

## Hospital and Outreach Education AP Academy

### September return to school risk assessment measures - Outreach Centres

These are the measures that we will be putting in place to minimise risks to all stakeholders in September, following the guidance issued by DfE on 2.7.20. *Please see additional risk assessment which includes health measures for inpatient teaching.*

Staff who are advised by a medic to continue to shield will have their individual risk assessments reviewed regularly, although most shielding advice is to be revoked on 1<sup>st</sup> August 2020. Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the centres.

The number of staff that we have available to teach at the centres will also impact on this risk assessment.

**Bubbles** - we know that the recommendation for secondary schools is that year groups are classified as a single 'bubble'. In AP, we know that because our numbers are low, we will be allowed to class the whole setting as one bubble.

For our purposes:

- Delapre and the Bridge will be one bubble
- The Gatehouse will be one bubble
- The Sett and the Burrows will be one bubble.

This means that staff who would normally be travelling to teach at different centres probably will not be travelling between bases in order to keep to our bubbles, but will be required to deliver the teaching from their bubbles. For clarification:

Charlotte, Mel, Michelle and Judy will be in the Gatehouse bubble.

Lianne and Maggie will be in the inpatient bubble.

Carmel and Mike will be in the Delapre/Bridge bubble (though Mike may need to travel out of hours to access other bubbles to troubleshoot)

***Please note that this situation will be kept under review and we will inform you when this will change.***

This risk assessment should be read alongside the policies and HOE guidance:

- Planning for September opening - different scenarios
- Policy and procedures to follow if a pupil or staff member becomes unwell whilst on site
- Policy and procedures in response to any infection
- Policy for sharing of equipment
- Policy and procedures to keep staff safe on site
- Policy for provision of remote education support (in the case of lockdown, temporary closure or for pupils who are required to shield)

**Home tuition** - we will not be offering face to face tuition in pupil homes in September. Any pupils who are too unwell to come into the centres will be offered live online learning.  
At such time when the guidance changes, we will review this decision, and conduct a risk assessment on any individual home visits.

***We will share risk assessments with our trust, our staff, parents/carers, pupils and unions to ensure that there are no points we have overlooked. When agreed, this will be displayed on our website for transparency.***

Please note these measures are prompts for discussion. None are mandatory but should inform conversations around the feasibility of different measures.		
<b>Measures (Add additional measures, as required)</b>	<b>Agreed actions.</b>	<b>Residual risk</b>
Avoid anyone displaying symptoms of corona virus (COVID-19)	<p>Staff to be temperature checked on arrival at centres using non contact thermometer. Staff to stay away from people with symptoms outside of work. Anyone showing/suspecting that they have symptoms will be isolated at the base until arrangement can be made to take them/transport self home. Download the NHS Track and Trace app - all staff to do this and advise parents to do the same. Use the sign in app. Parent contact details to be updated to ensure that there is something to take a sick child home in ALL cases. <b>Parents to be strongly reminded of the PHE advice if any members of their household show symptoms of C19 and do not send their child in.</b> Use of home-school agreements for clarity (contained in parent, pupil and staff handbooks) <b>Staff or pupils who are unwell must stay at home and follow guidance.</b></p>	<p><b>Medium</b></p> <p>Depends on people's personal actions – will be done on a case by case basis.</p>

<p>Social Distancing - staff</p> <ul style="list-style-type: none"> <li>• In the bases</li> </ul>	<p>Tape on floors to indicate 2m distance (<i>we can continue to accommodate 2m at the moment due to numbers but will consider change to 1m when the numbers increase.</i>)  Classroom arrangements - single desks facing forwards.  Staggered break times for pupils and staff.  Restricted use of staff areas (maximum number of staff specified).Upstairs needed for staff to teach  PPE to be worn for administering first aid to pupils and the only time that social distance can be decreased.  All clothes worn by staff who attend the base to be washed daily.  Staff at Delapre NOT to come into the office - please phone staff directly.  Staff can move between the classrooms in back building and Bridge (same bubble).  Staff to maintain 2m distancing from pupils and each other wherever possible.</p>	<p>Medium</p>
<p>Social distancing – pupils</p> <ul style="list-style-type: none"> <li>• In bases</li> </ul>	<p>Ensure all pupils are fully briefed before they start to attend (September visit and agreement of home school agreement in handbook). Meetings with students 1st week back  Tape on floors to indicate 2m distance.  Classroom arrangements - single desks facing forward.  Pupil allocated workstation/place.  Pupils to get refreshments one at a time on a rota  Mobile phone wallets to be held in the classroom (in a box on the teachers desk - not on desks as students have been caught using them)  Pupils at Gatehouse instructed to use the outer hand rails when coming up the ramp in order to maintain the 2m distance.</p>	<p>Medium</p>

Social distancing – parents/carers	Parents not permitted to come into the centre unless there are extenuating circumstances. Clear briefing to parents prior to restarting. Social distancing marked on ramp at Gatehouse and at entrance to Delapre. Arrangements to phone in so people can have the door open ready. Any meetings to be conducted in a wide enough space.	Medium to high depending on compliance of parents.
Travel plans - staff  Pupils	Travel alone in cars. Avoid public transport. Take appropriate measures in taxis. No transporting pupils. Check car regularly to ensure it is in good working order. Advise to have breakdown cover.  Pupils who travel in taxis to be risk assessed individually. Ask taxi firms for risk assessments. Supply pupils with masks, antiseptic wipes, seat cover etc as necessary and identified on the risk assessments. Pupils to be instructed to dispose of masks in pedal bins provided and not to touch their faces until they have washed their hands. Pupils to send to wash their hands immediately.	Medium  Car breaking down. Taxi drivers not taking appropriate measures.
Safely use PPE (gloves, plastic aprons, masks, antiseptic wipes)	Masks to be available to be worn by staff and pupils (not mandatory). Antiseptic mats in place at entries to all outreach centres. Gloves to be available when required for certain activities and if staff would prefer to wear them. Sneeze screen to be provided for reception and Burrows classroom. PPE stations to be available at entrances to	Medium Individual risk assessment for pupils and staff. Consider impact on child who lip reads. Virus may still spread.

	centres and in/near each teaching rooms so that they are immediately available.	
Other strategies to minimise risk of infection - staff	<ul style="list-style-type: none"> <li>● Teach from the front of the class, maintaining the 2m distance from pupils and other staff wherever possible.</li> <li>● Minimise face to face exposure.</li> <li>● Pupil desks to be facing forwards.</li> <li>● Pedal bins to be emptied at the end of the morning and afternoon sessions (reminder of catch it, bin it, kill it). The bin bag handles to be tied and placed into the OUTSIDE wheelie bins by gates at the centres.</li> <li>● Cleaning procedures for kitchen spaces to be put in place – cleaning to take place before and after use.</li> <li>● All staff to undertake regular cleaning of surfaces in line with guidance after each class (if change of pupils).</li> <li>● All staff to clean the desk at which they taught when they move to another class.</li> <li>● Follow handwashing guidelines and role model to pupils and other visitors (see below).</li> <li>● Staff to have their own stationery – no sharing (this can be provided if required).</li> <li>● Make a list of items you want out of the cupboard and we will get them out next week and make piles for everyone.</li> <li>● Staff can now mark pupil work. Staff to use hand gel before and after touching the books. Alternatively, they can wear gloves to handle the books and then dispose of the gloves afterwards.</li> <li>● If marking books alongside the pupil,</li> </ul>	

