

Three Ways School Covid-19 Operational Risk Assessment – Version 05.11.2020

This risk assessment will be updated in line with changes to the guidance provided by the Department for Education and NHS Guidance as they are made available. Current documentation reviewed is referenced at the end of this document. This operational risk assessment focuses on the specific considerations needed for Three Ways School, a generic 4-19 Special School. This document will detail how the school has implemented the protective measures recommended by the Government, Department for Education and the NHS. As evidence regarding levels of risk or the direct impact on reducing risk that any mitigating actions may have evolves, this document will be updated to reflect this, including information on new research and models of best practice. Given the length of the previously updated Risk Assessment, previous copies have now been archived. This current version will be available on the school website.

School Address: Three Ways School, 180 Frome Road, Bath. BA2 5RF	Reviewed by: Mike Roberts – Chair of Governors, Rodney Hodgeman – Vice Chair of Governors/Safeguarding Lead Governor, Katie Hall – Chair of Governors HR Sub Committee, Amelia Hartley – School Business Manager, Katie Brockway Deputy Headteacher, Paul Gaskell Assistant Head/Head of Primary, Lucy Knibb Assistant Headteacher, Steph Harper – Head of 6 th Form, Lucy Heaton – Head of Secondary, Shared with all Governors: Katie Fathers (Parent Governor), Sammy Hobbs (Teacher Representative), Charles Gerrish, Roger McSweeney, Sarah Service, Jenni Radford, Graham Cottle – Chair of Governors Premises Sub-Committee, Victoria Willis – Chair of Governors Finance Sub-Committee
Operational Risk Assessment Completed by: Mrs Josephine Stooling – Headteacher	Operational Risk Assessment shared with: Parents and Carers of Pupils at Three Ways School, Parents and Carers accessing services provided by Brighter Futures. Director of Education for BANES – Chris Wilford, Kristy Tyack and Raj Atwel (Managers of BANES Disabled Children’s Team Social Care/ Manager of Bath Families Team). Unions: NEU/Unison/NASUWT/GMB/UNITE, Sally Beckley – CCG Lead Swim Group Companies/Private hire that use the Three Ways Pool / Mencap/Private hall/site hire groups – all hire currently paused.

Current Context:

On Saturday 31 October the Prime Minister announced **New National Restrictions**, which come into force on Thursday 5 November until Wednesday 2 December, to control the spread of coronavirus (COVID-19).

The government continues to prioritise the wellbeing and long-term futures of our children and young people and will not be closing early years settings, schools, further education (FE) colleges or universities. It remains very important for children and young people to attend, to support their wellbeing and education and help working parents and guardians. Senior clinicians still advise that school is the best place for children to be, and so they should continue to go to school. Schools have implemented a range of protective measures to make them safe. Childcare or education is one of the exceptions that children, young people and parents and carers can leave their home for. Education settings and childcare settings must continue to take swift action when they become aware of a confirmed case of coronavirus (COVID-19) in their setting. Early years settings, schools, colleges and out of schools settings can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority for support on the action they should take to respond to a positive case

Risk Matrix:

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Guidance section	Recommendation	Implementation / Control Measures	Risk Prior to Control Measure H/M/L	Residual Risk Measure H/M/L
Coronavirus (COVID-19): implementing protective measures in education and childcare settings				
Effective infection protection and 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	<p>Families and staff informed of isolation protocol should they or one of their household become unwell with Covid-19 symptoms.</p> <p>Parent to inform their transport services of any child who should be self-isolating and the duration for which they should not be attending school</p> <p>If a child presents at school whilst they should be self-isolating, then they will be treated as if they became unwell whilst in school and isolated from the school community by staff wearing appropriate PPE whilst awaiting their collection. (This PPE will be gloves, plastic apron, face mask and face shield to ensure maximum possible protection to staff) . This will be undertaken by SLT/MLT or specific Named First Aiders Kirsty Glanfield/Aimee Jesson or another member of staff in the child's class.</p> <p>As part of the national track and trace programme if other cases are detected within a school or cohort or wider setting Public Health England will conduct a rapid investigation and advise on the appropriate course of action to take. Public Health via school or Track and Trace will advise self-isolation at home for 14 days- this guidance must be followed to ensure safety for all. Staff and Parents/Carers will update the Headteacher if members of their family who they live with or Friends/Family they have had contact with test positive so school can review class groups-accordingly for safety due to Vulnerable School Community.</p> <p>Families and Staff should always contact School first. School will take necessary action with Department for Education, Public Health England and Public Health BANES. Please do not contact transport directly. School will contact as required with Public Health. This will ensure the correct information and timescales are shared to avoid any confusion. Please do not post on social media until school is notified to avoid any unnecessary worry to families/staff. School will always contact staff/families directly if involved in any Public Health contact discussion.</p>		
	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	Hand soap and hand sanitiser deployed to every classroom and at other key locations such as reception. Free standing hand sanitiser units purchased x4 for distribution in key areas around school (non-touch dispenser). Pupils directly instructed to wash hands throughout the day 1. On Arrival, 2. At break time 3. At lunchtime 4. Mid-afternoon 5. Home time or in response to pupil specific need, such as having coughed into their hand 6. Pre and post any food preparation Pupils reminded to wash hands every time they use the bathroom. Pupils with SLD/PMLD to be supported by staff to maintain this routine.		
	ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<p>Tissues located in all classrooms and other key locations. Bins to be emptied daily as minimum, but more frequently if there are high levels of use. Class Staff to check tissues and grab bags are checked daily and restocked. Lidded bins in place in all classrooms/offices.</p> <p>Keep windows open at all times to ensure ventilation. Staff responsibility to check windows remain open. Staff/pupils to wear layers of clothes to ensure they are warm enough. Hats/Jackets can be worn indoors in winter months if needed when it gets colder.</p> <p>Extra cleaning is in place through the day to ensure door handles/rails are regularly wiped down with anti-bacterial spray. Poster Reminders of Good Practice displayed in class bases / main areas</p>		

