



SENDAT COVID-19 Spring 2022 Risk-Benefit Assessment Record

		Destination/activity: General Staff Responsible: Trustees/CEO/ All staff	Last updated : 30-01-2022 - LC
Assessment compiled by: Red – Medical Black – Day School Blue – Residential EHCP		Purpose of assessment: To keep themselves and others safe – <i>for every student and all staff</i>	

Safely keeping all SENDAT schools open is complicated and must be done in a measure and controlled way. Following all guidance and where there are conflicts in the guidance the highest level of caution/protection will be used.

Where items are marked as red this highlights the need to keep these items in mind daily and update further with guidance.
In special schools, specialist post-16 and hospital schools only, agree which additional pupils will return irrespective of year groups to achieve a phased return.

SENDAT schools are planning to be fully open for Spring 2022
Monitored by Board/TLG/school SLT's

Please state the intended benefits and the context of this assessment

We want all children, young people and staff to be back in settings, and believe the conditions are right for this in a carefully managed way.

SAFEGUARDING:

Prevention, Protection and Support. All SENDAT staff are part of our early help team, identifying and supporting students and their families.
Our safeguarding policy has been changed in line with government requirements

Context

“All education settings have a statutory duty under equalities legislation to make reasonable adjustments for disabled children. Many children and young people will have found lockdown exceptionally difficult socially and emotionally. Settings should consider any challenging behaviours or social or emotional challenges arising as a response to the lockdown and offer additional support and phased returns where needed.”

from <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

1.

<u>Risk</u>	<u>Precautions</u>	<u>Remaining issues</u>	<u>Responsibility /Notes</u>	<u>New/changed risk identified:</u>
List here the significant risks you have identified. Consider the venue (and transport to and from if appropriate). Medical and behavioural should also be included.	State here the precautions that reduce the risk to an acceptable level. Include precautions	Despite all the precautions are there issues that remain?	State who is responsible for checking that the	Date and initial in this column

Risk	Precautions	Remaining issues	Responsibility /Notes	New/changed risk identified:	
<p>1. System of Controls- updated Jan 20222</p> <p>Ensure good hygiene for everyone.</p> <p>0. Maintain appropriate cleaning regimes.</p> <ol style="list-style-type: none"> 1. Keep occupied spaces well ventilated. 2. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. 	<p>Prevention measures to be in place all the time</p> <p>Most staff have been doubly vaccinated. With booster.</p>	<p>already in place, and those that need to be put in place.</p> <p>Ensure everyone is aware and follows the 5 points of system control Bullet point 5 points</p> <p>Hand washing posters and Catch it Posters in all areas used by children to promote and reinforce good hygiene practice Handwashing posters displayed in reception area and all staff and visitor cloakrooms</p>	<p>Students who are hypersensitive to hand washing products – Use anti-bacterial wipes</p> <p>Student anxieties – Use trauma informed approaches</p>	<p>All staff</p>	
<p>2. Face Coverings</p> <p>The virus is spreading rapidly through schools. Enhanced precautions are needed to keep as many students as possible in school.</p>		<p>Whilst this is the case all staff should wear face coverings all the time.</p> <p>Secondary students are encouraged to wear masks in school and on transport</p>	<p>To be reviewed weekly by CEO and TLG</p>	<p>All Staff</p>	
<p>3. Insufficient staff for face to face teaching</p>		<p>In rare circumstances where teaching and support staff have tested positive some classes may have to be moved to remote learning.</p>	<p>Reviewed daily.</p> <p>Staff LFT testing from day 5 and as staff are able to work. Classes will re open face to face.</p>	<p>All staff</p>	
<p>4. Testing</p>	<p>Special schools' guidance</p>		<p>Testing of students in units at Peile and Mulberry is expected to</p>		

