

White Trees Risk Assessment COVID 19 education delivery on PTC site

Risk Assessment for Education delivery on PTC site, starting Tuesday 5th January 2021		
https://www.gov.uk/coronavirus		
Pupils: All	Staff: All	
Date: 02/01/2021	Assessment completed by: Laura Bull	Position Head Teacher
Commissioning Local Authorities: Hertfordshire, Hillingdon, Essex,		
Is there a need for the school to reopen?	Yes	No
<p>If yes, please explain why:</p> <p>We are intending to open for all pupils, who will attend full time. We will aim to comply with the Governments directions for social distancing (where possible) & hygiene protocol. We have identified the above pupils and staff in relation to who are risk assessed as being classroom ready and safe to come on site. Lessons that will be taught will be in line with the pupils personalised schemes of work and will be following the pupil's pathways. Masks and gloves will be offered for both pupils and staff to wear – however with our pupils heightened anxieties we are not making the use of masks compulsory – as this may enhance and trigger further anxieties, causing the pupils to struggle to emotionally regulate. Pupils temperatures will be taken and recorded on arrival to school each day, they will be encouraged to wash their hands regularly, sanitizing. Staff will wipe down door handles, chairs and tables throughout the day.</p>	X	
In addition to face to face sessions please note support/welfare/learning required through:	X	
Remote education/learning sessions (internet)	X	
Workbooks & learning materials delivered and collected	X	
Telephone/video calls with child and carers/parents	X	

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Equipment and other resources for home learning/play to support placement or homelife/family	X	
Other:		
Please identify risks below for education on site:		
High Risk Factors	YES	NO
Does a staff member or anyone in their household have any <u>underlying health risks</u> or are in the <u>shielding groups</u> as per government guidelines and are required to isolate?		X
Does the child/pupil/parents/carers or anyone in their household have any <u>underlying health risks</u> or are in the <u>shielding groups</u> as per government guidelines and are required to isolate		X
Does the parent / carer have any concerns and not want the child to leave their home for face to face sessions		X
Does staff member and anyone from their household have <u>symptoms</u> of COVID 19		X
Do the pupils and anyone in their household have <u>symptoms</u> of COVID 19		X
Do the pupils or anyone in their household <u>self-isolating</u>		X
Is the staff member or anyone in their household <u>self-isolating</u>		X
Are the pupils or any member of their household <u>not</u> staying at home and following <u>social distancing</u> advice		X
Do the pupils have any difficulty with self-regulation and cannot adhere to personal space and distancing with staff and other people		X

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Do the pupils have difficulty with self-regulating their behaviours and lack the ability to calm themselves and self-regulate their behaviour	X	
Are there any concerns with regulating physical <u>behaviours</u> and not become violent (hitting, spitting, biting, self-harming etc)	X	
Do any identified pupils have difficulty in <u>following safety instructions</u>		X
Do any pupils have a risk of <u>absconding or running</u> away	X	
Do any of the pupils have a history of requiring <u>physical intervention</u> e.g. restraint		X
Do any of the pupils have <u>difficulty with communication</u> which can often lead to a physical response and heightened anxiety		X
Do any pupils <u>have any difficulty following</u> COVID 19 instructions for washing hands and coughing/sneezing		X
Other High Risks (please insert):		
<u>Mitigation actions to reduce risk if any answer is Yes above:</u>		
Some pupils have a history of self-harm, safeguarding procedures will take place where a full sweep of any environment where they will be working will be undertaken before they arrive. All pupils are to be fully supervised at all times, with equipment being counted in and out where appropriate. The school has a fobbed entrance and exit system – so can only leave/come in if with a member of staff. Staff ratio to pupils will always be in line with the pupils risk assessment, with all staff having read the pupils individual risk assessments – so they are aware of triggers and strategies to be used.		