	<p>cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	<p>Anti-Bac sprays located in all classrooms and key locations for frequent through day use. Anti-bac wipes located in all classrooms and key locations for frequent through day use. Specific attention to handles/light switches/keyboards/phones/pupil equipment/Photocopier/Fridge handles. Pupils will be allocated their own pen/resource packs to avoid multiple shared use e.g. 4 pupils use scissors, disinfect scissors before next pupils use All classrooms and in use areas cleaned daily by cleaners. Cleaners to use gloves and follow handwashing routines</p>		
	<p>minimizing contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</p>	<p>All classrooms will be operational. Primary pupils (based on the primary corridor) will use primary toilet and hygiene spaces as a Primary zone. Primary/Secondary classes on top upstairs corridor will use toilet spaces there, downstairs Secondary classes to use downstairs toilets. Sixth form have allocated toilets. Staff to anti-bac changing beds after use and anti back hoist/taps/door handles after hygiene room use. Daytime cleaning of toilet spaces will be undertaken by daytime cleaning staff.</p> <p>Staff to take a positive lead with distancing. Staff to avoid kneeling down to face height of pupil, staff to slow walk down corridor to support 1 metre plus/2 metre where possible distancing, staff to position their own seating 1metre plus/ 2 metres where possible from pupil seating. It is recognised that pupils with cognitive impairments will not be able implement distancing, therefore the adults supporting them most appropriately manage distancing themselves where possible to support. E.g. not sitting opposite pupils on desks to support, sit 1 metre plus/ 2 metres to the side. Encourage waving as a greeting to change pupils behaviours from high 5's and handshakes</p> <p>Building Circulation – pupils will enter the building at phased times through main reception. They will move straight to their classes At the end of the day pupils will remain in their classes until called by Walkie Talkie. They will not congregate in the main hall for collection. A new walkie talkie system is in place in all classrooms. Classes will be called as transport/parents/carers arrives and departs.</p> <p>It is not possible to implement a one-way system at Three Ways but as we have wide corridors, pupils and staff will be able to maintain 1metre plus/ 2 metre distance when passing. Staff using staircases with pupils will check the staircase is clear before using it to avoid “crossing” on staircases. One way system in place in the mornings. Primary and Secondary staff to go past changing rooms and out of Fire Exit in main hall, collect child and come back in through main door. End of Day out through main door and back in through Fire Door. Sixth Form staff will meet pupils at top of sixth form stairs where possible OR go out fire exit in main hall and back in through front door.</p> <p>On arrival at the beginning and end of the day – staff to ensure when they arrive, they wash hands/use anti-bacterial hand sanitizer. Staff to stand at a 2 metre distance from each other. Floor markings outside main door and in reception.</p> <p>New Perspex guard screen fitted to front reception desk. Plastic screen protectors fitted between main office desks.</p>		
<p>Personal protective equipment (PPE) including face coverings and face masks</p>	<p>children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p>	<p>Staff will use routine PPE as usual (gloves/plastic apron). This will be supplemented by single use Fluid Resistant face masks for personal care that requires sustained close contact or involves pupils with conditions where saliva control. This PPE will be used in toilets or hygiene rooms where personal care is supported. Staff supporting pupils with challenged saliva control/pupil who may unintentionally spit, may access plastic to wear face shields when supporting that child (or carry a mask with them when supporting that child in case it needs to be put on promptly).</p> <p>Masks/Gloves/Aprons and Face shields to be used for Enteral feeding (peg/button/NG tube feeds). Staff supporting Ventilated pupils will need to undertake Fit Testing for PPE. Kirsty Glanfield and Aimee Jesson are trained in Fit Testing to fit FFP3 masks as needed.</p>		

	<p>if a child, young person, or staff member becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>	<p>Covid-19 response packs, containing four fluid resistant face masks, two pairs of medium gloves, two pairs of large gloves, four disposable aprons and two plastic face shields will be stored in classroom bases and main office and medical room for quick access.</p> <p>Isolation will take place in the medical room which will be cleaned once the pupil has been collected. The SLT MLT or specific First Aider (Kirsty Glanfield/Aimee Jesson) will lead decision on location of isolation depending on pupil/staff member location. An empty classroom/group room can be used in an emergency if the pupil cannot be moved to the medical room safely. A pupil/staff member may wait in an outdoor area where possible to decrease risk to staff where possible/safe to do so. E.g. if a pupil is safe to wait outside with a staff member. If the fire alarm goes off when a child/staff member is isolating they will be taken outside and will wait with the staff member in full PPE away from other adults/children. They will re-enter the building as quickly as possible when all other pupils/adults are back in classrooms/offices.</p> <p>Paper towels and soap will be available in toilets. Hand dryers will be de-activated. Staff to check their areas at the beginning of the day and phone reception for stocks if required. Cleaners will undertake end of day checks as well to ensure stock control.</p> <p>Air Conditioning systems will be de-activated. Electric fans will not be used in class. A specialist air conditioning system technician reviewed all systems week beginning 31.08.2020 as an additional measure to review air flow systems</p> <p>We have no staff using British Sign Language (therefore regularly touching their face to sign). Staff using Makaton should do so by keeping a degree of distance from their face when signing to avoid touching face. Speech and Language therapy team have access to transparent masks for supporting pupil communication.</p> <p>If a child requires emergency first aid in class e.g. Epileptic Seizure or unexpected emergency situation, Senior Leaders on call/Lead First Aiders would enter the class space and use PPE accordingly. Other pupils/staff in the group would be moved to an unused classroom/outside space accordingly. If 999 was called and an ambulance crew needed to attend, Ambulance Staff would use PPE on site. The classroom would be cleaned after before pupils returned to space.</p>		
<p>Clinically Extremely Vulnerable Children and Young People</p> <p>Clinically Vulnerable Children and Young People</p>	<p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow this advice. Speak to your GP or specialist clinician, if you have not already done so, to understand whether your child should still be classed as clinically extremely vulnerable. Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school while this advice is in place. Your school will make appropriate arrangements for you to be able to continue your education at home. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</p>	<p>Families of pupils who are defined as 'clinically extremely vulnerable' or 'clinically vulnerable' will follow new guidance issued. Families should seek advice and support from their GP/Consultant for advice on whether a child with complex medical needs can continue to attend school or should work from home.</p> <p>As of 05.11.2020, some families may receive a letter about their child being Clinically Extremely Vulnerable. It is the responsibility of the family to discuss this with their GP/Consultant and update School accordingly. Please update Katie Brockway – Deputy Head on katie.brockway@threeways.co.uk Families who do not receive a letter, but fit the criteria to be in receipt of one should discuss with their clinician and update school.</p> <p>Measures have been implemented (Handwashing/Masks/Cleaning/decreased interactions due to no assemblies/lunch hall time) to decrease Covid-19 risk factors BUT cannot be completely removed.</p> <p>All pupils returning to school are covered by the whole school risk assessment. As stated above, we can try as a school to decrease risks BUT we cannot remove them entirely.</p> <p>Pupils who can wear a mask on transport should do so, but many of our pupils are exempt. Pupils can wear masks during the day if they wish to do so but staff are unable to enforce them keeping them on or touch masks that pupils have used. If a child takes a mask off on arrival at school they should keep it in a clean plastic bag in their school bag until home time when they put it on for the return home journey.</p> <p>We continue to take pupils protection extremely seriously as we have done since the start of the Covid-19 pandemic. If pupils who are Clinically Extremely Vulnerable or Clinically Vulnerable need additional support during this period, please contact the Headteacher.</p>		

