



# The Martin Wilson School & Early Years Centre

## Risk Assessment for Keyworker & Vulnerable pupil provision

Start date: 04/01/2021

Lead: David Purslow (Headteacher)

Risk	Control Required	Action	Reference
<p>The risk of increased transmission of Virus.</p> <p>Lockdown (04/01/21)</p>	<p><b>In Lockdown school provision is reduced to accommodate Keyworkers children and pupils recognised as vulnerable as per DFE guidance.</b></p> <p><i>The government guidance indicates that every child who can be safely cared for at home should be and this, where possible, applies to children of key workers. (ie: if one parent is at home then the expectation is that the child can be kept safe at home and access remote learning from there).</i></p>	<p>Letter to all parents with guidance attached to ensure only essential attendance in line with advice.</p>	<p>Headteacher</p>
<p>The risk of increased transmission of Virus.</p> <p>Access restrictions</p>	<p><b>Contact between staff and pupil is limited by the use of Bubbles across school.</b></p>	<ul style="list-style-type: none"> <li>• Different entrances/exit points-see below</li> <li>• There will be markers to indicate which side to enter leave</li> <li>• Minimise number of parents-only one parent/sibling to pick up/drop off</li> <li>• Parents to be reminded not to gather in the outdoor areas/entrances/exits/quad area-to talk to other parents.</li> <li>• Parents to avoid interactions with teachers, encourage -email/phone calls. Parents to email 'home learning' email.</li> <li>• Parents not to enter school buildings –children collected on playground.</li> <li>• From 4<sup>th</sup> January parents/Carers to wear face masks/coverings on school grounds</li> </ul>	<p>All Staff/Parents</p>

		<ul style="list-style-type: none"> <li>• All information to be posted on website. And use of text/emails</li> <li>• Children kept in separate class bubbles</li> <li>• To limit interaction, sharing of rooms and social spaces between groups as much as possible</li> <li>• It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their bubble.</li> <li>• Playtimes-staggered-use of all play areas</li> <li>• No trips or visits (review Summer 21)</li> </ul>	
The risk of increased transmission of Virus. Resources	<b>Resources should be Bubble specific and all sanitised at the end of each day.</b>	<ul style="list-style-type: none"> <li>• Shared equipment (eg laptops) require a gap of 72 hrs between bubble transfer.</li> <li>• Pupils should not bring any equipment/resources into school and should have personal sets of essentials available.</li> </ul>	All Staff/Pupils
The risk of increased transmission of Virus. Administration	<b>Administration (Office). The office will be responsible for co-ordinating lunch and registration as well as its normal business functions.</b>	<ul style="list-style-type: none"> <li>• Where possible all admin communication, including registers, are to be done electronically.</li> <li>• Non-admin staff are not allowed in the office unless masked.</li> <li>• If using telephone/photocopier etc all staff must sanitize after use.</li> </ul>	All Staff
The risk of increased transmission of Virus. Staffing	<b>Staff are limited to contracted hours only. Where possible staffing levels in school will be minimalised and rotas put in place to reduce on site staff.</b>	<ul style="list-style-type: none"> <li>• Staff designated to bubbles,</li> <li>• Staff not to sit in staffroom/rest areas. 2-person rule per area.</li> <li>• If school cutlery/dishes are used, they must be rinsed and placed in the dishwasher-dishes/cutlery etc not to be left in classrooms</li> <li>• Staff to eat lunch in their classroom only.</li> <li>• Staff Meetings/CPD in small Teams-socially distanced or online-Inset sessions.</li> <li>• Face masks must be worn when outside bubbles and on grounds. Optional inside bubbles.</li> </ul>	All Staff
The risk of increased transmission of	<b>Shielding guidance should be followed by all who receive notification via NHS.</b>	<ul style="list-style-type: none"> <li>• Shielding staff to notify head when NHS information received.</li> </ul>	All Staff