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<p>If visitors are booked in for after school job interviews their temperatures must be taken and logged on their Covid transmission form....which is then to emailed to Laura Bull who will save it in the company's file. If the visitor's temperature is above the required temperature – then they are not allowed access to the building. The person on interview is to access the office building only.</p> <p>Social distancing will be take place where possible, however some pupils will require physical intervention at some point – making social distance impossible.</p>		
Low Risk Factors (Green)	YES	NO
Pupils and parents/carers understand the dangers of COVID 19 and the risks of spreading and contracting the virus	X	
Pupils and parents/carers understand that face to face sessions can be delivered however our staff, the pupil and carers must follow our procedures to reduce the <u>serious and life-threatening</u> risks associated with COVID 19 and its transmission	X	
Staff or anyone in their household confirm that do not have any <u>underlying health risks</u> or are in the <u>shielding groups</u> as per government guidelines and are required to isolate	X	
<u>Pupil/parents/carers</u> or anyone in their household confirm that they do not have any <u>underlying health risks</u> or are in the <u>shielding groups</u> as per government guidelines and are required to isolate	X	
Parents / Carers agree to their child's timetable	X	
Staff and anyone in their household must confirm that they do not have any <u>symptoms</u> of COVID 19	X	
Pupils/carers and anyone in their household must confirm that they do not have any <u>symptoms</u> of COVID 19	X	

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Pupils/carers and anyone in their household must confirm that they are not <u>self-isolating</u>	X	
Staff or anyone in their household must confirm that they are not <u>self-isolating</u>	X	
Pupils/carers or any member of their household must confirm that they are staying at home and following <u>social distancing</u> advice	X	
Pupils can adhere to personal space and distancing with staff and other people	X	
Pupils can self-regulate their behaviours		X
Pupils can regulate their <u>physical behaviours</u> and of violence or self-harming (hitting, spitting, biting etc)		X
Pupils can follow <u>safety instructions</u>	X	
Pupils does not have a risk of <u>absconding or running away</u>		X
Pupils does not have a history of requiring <u>physical intervention</u> e.g. restraint		X
Pupils can follow COVID 19 instructions for washing hands and coughing/sneezing	X	
Pupils can comprehend and understand the reasons why they <u>cannot</u> come out externally for a face to face session and seeing worker will not cause any distress or anxiety	X	
Mitigation actions to reduce risk if any answer is NO above: Some pupils have a positive handling plan where staff know and understand the procedures that are to take place when they start to display the inability to self-regulate. Staff ratio to pupils will always be in line with the pupils risk		

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assessment, with all staff having read the pupils individual risk assessments – so they are aware of triggers and strategies to be used.

Notes on Risk Assessment:

This risk assessment should be read in conjunction with our protocol & procedures which identify the risks of COVID 19 and how our staff will minimise the risks associated with COVID 19 for face to face delivery of sessions (at end of document).

1. If any of the answers in the 'High Risk' red section, is **Yes** then we will need to detail how we can mitigate each individual risk. Social distancing will be undertaken where possible. Before, in-between and after pupil visits the commonly used area will be wiped down using anti-bacterial wipes – including door handle, seats, desks.
2. All the answers need to be **Yes** in the 'Low Risk' green section unless it can be stressed that an action plan is in place if an incident identified is to occur.
3. A new risk assessment will need to be completed if there are any **changes in circumstances** for a pupil/carer/parent/staff e.g. change in pupil's/carers/parents' behaviours, a child displaying symptoms of COVID 19, a household having to isolate etc
4. Parents/carers and all relevant key workers and Local Authorities **must be informed** of the outcome of this risk assessment and kept up to date with any other changes – with regards the opening/logistics of the school.
5. Staff and pupils are not to cross over the two separate sites – the sites are 'bubbling' with no cross over of pupils/staff until Christmas where this will then be reviewed. As soon as someone has systems of Covid – they are not to attend the site and get a test booked in ASAP. If its negative and its appropriate to do so, then they can return. If its positive then the pupils and staff on that site are to self-isolate for 14 days, with that site being closed down – deep cleaned. All staff/pupils will be checked in with each day, so symptoms can be monitored and with logistical decisions being made in line with findings. Pupils will revert to being educated virtually and from a distance until its safe to reopen.