<p>Clinically Extremely Vulnerable (CEV) Adults</p>	<p>Clinically extremely vulnerable adults are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read COVID-19: guidance on Clinically Extremely Vulnerable (CEV) and Clinically Vulnerable guidance (link on last page of this risk assessment)</p>	<p>Staff who are defined as 'clinically extremely vulnerable' will be informed that they should not attend school. They will be supported to work from home where possible. Risk minimized by staff remaining at home.</p> <p>Clinically Extremely Vulnerable staff should receive a letter to confirm their need to work from home. Staff can contact their GP/Clinician to discuss individual medical cases/circumstances. Staff should notify the Headteacher in writing (email is fine) that they need to work from home. Teachers will be required to plan for their class and send in work, teach lessons remotely as required and attend normal staff meetings remotely.</p> <p>Pregnant Staff will have a risk assessment (in line with normal maternity procedures). This will cover/or review amendments needed to working practice. Staff should refer to maternity guidance in links on the last page of this risk assessment for current guidance.</p> <p>Staff wear masks in corridors and communal spaces. Staff do not currently wear masks in their classrooms, but it is personal choice if they wish to do so. Mask use in classrooms for adults is under constant review, pending any guidance changes. Staff are reminded to socially distance with other adults in school, in communal areas and in the car park. Staff who are Clinically Extremely Vulnerable should not attend school site during the period of lockdown. Staff meetings will be held remotely so staff are supported to remain connected to school for wellbeing support during this period.</p> <p>A change in guidance has seen the addition of Adults with a diagnosis of Downs Syndrome being added to the Clinically Extremely Vulnerable group. Young people/Families are advised to seek medical guidance and work from home.</p>		
<p>Clinically Vulnerable Adults</p>	<p>Clinically Vulnerable staff (including pregnant staff) are able to continue working but need to adhere to regular hand washing, PPE use and follow risk assessment.</p>	<p>Staff who are defined as 'clinically vulnerable' will follow the school risk assessment. Staff can seek additional medical guidance and feedback to the Headteacher if they wish to do so for reassurance from their GP/Clinician. will be guided to seek specific case specific medical opinion. Staff are reminded to socially distance with other adults in school, in communal areas and in the car park.</p> <p>We continue to take staff protection extremely seriously as we have done since the start of the Covid-19 pandemic. If staff who are Clinically Extremely Vulnerable or Clinically Vulnerable need additional support during this period, please contact the Headteacher.</p> <p>Any discussion with GP/Consultant needs to state that any level of social distancing cannot be maintained in a special school where pupils are not able to consistently achieve this.</p> <p>We note that The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. https://www.rcog.org.uk/globalassets/documents/guidelines/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf Clinical guidance (taken from website above): The clinical evidence relating to the risks of coronavirus (COVID-19) infection and pregnancy is contained within the substantive Coronavirus (COVID-19) infection in pregnancy clinical guidance available on the RCOG website. It is important to note that: • Pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health • For those women who are 28 weeks pregnant and beyond, there is an increased risk of becoming severely ill should you contract COVID-19 (this is true of any viral illness contracted, such as flu).</p> <p>This document includes advice for women from 28 weeks gestation or with underlying health conditions may be at greater risk. Staff should seek regular guidance and support from their midwives and share as required with the Headteacher/in her absence Deputy Headteacher. Pre-28 weeks, pregnant staff can remain pupil/patient facing with control measures in place, as specified in this risk assessment Post 28 weeks, risk assessment will review role and amend duties accordingly in consultation and discussion with midwife/clinician. Pregnant staff who have any medical complications should notify the Headteacher and a work from home package will be discussed.</p>		
<p>Living with a Clinically Extremely Vulnerable Child/Adult</p>	<p>If a child, young person or a member of staff lives with someone who is clinically extremely vulnerable or clinically vulnerable, including those who are pregnant, they can attend their education or childcare setting.</p>	<p>If families or staff members are concerned about risks at home, they can discuss with the Headteacher. National guidance will be followed but Wellbeing support can be signposted and offered if required. Consideration will be given to change in roles/classes if requested/required to support all staff.</p>		

<p>Class or group sizes</p>	<p>It is important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</p>	<p>Class groups returned to normal in September 2020. Pupils remain in their class groups for all sessions. Pupils will use main hall/dining room for PE lessons again and Food Tech/Design Tech Room/Science room will be timetabled as normal. Subject Specific teachers will teach from the front and maintain 2metre rule. TAs in class groups will be directed by teacher to do direct input in these sessions with pupils to maintain 2m. Subject Specialists (as with all staff) have access to face shields. We have reviewed the timetable further for Term 2 2020 to minimise subject specialists contact across their departments. Class teachers in Secondary/6th Form will lead their own PE. Attention Autism and THRIVE sessions will be delivered by class based staff. Swimming is paused during Term 2 2020.</p> <p>Rotas in place for outdoor play to minimise class groups in contact outdoors. Staff to calmly and positively support pupils to distance where possible during play. No contact games (rugby/tag) to be used. Pupils can be allocated their own individual sports kit outside which can then be wiped with anti-bac wipes or disinfectant. Single use wipes or spray can be used by staff. This process to be completed at the end of play session. Classes can have allocated balls/play resources which they keep in their class base.</p> <p>Sandwiches and school meals will be eaten in class to limit transitions. Pupils on Free School Meals or Universal Free School Meals will have meals delivered to classrooms. Pupils who are not entitled to Free School Meals will bring their own packed lunch to school. TA's from each class will go to main kitchen to collect lunches. TA's will space themselves out to adhere to 2m rule on collection of lunches.</p> <p>Ensure Catering Provider is following National Guidance on social distancing and infection control. Business Manager has emailed catering company.</p> <p>Staff can use outdoor space in the café garden for breaks (breaktime and lunchtime not open before school). Main staffroom to be used by Primary staff on break. Parent room to be used by Secondary staff on break. Flat to be used by Sixth Form staff in the event of wet weather. Some staff may chose to remain in class. However, food it not to be made or prepared during lesson times or eaten when pupils are present in lessons. Staff should be aware of allergies of pupils in their class bases. No nuts in any pupil/staff lunches. Staff need to maintain 2 metre rule when sitting with others and where possible sit with class staff. Staff to anti-bac water heater in staffroom/kettles after use. Additional daily cleaning in place of staff rooms.</p> <p>It is staff responsibility to maintain 2m distancing in staffroom areas. If a chair has been moved too close to another staff member, move it back before sitting down. Think – Am I 2 metres away? When you enter space for a break/lunch.</p> <p>Staff to use toilets on their corridor.</p> <p>Pupils to be supervised in the corridors to maintain social distancing where possible. Older pupils will make their way to class independently.</p> <p>Pupils will not line up outside classrooms to avoid waiting time standing close to each other. Brief transitory contact, such as passing in a corridor is low risk.</p>		
		<p>We will still be avoiding unnecessary travel around school. Pupils will not collect or return registers. Pupils will be based in their class bases, unless timetabled in another room or going to playtime.</p> <p>Assemblies will be “zoomed” into classrooms</p> <p>For sessions that involve Sensory OT/Music Therapist/Physio Team/School Nurse, practitioners will maintain 2 metre distance where possible or use a facial shield – timetables have been amended for Term 2 2020 to allow for more zoom sessions and limits put on allocated groups to protect staff and pupils as much as possible.</p>		