Virus. Shielding		<ul style="list-style-type: none"> <li>• Anyone not officially shielding who has a concern should contact Headteacher to RA personal circumstances.</li> </ul>	
The risk of increased transmission of Virus.  Remote Learning	<p><b>Remote learning safety is paramount at this time. In order to protect both staff and pupils the protocols should be regularly reinforced.</b></p>	<p>Parents/Carers should be reminded to follow the protocols below, particularly those highlighted in bold.</p> <ol style="list-style-type: none"> <li>1. Keep the Video on at all times</li> <li>2. Keep Audio muted unless requested to speak by teacher.</li> <li>3. Feel free to sit and support your child during their lesson.</li> <li><b>4. Please display your child's name when logging in.</b></li> <li>5. Keep all distractions out of room (eg: pets, siblings, TV etc)</li> <li>6. Each class will have their own lesson at set times.</li> <li><b>7. Do not screenshot, photograph or record the lesson in any way as this is a breach of privacy and could lead to all live lessons having to be stopped.</b></li> <li>8. School will record the lesson for monitoring purposes only and these will not be available for sharing</li> </ol>	All Staff/parents/Pupils
The risk of increased transmission of Virus.  LFD Tests	<p><b>All staff are invited to take part in regular asymptomatic testing using LFD kits supplied by school.</b></p>	<ul style="list-style-type: none"> <li>• Staff who wish to participate will be supplied with lateral flow device (LFD) test kits to self-swab. You will be asked to take your test kits home and carry out the test twice a week.</li> <li>• The LFD test will give a result in around 30 minutes.</li> <li>• Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with school to help with contact tracing.</li> <li>• Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged.</li> <li>• Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance.</li> </ul>	All Staff

		<ul style="list-style-type: none"> <li>• Staff with a negative LFD test result can continue to attend school or nursery and use protective measures.</li> <li>• The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.</li> <li>• Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</li> </ul>	
<p>The risk of increased transmission of Virus.</p> <p>Safeguarding</p>	<p><b>Safeguarding remains paramount and all staff should continue to adhere to good practice.</b></p>	<ul style="list-style-type: none"> <li>• Any concerns to be logged on CPOMS</li> <li>• Use of FSW and LM to focus on absent pupils.</li> </ul>	All Staff
<p>The risk of increased transmission of Virus.</p> <p>Preventative measures</p>	<p><b>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</b></p> <p><i>Regular checks:</i></p> <p><i>1) whether the school has enough hand washing or hand sanitiser available so that all pupils and staff can clean their hands regularly</i></p> <p><i>2) supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</i></p> <p><i>3) building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.</i></p>	<ul style="list-style-type: none"> <li>• All pupils continue regime of regular handwashing.</li> <li>• Staff must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Main reception to have hand sanitiser stand for staff and visitors.</li> </ul>	<p>All Staff/Pupils</p> <p>Caretaker (Checks)</p>

<p>The risk of increased transmission of Virus.</p> <p>Preventative measures</p>	<p><b>Ensure that contact is minimised with individuals who are unwell by ensuring that those who have coronavirus (COVID19) symptoms, or who have someone in their household who does, do not attend school.</b></p> <p><i>Regular updates must reflect current Government guidance as updated.</i></p>	<p>Regular reminders sent out to parents/carers. Website reminder. All pupils must be accompanied to school and any pupil who staff suspect is unwell should be sent home straight away.</p>	<p>Headteacher (Updates)</p>
<p>The risk of increased transmission of Virus.</p> <p>Protective measures</p>	<p><b>Any pupil/staff/visitor who develops or displays symptoms whilst in school must be isolated and removed from school as soon as possible.</b></p> <p><i>The DfE helpline (0800 046 8687) should be contacted to support further action regarding closure of Bubbles if concerns of transmission risk have been breached.</i></p>	<p>If a symptomatic person comes into school or develops symptoms whilst in school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Parents to be called to authorise non-evasive temperature check if required. Each Bubble has an allocated isolation space: EYC – Link Area KS1 – Art Room KS2 – Cuckoos Nest 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>Only in exceptional circumstances will staff take symptomatic children?staff/visitors home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>•Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>•The driver and passenger will maintain a distance of 2 metres from each other; or</li> <li>•The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so.</li> </ul> <p>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following decontamination guidance.</p>	<p>All staff/visitors/pupils</p>

		Staff will be offered support should they be concerned about contact (Testing kits provided).	
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