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<p>Remains an important part of the systems of control.</p> <p>a) LFT Testing on site. Two tests for all secondary students at the start of term.</p> <p>b) All staff and secondary students to be asked for twice weekly LFT testing and register on test register.</p> <p>c) Positive LFT tests required to have PCR test.</p>	<p>Isolation guidance NHS</p> <p>Returning from abroad info link on NHS guidance</p>	<p>a) Testing offered in the sports halls at Priory and SL. Phased return of students.</p>	<p>be part of the Mainstream school offer.</p>		
<p>5. Isolating</p> <p>No longer 10 day isolation for contacts</p>	<p>Special schools' guidance</p> <p>Isolation guidance NHS</p> <p>Returning from abroad info link on NHS guidance</p>	<p>Contacts of a confirmed case should be recommended to have a PCR test and stay away from school until results confirmed.</p>			
<p>6. Ventilation</p> <p>Guidance suggests the importance of ventilation and O2 levels</p>	<p>Government scheme will send out monitors.</p> <p>All classrooms encouraged to keep ventilated with windows etc</p>	<p>Have purchased 1 monitor for use across the trust whilst we wait for government supplies. Where monitor suggests insufficient ventilation, open windows, reduce numbers in the room etc. Also suggest more plants in rooms</p>	<p>Unclear when monitors will arrive.</p> <p>Currently unclear of expectations and financial support available for insufficiently ventilated areas.</p>		
<p>7. Hygiene</p>	<p>Hand Washing</p> <p>Important as part of infection control.</p>	<p>Students and staff wash hands / sanitise at least every hour – changes of activity, breaks, etc. “Annex C” posters to be displayed in every room. Lidded bins to be available in classrooms</p>	<p>Timetable handwashing</p> <p>Start or finish all lessons/activities with hand washing. “link to Key article”</p> <p>Students who need soft fabric comfort toys, etc. to leave them in valuables during day.</p>		

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		CH. Open recommissioned toilet in school block. Secure boot room to make available for handwashing throughout day. Soft toys and any other unnecessary items likely to carry germs to be removed from classrooms.	Use of pocket tokens recommended. Other measures to be discussed with parents and carers		
8. Student underlying medical/health/conditions	Underlying health need cause COVID-19 to be more likely to cause harm/death	Only paediatricians or specialist consultant can advise about medically vulnerable students attending.	Ensure welfare checks continue for anyone remaining at home. Remote learning to be offered which follows school learning programmes	KS leads	
9. Staff underlying health conditions	Underlying health need cause COVID-19 to be more likely to cause harm/death	Shielding is finished until further notice. Individual RBA may be needed or WAP	Staff welfare checks to continue as currently for anyone remaining at home	EMT	
10. Staff availability 11. DfE guidance- click here <i>12. Staff who are ill should stay at home</i> <i>13. Staff who are contacted through “track and trace” should stay at home</i>		Staff to seek own medical advice if they have been shielding. If ill follow usual procedures for reporting, also get tested and engage with track and trace Risk that Unions will stop staff attending.		EMT SLT HR TLG Board	

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<p>14. Transport to school</p>	<p>Difficult to manage social distancing on school transport. Transport can't work to class bubbles due to the geography the school population. CH Additional transport required for residential students unable to board all week due to control measures in residence.</p>	<p>Awaiting information from SCC transport. Advice is conflicting: charter college state PPE to be worn, DFE guidance does not. DFE to issue guidance to LAs. SLA to use different entrances as per taxi pickups</p>		<p>CEO/Suffolk CC</p>	
<p>15. Distancing – classrooms</p> <p><i>Minimise contact between individuals and maintain distancing wherever possible.</i></p>	<p>Return to normal group size, staff to consider layout, maybe students at ends of tables</p> <p>Essentially each school is a bubble, we can reduce movement between classes, etc. but we are unlikely to keep to strict bubbles rules.</p> <p>CH – each class to function as a bubble as much as possible.</p>	<p>Consider reducing changes in room/ group for example instead of going to registration then onto a lesson, registration is completed in the lesson.</p> <p>1. 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.</p> <p>2. Educational and care support should be provided for these children and young people as normal, with other increased hygiene protocols in place to</p>	<p>Difficult for staff and students to stay together all day.</p> <p>Where possible staff to move rather than students.</p> <p>Each school to be regarded as a large Bubble as things like transport can't work on class bubbles</p>	<p>All student facing staff</p>	

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		<p>minimise risk of transmission.</p> <p>3. When staff, children or young people cannot maintain distancing, the risk can also be reduced by keeping pupils and students in the smaller, class-sized groups described above.</p> <p>4. Settings should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p>			
16. Large Gatherings		No Assemblies, consider Teams broadcast to classrooms. Or outside to increase distancing	Inclement weather, impact on cleaning or on changes to routine	All student facing staff	
17. Curriculum/ school offer	Return to curriculum learning. Recovery and beyond curriculum practices in place ensured through information and training with all staff including emphasis on EHCP	Recovery curriculum practices in place ensured through information and training with all staff including emphasis on EHCP objectives, ILP targets which can be flexibly managed and responsive to individual need			