<p>Planning and Organising</p>	<p>Ensure that all health and safety compliance checks have been undertaken before opening</p>	<p>Risk will be reduced by requesting external contractors to operate outside of normal teaching hours where the number of people on site will be lower.</p> <p>Site Manager/Care Taker will complete work or support when classrooms are empty (break/lunchtimes or before/after school to minimise contact for site teams. Staff to put requests for work in red book in reception (call reception and ask for a task to be added).</p> <p>Checks: Cold and Hot water flushed through. Fire Alarm Tests completed. Fire routes remain the same from class bases (through patio doors/down stair cases – out of fire doors). Pupils will be supported to maintain social distancing and spread out on grass areas away from the building. Department Managers will remind staff and pupils to spread out at meeting points when alarm goes off). If Fire alarm sounds, exit building using normal exit routes. Ensure all pupils are away from the building. Ensure class groups are not standing close to each other. Maintain 2m rule where possible.</p> <p>All systems have been recommissioned before re- opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Lift to 6th Form – max 2 people at a time / Secondary lift – max 3 people at a time. Maintain distance in lift. Floor markings in lift.</p> <p>All hygiene rooms and Toilets have been deep cleaned again during October 2020 half term but an external cleaning company. Ongoing daily cleaning and daytime checks.</p> <p>SLT/MLT/Business Manager – Critical Incident Grab Bag reviewed and updated – Business Manager</p> <p>Either the Headteacher(JS)/Deputy Headteacher (KB)/Assistant Headteacher(PG) will be on site whenever school is open. Katie Brockway is Designated Safeguarding Lead. Jo Stoealing is Deputy Safeguarding Lead. All Department Managers (Paul Gaskell/Lucy Heaton/Stephanie Harper) have the Enhanced Safeguarding Qualification. Either First Aiders (Kirsty Glanfield/Aimee Jesson) will be on site. Caretaking and Cleaning Staff will be available each day. If this staffing is compromised at any point the school may be required to close.</p>		
	<p>organise small class groups, as described in the 'class or group sizes' section above</p>	<p>Pupils will work in their allocated classrooms. This will be their consistent group of peers and staff. Cover staff can work in different class bases, in the same way a Subject specialist would work, maintained distance and using appropriate PPE for personal care support. Wherever possible we aim to use our own school bank staff or regular agency staff that we work with consistently. If community transmission increased and further affected staffing, we may be required to use more agency staff or to close a class on a temporary basis and move to online learning for an agreed period. We will aim to avoid this wherever possible.</p>		
	<p>organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible</p>	<p>Seating in all classrooms and Subject Specialist rooms will be organised so that all seating is facing forwards towards front of classroom/board or screen at front of class. Pupils will not sit facing each other for sessions.</p> <p>Tables will be wiped down between group use e.g Food Tech/Design Tech/Science room</p> <p>PE equipment to be cleaned between groups</p>		
	<p>decide which lessons or activities will be delivered</p>	<p>Agreed visitors/sub contracted multi-agency team members e.g. Speech and Language Therapists, Sensory Occupational Therapists, Sensory Occupational Therapists will use their normal work spaces and will need to sanitize door handles/keyboards used/light switches in spaces using gloves to do so. These staff will also follow this risk assessment as it is specific to school and will follow PPE and Social Distancing Requirements. If their specific employer provides guidance that differs, it is the sub-contracted member of staffs' responsibility to raise this issue</p>		

		<p>with the Headteacher/Deputy Headteacher.</p> <p>Music/Singing: There is an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even when individuals are at a distance. If teachers/music therapists/TAs use singing in class, pupils must be socially distanced 2 metres or singing outside. Limit group size to no more than 15 and spread out. Position pupils back to back or side to side (not facing each other). Avoid sharing instruments and ensure windows are open.</p> <p>Physical Education:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Cleaning equipment between groups, allocating equipment per class. Equipment can be left for 48hrs if not used between and then reissued. 72hrs for plastic equipment</p> <p>Staff will use distancing in PE sessions and use outside where possible</p> <p>Mental Wellbeing</p> <p>Staff will focus on rebuilding pupils access to</p> <ul style="list-style-type: none"> • friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing 		
	consider which lessons or classroom activities could take place outdoors	Staff will maximize the use of outside space to deliver activities and lessons, whilst maintaining a maximum of two groups outside at any one time for the Primary, Secondary and Sixth Form areas. Staff will be mindful of weather conditions and ensure coats/hats/gloves are worn. Please consider layers of clothes to keep warm.		
	use the timetable and selection of classroom or other learning environment to reduce movement around the school or building	<p>Amended timetable in place for Term 2 2020 to minimize staff contacts.</p> <p>If a subject specialist space is used by different classes, equipment/door handles and table surfaces will be wiped down with anti-bac between use. TA teams will assist Subject Leads at the end of session to ensure effective and safe group transitions.</p> <p>Staff will be advised that pupils should not be moving around the school unsupervised during the day.</p> <p>Where possible, PE lessons will take place outside for some classes. This will obviously be weather dependent.</p> <p>Staff to wash hands regularly when touching equipment/markings</p>		
	Educational Visits	All school trips paused for period of National Lockdown (November/December 2020). This will be reviewed at the end of the lockdown period. It is likely educational visits will not take place at all during Term 2 2020.		

