

## DOVE HOUSE SCHOOL ACADEMY TRUST

<b>Activity Area</b>	Dove House School Academy Trust Main Site
<b>Activity / Procedure</b>	<b>Dove House School Re-opening September 2020 March 2021</b>
<b>Original Assessment date</b>	27th August 2020
<b>Current Review Date</b>	02 <sup>nd</sup> March 2021
<b>Reference number (per matrix)</b>	<b>DHSRA (Dove House School Academy Trust Risk Assessment)</b>

*This risk assessment was originally prepared to enable the re-introduction of all students to the Dove House School Main Site in September 2020.*

Dove House School Site has been closed for a continual period of 4 weeks; closing on Friday 24<sup>th</sup> July 2020 and re-opened on Monday 24<sup>th</sup> August 2020. All buildings inspections and monitoring had been completed and were up-to-date in accordance with the Health & Safety diary. Therefore, there was no risk relating to extensive closure of the school.

Dove House School re-opened with 2 'pods' namely years 7, 10 and 11 in pod 1; and years 8 and 9 in pod 2.

The class / teaching groups were standardised at a maximum number of 15 students.

2 No. yr 9 students in a 10/11 tutor group will sit in this tutor room; socially distanced at 2m apart from the rest of the tutor group.

1 No. year 8 student will be in a year 7 tutor group; but will have their own bay; maintaining 1m plus social distance.

Due to the size of the classrooms and Government advice all students will be seated front-facing, side-by-side; distance between each student as class space available.

Post 16 have opened under their own Risk Assessment relevant to their provision and accommodation.

On January 04<sup>th</sup> 2021 the UK Government announced another period of National Lockdown due to the Coronavirus COVID-19 pandemic. At that time the school was only open to the children of Critical Key Workers and identified others.

**This Risk Assessment has been prepared following the Government Guidance for Guidance for Full Opening: Schools published 24<sup>th</sup> August 2020; revised 28 August 2020 and Full Opening: Special Schools and Other Specialist Settings published 2<sup>nd</sup> July 2020; updated 25<sup>th</sup> August 2020; updated 8<sup>th</sup> September 2020; 6<sup>th</sup> November 2020 and the Guidance for Reopening Schools January 2021**

The School Leadership and Trustees will keep up-to-date with advice issued by, but not limited to, the following:

- DfE (Department of Education)
- NHS ( National Health Service)
- Department for Health and Social Care
- PHE (Public Health England)
- The school's local Health Protection Team (HPT)
- Hampshire County Council Local Authority

We have followed national and local guidance when writing the risk assessment. Guidance used, but not limited to, the following:

[COVID-19 Response - Spring 2021 \(Summary\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/covid-19-response-spring-2021-summary)

[Mass testing for secondary pupils as all schools and colleges fully reopen from 8 March - GOV.UK \(www.gov.uk\)](#)[Social distancing to make your workplace COVID-secure \(hse.gov.uk\)](#)

[Schools coronavirus \(COVID-19\) operational guidance publishing.service.gov.uk](#)<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

[Making your workplace COVID-secure during the coronavirus pandemic \(hse.gov.uk\)](#)

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

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

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

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

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<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>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm\\_source=1%20September%202020%20C19&utm\\_medium=Daily%20email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=1%20September%202020%20C19&utm_medium=Daily%20email%20C19&utm_campaign=DfE%20C19)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/984843/10\\_May\\_Schools\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984843/10_May_Schools_Guidance.pdf)

Staff, Trustees, Students and Families are made aware of the school's infection control procedures in relation to Coronavirus via email and are advised to contact the School as soon as possible if they believe they may have been exposed to coronavirus or are displaying any symptoms.

