previously arranged.
* Any regular visitor to site to deliver essential services, educational therapies or educational provision will adhere to the measures set out above.
* We may allow visits where activities take place solely outside and can be kept distanced e.g. bike-ability sessions. In these instances, the visitor will not enter the school building.