	stagger assembly groups	Assemblies will take place via Zoom into each class to avoid mass gathering. Briefings and staff meetings will all be undertaken via email or Zoom/Skype/Microsoft Teams INSET to be delivered via Zoom/small socially distanced group training		
	stagger break times (including lunch), so that all children are not moving around the school at the same time	Pupils will continue to eat in classrooms to avoid large groups in Dining Room/Main hall Staff to access staggered break time and lunchtime play rota		
	stagger drop-off and collection times	As so many of our pupils arrive on school transport we are unable to stagger arrival times due to travel times of pupils coming from wider authority areas. Therefore pupils on school transport will arrive on site between 8.40-9am. Pupils will REMAIN on transport until called by a member of Three Ways team to get off. The member of staff will use their Walkie Talkie to make class teams aware pupils are on route to class. Some pupils will make their way independently to class. Those who require assistance will be met by a member of the staff team. When staff are notified by Walkie Talkie of arrival please come up through one way system through main hall. Handover outside and then re-enter through main reception. End of day, all classes remain in class until called. School Transport called 2.50-3.10pm Parents/Carers who drop pupils to school, please arrive at 9am. If you can see there isn't space in a waiting area outside school, please remain in your vehicle till there is space to avoid overcrowding by the front door. Please come in through main door and exit through door in main hall. Ideally, please handover at main door and don't enter main reception (if this is not possible we understand and are flexible!). Parents/Carers/Drivers and Escorts to all wear masks at drop off/pick up times. Collection times for parents for end of day will be 3.10pm to 3.20pm Parents/staff – please avoid long handovers am or end of day, Please use DOJO for all communication so we can keep pick ups and drop offs moving smoothly.		
	plan parents' drop-off and pick-up protocols that minimise adult to adult contact	All meetings will be held online via Zoom Education or Microsoft Teams. Marion Lowe will organize Annual Reviews via zoom with multi-agency teams. No school tours for new parents will take place at this time – families referred to school website for videos/info.		
	consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	Outside equipment should be wiped or sprayed with anti-bac spray prior to use and between use. Resources: Regularly used resources such as a pencil/pen should be allocated to the child/teacher (pack on their desk for daily use). Books/Games in class can be shared but cleaned down after use Painting/sticking/cutting activities – allocate pupils own resources (clean scissors after use) Guidance states "Malleable resources, such as play dough, should not be shared between groups and public health advice is that, as sand pits cannot be thoroughly cleaned between uses, they should not be used at this time." Update – individual pots of playdough that are named for individual pupils can be used but no sharing. Water play can be used if allocated for one pupil and resources cleaned before the next pupil in class uses water toys.		
	remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere	Staff will be advised to minimise the storage of resources and equipment within the classroom in order to maximise available floor space and circulation space.		
	remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Staff will be advised to remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), unless they have a specific, emotional, behavioural, therapeutic or educational purpose for either an individual child or children within the group. Pupils will be asked to not bring toys/bags to school ONLY packed lunch boxes and coats. Pupils can bring a small transition item as long as it can be cleaned on arrival. No Soft Toys please.		

	<p>consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.</p>	<p>Given the majority of pupils are transported to school as a result of their complexity of need or the distance which they live from the school, a significant number will still need to use county transport.</p> <p>Transport services have put in place their own protocols to minimise sustained close contact. Drivers and escorts have access to PPE. We have requested all LA transport to submit their own risk assessments to use and share routines/procedures direct with families. We recognise that pupils who will operate in different classes may travel on the same transport depending on where they live. Social distancing will be undertaken on transport to minimise risk as part of transport risk assessments. Three Ways School DO NOT organize school transport. It is organised by the Local Authority responsible for your child's EHCP. Please contact transport direct if you have any questions about transport risk assessments.</p>	
<p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</p>			
<p>Personal protective equipment (PPE)</p>	<p>The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases: children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p> <p>PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person who is displaying coronavirus symptoms Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum.</p>	<p>Pupils and staff are encouraged to use clean clothes every day – We are expecting pupils to wear uniform where possible but if pupils struggle with uniform they can attend in trousers/skirt/tops/tracksuits. T-shirts with wording on them are not appropriate for school. All items must be appropriate.</p> <p>Staff will use routine PPE as usual. This will be supplemented by single use Fluid Resistant face masks for personal care that requires sustained close contact or involves pupils with poor saliva control.</p> <p>Covid-19 response packs, containing four fluid resistant face masks, two pairs of medium gloves, two pairs of large gloves, four disposable aprons and two face shields, will be stored in class bases, subject areas, Main Reception and medical room.</p> <p>Isolation will take place in an empty classroom / medical room/outside which will be cleaned once the pupil has been collected. We will be supported by the Local Authority if PPE stock is challenged at any point due to demand on suppliers. If PPE is not available, specific groups may be asked to remain at home for a period of time until stock is back in place. Staff WILL NOT be expected to work without available PPE. We still advise staff to wear hair up and not wear jewellery.</p> <p>Keep nails short where possible to ensure high standards of infection control with regular hand washing</p> <p>Staff can access PPE where there is a need to be in close proximity if feeding a child. Where possible, consider position of feeding to avoid being face to face e.g. sit side by side with as much distance as possible or stand to feed rather than sit in front to maintain distance. For some pupils this may not be possible and PPE should be used. Please seek feeding advice from Liz Henderson – SALT Lead. Where pupils take part in Tac Pac activities, side by side seating is advised and PPE can be accessed from the PPE store opposite the main reception. Please phone if PPE required and it can be delivered to class OR collect on arrival.</p>	

Testing

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work - including both public and voluntary sector workers, as well as foster carers. Education settings, as employers, can book tests online or via a 119 phone call.

All staff and pupils have access to a test if they display symptoms of coronavirus. If they develop symptoms, they should be tested. If they test negative, they can return to their setting and their fellow household members can end their self-isolation. If they test positive, education and childcare settings should follow guidance on implementing protective measures in education and childcare settings.

Self-referral system is now in place for all staff – accessible at a number of local settings including Odd Down, Bristol Airport and Bath City Centre walk in. Call 119 to gain assistance with testing or book online. Testing must be completed before Day 5 of symptoms. Tests are available from school for staff/parents to test at home, where they are unable to access tests from other places. These tests are only allowed to be issued in exceptional circumstances where a test centre cannot be accessed. Test centre results are generally returned quicker than postal tests which significantly helps in managing testing situations and ensures we are able to take prompt action for the safety of all.

Book a visit to a test site to have the test same day. Or order a home test kit if you cannot get to a test site. On days 1 to 4 of your symptoms, you can get tested at a site or at home. If you're ordering a home test kit on day 4, do it by 3pm. On day 5, you need to go to a test site. It's too late to order a home test kit.

