



**WHOLE SCHOOL MANAGEMENT OF HEALTH AND SAFETY**

**The Vines – Designated Specialist Provision**



***Risk Assessment for the full re-opening of school during the Coronavirus (COVID-19) pandemic***

**Date of this assessment:** 8<sup>th</sup> March 2021

**Name of competent person completing this assessment:** Lynette Clapham (Executive Head Teacher)

**Name of person(s) assisting with this assessment:** Eleanor Monnery (Senior Assistant Head) Melissa Sellers (Strategic Inclusion Leader) Simone Appleton (Lead Teacher)

**Name of person(s) or year group(s) affected:** The Vines

<b>This Risk Assessment has been reviewed by the Chair of Governors, Head of School and Executive Head Teacher</b>			
<b>Chair of Governors</b>		Executive Head Teacher	

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

Identification of Hazard	Risk Rating prior to action	Control Measures	Risk Rating following action	HoS and SLT Review	Executive Head Review
<b>1) Morning Routine</b>					
How is the risk of transmission of Covid 19 minimised on arrival to school?	H	<ul style="list-style-type: none"> <li>▪ Children are organised into small groups</li> <li>▪ Children arrive at school at the gate close to the vines provision allowing them swift entry into the building.</li> <li>▪ Parents are encouraged to drop off and leave.</li> <li>▪ Staff and 121's are on head ready to welcome children and support them into the building.</li> <li>▪ Staff wear masks when waiting for children</li> <li>▪ Parents are directed to wear masks when dropping children off and picking them up</li> <li>▪ PTS to drop off The Vines children at the gate near The Vines so that children and adults do not cross children and parents entering mainstream</li> </ul>	L	MS/SA/EM	LC
What procedure is in place to prevent a child who is displaying Covid-19 symptoms entering the school building?	M	<ul style="list-style-type: none"> <li>▪ Staff are regularly updated on symptom updates and what to look for via email.</li> <li>▪ Children and parents are asked if they are well on arrival to school.</li> <li>▪ If a child is identified as being unwell before entering the building, their parents are told to take them home.</li> <li>▪ Class teachers are emailed an absence list daily to allow them to check that a child who has been isolating does not come into school until they are permitted to do so.</li> <li>▪ Parents receive regular updates via text and letter.</li> <li>▪ EHT are updated daily on new cases and those with symptoms.</li> </ul>	L	MS/SA/EM	LC
<b>2) Movement Around School &amp; Contact Between Pupils, Staff and Parents</b>					
How is pupil-to-pupil contact managed to reduce transmission?	H	<ul style="list-style-type: none"> <li>▪ Children from the Vines access all their learning in The Vines.</li> <li>▪ There are no key stage assemblies. Instead, assemblies will be delivered virtually, directly into classrooms.</li> <li>▪ Children in each session are matched by need allowing staff to support them with a focus on their wellbeing.</li> <li>▪ Children have their lunch in the Vines in their classrooms at their own work station</li> <li>▪ Children are told to wash their hands after visiting the toilet. Strategies are in place to support to understand why.</li> </ul>	L	MS/SA/EM	LC

		<ul style="list-style-type: none"> <li>▪ Routines of handwashing are embedded into the daily timetable. Staff will model this to children.</li> </ul>			
How is staff contact minimised to reduce transmission?	H	<ul style="list-style-type: none"> <li>▪ Staffing is strictly controlled and tracked. The same adults are in classes from day to day.</li> <li>▪ Adults do not move between the classes between mainstream and The Vines buildings.</li> <li>▪ Adult movement with The Vines classes is minimised but taking account of the needs of the children</li> <li>▪ Staff have designated break times and only have contact with those in The Vines bubble.</li> <li>▪ Cleaning products are available in staffroom spaces should staff want to use them.</li> <li>▪ Staff are encouraged to wear face masks in communal areas (kitchen)</li> <li>▪ Sanitiser is available in staff room spaces for staff to use on arrival and as they leave the space.</li> <li>▪ Staff are encouraged to only bring necessities into school and have a locker to store all belongings.</li> </ul>	L	MS/SA/EM	LC
How do staff communicate to reduce the risk through face to face contact	H	<ul style="list-style-type: none"> <li>▪ Staff will remain in The Vines</li> <li>▪ Staff are not permitted to move between the buildings in which they are based</li> <li>▪ Teacher communication with other staff in main school is through Google Hangout, Google Meet, Email or class telephones.</li> <li>▪ Staff communicate in the building but will maintain a 2m distance where possible.</li> <li>▪ Phase meetings are carried out through Google Meet allowing teachers to remain in their own classroom.</li> <li>▪ Staff are directed to work from home for their PPA time or if staff meeting time is directed</li> <li>▪ SLT meetings are carried out through Google Meet</li> <li>▪ Should it be essential to visit the office, they talk to staff through a protective screen.</li> <li>▪ Fobs to the office space have been disabled. Only those who work in that area can access the space along with SLT who can enter in an emergency.</li> </ul>	L	MS/SA/EM	LC