	<p>social distancing may be encroached provided that you are side by side.</p> <ul style="list-style-type: none"> <li>● Arrangements to be made for use of staff areas to ensure that a minimum number of staff are enabled to use it at any one time. (This may involve staggered break and lunch times or use of additional areas in centres).</li> <li>● Art, sports and science equipment to be cleaned frequently and meticulously after different groups have used them, or rotated out of use (to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different bubbles).</li> <li>● Art lead to consider equipment needs for the three weeks in advance so that it can be prepared. Staff at Delapre will need to get equipment ready</li> <li>● Classroom based resources such as books and games can be used and shared within the bubbles and will be cleaned regularly (at the end of each day).</li> <li>● Staff to bring/use their own cup and bring their own lunch.</li> <li>● Staff to continue to use Sign In App on their mobile phones.</li> <li>● Staff only to enter the reception office if they have already agreed with a Business Team member.</li> </ul>	
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<p>Other strategies to minimise risk of infection - pupils and general</p>	<ul style="list-style-type: none"> <li>● Thermometers to be used to ascertain pupil, parent temperature before allowing entry to centres. Meet &amp; greet to formally be put in place so we can see pupil's temperature.</li> <li>● Individual hand gels to be provided to all stakeholders.</li> <li>● Hand gel available in many places across the centres.</li> <li>● Antiseptic soap in all toilets.</li> <li>● Antiseptic wipes in all toilets and other identified areas.</li> <li>● Ensure pupils use hand gel after using the toilet, as well as washing their hands (reminder notices to be put on teaching desks and toilet doors.</li> <li>● Plenty of tissues to be provided.</li> <li>● Catch it, bin it, kill it notices to be provided around centres and on desks.</li> <li>● Separate tissue pedal bins in all areas and outside toilets.</li> <li>● <b>Hand washing</b> <ul style="list-style-type: none"> <li>- signs to be checked and prominently displayed</li> <li>- Pupils, staff and parents to be reminded regularly</li> <li>- Pupils to wash hands on arrival at centres or use the hand gel provided .</li> <li>- Pupils to wash hands or use the hand gel before they move to another area</li> <li>- Pupils to wash hands when they return from breaks</li> <li>- Pupils to wash hands before and after eating</li> </ul> </li> </ul>	<p><b>Medium</b></p> <p>If people do not follow the agreed arrangements.</p>
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	<ul style="list-style-type: none"> <li>● Antiseptic wipes available for all surfaces in all working areas.</li> <li>● All centres to have regular cleaning routine daily in line with guidance (cleaners of centres to be instructed).</li> <li>● Pupils to have their own stationery – no sharing (to include own whiteboard and own whiteboard pens).</li> <li>● Pupils who are doing art activities will be given their own equipment in the same way as far as possible (see previous details on cleaning art equipment).</li> <li>● All pupils will be given new exercise books to work in at the start of term.</li> <li>● Teaching staff can now mark books (see above)</li> <li>● All pupils to be allocated a tablet/laptop for their use. This will be cleaned, by them, with a specialised spray at the end of the day &amp; returned to the charging trolley (bases). Use labels.</li> <li>● Toileting arrangements - one person only allowed in toilets with clear notices on doors to explain. Antiseptic soap for handwashing. Antiseptic wipes in the toilet for individuals to clean surfaces and by the sinks. Use a paper towel to open and close doors (instructions to be put on the back of toilet doors)</li> <li>● Antiseptic wipes to be provided by hot water boilers</li> <li>● Keep doors open as much as possible to ensure good ventilation</li> <li>● All soft furnishings will be removed from bases as they cannot be cleaned</li> <li>● Extra furniture to be removed so that</li> </ul>	
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	<p>pupils and staff can move safely around the centres and have plenty of space.</p> <ul style="list-style-type: none"><li>• Two way mirrors to be placed at blind spots in centres so we can see people coming towards us.</li><li>• Sign in App to be located in outer reception area/middle area at GH. All pupils to be allocated a QR code in the form of a keyring so that the touching of the screen is kept to a minimum.</li><li>• Pupil phones to be collected in each building and the pupils to place them into their see through pouch and stored in each classroom.</li><li>• Pouches to be left on pupil desks overnight so minimum contact is made.</li><li>•</li></ul>	<p><i>SB to investigate contact less options with the Sign In App Company.</i></p>
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Estate management	<ul style="list-style-type: none"> <li>● Check hot &amp; cold water systems.</li> <li>● Check gas safety.</li> <li>● Check heating.</li> <li>● Check security systems.</li> <li>● Check kitchen equipment.</li> <li>● Ensure cleaners know their daily cleaning routine.</li> <li>● Check that there are plenty of waste bins in all areas.</li> <li>● Check fire safety arrangements are in place to include: <ul style="list-style-type: none"> <li>- Training for staff on new arrangements.</li> <li>- Training for pupils.</li> <li>- Regular evacuation practice (monthly during the C19 opening period).</li> <li>- Appropriate markings at fire assembly points.</li> </ul> </li> </ul>	Low to medium
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