Track and Trace system launched. If a family member, pupil or staff member is contacted by the NHS Track and Trace Service for Covid 19 they will be asked to self isolate for 14 days, even if they are NOT presenting symptoms to limit the spread. This guidance must be adhered to by all Three Ways community members. It will not be optional. Staff and Pupils must contact school and inform them if they have been contacted by Track and Trace. (launched 28.05.2020)

- if you develop symptoms, you must continue to follow the rules to self-isolate with other members of your household and get a test to find out if you have coronavirus
- if you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS Test and Trace service to help us alert other people who may need to self-isolate
- if you have had close recent contact with someone who has coronavirus, you must self-isolate if the NHS Test and Trace service advises you to do so

Any Staff or pupils/families returning from countries currently on the Quarantine list must inform the Headteacher immediately and follow guidance issued.

<https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel>

How to work safely in specific situations, including where PPE may be required

Reference to PPE in the following situations means:

fluid-resistant surgical face masks disposable gloves
disposable plastic aprons
eye protection (we have a stock of Face Visors/can use plastic goggles)

Where PPE is recommended, this means that:
a facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus

if contact is necessary, then gloves, an apron and a facemask should be worn

if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self- contamination.

Face masks must: cover both nose and mouth not be allowed to dangle around the neck, not be touched once put on, except when carefully removed before disposal be changed when they become moist or damaged be worn once and then discarded - hands must be cleaned after disposal

Staff will use routine PPE as usual. This will be supplemented by single use Fluid Resistant face masks for personal care that requires sustained close contact or involves pupils with poor saliva control.

Covid-19 response packs, containing four fluid resistant face masks, two pairs of medium gloves, two pairs of large gloves, four disposable aprons and two face shields, will be stored in strategic locations to ensure ease of access.

Staff will be requested to familiarise themselves with the information in document "Donning and Doffing Standard Personal Protective Equipment (PPE)" - Appendix 2

Where there is on-going research into areas such as Risk Factors related to increased risk linked to severe illness of staff who identify as BAME, Age factors, Gender, staff have been offered a risk assessment to review support required and consider increased PPE required Three Ways School have completed an Equality Impact Assessment to ensure all staff groups are supported fairly during the Pandemic, given the recognition of changing evidence. All staff/pupils will follow new guidance (see link on final page) on supporting Clinically Extremely Vulnerable and Clinically Vulnerable pupils and staff members.

How should I care for children who regularly spit?

If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they should continue to receive care in the same way, including any existing routine use of PPE.

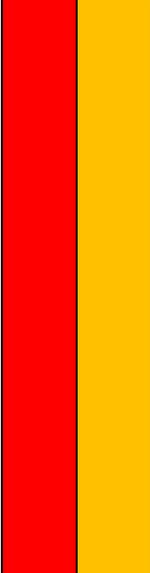
To reduce the risk of coronavirus transmission, staff will calmly don mask/Face shield to support or call for SLT/MLT support. Cleaning of surfaces post spitting required. Read guidance on cleaning for non-healthcare settings.

Anti-Bac sprays located in all classrooms and key locations for frequent through day use. Anti-bac wipes located in all classrooms and key locations for frequent through day use.

All classrooms and in use areas cleaned daily by contract cleaners.

Staff to use PPE themselves if pupils is spitting towards staff. PPE grab packs in place will support staff. SLT/MLT can be called for all medical / behavioural emergencies as they would have been before Covid-19 but will wear PPE if they are called into a classroom to support. Call reception if support is required to access on call staff. No pupils will be asked to wear PPE due to spitting. This would not be appropriate given Special Educational Needs/Medical needs. Staff to discuss any issues of spitting and the safe management of it with their Head of Department who will manage the discussion with parents/carers.

Individual Behaviour Plans will be reviewed with staff teams and parents and carers if pupils are persistently refusing school Covid safety guidance e.g. working in their classroom space, following safe instructions, putting themselves or others at risk. Parents/carers will be contacted and asked to come to support in extreme circumstances where pupils may be extremely deregulated. This will ensure site safety for all staff and pupils. If parent support is required more regularly, a pupil support meeting would be called with Head of Department and Class Teacher to work together as a team to ensure positive school attendance and access to learning for pupil and peers.

<p>In non-residential settings, what should be done if a child, young person or other learner becomes unwell with symptoms of coronavirus and needs to be cared for until they can return home?</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education, childcare or non-residential children social care setting, they must be sent home and advised to follow the guidance for households with possible coronavirus infection.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p>	<p>Covid-19 response packs, containing four fluid resistant face masks, two pairs of medium gloves, two pairs of large gloves, four disposable aprons and two face shields, will be stored in strategic locations to ensure ease of access.</p> <p>Isolation will take place in an empty classroom or medical room or outside, which will be cleaned once the pupil has been collected.</p> <p>If a bathroom is required, a single occupancy bathroom will be prioritised and cleaned after use. Staff should sign the toilet "OUT OF USE" whilst call is made for cleaning support so it is not used inbetween.</p>	
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	<p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Read guidance about cleaning non-healthcare settings.</p>	<p>Hand soap and hand sanitiser deployed to every classroom and at other key locations such as reception.</p> <p>Anti-Bac sprays located in all classrooms and key locations for frequent through day use. Anti-bac wipes located in all classrooms and key locations for frequent through day use.</p> <p>All classrooms and in use areas cleaned daily by cleaners.</p>		
<p>What protection is needed when transporting children?</p>	<p>If the children or young people being transported do not have symptoms of coronavirus, there is no need for a driver to use PPE.</p> <p>In non-residential settings, any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should wherever possible be collected by a member of their family or household. In exceptional circumstances, where this is not possible, and the setting needs to take responsibility for transporting them home, or where a symptomatic child or young person needs to be transported between residential settings, you should do one of the following:</p> <ul style="list-style-type: none"> use a vehicle with a bulkhead the driver and passenger should maintain a distance of 2 metres from each other the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so 	<p>In the event that school transports a pupil and/or members of their family who are symptomatic, for example to support access to Covid-19 testing, then a minibus will be used, with the driver wearing PPE and the pupil/family wearing face masks if they are able to do so. The family will be seated at the back of the vehicle in order to maximise the distance between them and the driver.</p> <p>A member of SLT/MLT/First Aider would undertake this task.</p>		

