



## Hope Tree School Protective Measures Risk Assessment February 2022

This risk assessment is based on Hope Tree School and covers the school being open for students to access onsite education, and also covers students working remotely from home, and will be reviewed as and when Government advice changes, or the school based context changes. Public Health England know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

The Hope Tree School Protective Measures Risk Assessment should be used alongside the Government guidance below:

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

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

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wearone-and-how-to-make-y-our-own>

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

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

<https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work> Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)

The following Hope Tree School policies (but not limited to) should also be reviewed and updated as required:

· Behaviour Policy · Safeguarding & Child Protection Policy · Health and Safety Policy · Infection Control Policy · Remote Education Policy

	Controls	By Whom	Deadline	Risk following action
Awareness of and adherence to policies and procedures Are	· Health and Safety Policy is updated in light of the COVID19 advice	Senior Management	Ongoing	L

<p>the controls in place? YES</p>	<ul style="list-style-type: none"> <li>· All staff, students and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Safeguarding Policy</li> <li>- Infection Control Policy</li> <li>- COVID19 Guidelines</li> </ul> </li> <li>· All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID19: guidance for educational settings'</li> </ul> </li> <li>· The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>· The school keeps up to date with advice issued by, but not limited to, the following: - DfE; NHS; Department of Health and Social Care; PHE</li> <li>· Staff and visiting instructors are made aware of the school's infection control procedures in relation to coronavirus, including all staff who are new to the school.</li> <li>· Parents are made aware of Hope Tree School's infection control procedures in relation to coronavirus. Parents are aware that they must not send their child to school if they have coronavirus (COVID19) symptoms, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance</li> <li>· All students are aware of Hope Tree School's infection</li> </ul>	<p>All staff, students and volunteers</p> <p>All staff</p> <p>Senior Management</p> <p>Senior Management</p>		
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	<p>control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.</p> <ul style="list-style-type: none"> <li>· Staff, students and parents are made aware of the process for wearing and removing face coverings when at school.</li> <li>· Hope Tree School’s confidentiality procedures are followed at all times – this includes withholding the names of staff and students with either confirmed or suspected cases of coronavirus.</li> </ul>	All staff		
<p><u>Prevention</u> Minimise contact with individuals who are unwell with COVID19 symptoms.</p> <p>Are the controls in place? YES</p>	<ul style="list-style-type: none"> <li>· Staff and other adults do not come into Hope Tree School if they have coronavirus (COVID19) symptoms or have tested positive in the last 10 days (unless they have tested negative for two consecutive days after 5 days of self-isolation), and anyone developing those symptoms during the school day is sent home with immediate effect.</li> <li>· Staff and students to self-test at home for COVID19 twice weekly and to not attend school if they test positive. On the receipt of a positive test result students or staff must follow the self-isolation guidance.</li> <li>· Anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID19) infection’, which sets out that they must self-isolate for at least 10 days– unless they have a negative test on two consecutive days after 5 days of self-isolation.</li> <li>· If a student is awaiting collection from school due to COVID19 related illness, they are moved, where possible, to Wellbeing Centre where they can be isolated behind a closed door, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they</li> </ul>	All staff, parents, students, visitors.	Ongoing	L

	<p>are moved to an area which is at least 2 metres away from other people. If the ill student needs to use a bathroom while waiting to be collected, they should use the student toilet opposite the kitchen. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> <li>· If a student is awaiting collection from residential due to illness, they are moved, where possible, to the Independent Learning Space where they can be isolated behind a closed door, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. If the ill student needs to use a bathroom while waiting to be collected, they should use the student toilet opposite the kitchen. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>· Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID19: cleaning of non-healthcare settings guidance.</li> <li>· PPE will be worn by staff caring for the ill student while they await collection. If a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</li> <li>· In an emergency 999 will be called.</li> </ul>			
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	<ul style="list-style-type: none"> <li>· Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> <li>· The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area.</li> <li>· Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> <li>· Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance.</li> <li>· If staff feel unwell they should ring the school office from their car to inform them that they are going home. A member of the Admin Team should then inform a member of the Leadership Team.</li> </ul>			
<p>Prevention Where recommended wear a face covering.</p> <p>Are the controls in place? YES</p>	<ul style="list-style-type: none"> <li>· Face coverings are no longer recommended for students in classrooms or communal areas of schools.</li> <li>· The DfE continue to recommend that face coverings should be worn by staff and visitors on situations outside of the classroom where social distancing is not possible in all types of school.</li> <li>· Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, may be worn.</li> <li>· Face visors or shields can be worn by those exempt from wearing a face covering, but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after</li> </ul>	<p>All staff Students</p>	<p>Ongoing</p>	<p>L</p>

	<p>carrying out a risk assessment for the specific situation and should always be cleaned appropriately. · All visitors to the school to self-test for COVID19 prior to entry to Hope Tree School, and will not be admitted if they test positive.</p>			
<p>Prevention Good hand hygiene practice and good respiratory hygiene Are the controls in place? YES</p>	<ul style="list-style-type: none"> <li>· Students will be supported to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating.</li> <li>· The school will build hand washing routines into school culture.</li> <li>· Fixed or mobile hand sanitisers are provided in all classrooms and offices.</li> <li>· Students arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. Students immediately wash their hands on arrival before heading to their classroom. Students removing face coverings must dispose of disposable face coverings in a covered bin or place reusable face coverings in a bag to take home with them, they must then ensure they wash their hands. Hands must be sanitised before and after removing face masks during the day and at lunchtimes. DFE guidance to be followed on the use of face coverings in education and clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings.</li> <li>· Suitable number of tissues and bins available in the school to support students and staff to follow 'Catch it bin it kill it' guidance.</li> </ul>	<p>All staff Students</p>	<p>Ongoing</p>	<p>L</p>
<p>Prevention Enhanced cleaning Are the controls in place? YES</p>	<ul style="list-style-type: none"> <li>· Surfaces that students are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.</li> <li>· Frequent cleaning of rooms and shared areas that are used by different groups.</li> </ul>	<p>Senior Management All staff Cleaning staff</p>	<p>Ongoing</p>	<p>L</p>

	<ul style="list-style-type: none"> <li>· Soft furnishings and equipment that is hard to clean (such as those with intricate parts) are removed or minimised.</li> <li>· The COVID19: cleaning of non-healthcare settings guidance is followed.</li> <li>· Trim trails swings and outdoor gym are in use and are sanitised regularly throughout the day.</li> <li>· Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>· Enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Senior Management monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> <li>· Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance.</li> </ul>			
<p>Prevention Minimise contact Are the controls in place? YES</p>	<p>During periods when schools are fully open:</p> <ul style="list-style-type: none"> <li>· Hope Tree School students and staff will be part of a whole school ‘bubble’. More information on groups can be found in COVID19: Guidance for full opening</li> <li>· All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Staff moving between classes and year groups, they should try and keep their distance from students and other staff as much as they can.</li> <li>· 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. This is not always possible, particularly when working with children and young people with SEND. Educational and</li> </ul>	All staff	Ongoing	L

	<p>care support should be provided for these students as normal, with other increased hygiene protocols in place to minimise risk of transmission. Older students with less complex needs should be supported to maintain distance and not touch staff and their peers.</p> <ul style="list-style-type: none"> <li>· Where specialist therapists and other visitors come onto the school site they should ensure they minimise contact, wear a mask when moving around the school site and maintain as much distance as possible from other staff.</li> <li>· Classrooms and other learning and residential environments are organised to maintain space between seats / desks / furniture where possible.</li> <li>· Students are seated side by side and facing forwards, rather than face to face or side on.</li> <li>· All unnecessary equipment and furniture will be removed from classrooms</li> <li>· Doors and windows will remain open in classrooms to allow air flow and external doors will be left open where possible to minimise contact with surfaces.</li> <li>· Large gatherings such as assemblies are avoided.</li> <li>· The timetable is revised to implement where possible: <ul style="list-style-type: none"> <li>o Maximise the number of lessons or classroom activities which could take place outdoors.</li> <li>o due to the size of the school site and the narrowness of corridors it is not possible to operate a one-way system.</li> </ul> </li> <li>· Visits to the site should be avoided. However, where visits cannot be avoided visitors to the site, to be fully briefed on the school's arrangements and follow site guidance on physical distancing, wearing of masks and hygiene on or before arrival. Visitors are be made aware of the need to self-test before entry to the school prior to their visit. Where visits can happen outside of school hours, they should. A record of visitors contact details will be kept by the school for</li> </ul>			
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	<p>one month after the visit. There will be very few visitors in school for the foreseeable future, Governors Meetings, Parents Evenings, Open Mornings and Annual Reviews will take place on Zoom.</p> <ul style="list-style-type: none"> <li>· Classroom resources and materials which are used and shared by students or staff are cleaned regularly, along with all frequently touched surfaces. Wipes and disinfectant spray will be provided in classrooms for this purpose. Sharing materials resources and equipment is limited, and where materials have been shared they are disinfected after use.</li> <li>· Students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Students and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. Student's mobile phones will be stored in individual bags when they are handed to the tutor team in the morning.</li> <li>· Staff and students have their own individual and very frequently used equipment, such as pencils and pens, these are not shared.</li> <li>· Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between being used by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used to ensure maximising distance between students and high levels of cleaning and hygiene. COVID19: Guidance on phased return of sport and recreations.</li> <li>· Staff will be required to sanitise the touch points of school vehicles after driving.</li> <li>· Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls,</li> </ul>			
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	<p>such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <ul style="list-style-type: none"> <li>· Staff planning the trip should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, staff will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Staff should consult the health and safety guidance on educational visits when considering visits.</li> </ul>			
<p>Prevention Minimise contact Are the controls in place? YES</p>	<p>When schools are partially closed due to national lockdowns:</p> <ul style="list-style-type: none"> <li>· Hope Tree School will risk assess students and will prioritise on site places for children of key/critical workers/ children who have a social worker and children who were previously looked after.</li> <li>· All onsite measures listed above will apply for students educated on site</li> <li>· Remote learning will be available for any students required to stay at home.</li> </ul>	Senior Management	Ongoing	L
<p>Prevention Keep occupied spaces well ventilated Are the controls in place? YES</p>	<p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. At Hope Tree School we will achieve this through:</p> <ul style="list-style-type: none"> <li>· Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space), and through opening internal doors creating a throughput of air</li> <li>· Natural ventilation –opening external doors (as long as they are not fire doors and where safe to do so) The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice</li> </ul>	Senior Management All staff	Ongoing	L

	<p>provides more information. To balance the need for increased ventilation while maintaining a comfortable temperature, at Hope Tree School we will consider:</p> <ul style="list-style-type: none"> <li>· opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>· increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused</li> <li>· providing flexibility to allow additional, suitable indoor clothing</li> <li>· rearranging furniture where possible to avoid direct draughts</li> <li>· Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>			
<p>Prevention Where necessary, wear PPE Are the controls in place? YES</p>	<p>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:</p> <ul style="list-style-type: none"> <li>· Where a student becomes ill with coronavirus (COVID19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained</li> <li>· Where a student already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> <li>· When working with students who cough, spit or vomit but do not have coronavirus (COVID19) symptoms, only any PPE that would be routinely worn, should be worn.</li> <li>· Read the guidance on safe working in education, childcare and children’s social care for more information about preventing and controlling infection and follow SCC PPE guidance</li> <li>· Hope Tree School’s stock of PPE is kept in the main school office.</li> </ul>	<p>All staff</p>	<p>Ongoing</p>	<p>L</p>

