

White Trees Risk Assessment COVID 19

education delivery on PTC site

Risk Assessment for Education delivery on PTC site		
https://www.gov.uk/coronavirus		
Date: 13/04/2021	Assessment completed by: Laura Bull	Position Head Teacher
Review Date: 01/11/2021	Assessment completed by Louise Gordon	Position Deputy Head
Commissioning Local Authorities: Hertfordshire, Hillingdon, Essex, Northamptonshire		
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, covid allowing. We will aim to comply with the Government's 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 will be taught will be in line with the pupils' personalised schemes of work and will be following the pupils' pathways. Masks (and gloves, although now not compulsory) will be offered for both pupils and staff to wear, however, with 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 no longer need to be taken on arrival to school each day, but they will be encouraged to wash their hands regularly with sanitizing hand gel and to follow the guidance of 'catch it, kill it, bin it' with regards to respiratory hygiene. 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:		

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Remote education/learning sessions (internet)	X	
Workbooks & learning materials delivered and collected	X	
Telephone/video calls with child and carers/parents	X	
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> 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 have <u>symptoms</u> of COVID 19		X

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Do the pupils have <u>symptoms</u> of COVID 19		X
Are any of the pupils <u>self-isolating</u>		X
Is the staff member <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
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	

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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: Self Harm	X	
<u>Mitigation actions to reduce risk if any answer is Yes above:</u>		

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part of the
SureCare group

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<p>All pupils are to be fully supervised at all times, with equipment being counted in and out. The school has a fobbed entrance and exit system and so can only leave/come in if with a member of staff. Staff to pupil ratios will always be in line with the pupil's risk assessment, with all staff having read the pupil's individual risk assessments so they are aware of triggers and strategies to be used.</p> <p>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>External visitors can be booked in, such as LA visits, educational psychologists and other professionals and they will need to be booked in by Laura Bull. Mask use will be encouraged to visitors and social distancing will be observed in indoor spaces. Where possible visits will be booked after 3pm, however if this is not possible then a visit during the day will be facilitated.</p> <p>All staff have read and signed the site-specific Covid risk assessments. They understand that they are dynamic and working documents and must inform SLT of any changes, so then the risk assessments can be updated and changed accordingly.</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	

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Staff 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	
<u>Pupil/parents/carers</u> or anyone in their household confirm that they do not have any <u>underlying health risks</u> or 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 must confirm that they do not have any <u>symptoms</u> of COVID 19	X	
Pupils/carers must confirm that they do not have any <u>symptoms</u> of COVID 19	X	
Pupils/carers must confirm that they are not <u>self-isolating</u>	X	
Staff must confirm that they are not <u>self-isolating</u>	X	
Pupils/carers or any member of their household must confirm that they are following Government advice	X	

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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 have a risk of <u>absconding or running</u> away	X	
Pupils does 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	

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Mitigation actions to reduce risk if any answer is NO above:

All pupils are to be fully always supervised, with equipment being counted in and out. The school has a fobbed entrance and exit system – so can only leave/come in if with a member of staff. Staff to pupil ratios will always be in line with the pupil's risk assessment, with all staff having read the pupils individual risk assessments so they are aware of triggers and strategies to be used.

The use of PI obviously makes social distancing impossible. Pupils and staff will be encouraged to wash their hands after a PI and will be provided with appropriate after care.

External visitors can be booked in, such as LA visits, educational psychologists and other professionals. They will not be booked in by Laura Bull. Mask use will be encouraged to visitors and social distancing will be observed in indoor spaces. 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.

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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.
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 required to bubble. As soon as someone has symptoms of Covid or returns a positive LFD test they are not to attend the site and are required to get a PCR test booked in ASAP to confirm. If it is negative and it is appropriate to do so, then they can return. If it is positive, then the infected pupil or staff member on that site are to self-isolate for 10 days. 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. Any close contacts will be identified by NHS Track and Trace. Education settings are now not responsible for contact tracing. It is a legal requirement to self-isolate if contacted by Test and Trace.
6. Within school settings there is now no need to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, provided that:
 - They have been double vaccinated
 - They are younger than 18 years and 6 months

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- They are taking part in a covid vaccination trial
- They cannot be vaccinated for medical reasons.

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
17/02/2021	Laura Bull	Change of pupils, strategies	End of term
13/04/2021	Laura Bull	Change of strategies, staffing & pupils	06/06/2021
30/08/2021	Louise Gordon	Change of strategies relating to government guidance	30/08/2021

I agree & accept the risks identified and will follow this Risk Assessment during the full opening with Covid-19 on 1st September 2021. **Email confirmation is acceptable as a signature**

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

Directors at SureCare:

Signature: Emma Barr

Date:

White Trees Independent School Head Teacher:

(Print name): Laura Bull

Signature:



Date:

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).

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<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>

Identifying risks of COVID 19

If you start to have **symptoms of COVID 19** you must self-isolate immediately and book in for a PCR test. Following a positive result, you must isolate 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 have no symptoms and until you 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.

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- **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
- **Keep 1 metre + apart** from the young person and or other worker where possible while delivering face to face sessions
- Ensure the room is **well ventilated**

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

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- 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**
- 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.

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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

