

Description of Activity / Person / Area / Equipment being assessed	Provision of education during the Covid-19 situation - preparation for full opening of schools in September 2020	
Section(s) / Team(s) covered	Reach Alternative Education	
Location(s) covered	Sites / travel / one to one / group	
Date of Original Assessment	16 th July 2020	
When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?		
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Has action been taken	YES / NO / ONGOING / NONE REQUIRED	
Confirmed by Line Manager?	YES / NO	
Lead Assessors name (print)	Dan Palmer	
Lead Assessor's signature		
Date:	25 th July 2020	
Has action been taken	NONE REQUIRED	
Manager's name (print)	N/A	
Manager's signature		
Date:		

This risk assessment template focuses on the provision of education during Covid-19 situation in September 2020 when schools will be accepting all pupils back.

Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
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Schools COVID 19 Risk Assessment for September full opening

v1 16 July 2020

<p>This risk assessment will be reviewed whenever there are significant changes to activities in Reach or relevant changes in the Government's policy and advice on Covid 19.</p>	<p>25/7/2020</p>	<p>Changes were made to reflect issues specific to Reach</p>	<p>Dan Palmer</p>	

No	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	In place? Comments?
1	Some staff or students may be more vulnerable to complications associated with COVID-19	Staff Students	<ul style="list-style-type: none"> As all students will be back at school it is even more important to be aware of peoples' medical conditions. Staff / parents of pupils have been asked to let their Manager/the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: NHS list of high risk and moderate risk conditions Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding <p>Excerpt from the shielding guidance (updated on 8th July):</p> <p><i>"From 1 August, you'll be advised you could go out to more places and see more people, for example, the advice is:</i></p> <ul style="list-style-type: none"> <i>you can go to work, as long as the workplace is COVID-secure – but carry on working from home if you can</i> <i>children who are clinically extremely vulnerable can go back to school (when the rest of their class goes back)</i> <i>you can go outside to buy food, to places of worship and for exercise – keeping 2 metres away wherever possible"</i> 	We have one pregnant member of staff who is on maternity leave. DP will meet with all staff with vulnerabilities

			<ul style="list-style-type: none"> Emerging evidence suggests that, alongside a previous list of health-related physical conditions, there are three key demographic factors that can affect people’s vulnerability, or ‘risk factor’ in relation to COVID-19 health outcomes: <ul style="list-style-type: none"> Age Underlying health conditions Ethnicity Gender 	
2	People with symptoms of COVID-19 - potential for transmission from person to person	Staff students visitors contractors	<ul style="list-style-type: none"> Staff, children, students, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19. If anyone becomes unwell at Reach with a new, continuous cough, a high temperature or a loss of the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange a test to identify whether they have COVID-19. The arrangements for someone in Reach who presents symptoms are discussed in detail in the section of this risk assessment called ‘Someone develops COVID-19 symptoms whilst at Reach’ - number 25 in this risk assessment Public Health England advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). 	
3	Stress and anxiety for staff who are	Staff	<ul style="list-style-type: none"> In addition to the bullet points listed in point 1 of this risk assessment the following are in place: 	We have met with all staff to ascertain who may have

			<p>local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>Reach will follow the advice provided by Public Health in these situations.</p> <p>In the event of a possible contagion at Reach, we will work closely with Public Health England and the Local Authority.</p> <p>Link: Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance) the Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations.</p>	
6	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing</p>	<p>Staff students visitors contractors</p>	<ul style="list-style-type: none"> ● Reach is reviewing the numbers of handwashing facilities on site and considering whether these are sufficient or more are needed. We will supplement sinks where needed with the provision of hand sanitiser dispensing units. As part of this, Reach will consider aspects related to exposure to the elements, e.g. insulation to prevent freezing in winter, etc.. ● Reach is reviewing whether it has sufficient numbers of bins to support respiratory and handwashing hygiene, pedal bins are most effective as they negate the need for hand contact with the bin, however the service will decide ultimately, taking into account suitability in relation to the students (e.g. age and abilities of students). ● On arriving at base, all staff and students are required to wash their hands or apply hand sanitiser. Students are to be well versed in the arrangements and handwashing methods, plus their role in infection control. ● On arriving at base, visitors including contractors are required either to apply hand sanitiser provided in reception. 	<p>We will buy a pedal bin for reception lobby.</p>