		<ul style="list-style-type: none"> <li>Any papers or documents that need to be passed to the office are done so via the office 'post box'</li> <li>Letters are emailed to parents to prevent admin staff delivering things to classrooms.</li> <li>Room capacity signage is in place to limit the number of people authorised to be in a given space.</li> </ul>			
How can parents communicate without entering the school building?		<ul style="list-style-type: none"> <li>Parents can email or contact the school office via telephone to pass on messages.</li> <li>The Vines has a dedicated email address where parent can make contact with class teachers</li> <li>Parents are not permitted to enter the building</li> <li>When dropping off adults receiving children will wear a visor. Parents are encouraged to use the email address to communicate or request a phone call home.</li> </ul>	L	MS/SA/EM	LC
<b>2</b>	<b>Hygiene</b>				
How are spaces in school well ventilated?	M	<ul style="list-style-type: none"> <li>Windows in classrooms, offices and communal spaces remain open at all times</li> <li>Doors to the outside will remain open where possible</li> <li>The Air conditioning unit will remain off</li> <li>If it is raining, the windows may be pulled to slightly, still allowing for a flow of fresh air</li> <li>Teachers will make the most of outdoor learning opportunities within their bubbles.</li> </ul>	L	MS/SA/EM	LC
How is good hand hygiene ensured for all?	M	<ul style="list-style-type: none"> <li>The Vines have access to running water and hand soap in addition to anti-bacterial hand gel.</li> <li>Hand sanitiser dispensers are installed in the building, including on entry to the building, and outside the kitchen. These are refilled daily and teacher can request refills using the helpdesk ticketing system.</li> <li>Hand sanitiser is available in the classrooms for adults and children to use.</li> <li>Children wash or sanitise hands on arrival to school, before break, after break, before lunch, after lunch and before they go home as a minimum. This is a non-negotiable.</li> <li>Children are escorted to the toilet and adults check that hands have been thoroughly washed after each visit, before returning to the classroom.</li> </ul>	L	MS/SA/EM	LC

		<ul style="list-style-type: none"> <li>▪ Pupils are taught and reminded about regular handwashing for at least 20 seconds, as part of everyday life.</li> <li>▪ Additional signage is in place to remind everyone of the importance of regular handwashing.</li> <li>▪ Music is played to reinforce the routine of handwashing for those that children that have limited understanding</li> </ul>			
How is good general hygiene promoted for all?	H	<ul style="list-style-type: none"> <li>▪ Each classroom has a supply of tissues and paper towels</li> <li>▪ 'Catch/Bin/Kill' posters are displayed around school. Banners are places on the railings outside school to remind both pupils and parents.</li> <li>▪ Pedal bins are in each classroom to ensure the safe disposal of used tissues.</li> <li>▪ Children are taught and reminded regularly about the need to catch coughs and sneezes in a tissue or in their elbow.</li> <li>▪ Parents are reminded regularly of covid-19 symptoms and what to do if their child feels unwell.</li> <li>▪ A dedicated Covid area of the website holds up to date information to keep parents informed.</li> </ul>	L	MS/SA/EM	LC
<b>3 Classroom Space and Resources</b>					
How is the classroom space organised to promote social distancing?	H	<ul style="list-style-type: none"> <li>▪ Children that have an understanding are taught and regularly reminded not to be close to each other. Signs are in place to act as visual reminders.</li> <li>▪ Adults should remain at least 1m away from children in line with DfE Guidance</li> <li>▪ Where staff are unable to keep a 1m distance, they wear visors as an extra control measure.</li> <li>▪ Children have their own workstation to sit at. These are divided by a screen. Where they are face to face there is at least 1 metre between them.</li> <li>▪ Where adults are supporting the children, they will sit side by side and the adult will wear a mask.</li> </ul>	L	MS/SA/EM	LC
How are resources cleaned, in order to prevent transmission?	M	<ul style="list-style-type: none"> <li>▪ Pupils from year 2 – 6 have their own pencil case/zip wallet containing pencils, pens, rulers and anything they will need to use frequently to complete their work.</li> <li>▪ Children within the sensory classroom will have access to four areas of provision with essential resources that can be cleaned daily</li> </ul>	L	MS/SA/EM	LC

		<ul style="list-style-type: none"> <li>Resources made of materials that are unable to be cleaned (eg. books) will be placed in quarantine boxes for 72 hours before being reused.</li> <li>Where resources are used to complete learning, they are either cleaned with Milton or sprayed and left to dry overnight, or left for 48/72 hours before used again in line with DfE guidance.</li> <li>On the occasions that resources need to be shared from the AM to PM classes, they are cleaned and dried before being passed to the next class (bikes and outdoor equipment).</li> </ul>			
How is the transmission of Covid prevented from being passed between home and school?	M	<ul style="list-style-type: none"> <li>Essential items only are brought to school (coats, lunch boxes, water bottles etc)</li> <li>Children's coats are on pegs.</li> <li>Pupil exercise books remain in school.</li> </ul>	L	MS/SA/EM	LC
<b>4 Break time and Lunchtime</b>					
How is the risk of transmission controlled at break time?	M	<ul style="list-style-type: none"> <li>Children have break times with children within their sessions only.</li> <li>The Vines adults supervise their children at break to ensure that adults do not move between year group bubbles.</li> <li>Children have a designated time to play outside when no other children from mainstream are outside</li> </ul>	L	MS/SA/EM	LC
How is the risk of transmission controlled at lunchtime?	H	<ul style="list-style-type: none"> <li>Children either wash or sanitise their hands before lunch</li> <li>Children have their lunch with children in their session only.</li> <li>Pupils sit evenly spaced at tables to help exercise some social distance</li> <li>Adults supporting children while eating will wear visors.</li> <li>Children and staff will sanitise hands as they come back into the classroom for lunch.</li> </ul>	L	MS/SA/EM	LC
How is the transmission controlled during staff breaks?	H	<ul style="list-style-type: none"> <li>Staff have a designated break and lunchtime and a designated space to take this break.</li> <li>Additional space for staff breaks has been organised. Room capacity limits are in place in all these spaces</li> <li>Staff are told to bring in their own lunch kit including cutlery and cup.</li> <li>Personal belongings locked in staff lockers</li> <li>Staff can bring flasks of tea and coffee into school which are made at home.</li> </ul>	L	MS/SA/EM	LC

How is the risk of transmission minimised as the children play?	H	<ul style="list-style-type: none"> <li>▪ Children sanitize their hands before lunch.</li> <li>▪ Each group uses separate boxes of equipment at lunchtime and times where they are using the outdoor space</li> <li>▪ Children that have an understanding are reminded to play more socially distance games at a 1m distance.</li> <li>▪ Staff monitor distance between the children and support them with this where possible.</li> <li>▪ The children with limited understanding of social distancing will be encouraged through distraction and motivating activities to socially distance.</li> <li>▪ Children sanitise hands on re-entry to the classroom.</li> </ul>	L	MS/SA/EM	LC
<b>5</b>	<b>Cleaning</b>				
How regularly are classroom and office areas cleaned?	M	<ul style="list-style-type: none"> <li>▪ Classrooms are thoroughly cleaned at the end of each day.</li> <li>▪ The soft play room will be cleaned and fogged weekly.</li> <li>▪ The quiet rooms will be fogged weekly.</li> <li>▪ In additional, a touch point clean takes place each lunchtime. This includes the cleaning of toilets.</li> <li>▪ Each classroom is provided with Anti-Bacterial spray and cloths allowing staff to wipe down surfaces and touch points as often as they feel needed.</li> <li>▪ Pedal bins are emptied daily or more often if needed.</li> <li>▪ Classrooms are fogged on a weekly rota basis.</li> <li>▪ Each classroom has a cleaning caddy so that staff can clean down surfaces and areas as the children use them</li> </ul>	L	MS/SA/EM	LC
Are cleaning products used effective and fit for purpose?	M	<ul style="list-style-type: none"> <li>▪ Selgiene extreme, Anti bac spray Bio products are used to clean surface areas.</li> <li>▪ FM Management are contracted to carry out cleaning in school. Their staff have received additional training.</li> </ul>	L	MS/SA/EM	LC
<b>6</b>	<b>Evacuation Procedures</b>				
How will you ensure children and staff can evacuate the building safely in the event of a fire?	L	<ul style="list-style-type: none"> <li>▪ Fire evacuation procedures will remain in place as per Health &amp; Safety guidelines.</li> <li>▪ Fire evacuation points have been revisited to allow them to be as socially distance as possible in an emergency.</li> </ul>	L		