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	objectives, ILP targets which can be flexibly managed and responsive to individual need	Prioritise key areas of missed learning, rather than remove subjects. CH: Move to primary style model to minimise transitions and support emotional development in secure environment.			
<p>18. Educational Visits</p> <p><i>The department continues to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.</i></p> <p><i>In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done 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. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits</i></p>		Until advice changes no overnight visits will take place – either domestic or overseas	Any visit must include Covid-19 as part of risk assessment and measures taken. (Copies of destination RBA etc)		
<p>19. Music lessons</p>	Instruments difficult to clean properly.	Wind instruments not to be used. Staff using musical instruments to write a cleaning risk assessment and procedure.	Need further guidance regarding wind instruments County Music service guidance?	Music teachers	

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		Singing see additional RBA			
20. PE and Sports Lessons		Outdoor sports will be prioritised where possible. Gym can be used with good ventilation to support distancing No contact sport taught until further notice Students should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups	External coaches can be used where information and advice has been shared Use of swimming pools, etc. to be confirmed through local organisation and authorities CH: Classes to have their own dedicated PE equipment, cleaned thoroughly after use.		
21. Cleaning	Important that all areas used are cleaned at least daily with toilets and other touch areas being cleaned more often	Box of cleaning materials available for each teaching room – all staff to engage in hygiene routines where practicable Caretaking and cleaning staff engage in enhanced cleaning routines including monitoring system of recording practices	Work load for staff Availability of cleaning team - PRI adjusted hours Need to inform cleaning team of expectations asap so they can think about how to cover this, esp toilets throughout the day.	Cleaning teams SLT All student facing staff	
22. PPE	Current Guidance on PPE is that it is not needed except where it would have been used before Covid -19	PPE to be available for anyone who would like to wear.	<i>Public Health England does not (based on current evidence) recommend the use of face coverings in schools.</i> <i>This evidence will be kept under review</i>	All staff, HOS/HT/Premises for ordering ppe	

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			<i>Reiterate Trust strategy to Site teams responsible for ordering PPE so stockpiling doesn't occur</i>		
23. Food- distancing	Dining room is a risk.	Lunchtime rotation. Important for children to be offered cooked meal if possible. Staff to collect food from hatch or Students bring packed lunch or kitchens make packed lunch. Students to eat in classrooms or outside	Cleaning areas between each sitting by who – responsibility of STA/Catering staff Management of staff availability for supervision of lunch breaks Screens to remain in place	HoS, all staff on lunch duty	
24. Staff room	Risk of not maintain social distancing	Remove chairs from staff rooms Each staff room to have agreed number of maximum staff. Priory - outside areas to be used SLA and CH designate additional space as staff room CH: Staff to follow strict handwashing and hygiene procedures when using drink-making facilities in kitchen.		All staff	
25. Residence	Following phased reopening of Priory Residence September 21,	Priory Residence open to larger groups of students per night. Plan to increase capacity related to risks and national escalation, advice, etc which may reduce or close setting.. CH to open for 3 students per night,	1-2 students cannot attend school without residence	CEO- GL/MT/GA Board	

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		adhering to coronavirus risk assessment for residence. This follows Suffolk public health guidance about use of dormitories and shared bathrooms.			
26. First Aid cover	Must be a First Aid trained staff member on site when students accessing	Team rotas to include first aid trained staff CH: All student-facing staff first aid trained. Usual levels of practice	Availability first aid trained staff -	HOS/HT	
27. Illness	Staff or students showing symptoms of covid-19, coughing, sneezing, temperature.	Move to safe room. Priory – Meeting room SL – Conference room CH - Meeting room Staff supporting must be in full PPE. These rooms should well ventilated and be labelled as isolation room. PP should be available for staff to use as required Parents or family members to be called to transport home. <u>Follow PHE guidelines</u>	Separate RBA needed if parents unable to transport.	HOS/HT	
28. Fire	Students and staff maybe in different parts of the building to normal and may not have been on site for weeks.	Staff to remind students on 1 st day back about escape routes. Fire drill to take place within a few days. Repeated as additional students return to school site	Social distancing at muster points.	HOS/HT	