<p>How should I care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing guidelines?</p>	<p>Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines. It is imperative that education, childcare and children's social care settings conduct risk assessments around managing groups of children within the setting. As far as possible, small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.</p>	<p>See actions set out in the following sections above:</p> <p>Effective infection protection and control</p> <p>Personal protective equipment (PPE) including face coverings and face masks</p> <p>Class or group sizes Planning and organizing</p> <p>Class groups for Autumn Term 2020</p>		
<p>How should PPE and face coverings be disposed of?</p>	<p>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings.</p>	<p>Used PPE will be disposed of in line with normal PPE disposal protocols and as such will be placed in the Clinical Waste bins which will be collected and placed in the external clinical waste skip on a daily basis.</p> <p>Staff to use Gloves and Masks to remove and take to external clinical waste bins.</p>		
	<p>Staff will wear face coverings at all times in corridors/communal areas. Some staff members may be exempt due to medical needs</p> <p>Pupils 12+ to wear masks on transport, unless they are exempt. If families chose to send a child/young person to school with a mask, staff cannot take responsibility of ensuring it remains on all day if pupil chooses to remove it. Staff are unable to touch pupil masks to assist due to cross contamination. Pupils should store masks in a plastic bag in their school bag.</p>	<p>Guidance states that in a classroom setting with reduced numbers, face coverings are not required (unless personal care undertaken/saliva/spit risks in place/direct pupil feeding or close proximity activity although these will be minimized wherever possible).</p> <p>Pupils arriving at school with homemade face coverings that they have used on transport will be supported to place the covering in a clear plastic bag and put in their bag till the end of the day.</p> <p>If parents are concerned about transport, they will need to self-transport during this period.</p>		

	<p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <p>put it in a plastic rubbish bag and tie it when full place the plastic bag in a second bin bag and tie it put it in a suitable and secure place marked for storage for 72 hours</p> <p>Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimizes the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.</p> <p>Settings such as residential care homes or special schools that generate clinical waste should continue to follow their usual waste policies.</p> <p>Further information is also available in the cleaning non-healthcare settings guidance.</p>	<p>Should PPE associated with contact with a symptomatic pupil or member of staff need to be disposed of, once sealed in a plastic rubbish bag and tied, a member of SLT/MLT should be informed.</p> <p>The bag will then be dated and locked in a secure location before being placed in the clinical waste skip once the 72-hour period has elapsed.</p>		
Brighter Futures Risk Assessment	<p>Staff safety</p> <p>Delivery of pupil sessions</p> <p>Meetings with other Professionals/Parents and Carers</p> <p>Staff Wellbeing</p>	<p>Staff to have access to Three Ways School PPE supply as required</p> <p>Brighter Futures staff to contact schools and request their Risk Assessments so that Brighter Futures staff follow individual site protocols</p> <p>Pupil sessions – use 2 metre distancing where possible / Ensure rooms used are well ventilated – on site visits will follow individual school procedures. Staff will limit visits to one school a day and undertake meetings via Zoom/Teams.</p> <p>Contact work, in line with normal procedures if displaying any symptoms</p> <p>Ensure social distancing in meetings – schools may continue to request virtual meetings which Brighter Futures will support</p> <p>When working on Three Ways School site, this Risk Assessment is to be followed and any concerns raised with Kieran McCarthy/Jo Stoaling</p> <p>Staff members to contact line manager as required for support</p>		
Water Mobility Pool Risk Assessment (Swimming on hold Term 2 2020)	<p>Pool safety for Three Ways pupils</p> <p>Pool safety for Private hire</p>	<p>Three Ways Water Mobility is 20m2. Current Swim England guidance states 3m2 space per bather load.</p> <p>Bather load = 1 child or 1 adult</p> <p>Mother and Baby swimmer = 1 bather load</p> <p>Water mobility will not commence in Week 1</p> <p>Week 2 will start 1:1 swim sessions for pupils with EHCP named water mobility</p> <p>Cleaning of water mobility change beds/handles/access rails/hoists between swim session.</p> <p>Separate Risk Assessment in place for Private hire groups who will exit to and from pool from Café garden and will not enter school premises (not external hire or use during Lockdown November/December 2020)</p>		
Pupils on Guest/Dual Placements with a partner school Risk Assessment	<p>Pupils attending two settings (Dual Placement pupils)</p>	<p>Whilst pupils are on site at Three Ways School this risk assessment will be implemented.</p> <p>Parents/Carers of pupils on two sites may choose to change to just one site for an interim period. Parents should raise these requests direct to Headteachers of both schools for discussion.</p> <p>Each school will communicate with Dual placement schools if there were to be a class closure/positive test. This ensures effective communication and case management.</p>		

Staff and Pupil/ Family Wellbeing	Regular communication to Staff/Parents via School Email on National Government and Medical updates by Headteacher, Staff Wellbeing online group HR Support and Referral as required, Pupil and Family support accessed from Medical Teams, Social Care Teams, Referrals to local/national support services, Additional three members of staff trained on Bereavement Support (Katie Brockway, Kirsty Glanfield, Aimee Jesson). Regular family communication on DOJO / Zoom/Phone calls Free School Meals support in place for pupils isolating. New Government updated ensures FSM during Christmas break 2020.		
Maintaining Contact with Pupils at home	See Remote Learning Expectations Document. Welfare Home Telephone Call Checks OR/AND Dojo Communication in message facility Referral to support agencies as required. Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school – parent/carer supervision advised – See updated Safeguarding Policy, E-Safety Policy and Behaviour policies on school website. Teachers can undertake Skype/Zoom/Teams calls with families; some may be 1:1 given specific pupil needs. Class Teachers/Therapists/Teaching Assistants to ensure parent is present for sessions OR Teacher can ask TA to dial into Zoom session as well to ensure 2:1 Where contact is not maintained via DOJO or welfare phone calls, staff may undertake socially distanced home visits OR refer to social care for families who have the support of an allocated social worker. Where a child is self-isolating, staff would not knock on the door but phone and where possible a child may wave from the window unless they are resting/unable to do so. A video call may provide pupil/staff contact for a pupil/family wanting support during self-isolation to maintain contact. Technology will be loaned wherever possible. Please contact school via Classteacher DOJO with Tech requirements.		
Arrangements for Staff Working from Home during Covid- 19 period	Use of Display Screen Equipment/Laptop – We follow guidance from HSE (March 2020) as follows: For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily. We advise staff that there are some simple steps to be taken to reduce the risks from display screen work: · breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity · avoiding awkward, static postures by regularly changing position · getting up and moving or doing stretching exercises · avoiding eye fatigue by changing focus or blinking from time to time. Data Protection – All staff to ensure effective GDPR compliance. All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data. School Data Protection Policies and Procedures apply. Teachers who have IT resource challenges can contact the Headteacher to discuss and consider ways to support. Social Isolations Challenges – All staff have email/phone access to Headteacher and can contact Department Managers where support is required. Support given via Wellbeing Emails and Group activities. Regular email communication to all staff. Virtual community group events. Wellbeing video and team events completed. Access and Referral to Employee Assistance Scheme (can be accessed via email to Headteacher Jo Stoaling or HR Lead Dawn Saffin)		
Medical Procedures	We are able to undertake Personal Care (eg pad changes/helping a pupil in the bathroom with support) in school with available Personal Protective Equipment (PPE) Pupils with Enteral feeding needs will be supported in school. Staff will wear PPE mask/face shield/gloves and aprons to support. Please refer to our Standardised Operating Procedures for Medical Procedures Pupils who are ventilated – we are awaiting further guidance Nationally and locally. We will be in contact with families with children who are ventilated to keep updating them. Pupils requiring Bi-Pap or C-pap will have Curriculum Access Team contact to review administration plans with families and medical teams. As Ventilation Support require PPE equipment involving FFP3 Masks, allocated staff have undergone fitting and we have FFP3 stock in school. Ventilating pupils would access an agreed classroom base, which current guidance states must be 1:1 pupil:staff rather than in normal classroom base. Ventilating pupils will require medical sign off via their allocated Consultant to return to school. Pupils who are supported via NG Tubes for feeding will be reviewed on a case by case basis with medical teams. Dieticians will support on a case by case basis.		