Common hazards	Common control measures
<p>Transmission of virus through airborne particles;</p>	<ul style="list-style-type: none"> <li>• From 17th May 2021 students are no longer required to wear face covering.</li> <li>• Staff and visitors must continue to wear a face covering in corridors, communal areas.</li> <li>• Staff may choose to continue to wear a face covering in class if they so wish.</li> <li>• Please note that face shields/visors are not an equivalent alternative to face masks and are unlikely to be effective in preventing small respiratory particles escaping.</li> <li>• Please be aware that there may be the need to re-introduce the wearing of face coverings for pupils and staff in response to localised outbreaks; in accordance with guidance from PHE.</li> </ul>
<p>Lack of Social distancing in the classroom resulting in direct transmission of the virus</p>	<ul style="list-style-type: none"> <li>• Student seating plans to be front-facing; side by side to accommodate the teaching groups in each classroom.</li> <li>• Removal of excess furniture to increase space if space to do so. Move furniture to unused spaces if practical,</li> <li>• Students to keep to their identified desks.</li> <li>• Keep spaces aired through natural ventilation by opening external doors and windows to provide movement of fresh air.</li> <li>• Social distancing rules discussed, communicated in both Verbal and Visual formats for all students. Social Stories created for students e.g. how to line up, use of toilet, moving around the classroom, wearing of masks if applicable ie. transport.</li> <li>• Social distancing rules to be re-iterated and modelled throughout the day.</li> <li>• Corridor floors are demarcated to show direction and safe distance signage;</li> </ul>

- Students to be withdrawn from main group should they struggle to follow social distancing rules and provision removed.
- Withdrawn students to be supervised by an identified adult and supported until they are:
  - 1) able to return to class or
  - 2) Picked up by parents /carers .
- Students who spit at / lick students or staff will be reminded of the dangers of these actions and will be requested to go home. School staff, together with parents and carers will work with the student to support and develop their understanding of the dangers of such behaviour during this COVID-19 Pandemic.
- Teacher feedback to be delivered following social distancing guidelines, e.g. using whiteboards or by sitting side by side with the child.
- Mark out area for teacher – 1m plus distance at front of room.
- Teacher to remain at the front of the class as much as possible.
- Teaching staff may choose to wear a facemask / visor in class. Please note that face shields/visors are not an equivalent alternative to face masks and are unlikely to be effective in preventing small respiratory particles escaping.
- Desks and keyboards to be cleaned down between teaching groups from different pods.
- Minimise contact and mixing, as far as possible, by keeping students in small groups for face-to-face support and keeping those groups as consistent as possible whilst in school.
- Students to remain with their own groups on site.
- Bags, coats and lunchboxes to be kept in student's locker.

	<ul style="list-style-type: none"> <li>• Additional coats and warm clothing to be worn to support students during cold /winter weather conditions.</li> <li>• Parents /Carers to be advised by School Communications system to ensure that students have adequate clothing and multiple layers to cope with cold conditions.</li> <li>• Due to potential for cross infection and transmission of virus: PE changing rooms will not be used for whole group changing.</li> <li>• Students will attend school in their PE kit on the days they have PE. They will wear their Dove House School Sweatshirt over their PE top. Tracksuit trousers can be worn over their shorts. The same arrangements will apply to Dance students, attending school in their kit.</li> </ul>
<p>Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus</p>	<ul style="list-style-type: none"> <li>• Number of students visiting the toilet to be reduced where possible, monitoring by staff to prevent overcrowding.</li> <li>• Middle sink closed for handwashing (every other sink to be used).Tape off sinks not to be used.</li> <li>• Separate toilets allocated to year groups as below to decrease the potential for cross-contamination between pods.</li> <li>• Students to wash hands after using toilet; using paper towel to turn off tap.</li> <li>• Hand towels and Hand dryers are available and will be used at all times for drying hands.</li> <li>• Students to be encouraged with role modelling and visual posters to place handtowels in bins and maintain cleanliness in toilet areas.</li> <li>• Signs to be displayed in all toilets re: washing hands.</li> <li>• Remind students to close toilet lid before flushing.</li> <li>• Cleaning of wash hand basins; toilet flush handles; toilet doors after breaktime and lunchtime by dedicated cleaning staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• At breaktimes and lunchtimes: <ul style="list-style-type: none"> <li>○ Year 7 to use English toilets or Hut 13/14</li> <li>○ 8+9 to use old changing room</li> <li>○ 10+11 to use C block toilets</li> </ul> </li> </ul>
<p>Lack of social distancing waiting to enter school site in morning / drop off by parents resulting in direct transmission of virus</p>	<ul style="list-style-type: none"> <li>• Instructions shared with all parents / carers regarding social distancing on school site.</li> <li>• COVID-19 Return to school Risk Assessment shared with all Staff, Parents /Carers via school website and email.</li> <li>• Pod 1 yr 7, 10, 11 drop off 8.30-8.45</li> <li>• Pod 2 yr 8+9 drop off 8.50-9.05</li> <li>• Parents / Carers who walk their children to school to leave them at pedestrian gate and collect from the same place. Staff to remind parents / carers to maintain social distancing.</li> <li>• Hand gel dispensers at entrance gates and students to gel hands on entry to school site.</li> <li>• Movement / Place Markers (yellow safety lines) to be applied to school grounds from school gate.</li> <li>• Students arriving in cars to alight from cars themselves and proceed to designated areas, guided by staff.</li> <li>• Parents / Carers transporting students are not to alight from cars during drop off/pick up time.</li> <li>• Students arriving on school transport may remove their facemasks and place mask in sealable plastic bag. They will then be required to gel / sanitise their hands.</li> <li>• Individual pods will line up separately where directed until the start of the school day; maintaining a social distance.</li> <li>• Pod 1 Playcourt</li> <li>• Pod 2 Maths garden / Vocational</li> </ul>

Infection contamination due to Visitors to site

- No non-scheduled visitors to school site at this time due to high transmission factor of COVID-19.
- Scheduled appointments will be made for staff candidates to visit the school. They will follow the timetabled activities and follow all specific guidance given to them by staff during their visit.
- Essential Visitors only are permitted on to School site during COVID 19. This includes Social Workers, Counsellors, supply teachers, peripatetic teachers etc.
- DHSA has a separate visitors and contractors RA and procedures which are emailed to visitors before they arrive on site.
- Visitors are asked to complete a Health Declaration when visiting the site.
- Permitted visitors must wash their hands with soap or sanitiser and wear a mask or visor while on site. Visitors to follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building/s. Further guidance on hand washing can be found at <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- All essential and multi-agency communications will continue to be held virtually via TEAMS / ZOOM / Phone calls.
- All parents and carers evenings, Options evenings etc; will be held virtually until the UK Government guidelines change
- Any visits by Partner Agency Staff (e.g. Social Services / Therapists) to be held in a designated ventilated space and to be advised on a daily basis to manage potential cross contamination and minimise cleaning.

<p>Lack of Social distancing on Hampshire Transport</p>	<ul style="list-style-type: none"> <li>• Dove House School Academy will continue to access and use Hampshire Transport's plans from September 2020. Students to follow the control measures and advice put in place by Hampshire Transport.</li> <li>• When waiting for school transport; students will be asked to put on their face masks before joining designated vehicle line before boarding the school transport.</li> <li>• Single use facemasks are available at the school gate for students who have mislaid their facemask.</li> <li>• Students will be directed to walk not run to their transport and to wear masks as appropriate.</li> <li>• Students will be dismissed from their tutor groups at the end of the school day so that they do not congregate or group in a non-socially distanced way on the playground and in transfer areas across the school.</li> </ul>
<p>Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of virus</p>	<ul style="list-style-type: none"> <li>• Individual pods will continue to have a designated space to go at breaktimes and lunchtimes. (See duties list)</li> <li>• Adventure playground will be for the use of Year 7's only.</li> <li>• The snack trolley will not be available at break times.</li> <li>• Students will be reminded to bring in their own snack.</li> <li>• Staff supervision at all times actively insisting on social distancing.</li> <li>• Students practice walking 2 metres apart – modelled by staff.</li> <li>• Staff to remain in their working areas to minimise contact with other adults.</li> <li>• Identified students allocated to B1 and B2 Computer Rooms and EPIC for Social Times and as behaviour response strategy.</li> </ul>
<p>Lack of social distancing when eating lunch</p>	<ul style="list-style-type: none"> <li>• Access to HC3 catering service will remain open. Cooked lunches and cold lunches will be available.</li> <li>• Dinner orders will be made on line only by tutors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff only to pour water at lunch tables to reduce contamination.</li> <li>• Students having a cold lunch option or packed lunch will eat in their classrooms or outside with supervision. (Weather dependent.)</li> <li>• Students having cooked meal will lunch in their pods in the dining hall; 2 sittings per day.</li> <li>• Dining tables will be cleaned down between pods.</li> <li>• Students will be sat at dining tables forward facing.</li> <li>• Learners at Post-16 will continue to bring a packed lunch.</li> <li>• Staff are to remain in their teaching areas during break and lunchtimes. There will not be a designated 'staff social area'; but this will be reviewed regularly in line with current advice and Guidance.</li> <li>• Staff are to remain in their working areas to minimise contact with other adults.</li> </ul>
<p>Lack of social distancing in the corridors resulting in direct transmission of the virus</p>	<ul style="list-style-type: none"> <li>• Staff and Visitors are required to wear face masks when moving around the premises, outside classrooms and within corridors</li> <li>• Students <b>in PE / Dance undertaking strenuous physical exercise may remove masks and place them safely in a named zip lock bag.</b></li> <li>• Students to be made aware of social distancing in corridors; using the one-way system.</li> <li>• Students and Staff are to be encouraged not to engage in casual conversation / stopping in corridors when moving through high-risk areas such as corridors. This is to minimise the possibility of potential transfer / shedding of viral load.</li> <li>• Use of e-mail / school SIMS system for alerts and communication between staff with walkie-talkies for</li> </ul>