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Date of Risk Assessment	Created by	Any changes to Risk Assessment?	Date of next review
19 th August 2020	Laura Bull		30 th September 2020
20 th October 2020	Laura Bull	Different pupils added along with their specific plans	30 th November 2020
02/01/2021	Laura Bull		14/02/2021

I agree & accept the risks identified and will follow this Risk Assessment during the full opening with Covid-19 on 4th January 2021.

Email confirmation is acceptable as a signature

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Before the school can open there must be authorisation and agreement from:

RISKS for COVID 19

The risks of COVID 19 are very serious. COVID 19 can pose a serious health risk to you and your family and other members of the community including critical illness and death (please see links below).

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

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The virus **symptoms** are below and **how-to protection** yourself (please see links below).

<https://www.bbc.co.uk/news/health-51048366>

<https://www.bbc.co.uk/news/health-51711227>

Identifying risks of COVID 19

If you or anyone you live with start to have **symptoms of COVID 19** you and your household must self-isolate immediately for 14 days as per government advice. Please contact us immediately.

You **must not** deliver/allow any face to face work until you or the pupil or their family have no symptoms and until you and/or family members stop self-isolating.

What are the risks for all?

- Contracting COVID 19
- Passing on COVID 19 virus to others
- Passing on COVID 19 to family/household members especially if they are in the **high risk** or **shielding groups**
- **Serious illness**
- **Death**

Procedure for delivery on site delivery.

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- **Antiseptic gel/spray** in school, with everyone to follow guidelines on washing hands and where possible social distance.
- **Wash/gel** hands before and after touching any door, bell, knocker etc
- **PPE** is available at school (masks/gloves)
- **Always and before every educational day check** ask the pupil and parent/carer if anyone has symptoms of COVID 19.
- If the answer is **yes**, then **they are not allowed on site** and inform Laura Bull immediately.
- Please **reassure** pupils and family members about the COVID 19 as they will be worried and have anxieties.
- Always **follow** government advice on protecting yourself and others
- **Stay 2 metres apart** from the young person and or other worker where possible while delivering face to face sessions

Travelling with a young person

- Clean door handles after every trip and wipe surfaces
- Make the pupil has washed hands before coming out of home and before returning to home or getting into a vehicle
- Make young person sit in the back
- Have windows open as much as possible
- Do not use air con and do not recycle the air system in vehicle
- Ensure you have a first aid kit and hand sanitizer in your vehicle
- Have face masks available (at least two) (only use if young person becomes ill)

At the end of the school day and returning home

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- Wash / gel hands before child goes home and indoors
- Advise parents/carers that pupil removes clothes by themselves and put in them washing machine
- Advise carers/parents that the pupil should have a shower/bath. This applies to staff on returning to their homes
- If more than one session in a day make sure you wash / gel hands and clean vehicle and equipment after each session (as above) and before the next session commences

If you or a pupil becomes ill or shows symptoms of COVID 19 during the school day,

- End the session immediately, put face masks on and call Laura Bull, who will be on site- She will arrange **transport home** for that pupil. A test should then be arranged for the pupil/staff member via gov.uk.
- Staff and the **pupil must take precautions when returning home**
- It is imperative that the family/carers/key workers are **informed and contacted before the young person arrives home** so appropriate actions can be made.
- **You must take precautions** when you arrive home before isolating to **protect your family** members / people you live with according to government advice.

All parents/carers/key workers and staff must acknowledge that they have understood and read this procedure and risk assessment and confirm by email before the pupils can be educated on site.

Guidance is changing all the time from Public Health England, central government, and from the Department for Education and our risk assessments, protocols and procedures will change as advice, guidance and laws change.

Laura Bull – Head Teacher

02/01/2021



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