			<ul style="list-style-type: none"> ● Prominent signage is provided in the entrance area so all are clear what is expected of them in relation to hand washing/ hand sanitising. ● All staff and students are reminded to wash their hands regularly during the day, especially after using the toilet, when they return from breaks, when they change rooms and before and after eating, and to avoid touching their nose, mouth or eyes. ● Where a sink is not nearby, hand sanitiser is to be available in main rooms. ● Soap, paper towels (where used) and hand sanitiser supplies are regularly replenished. ● Public Health England has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels. ● Link: Guidelines on hand hygiene ● Link: Wash your hands poster ● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. ● Link: Catch it, Kill it, Bin it poster ● Where toilets have lids, pupils and staff are encouraged to close the lids before flushing.) ● First aiders have access to local handwashing facilities/hand sanitiser. 	
7	Visitors		<ul style="list-style-type: none"> ● Visitors to the base are still reduced to those which are essential, with careful discussion and arrangements made. ● Signing in arrangements are discussed in row 8 below. ● All Schools: Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. The school ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school. 	

			<ul style="list-style-type: none"> • Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible. • Prior to visits by contractors, discussions about requirements and contractor requirements relating to relevant controls, including hand washing take place. 	
8	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Signing in arrangements,</p> <p>Use of equipment including pens and pencils,</p> <p>Use of Resources,</p> <p>Shared equipment</p> <p>Toys</p>		<ul style="list-style-type: none"> • Staff, students and contractors use their own pens and pencils where possible, not sharing items with others, including when signing in. If a Reach pen has to be used because an individual doesn't have a pen and needs to sign in, either duty staff sign in on their behalf or a pen is provided which is then wiped clean afterwards. • Base resources, such as toys, books and games, can be used and shared within that group/bubble if necessary. These items are cleaned regularly. (Easily cleanable toys are best where possible.) • Soft furnishings which can be cleaned can be used. • Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task has their own dedicated pair of gloves and they should not share them with others. • Students and staff can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development. • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. (See also the sports row of this risk assessment.) • Where staff share a desk additional controls are in place, ensuring all equipment is cleaned with antibacterial products before use.. It is the responsibility of each member of staff to clean their station (desk top/keyboard and mouse) before and after use. 	<p>Visitors will be asked to give their contact details in case we are required to track and trace in the event of an outbreak</p> <p>Duty & kitchen staff to complete regular cleaning of exit and entrance door handles and glass screen</p>

	<p>Computer and IT equipment</p>		<ul style="list-style-type: none"> • Sanitising wipes are provided for areas where students or staff are using keyboards and mice. • Where possible there will be a 72 hour gap between usage of laptops for children. The school considers how external play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. • Excerpt from the Government Guidance for Schools (full opening): <i>“Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.”</i> 	
<p>9</p>	<p>Cleaning</p>		<ul style="list-style-type: none"> • There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together)). • Rooms / shared areas that are used by different groups are cleaned more frequently. 	<p>In place</p>

			<ul style="list-style-type: none"> • Different groups do not need to be allocated their own toilet, but toilets will be cleaned regularly and students will continue to be encouraged to clean their hands thoroughly after using the toilet. • See link: Cleaning in non-healthcare settings. Note: this guidance is due to be updated by the end of the summer term. 	
10	<p>Social distancing -</p> <p>One to ones</p> <p>Groups</p> <p>Sessions</p> <p>Bubbles/Groups</p>	Students, staff	<ul style="list-style-type: none"> • Link: Guidance for Full Opening (Schools) • Link: Guidance for Full Opening (Special Schools & Other Specialist Settings) • Where possible and appropriate, outside space is utilised for activities. • Where possible, students are in the same group at all times for the day and different groups are not mixed during the day. (If this can be achieved it will help to reduce the number of people who could be asked to isolate should someone in the group become ill with COVID-19.) • Where possible, students use the same area of a setting throughout the day with a thorough cleaning of the rooms at the end of the day • Where a different group needs to use a room that has been used by a different group, the room will need to be thoroughly cleaned before the next group enters. • Where staff need to move between classes and year groups for timetabling and subject purposes they will try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • Where possible fire exits will be utilised as entry points to reduce congestion at set times. • Window(s) are kept open enough to maintain good general ventilation wherever possible. Parents and students need to be informed so they ensure pupils dress appropriately. 	