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		Usual levels of practice			
29. Registers and other admin	Need accurate registers of those on site.	Admin teams need to return to “normal” hours.	Rota staff to greet arrival and complete checks In the guidance doc PHE says temperature taking isn’t recommended as it’s an unreliable method for identifying Covid. Do we need to make sure we aren’t breaking any privacy rules / regulations following this statement?	Admin teams	
30. Office staff protection measures	Potential volume of visitors	Access to admin areas to be reduced. Screens fitted at Admin hatches	Screens to remain in place. See use of remote communication above for meetings, etc.	CEO	
31. Other staff protection measures	All staff Trust/School site guidance.	Staff changing areas allocated and staff made aware. Staff changing facilities to change clothes as soon as possible each day and shower as soon as arrive or go home.		All staff	
32. Building Health and Safety Checks	As all schools have been open checks have continued as normal	Checks to continue as normal		HOS/HT/ Premises team	
33. Visitors to site Peripatetic teachers and health services.		To be limited as much as possible. Ensure any visitors declare that they don’t have symptoms and	Information available for regular visitors and familiarisation with practices and physical routines.	HOS/HT	

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		<p>agree to follow systems and procedures. CH: All visitors to be shown to reception cloakroom to wash hands on arrival and departure.</p> <p>They will be informed about the need to rigorous hand washing and respiratory hygiene practices. (by office staff?)</p> <p>Availability of therapy spaces and meeting rooms.</p>	<p>Acknowledgement of practices informing Caretaking Teams about use of occasional rooms, etc.</p> <p>Ensure office staff are informed that it is their responsibility to remind all visitors of new hygiene practices</p>		
<p>34. Preparing for Local lockdown in case needed</p> <p>https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings</p>		<p>Remote learning using teams SLT/EMT to organise teams and track implementation/impact</p> <p>Staff training using Teams to teach.</p>			
<p>35. Online safety</p>		<p>All students to be supported with online safety/acceptable use understanding Families/Carers provided with acceptable use/expectations information All staff to complete Educare Online safety training units as appropriate to role.</p>	<p>Any online safety issues reported to DSL via CPOMS</p> <p>All communications with students/families/carers to be recorded on Arbor Class Dojo communications to be kept and Arbor log updated with weekly reference</p>	<p>All staff DSL Trust safeguarding officer</p>	

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36. Personal safety		All students to be supported to understand how to keep themselves safe within home and community settings All staff to complete Online Child Protection Programme (Educare)	Any concerns reported to DSL via CPOMS	All staff DSL Trust safeguarding officer	
37. Use of student IT equipment (inc ICT rooms)	Common use of equipment like mouse and keyboard	Students to use Antibac before and after use.			
38. Use of Art room	Common use of equipment	Students to use Antibac before and after use.	Individual use of Aprons		
39. Food tech and cooking REVIEW	Use of common equipment	<p>Students to have their own equipment, no pair work</p> <p>No sharing of saucepans/frying pans etc</p> <p>Use additional trays in the oven to avoid spillage and contamination</p> <p>Tables moved to avoid face to face working when at the stations</p> <p>Oven gloves and dish clothe to be single use only</p> <p>A full clean prior to next group</p> <p>Ingredients to be weighed by teacher to avoid contamination</p>	<p>each class would also need to be risk assessed individually</p> <p>could also split the class to only half work on the practical and the others on the theory.</p>		
40. Antibac abuse	Students licking antibac off hands	COSHH information available in staffroom,			

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		office and from caretaking staff			
41. Student water bottles		Water fountains sealed off.	Priory – Water tap SL - Large water bottles to fill from in the classes		
42. Student Personal equipment	Pencil case etc	Pencil case can come into school but should stay in school rather than going home.			
43. Parent events	Transition / Moving into adulthood evenings	To be completed remotely as this prioritises the opening of school.			
44. Annual reviews		Where possible parents to be given the choice of attending in person or via Teams.	If attending in person, room needs to be big enough to be appropriately ventilated and distanced		
45. Central Offices	Visitors to Central Team	Follow system of controls and use Teams where appropriate	Maintain social distancing and use of screens at desks. Hand sanitiser available and all team to continue regular LFT		
46. Other e.g. could include on-line safety/sexualised behaviours/prejudice related/taking items that don't belong to them					
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Review: Record here any additional safety issues that arise during the activity and any safety concerns raised by staff or participants.					

Documents used to inform this: