

# White Trees Risk Assessment COVID 19 education delivery at Gaston Green

<b>Risk Assessment for Education delivery on Gaston Green site, starting 19<sup>th</sup> April March 2021</b>		
<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>		
<b>Pupils:</b> All pupils	Staff: SR, LB, AR, LP, JR, KH, AA, JY, JP,	
Date: <b>13/04/2021</b>	Assessment completed by: <b>Laura Bull</b>	Position <b>Head Teacher</b>
Commissioning Local Authorities: <b>Hertfordshire, Hillingdon, Essex, Lambeth, Cambridgeshire, Croydon</b>		
<b>Is there a need for the school to reopen?</b>	<b>Yes</b>	<b>No</b>
<p><b>If yes, please explain why:</b></p> <p>We are intending to remain fully open for all pupils, who will attend full time, covid outbreaks allowing. We will aim to comply with the Governments directions for social distancing (where possible) &amp; 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>	<b>X</b>	
<b>In addition to on site learning please note support required through:</b>	<b>X</b>	
Remote education/learning sessions (internet)	<b>X</b>	
Workbooks & learning materials provided	<b>X</b>	
Telephone child and carers/parents	<b>X</b>	

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Equipment and other resources for home learning/play to support placement or homelife/family	X	
Other:		
<b>Please identify risks below for education on site:</b>		
<b>High Risk Factors</b>	<b>YES</b>	<b>NO</b>
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 away</u>	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
<b>Other High Risks (please insert):</b>		
<b><u>Mitigation actions to reduce risk if any answer is Yes above:</u></b>		
<p>Some pupils have a history of requiring physical intervention – one is now assessed as being 2:1 and has a positive handling plan. One pupil has a TA assigned to him and will be with him in all lessons and throughout the day. The use of PI obviously makes social distancing impossible- pupils and staff will be encouraged to wash their hands after a PI and be provided with appropriate after care.</p> <p>The school site is fobbed, which means pupils cannot enter or exit the building without a member of staff. Pupils who have a history of absconding will have appropriate strategies and procedures identified in their individual risk assessments which all staff will have read and understand the systems that are in place.</p> <p>External visitors can be booked in, such as LA visits, educational psychologists, other professionals – they will need to</p>		

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be booked in by Laura Bull, ensuring covid transmission forms are filled in before arrival, temperatures will be taken with masks to be worn. Where possible visits will be booked after 3pm, however if this is not possible then a visit during the day will be facilitated.		
<b>Low Risk Factors (Green)</b>	<b>YES</b>	<b>NO</b>
Pupils and parents/carers understand the dangers of COVID 19 and the <b>risks of spreading and contracting</b> the virus	X	
Pupils and parents/carers understand that face to face sessions can be delivered however our staff, the pupil and carers <b>must follow our procedures</b> to reduce the <u>serious and life-threatening</u> risks associated with COVID 19 and its transmission	X	
Staff or anyone in their household <b>confirm that do not</b> 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 <b>confirm that they do not</b> 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 <b>agree</b> to their child's timetable	X	
Staff and anyone in their household must <b>confirm that they do not</b> have any <u>symptoms</u> of COVID 19	X	
Pupils/carers and anyone in their household must <b>confirm that they do not</b> have any <u>symptoms</u> of COVID 19	X	
Pupils/carers and anyone in their household must <b>confirm that they are not</b> <u>self-isolating</u>	X	
Staff or anyone in their household must <b>confirm that they are not</b> <u>self-isolating</u>	X	

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Pupils/carers or any member of their household must <b>confirm</b> that they are staying at home and following <u>social distancing</u> advice	X	
Pupils <b>can</b> adhere to personal space and distancing with staff and other people	X	
Pupils <b>can</b> self-regulate their behaviours		X
Pupils <b>can regulate</b> their <u>physical behaviours</u> and of violence or self-harming (hitting, spitting, biting etc)		X
Pupils <b>can follow</b> <u>safety instructions</u>	X	
Pupils <b>does</b> have a risk of <u>absconding</u> or <u>running away</u>	X	
Pupils <b>does</b> have a history of requiring <u>physical intervention</u> e.g. restraint	X	
Pupils <b>can follow</b> COVID 19 instructions for washing hands and coughing/sneezing	X	
Pupils can <b>comprehend and understand</b> 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	
<b><u>Mitigation actions to reduce risk if any answer is NO above:</u></b>		
<p>Two pupils have a history of requiring physical intervention – one is now assessed as being 2:1 and has a positive handling plan. One has a TA assigned to him and will be with him in all lessons and throughout the day. The use of PI obviously makes social distancing impossible- pupils and staff will be encouraged to wash their hands after a PI and be provided with appropriate after care.</p> <p>The school site is fobbed, which means pupils cannot enter or exit the building without a member of staff. Pupils who have a history of absconding will have appropriate strategies and procedures identified in their individual risk assessments which all staff will have read and understand the systems that are in place.</p>		

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External visitors can be booked in, such as LA visits, educational psychologists, other professionals – they will need to be booked in by Laura Bull, ensuring covid transmission forms are filled in before arrival, temperatures will be taken with masks to be worn. Where possible visits will be booked after 3pm, however if this is not possible then a visit during the day will be facilitated.

## 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, this is reviewed half termly. 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 10 days, with that site being closed down – deep cleaned. All staff/pupils will be checked in with each

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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.

<b>Date of Risk Assessment</b>	<b>Created by</b>	<b>Any changes to Risk Assessment?</b>	<b>Date of next review</b>
19 <sup>th</sup> August 2020	Laura Bull		End of term
20 <sup>th</sup> October 2020	Laura Bull	Slight change in pupils and staffing	End of term
02/01/2021	Laura Bull	Change of pupils and staffing	14/02/2021
17/02/2021	Laura Bull	Change of pupils, staffing and strategies	End of term
13/04/2021	Laura Bull	Change of strategies	06/05/2021

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I agree & accept the risks identified and will follow this Risk Assessment during the full opening with Covid-19 on 19<sup>th</sup> April 2021.  
**Email confirmation is acceptable as a signature.**

All staff to sign that they have read the risk assessment and agree to abide by the rules set out in it:

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

Directors at SureCare:

**Signature:** Emma Barr

**Date:** 16/04/2021



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White Trees Independent School Head Teacher:

(Print name): Laura Bull

Signature:



Date: 13/04/2021

## **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>

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**

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If you or anyone you live with start to have **symptoms of COVID 19** you and your household must self-isolate immediately for 10 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.

- **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.

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- 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
- 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

- 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**

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- 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  
13/04/2021



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