			<ul style="list-style-type: none"> ● Excerpts from Government Guidelines: ● Measures within the classroom ● <i>“Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.”</i> ● The Government Guidance notes: <p><i>“Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</i></p> <p><i>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both</i></p>	
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			<p><i>measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> ● <i>children's ability to distance</i> ● <i>the lay out of the school</i> ● <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</i> <p><i>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</i></p> <p><i>Maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups."</i></p> <ul style="list-style-type: none"> ● Ensure that food is eaten in one area ● One member of staff will collect used plates and crockery and return to the kitchen ● Staff not to go into the kitchen when Phil R is there ● Staggered lunch times to reduce the total numbers of people in the base at any one time. 	
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	Social distancing - lunch			
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11	Social distancing - Offices		<ul style="list-style-type: none"> • Staff maintain the 2 metre distancing rule wherever possible including with other staff and students. • No hotdesking for staff takes place without additional controls in place, such as cleaning • Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. • Office window(s) are kept open enough to maintain good general ventilation wherever possible. Staff to be informed so they can dress appropriately. 	
12	After School Clubs, Breakfast Clubs, Holiday Clubs		N/A	
13	Social Distancing - Travelling to and from Reach		<ul style="list-style-type: none"> • The vast majority of our students come to Reach by collection by us. • All those who travel on public transport are required to wear face coverings. Update: The guidance on this has been updated again (4/7/2020) - Link: Safer Travel Guidance for Passengers • Any car travel with students and staff must be done so with both parties wearing masks (provided the student is not under 12). • See also this poster: Safe Travel Poster for Passengers • The following quote from the Government Guidance sums up the areas to be considered: <p><i>“Dedicated school transport, including statutory provision</i></p> <ul style="list-style-type: none"> • <i>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or</i> 	

	<p>Dropping off and collection arrangements</p>		<p><i>support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</i></p> <ul style="list-style-type: none"> ● <i>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</i> <ul style="list-style-type: none"> ○ <i>"how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</i> ○ <i>use of hand sanitiser upon boarding and/or disembarking</i> ○ <i>additional cleaning of vehicles</i> ○ <i>organised queuing and boarding where possible</i> ○ <i>distancing within vehicles wherever possible</i> ○ <i>the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet"</i> ● Students are regularly reminded about maintaining social distancing both in and outside of Reach ● The school regularly checks the Government Advice: ● Link: Government Guidance - Full Opening of Schools ● Link: Government Guidance - Special Schools and Other Specialist Settings 	
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			<ul style="list-style-type: none">• Link: Government Advice - Conducting a SEND Risk Assessment.	
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14	Face Coverings	Staff, pupils	<p>Face coverings</p> <ul style="list-style-type: none"> • Where students or staff have worn face coverings on their way to base, we will have a process in relation to the removal of face coverings when they arrive at the setting and communicates it clearly to them. • Students are instructed not to touch the front of their face covering during use or when removing them. • They must wash their hands immediately on arrival (as is the case for all pupils and students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. • Guidance on safe working in education, childcare and children’s social care provides more advice. Link: Guidance to working safely in education, childcare and children's social care • Link: Government Guidance on Full Opening of Schools <p>Quote from Section 1, point 6 of the Government Guidance:</p>	We will purchase sealable bags to distribute if required

			<p><i>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</i></p> <p><i>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</i></p> <p><i>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used”</i></p> <ul style="list-style-type: none"> ● This risk assessment includes arrangements for the provision of first aid, attending to someone who has symptoms of COVID19 and providing personal care including what PPE staff should wear in those instances. 	
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15			N/A	
16	Social distancing -	Staff, visitors	<ul style="list-style-type: none"> ● Protocol set for the use of kitchen ● Staff are encouraged to be outside where possible ● Staff are encouraged to close toilet lids before flushing ● Staff make their own drinks and handle their own food. ● Meeting rooms have chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled. ● Window(s) opened where possible. <p>Link: Government Guidance on Full Opening for Schools</p> <p>Excerpt from the Government Guidelines: <i>“Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.”</i></p>	

17	Social distancing - movement around school buildings	Staff, students	<ul style="list-style-type: none"> • • Keep windows open in offices, classrooms and toilets to ensure ventilation is sufficient around school • Staff to open windows when they arrive in school. • Excerpt from the Government Guidelines: <i>“While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.”</i> 	
18	Social distancing - Large gatherings,	Staff, students, visitors	<ul style="list-style-type: none"> • Whole team meetings will continue to be virtual only Excerpt from Government Guidelines: <i>“Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.”</i>	In place
19	Social distancing - Singing	Staff, students	No singing permitted	In place
20	Social distancing - Music including playing of wind and brass instruments	Students, staff	Musical instruments are not permitted to be played until further notice	