	<p>immediate support distributed between Pastoral Lead, First Aid, Headteachers Office and LSB.</p> <ul style="list-style-type: none"> <li>• Temporary suspension of Acceptable Use policy with reference to staff using their own mobile phones for communication across the site. This is a reflection of the need to maintain communication but minimise mixing. It has been identified that there are insufficient landlines and school mobile phones for isolated staff.</li> <li>• A block, circulation corridor to become one way. Students to access A block through upper door. Students to exit A block using lower door between Science rooms. Directional arrows will be displayed mapping one-way system in A Block as reminder. 2-way traffic between A5 and atrium slope.</li> <li>• There will be 2-way traffic between A5 and slope down to school hall.</li> <li>• Students on first floor to exit A block via the main school entrance.</li> <li>• When groups move around the 2m distance guidance to be followed. Adult to follow at the rear, promoting distance guidelines. (<i>Practice this activity on return to full school opening and consider revision to pupil flow in line with staff observations of grouping and bunching of students</i>)</li> <li>• Identify possible passing of foot traffic – identify cleared alcove areas – to be used as Covid lay-bys. E.g. atrium top corridor; alcove at school hall entrance: A Block. First Floor stairwell in C Block and A Block</li> </ul>
<p>Communications Failure due to lack of landlines and phone access / lone working</p>	<ul style="list-style-type: none"> <li>• Use e-mail / school SIMS system for alerts and communication between staff with walkie-talkies for immediate support.</li> <li>• Temporary suspension of Acceptable Use policy with reference to staff using their own mobile phones for</li> </ul>

	<p><b>communication across the site.</b> This is a reflection of the need to maintain communication but minimise mixing. It has been identified that there are insufficient landlines and school mobile phones for staff in other buildings.</p>
<p>Contact of shared resources resulting in indirect transmission of the virus</p>	<ul style="list-style-type: none"> <li>• All subject areas to operate pod resources only e.g. pens pencils etc;.</li> <li>• Any shared equipment or resources to be cleaned immediately between pods or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different pods.</li> <li>• Tables, door handles and other surfaces cleaned periodically throughout the day &amp; every night.</li> <li>• Resources on tables ready for lesson and NOT distributed within the lesson, if possible.</li> <li>• Assess clean ability of equipment used in the delivery of therapies (ie: OT, Sensory equipment) to determine whether this equipment can withstand cleaning and disinfection between each use. Where this is not possible or practical, resources to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.</li> <li>• Use of Tutor Access Wallets will be ceased and an online Tutor Access record created.</li> <li>• All tutor/lunch information will now be on-line; including lunch orders.</li> <li>• All parents and carers are requested to pay for lunches and extra-curricular activities on-line to eliminate handling money in the office. Details of how to access Scopay have previously been sent out to all parents and carers in July 2020, August 2020 and at the start of the Spring Term, 2021.</li> </ul>