		<ul style="list-style-type: none"> <li>Staff are familiarise with fire evacuation procedures at the beginning of each year.</li> <li>The Fire Alarm is tested each Wednesday afternoon</li> <li>Children will sanitise their hands on re-entry to the building.</li> </ul>			
How will you ensure children are safe in the event of an invacuation?	M	<ul style="list-style-type: none"> <li>The existing invacuation procedures remain in place.</li> <li>Staff know they have a duty of care to safeguarding our pupils</li> </ul>	L	MS/SA/EM	LC
<b>7   Relationship Policy and Pupil Welfare</b>					
How will pupils be supported to meet school expectations for behaviour and conduct?	M	<ul style="list-style-type: none"> <li>Children have individual behaviour support plans that are share with staff in The Vines</li> <li>Staff training has been carried out on behaviour management and de-escalation strategies</li> <li>If staff identify children to be struggling in The Vines, the lead teacher is informed. If this continues to a level that cannot be de-escalated a member of SLT is informed.</li> <li>SLT may be required to enter The Vines to support staff and children at times. They will wear a face mask and visor to minimise the risk.</li> <li>Senior Leaders will involve parents in supporting their child where appropriate.</li> </ul>	L	MS/SA/EM	LC
How will pupils be supported to understand their feelings and emotions are their Covid experiences?	M	<ul style="list-style-type: none"> <li>Class teachers will use the Zones of Regulation to talk about feelings and discuss anything they identify as worrying the children.</li> <li>Staff will use social stories to support the children with their feelings</li> <li>Children that are feeling particularly anxious about the return to school can wear a mask if they choose.</li> <li>Daily emotional morning check ins will allow adults in the classroom to unpick and support any anxieties.</li> <li>The focus is to settle children back into routines rather than academic attainment. This is due to the needs of the children and the safety of all.</li> </ul>	L	MS/SA/EM	LC
<b>9   End of Session Pick Up</b>					
How will the end of the day routine be managed to reduce transmission?	H	<ul style="list-style-type: none"> <li>Parents will be unable to speak to teachers at this time and will be told to use the established channels of communication.</li> </ul>	L	MS/SA/EM	LC
<b>8   First Aid</b>					



How will children be supported who need first aid?	M	<ul style="list-style-type: none"> <li>▪ Each bubble has a first aider they can access when needed.</li> <li>▪ The school will follow guidance on the use of PPE. PPE is available for staff who choose to wear this, where close contact needs to take place in order to administer First Aid.</li> <li>▪ PPE will be worn if a child already has routine intimate care needs.</li> <li>▪ PPE is situated in the Disabled toilet.</li> <li>▪ Adults will continue to be trained on the correct use of PPE.</li> <li>▪ Classrooms have access to an emergency aid kit so that first aid can be administered within a classroom if appropriate</li> <li>▪ Details of first aiders can be found on posters which are displayed around school.</li> </ul>	L	MS/SA/EM	LC
How are children supported with existing medical needs?	M	<ul style="list-style-type: none"> <li>▪ Class teachers are aware of children with medical conditions who are in their class.</li> <li>▪ Inhalers are kept in classrooms</li> <li>▪ The Vines has a First Aider</li> <li>▪ Those who support children with intimate care wear PPE</li> </ul>	L	MS/SA/EM	LC
<b>9</b>	<b>Covid Positive</b>				
What procedure is in place if a child or adult becomes unwell with Covid-19 symptoms whilst at school?	H	<ul style="list-style-type: none"> <li>▪ Anyone who develops symptoms of COVID-19 whilst in school will immediately be isolated in the isolation room.</li> <li>▪ The Vines will be notified LR in the office of a potential case.</li> <li>▪ The member of staff supporting will put on full PPE before entering the room.</li> <li>▪ Their symptoms will be monitored for 10 – 20 minutes.</li> <li>▪ Pupil's parents will be contacted and asked to collect their child from school as soon as possible</li> <li>▪ On collection the parents will be told to book a Covid test for their child as soon as possible and self-isolate whilst they do this.</li> <li>▪ They will be asked to confirm the test outcome to school.</li> <li>▪ Once the child has left, the isolation room will be cleaned and a sign placed on the door to confirm that this has been done.</li> <li>▪ A flow chart has been produced to help everyone understand this procedure.</li> </ul>	L	MS/SA/EM	LC
What procedure is in place if an adult or child tests positive for Covid-19?	H	<ul style="list-style-type: none"> <li>▪ SLT will notify the Executive Headteacher and the DfE Covid Helpline. They will then contact Bradford Council</li> <li>▪ If required, the school will cooperate fully with Public Health England.</li> </ul>	L	MS/SA/EM	LC

		<ul style="list-style-type: none"><li>▪ Anyone with a positive test result will be instructed to stay at home. They should follow the Government guidance and remain at home for 10 days (from the onset of symptoms).</li><li>▪ They will be allowed to return to school at the end of the isolation period providing they have not had a temperature for two consecutive days.</li><li>▪ When someone tests positive, we will remind them that anyone in their household will also be required to self-isolate and get tested if they display symptoms.</li></ul>			
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