21	Activity & Sports	Staff, students	<ul style="list-style-type: none"> • Activity sites can be accessed by staff following pre approval from the duty desk. Checking the sites procedures for Covid and ensuring compliant for our operations. • Activities where possible to take place outside • Staff not to mix groups and avoid public as much as possible 	
22	Swimming	Students, staff	<ul style="list-style-type: none"> • The Government announced that open swimming pools could reopen on the 11th July with enclosed pools being able to open from the 25th July. • Swim England has published a number of documents in relation to opening swimming pools, the links to which are provided below. (There does not currently appear to be specific Government advice in relation to pools.) <p>Link to Swim England Documents - in particular the Guidance for Operators document is the most helpful for schools and it has just been updated (13/7/2020).</p> <p>Controls include:</p> <ul style="list-style-type: none"> • one way systems for entry and exit of the pool and changing rooms • increased ventilation 	

			<ul style="list-style-type: none"> ● enhanced cleaning arrangements ● reduced numbers of swimmers in the pool and changing areas 	
23	Educational Visits	Staff, students	<p>Link: coronavirus: travel guidance for education settings.</p> <ul style="list-style-type: none"> ● The Government has advised that, in the autumn term, schools & services can resume non-overnight domestic educational visits. This includes any trips or placements connected with a student or student's preparation for adulthood (for example workplace visits, travel training, etc.). ● Trips are organised in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. ● Reach also makes use of outdoor spaces in the local area to support delivery of the curriculum. When planning these activities, Reach undertakes a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, Reach considers what control measures are needed and ensures it is aware of wider advice on visiting indoor and outdoor venues. ● Reach has access to Atlas Safety Management to support our approval of sites and use of activities. All visits must be pre approved by Duty. Avoid use of public transport where possible. Face masks required on public transport and in shops / takeaways. 	

			<p>actions to be taken other than to monitor themselves for symptoms of possible COVID-19 over the following 14 days. Should they develop such symptoms they should follow the advice on what to do on the NHS website.</p> <p>Medication</p> <ul style="list-style-type: none"> ● Reach has a medication policy in place that is followed ● Staff dispensing medication to students should minimise contact. ● Wash hands before and after dispensing the medication ● Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. ● If required, gloves will be worn by staff when giving medication. 	
25	<p>Someone develops COVID-19 symptoms whilst at Reach</p>	<p>Staff, students</p>	<ul style="list-style-type: none"> ● If anyone is experiencing symptoms - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange to be tested to confirm if they have COVID-19. ● If a student is awaiting collection, they are moved to the console room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. ● Where possible, a window is opened for ventilation. ● If the student 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 student 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. 	

			<ul style="list-style-type: none"> ● If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. ● Reach will call 999 if they are seriously ill or injured or their life is at risk. ● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. ● Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. ● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. ● Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste. ● Link: guidance on cleaning in non-healthcare settings. ● Where a pupil or staff member tests positive for Coronavirus, follow the protocols as shared by SCC which will likely advise that the rest of their class/group be sent home and advised to self-isolate for 14 days. ● Link: Government Guidance for Contacts of People with Confirmed Case of Coronavirus <p>Excerpt from Government Guidance for schools:</p> <p><i>“Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they</i></p>	
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			<p>were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> ● direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ● proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ● travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.”</p>	
26		Staff	<ul style="list-style-type: none"> ● Staff wear disposable gloves and disposable aprons to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. 	

	Staff changing nappies		<ul style="list-style-type: none"> • Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately. • Areas / changing mats / beds in use are cleaned before and after use. • Link: Guidelines on hand hygiene 	
27	Laundry		<ul style="list-style-type: none"> • Public Health advises items should be washed in accordance with the manufacturer's instructions, using the warmest water setting and drying items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. • Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. • Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. • People dealing with laundry from a suspected/ confirmed case should wear gloves and aprons when handling the laundry. • The school follows the above advice if washing items that a person suspected of having COVID-19 has used or when cleaning washable soft furnishings that are used within a group/bubble. 	
28	Uniforms	Staff, students	<ul style="list-style-type: none"> • N/A 	
29	Routine cleaning of communal areas of Reach buildings	Staff/ Cleaning Contractors	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> • Disposable gloves are provided for staff/contractors (see next bullet point) • Staff wear their usual washable uniform/clothing • Mops are used for the tasks 	

			<ul style="list-style-type: none"> • No jet washing takes place during the current COVID-19 - not under any circumstances • Staff wash their hands when they have finished their task and dispose of the gloves. • Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal. • As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19. • Reach checks that external cleaning contractors have their own covid related risk assessment in place and ensures the cleaners are aware of what is expected of the contractors in terms of following COVID controls within the service. 	
30	Communicating with staff and parents	All	<ul style="list-style-type: none"> • Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. • Parents will be informed of the general arrangements being made and an explanation of what is expected of them in terms of dropping off and collecting children and any other local procedures will be given. We will emphasise their role in terms of the national approach • Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into Reach 	
31	Storage and issuing of masks Putting on the masks	Staff	<ul style="list-style-type: none"> • Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. • The following link provides information on donning masks: Link: Advice on donning surgical masks and other PPE. 	