Staff/Parent/Pupil Concerns:

It is important that during this period with ever-changing National and Medical updates, that Staff/Parents and Pupils can raise concerns about this operational risk assessments. Concerns can be raised with the Headteacher via email jo.stoaling@threeways.co.uk
If the Headteacher is unavailable, concerns would be raised with the Deputy Headteacher katie.brockway@threeways.co.uk

We take the safety of our pupils, their families and our staff extremely seriously and will review this Risk Assessment regularly when national guidance changes.

Full Closure/Partial Closure:

It may be necessary for the school or part of the school to close at short notice. Parents/Carers will be notified as quickly as possible if this is required due to a Covid-19 positive case or staff shortages.



Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Guide to donning and doffing standard PPE

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

<p>1 Put on your plastic apron, making sure it is tied securely at the back.</p> 	<p>2 Put on your surgical face mask, if tied, make sure it is securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.</p> 	<p>3 Put on your eye protection if there is a risk of splashing.</p> 	<p>4 Put on non-sterile nitrile gloves.</p> 	<p>5 You are now ready to enter the patient area.</p> 
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Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.



Perform hand hygiene using alcohol hand gel or rub, or soap and water.



Snap or unfasten apron ties the neck and allow to fall forward.



Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

Once outside the patient room. Remove eye protection.



Perform hand hygiene using alcohol hand gel or rub, or soap and water.



Remove surgical mask.



Now wash your hands with soap and water.



Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

The most important symptoms of coronavirus (COVID-19)



new and
continuous cough

or



high
temperature

or



loss of, or change in,
your normal sense of
taste or smell (anosmia)

If you have symptoms of coronavirus, you need to **self-isolate for 7 days**. If you live with someone who has symptoms, you need to **self-isolate for 14 days** from the day their symptoms started.

For most people coronavirus will be a mild illness. However if you have any of the symptoms you should self-isolate at home.

Stop the spread of coronavirus



Wash your hands
more often
and for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away.



Supervise young children to ensure they wash their hands more often than usual



Posters and lesson plans on general hand hygiene can be found on the eBug website



Clean and disinfect regularly touched objects and surfaces more often than usual using your **standard cleaning products**



Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature or loss of, or change in, normal sense of taste or smell **to avoid spreading infection to others**

If staff, young people or children become unwell with any of the coronavirus symptoms on site, **they should be sent home**

We are asking schools, colleges, nurseries, childminders and other registered childcare settings **to remain open for children of critical workers and vulnerable children** where they can

Reference/Guidance Materials/Web Links referred to as part of this Operational Risk Assessment

New National Guidance from 05.11.2020

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

New National Restrictions from 05.11.2020

<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

Main Government Corona Virus (C-19 Website)

<https://www.gov.uk/coronavirus>

Getting Tested Guidance (updated 06.11.2020)

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Guidance on Clinically Extremely Vulnerable (CEV) and Clinically Vulnerable Pupils and Staff

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Guidance for Schools and Education Settings (Updated 22.09.2020)

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Stay at home guidance for Households with possible Coronavirus Covid 19 Infection (Updated 05.11.2020)

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Actions for Schools during the Coronavirus Outbreak Updated 05.11.2020

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

Guidance for Pregnant Staff

<https://www.rcog.org.uk/globalassets/documents/guidelines/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf>

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>

SAGE Modelling Explanation:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887247/Department_for_Education_explanatory_note_on_SAGE_modelling.pdf

Cleaning in non-healthcare settings (Updated 16th October 2020)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Information on Aerosol Generating Procedures

<https://www.entuk.org/sites/default/files/NTSP%20Paed%20Tracheostomy%20LTV%20during%20COVID%20FINAL%2008042020.pdf>

Covid-19 infection prevention and control guidance: aerosol generating procedures

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-infection-prevention-and-control-guidance-aerosol-generating-procedures>

Literature Review for AGP

<https://hps.scot.nhs.uk/web-resources/container/sbar-assessing-the-evidence-base-for-medical-procedures-which-create-a-higher-risk-of-respiratory-infection-transmission-from-patient-to-healthcare-worker/>

Government Roadmap

<https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy>

Public Health Guidance Blog on Covid 19

<https://publichealthmatters.blog.gov.uk/category/coronavirus-covid-19/>

Union Guidance and Updates

<https://www.naht.org.uk/advice-and-support/coronavirus-information-and-resources/>

<https://neu.org.uk/coronavirus>

<https://www.naswt.org.uk/advice/health-safety/coronavirus-guidance.html>

<https://www.unison.org.uk/coronavirus-rights-work/>

Travel Guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel>

Swimming Guidance (currently on hold during Nov/Dec 2020 lockdown)

<https://www.swimming.org/swimengland/pool-return-guidance-documents/>

Remote Education Practise for Schools

<https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19>

Wellbeing and Sense of Community Guidance

<https://www.gov.uk/guidance/supporting-pupils-wellbeing#maintaining-a-sense-of-community-with-staff>

Track and Trace Guidance

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Safer Travel Guidance for Staff and Parents

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

Transport to School: Autumn Term 2020

https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020?utm_source=de9e20dc-895e-4cd3-baad-06e6b2575eb7&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily

Updated Face Covering Guidance

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>