<p>Promote and engage in asymptomatic testing Are the controls in place? YES</p>	<p>Rapid testing remains voluntary but strongly encouraged, with home test kits are available for all staff. Rapid testing remains a vital part of our plan to suppress this virus. Schools should follow the guidance set out for their settings: o Specialist settings (updated 10 May)</p>	<p>All staff</p>	<p>Ongoing</p>	<p>L</p>
<p>Response to infection Test and trace Are the controls in place? YES</p>	<p>NHS Test and Trace process to be followed by staff and staff understand how to contact their local Public Health England Health Protection Team. Staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>· Self-test using Lateral Flow Tests for COVID19 twice weekly at home</li> <li>· Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID19) or if asked by NHS Test &amp; Trace</li> <li>· If someone tests negative, if they feel well and no longer have symptoms similar to COVID19 they can stop self-isolating.</li> <li>· If someone tests positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID19) infection' and must continue to self-isolate for at least 10 days (unless they test negative on two consecutive days after five days of self-isolation) from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</li> </ul>	<p>All staff Parents/Carers</p>	<p>Ongoing</p>	<p>L</p>
<p>Response to infection Managing confirmed COVID19 cases Are the controls in place? YES</p>	<ul style="list-style-type: none"> <li>· Flowchart school response to suspected or confirmed COVID19 cases to be followed for suspected or confirmed cases.</li> <li>· Hope Tree School will contact the DfE helpline 08000468687 in response to a confirmed case of COVID19.</li> </ul>			

	<ul style="list-style-type: none"> <li>· Students who have been in close contact with someone who has tested positive for Covid19 will be informed, as will their parents/carers. They will be advised to take regular LFT tests. Close contact means:</li> <li>· 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)</li> <li>· Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>· Travelling in a small vehicle, like a car, with an infected person</li> <li>· Records of students and staff who have been in close contact will be kept. This does not need to include every interaction a member of staff or student has.</li> <li>· Household members of those contacts who are sent home do not need to self-isolate unless the young person develops symptoms, in which case they would need to self-isolate for 10 days (unless they test negative on two consecutive days after 5 days of self-isolation) and should follow self-isolation guidance.</li> </ul>			
<p>Response to infection</p> <p>Contain any outbreaks</p> <p>Are the controls in place? YES</p>	<ul style="list-style-type: none"> <li>· If two or more cases are confirmed within 10 days or an overall rise in sickness absence where COVID19 is suspected, there may be an outbreak and the local Health Protection Team will advise on any additional action required.</li> <li>· Follow local health protection advice, this may include a larger number of other students self-isolating at home as a precaution.</li> <li>· Remote education plan to be implemented for students required to stay at home.</li> </ul>	Senior Management	When needed	L
Attendance – students and	Clinically extremely vulnerable (CEV) – students	Senior Management	When needed	L

<p>staff</p> <p>Are the controls in place? YES</p>	<ul style="list-style-type: none"> <li>· Shielding advice was paused nationally on 31 March. From 1 April, all clinically extremely vulnerable students should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</li> <li>· Students who live with someone who is clinically extremely vulnerable should continue to attend school as normal.</li> </ul> <p><u>Travel and quarantine</u></p> <ul style="list-style-type: none"> <li>· All students travelling to England must adhere to Government travel advice.</li> <li>· Schools will check the current 'red list' and liaise with parents to ensure any students arriving from an affected country or having transited through one in the past 10 days, will quarantine in a Government approved facility with a parent or legal guardian rather than at home.</li> </ul> <p><u>Pregnant women</u></p> <ul style="list-style-type: none"> <li>· Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</li> <li>· Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active</li> </ul>			
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	<p>national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</p> <p><u>Clinically vulnerable - staff</u></p> <ul style="list-style-type: none"> <li>· Clinically vulnerable staff can continue to attend school. While in school they should follow the prevention measures in this document to minimise the risks of transmission.</li> <li>· People who live with those who are clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</li> </ul>			
<p>Emergencies</p> <p>Are the controls in place? YES</p>	<ul style="list-style-type: none"> <li>· All student and staff emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>· Parents are contacted as soon as practicable in the event of an emergency.</li> <li>· Student alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>· The school has up-to-date Student Health Plans and a Medication Administration Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	Senior Management and all staff	Ongoing	L
<p>Managing School Transport</p> <p>For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport.</p> <p>Are the controls in place? YES</p>	<ul style="list-style-type: none"> <li>· Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus.</li> <li>· Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers.</li> </ul>	Senior Management	Ongoing	L