			<ul style="list-style-type: none"> The following link provides information on how to safely remove the masks and other PPE: Link: Advice on removing surgical masks and other PPE. Video: PPE - Donning and Doffing PPE Video, Public Health England 	
32	<p>Ventilation including mechanical ventilation</p>		<ul style="list-style-type: none"> Reference has been made in this risk assessment to keeping some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where activities can take place outside, (weather permitting), this also remains an effective measure. HSE Advice: “Air conditioning The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low. You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. If you’re unsure, ask the advice of your heating ventilation and air conditioning (HVAC) engineer or adviser. General ventilation 	

			<ul style="list-style-type: none"> • Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. • Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems. • Where possible, consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors). • Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows, for example. • The risk of transmission through the use of ceiling and desk fans is extremely low.” Source: HSE. 	
33	<p>Fire Evacuation</p> <p>Fire Doors</p>	All	<ul style="list-style-type: none"> • Reach has reviewed the fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues. • <ul style="list-style-type: none"> ○ <i>The school has in place procedures for the regular cleaning of areas of the doors most frequently made contact with.</i> 	Whilst there is a high risk of covid transmission we will not carry out our regular fire drills.
34	<p>Food and drink</p> <p>Catering</p>	All	<ul style="list-style-type: none"> • Staff make their own drinks and do not share foodstuffs, cutlery and cups, etc. • Students are not allowed to swap food from their lunch boxes/plates. <p>Excerpt from Government Guidance:</p> <p><i>“We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food</i></p>	

			<p><i>to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.”</i></p> <p>Controls detailed in the guidance for caterers include:</p> <ul style="list-style-type: none"> • regular handwashing • those with symptoms to stay at home and get tested; • prompt removal of anyone with symptoms; • active engagement in test and trace; • risk assessment in place for activities; • limit unnecessary visits into the kitchen; • maintain 2m distancing between workers – if not possible, additional measures, e.g. redesigning task. Physical barriers, PPE or face coverings. 	
35	Science, DT guidance	All	N/A	
38	Communicating with staff and parents	All	<ul style="list-style-type: none"> • Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. • Parents and carers will be updated with a summary of the main COVID controls and arrangements that will be in place at Reach for September opening. Descriptions will be included as to what is expected of parents (and pupils) when dropping off and collecting 	

			<p>children and any other local procedures the service feels are important.</p> <ul style="list-style-type: none"> • Emphasising the role of parents and carers in terms of the national approach is also appropriate as it potentially impacts on school life and the whole pandemic control measures. • Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school. 	
39	COVID controls declaration poster	-	<ul style="list-style-type: none"> • The Government has produced a declaration poster for employers to display which schools may like to display: • Link: Covid Secure Poster 	
40	Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.	-	<ul style="list-style-type: none"> • Guidance for Full Opening of Schools • Guidance for Full Opening of Special Schools and Specialist Settings • Government Advice on Implementing Social Distancing in Schools • Safe Working in Education, Child Care and Children's Social Care Settings • Reopening Schools and Other Settings - Information for Parents • Government Advice - Conducting a SEND Risk Assessment • Government Guidance for Schools - shielding children and adults • Actions for Schools During the Coronavirus • Guidelines on hand hygiene • Advice on donning surgical masks and other PPE. • Advice on removing surgical masks and other PPE. • Video: PPE - Donning and Doffing PPE Video, Public Health England • School Premises - Managing Partially Opened Buildings 	

			<ul style="list-style-type: none"> • Guidance on Ventilation by REHVA • guidance on cleaning in non-healthcare settings. • DfE Summary of Government Advice Scientific Evidence Summary • Covid Secure Poster • staying at home guidance • Catch it, Kill it, Bin it poster • Safe Travel Poster for Passengers 	
41	Emotional Damage (some students have not been in school since March 2020 inc some not attending Reach)		<ul style="list-style-type: none"> • First day back in students offered an opportunity to talk about experiences at home and staff will identify if further work needs to be done. This will be focused on children who had not been back to school / Reach before September 2020. • Whilst we cannot offer physical comfort staff we endeavour to offer reassurance and in the event the children is too distressed we will call the parents to pick them up 	