	<ul style="list-style-type: none"> <li>• Parents and Carers will be reminded by email of changes to the school day and the standard operating procedures on site.</li> <li>• Students to use hand gel before lesson, after each lesson, and after breaktimes and lunchtimes.</li> <li>• PE to be taught outside where possible.</li> <li>• PE equipment can be used between students in same pod. This equipment must be cleaned between each pod.</li> <li>• Fitness gym equipment must be cleaned down after every use. De-activate any apparatus; maintaining distance between each piece of equipment.</li> </ul>
Emotional distress of students	<ul style="list-style-type: none"> <li>• Teacher support in first instance.</li> <li>• Reassurance at all times.</li> <li>• Transition period for students who require support / encouragement</li> <li>• Maintain close pastoral support and contact with families.</li> <li>• Access to Visual Resources and Social Stories to support understanding of current Covid-19 Conditions e.g. Storicise Primary and Secondary Resources accessed at <a href="http://www.storicise.com">www.storicise.com</a></li> <li>• Referral and advice sought from School staff who have completed the new <b>Psychological First Aid Training February 2021. ( List held by SENCo and Head of School and advised to staff)</b></li> <li>• Access resources from : <a href="https://www.mentallyhealthyschools.org.uk">https://www.mentallyhealthyschools.org.uk</a></li> </ul>
Emotional distress of staff – including anxiety	<ul style="list-style-type: none"> <li>• Inclusion in risk assessment process – staff to have input into hazard identification and control measures. Staff to</li> </ul>

	<p>provide feedback for review purposes and this will be requested via email/ ZOOM at this time.</p> <ul style="list-style-type: none"> <li>• Staff have an opportunity to discuss individual concerns.</li> <li>• Share support helplines.</li> <li>• Risk Assessments reviewed daily for first week. After first week, fortnightly to include feedback from staff.</li> <li>• Separate Risk assessment will be prepared for admin staff / office areas; to address different operational procedures.</li> </ul> <p><b><u>Emotional, Mental Health and Wellbeing</u></b></p> <ul style="list-style-type: none"> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</li> <li>• Senior Leadership will operate an Open-Door strategy to support staff but will continue to operate safe social distancing, mask wearing and room ventilation.</li> <li>• At least one SLT member of staff on main site every day for staff to share concerns with.</li> <li>• Referral and advice sought from School staff who have completed the new <b>Psychological First Aid Training February 2021. ( List held by SENCo and Head of School and advised to staff)</b></li> <li>• Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></li> </ul>
<p>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</p>	<ul style="list-style-type: none"> <li>• Seek expert guidance from appropriate agencies and Team Teach Trainers</li> <li>• Provide protective screen(s) for appropriate areas.</li> <li>• Separate Risks to be highlighted leading to individual Risk Assessments with the help of those leading therapies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Appropriate PPE to be provided, used as required for close contact staff or those with a medical need. (Intimate Care Provision and PPE: CHECK individual RAs.)</li> <li>• Staff may choose to wear a face mask or visor in class. Please note that face shields/visors are not an equivalent alternative to face masks and are unlikely to be effective in preventing small respiratory particles escaping.</li> <li>• Visors to be supplied where appropriate.</li> <li>• De-escalation techniques to be used as first response to dysregulated students.</li> <li>• Removal from provision considered when students are acting in a way that puts staff and other students at risk e.g. spitting at staff.</li> <li>• All Positive Handling trained staff when on site to bring complete set of clothes to change into following any intervention.</li> <li>• Two trained staff on site at any time.</li> <li>• The Team Teach leads and the Interim Head of School have undertaken a review of existing Positive Handling Plans in this Spring Term 2021.</li> <li>• In line with best practice, any existing plans will be shared with staff, parents, carers, and students and will be updated if necessary, against current guidance and student presentation.</li> </ul>
<p>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</p>	<ul style="list-style-type: none"> <li>• Hand gel dispenser for each classroom.</li> <li>• Hand gel order in large quantities</li> <li>• Promote 'catch it, bin it, kill it' approach to respiratory hygiene (coughing/sneezing)</li> <li>• Tissues and bins available.</li> <li>• Extra soap dispensers in classrooms with sinks and toilets.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students to hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school. Students to wash hands or use gel as directed after using the toilet and any time they cough or sneeze.</li> <li>• Washing hands posters in all washing areas and classrooms.</li> <li>• Reminders how to wash hands properly, where necessary.</li> <li>• Ensure that SAME procedure is used with all students when hand washing to prevent confusion/lack of clarity referring to posters.</li> <li>• Morning break extended by 5 minutes to facilitate the cleaning of classrooms between teaching groups/pods.</li> </ul>
<p>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</p>	<ul style="list-style-type: none"> <li>• All surfaces, handles, and toilets will be cleaned each day using an effective cleaning agent.</li> <li>• Where possible staff should use their individually issued school laptop for work in school.</li> <li>• If using a shared laptop the person using them should wipe before and after use.</li> <li>• Regular cleaning of often-touched surfaces eg: wash hand basins, door handles to be performed; following strict cleaning protocol; and evidenced by inspection sheet.</li> <li>• Strict hygiene controls to be observed in staff communal areas when making hot drinks, heating food in microwaves etc;</li> <li>• Exit /Entry finger Keypads to be wiped down by cleaning staff at regular intervals during the day</li> <li>• Some resources may be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission.</li> <li>• No shared soft toys or bean bags to be used. Any students with sensory needs to be allocated personal equipment.</li> </ul>

Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus - PPE and Facemasks

- *Staff are permitted to wear face masks / visors as appropriate to their needs inside and outside of classrooms and in all communal areas.*
- *Please note that face shields/visors are not an equivalent alternative to face masks and are unlikely to be effective in preventing small respiratory particles escaping.*
- *Staff to wear PPE when administering first aid, medicines, physiotherapy, occupational therapy and personal care.*
- *Where staff are involved in restraint PPE is to be worn. (This is where time allows PPE to be put on without a delay of causing risk to others.)*
- *Staff to wear PPE where a child's individual RA identifies that staff supporting them need to wear full PPE.*
- *PPE may be worn as an exception where staff who have previously been classed as extremely clinically vulnerable; these staff to discuss individually with the Headteacher.*
- *Staff who teach in specialist technology rooms who are unable to socially distance delivering lessons may choose to wear appropriate PPE (i.e. masks/visors/gloves.)*
- *Please note that face shields/visors are not an equivalent alternative to face masks and are unlikely to be effective in preventing small respiratory particles escaping.*
- *Issuing all relevant risk assessments to staff concerning returning to work/re-opening of school, and allow them to comment and contribute as appropriate.*
- *Separate Risk Assessments to be completed for staff / students identified in response to bullet points above.*
- *Staff to maintain distance and minimise number of interactions.*

Risk of contamination/spread of virus in assemblies

- *Class assemblies are run on a rotation basis in the school hall. Seating Socially distanced.*

	<ul style="list-style-type: none"> <li>• Whole School assemblies will be delivered via Teams or Zoom.</li> </ul>
<p>Risk of contamination due to staff/student showing symptoms</p>	<ul style="list-style-type: none"> <li>• Staff, Trustees, Students and Families are made aware of the school's infection control procedures in relation to Coronavirus via email and are advised to contact the School as soon as possible if they believe they may have been exposed to coronavirus or are displaying any symptoms.</li> <li>• In line with new Government Guidelines all students and staff will be offered <b>voluntary</b> lateral flow device Home Test kit (LFT).</li> <li>• Follow Government Protocol for management of possible positive case.</li> <li>• Government provided PCR tests will be issued where a parent/ carer is unable to access provision elsewhere.</li> <li>• Ensure Test and Trace Service contacted to arrange PCR test immediately through NHS</li> <li>• ONLY IF test should prove positive; follow PHE advice.</li> <li>• Relevant areas used should be deep cleaned thoroughly following once student/employee has left the site.</li> <li>• DHSA is compliant with NHS guidance and NHS RA on conducting Lateral Flow Testing onsite.</li> </ul>
<p>Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus</p>	<ul style="list-style-type: none"> <li>• Children who are previously classed as clinically vulnerable – parents should seek medical advice from their GP concerning their child returning to school.</li> </ul>
<p>Risk of illness of clinically vulnerable staff through transmission of virus; including Pregnant Staff</p>	<ul style="list-style-type: none"> <li>• Employee to seek medical advice from GP following cessation of shielding.</li> <li>• Pregnant staff to liaise with H &amp;S; Line Manager and HR to ensure all control measures are followed.</li> <li>• Pregnant staff to seek medical advice from GP.</li> </ul>

	<ul style="list-style-type: none"> <li>• Pregnant staff to discuss enhanced needs and possibility of working from home during high infection rates/further local restrictions.</li> </ul>
<p>COVID-19 LFT (Lateral Flow Testing): Risk of contamination due to non-participation of Lateral Flow Testing in line with guidance</p>	<ul style="list-style-type: none"> <li>• Participation in LFT is voluntary for both staff and students and requires appropriate consent. See: Rapid asymptomatic testing in specialist settings</li> <li>• New Government guidelines have identified that to control the spread of the virus LFT Home Test kits will be made available to all students.</li> <li>• Staff will be provided with Home Testing LFT kits (2 tests to use each week at home.) Participation in testing is voluntary; but strongly recommended.</li> <li>• Should an LFD test be positive; staff/students are to obtain a confirmatory PCR test.</li> <li>• Parents and Students will be provided with home kits when they are received by the school at the beginning of March 2021.</li> </ul>

Level of Risk				Remaining Level of Risk			
High	Medium	Low	Negligible	High	Medium	Low	Negligible
<b>People at Risk</b>		<b>Students</b>		<b>Staff</b>		<b>Visitors</b>	
		Yes		Yes		Yes	
		No		No		No	
<b>Name of person(s) completing Assessment</b>		<b>Signature</b>		<b>Date</b>	<b>Comments</b>		
M. B. Ryan		M. B Ryan		02/03/2021	<a href="#">COVID-19 Response - Spring 2021 (Summary) - GOV.UK (www.gov.uk)</a>		

			<a href="#">Mass testing for secondary pupils as all schools and colleges fully reopen from 8 March - GOV.UK (www.gov.uk)</a> <a href="#">Social distancing to make your workplace COVID-secure (hse.gov.uk)</a>
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## Review History

Level of Risk				Remaining Level of Risk			
High	Medium	Low	Negligible	High	Medium	Low	Negligible
People at Risk		Students		Staff		Visitors	
		Yes		Yes		Yes	
		No		No		No	
Name of person(s) completing Assessment		Signature		Date	Comments		
M Piedot		M Piedot		28/08/20			

Name of assessor	Signature of assessor	Date	
D Dupont	D Dupont	28/08/20	

Review 1	Review date (after day 1)	Participants	Notes/Remarks
	7 September 2020	SLT	
Changes to control measures and/or hazards	<b>End of Day Communication:</b> <b>Channel '1': Transport Communication x 2 walkie talkies</b> <b>Channel '2': Pedestrian Communication x 2 walkie talkies</b>		

Review 2	Review date (after day 2)	Participants	Notes/Remarks
	8 September 2020	SLT	
Changes to control measures and/or hazards	<b>Students will line up in the playground, with masks on; in their designated transport queues and wait to be directed to bus. Bus will have identifying Mark/number and list of passengers for their transport.</b>		

Review 3	Review date (after day 3)	Participants	Notes/Remarks
	10 <sup>th</sup> September 2020	SLT	
Changes to control measures and/or hazards	<b>No change</b>		

Review 4	Review date (after 1 <sup>st</sup> week)	Participants	Notes/Remarks
	14 <sup>th</sup> September 2020	SLT	
Changes to control measures and/or hazards	<b>Afternoon Transport Pick-up procedure altered for increased efficiency. Water fountains re-open.</b>		

Review 5	Review date (after 2 <sup>nd</sup> week)	Participants	Notes/Remarks
	22 <sup>nd</sup> September 2020	SLT	

Changes to control measures and/or hazards	<b>Breaktime extended by 5 minutes to facilitate cleaning</b>	
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<b>Review 6</b>	<b>Review date After 3<sup>rd</sup> week</b>	<b>Participants</b>	<b>Notes/Remarks</b>
		SLT	
Changes to control measures and/or hazards	<b>No change</b>		

<b>Review 7</b>	<b>Review date:</b>	<b>Participants</b>	<b>Notes/Remarks</b>
	<b>03<sup>rd</sup> January 2021</b>	<b>M. B. Ryan ( Interim Head of School ) and SLT</b>	
Changes to control measures and/or hazards Advice on highly transmissible mutant Covid-19 virus	<b>Amendments in line with advice on wearing of face masks, Lateral Flow Testing and new Coronavirus 19 mutant virus strain and Union Advice to members.</b>		<a href="https://www.gov.uk/government/news/schools-and-childcare-settings-return-in-january-2021">Schools and childcare settings: return in January 2021 - GOV.UK</a> ( <a href="http://www.gov.uk">www.gov.uk</a> )

<b>Review 8</b>	<b>Review date:</b>	<b>Participants</b>	<b>Notes/Remarks</b>
	<b>01<sup>st</sup> March 2021</b>	<b>M. B Ryan</b>	

<p>Changes to control measures and/or hazards</p> <p>LFT ( Lateral Flow testing )</p> <p>Wearing of masks</p>	<p>Whole school opening.</p> <p>Staff and students in secondary schools and colleges are advised to wear face coverings in <b>all areas, including classrooms</b>, where social distancing cannot be maintained and as a temporary extra measure until the April Easter Term break 2021</p> <p><b>Introduction of community based LFT kits to families and students from 08<sup>th</sup> March 2021</b></p>		

<b>FULL RE-OPENING 8 MARCH 2021 RA REVIEW</b>			
<b>Review</b>	<b>Review date:</b>	<b>Participants</b>	<b>Notes/Remarks</b>
Review 1	10 <sup>th</sup> March 2021	SLT; MPi	
	Addition of control measures in relation to pregnant staff		
<b>Review</b>	<b>Review date:</b>	<b>Participants</b>	<b>Notes/Remarks</b>
Review 2	19 April 2021	MPi; BR	
	General staff candidate interview appts note added		
<b>Review</b>	<b>Review date:</b>	<b>Participants</b>	<b>Notes/Remarks</b>

Review			
<b>Review</b>	<b>Review date:</b>	<b>Participants</b>	<b>Notes/Remarks</b>
Review			
<b>Review</b>	<b>Review date:</b>	<b>Participants</b>	<b>Notes/Remarks</b>
Review			

<b>Date</b>	<b>Reviewer</b>	<b>Changes to control measures and/or hazards</b>	<b>Notes/Remarks</b>
22 <sup>nd</sup> October 20	MPI/SLT	<b>New Winter wet break arrangements</b>	
7 <sup>th</sup> November 20	MPI	<b>Face coverings/masks should be worn by all staff and students when in internal corridors and circulation areas.</b>	<b>New Govt guidance in 2<sup>nd</sup> 'Lockdown'</b>

03 <sup>rd</sup> January 2021	M B Ryan ( IHoS)	<p><b>Notes of ongoing issues or concerns relating to this assessment. 03rd January 2021</b>  Wearing of Masks and PPE  Daily Temperature Testing for Students and Staff  Lateral Flow Testing  Adjustment to uniform and warm clothing advice.  Communications needs and Acceptable Use Policy  Current National Union Advice  Challenges to Operational Capacity Measures</p> <p>The draft Version of the Dove House School Academy COVID 19 Risk Assessment dated 03/01/2021 was shared with all Staff, on 04/01/2021 and feedback taken.</p> <p>It will be referred to the Board of Trustees for review on the 12th January 2021 and then made available to all stakeholders.  In line with the rapidly changing landscape of the National Pandemic this RA must be active and reviewed daily</p>	<p><b>Review point 7 New Govt Guidance for Spring Term 2021</b></p> <p><a href="https://www.gov.uk/guidance/schools-and-childcare-settings-return-in-january-2021">Schools and childcare settings: return in January 2021 - GOV.UK</a>  (<a href="http://www.gov.uk">www.gov.uk</a>)</p>
02 <sup>nd</sup> March 2021	M B Ryan	<p><b>Re-Opening of School March 2021</b>  <b>RA reviewed and up-dated in accordance with current government guidance.</b></p>	
19 April 2021	M Piedot	<p><b>General staff interview appointments note added to RA</b></p>	
12 <sup>th</sup> May	M Piedot	<p><b>RA Reviewed and updated in accordance with current government guidance published May 2021</b></p>	<p>Facemasks; class assemblies;</p>