



Risk Assessment Form For: Whole School Return in September 2020

Updated October 2020 following advice from the LA, DfE and PHE (Changes recorded as red for ease of reference)

Overview of Main Factors in the Risk Assessment

People involved:	Pupils, Staff, Other Onsite Providers, Potential Visitors, Emergency Support.	Activity:	Safe delivery of school day and activities taking into account adjustments needed to meet Covid-19 Guidance
Date of Activity:	Autumn Term 2020 – Updated risk assessment October 2020	Location of Activity:	Greenmead School
No. of Children on site:	Up to 63	No. of Staff on site (including other providers):	Up to 65

Venue Details

Name of Venue:	Greenmead School
Address:	147 Beaumont Road, Southfields, London, SW19 6RY
Tel:	020-8789-1466
Fax:	020-8788-5945
Email:	admin@greenmead.wandsworth.sch.uk

Consultation

Consultation Group	Date Shared with Group	Cut-off Date for Feedback	Date Assessment was Reviewed Following Feedback
Staff	27.8.2020	2.09.2020	8.10.2020
Parents & Carers	27.08.2020	2.09.2020	8.10.2020
Governors	27.08.2020	2.09.2020	8.10.2020

Greenmead Risk Rating Definitions

Rating	Definition
Low	Risk can be safely reduced with routine management.
Medium	Risk can be safely reduced/ managed following specific guidelines or care plans, by designated staff or provider.
High	Risk can be only be managed by the allocation of specialist staff, procedures and/or equipment.
Extreme	Risks involved are NOT are safely manageable.

Infection Control to prevent the spread of Covid19

Risk Subject Heading	Risk	Risk Rating Before Control Measures	Reduction Control Measures	Risk Rating After Control Measures
Following Public Health Advice	Unwell pupils attending school		<p>Pupils with any ill health will not be permitted to attend school.</p> <p>If a pupil develops possible Covid-19 symptoms they will not be permitted to attend school and will be advised to self-isolate following Covid-19 guidance. They will be asked to get a test.</p> <p>Other pupils and staff in the bubble will be contacted by phone by the school to inform them that a pupil has possible Covid-19 symptoms and is self-isolating. Parents of the other pupils in the bubble can make the choice to send their child into school or not and to inform the school of their decision.</p> <p>For extremely medical vulnerable pupils school leaders will be taking advice from their consultant or medical lead and these pupils may be requested to remain at home if there is a child or member of staff with a Covid symptoms.</p> <p>If the pupil with Covid-19 symptoms is tested positive then the pupil must isolate for 10 days or longer if symptoms are still present. The other children and staff from the bubble will then need to isolate for 14 days from the first day of symptoms.</p> <p>The Head of Care (or nursing team in his absence) will liaise with the PHE regarding any action taken and provide details for Track and Trace.</p> <p>The head of care, school nurses or Senior Admin Officer (dealing with attendance) will share a confidential log sheet where any actions regarding Covid testing and self-isolation can be recorded.</p>	

			<p>If a pupil with Covid-19 symptoms is tested as negative then they can return to school when they are no longer showing any symptoms and any parents who have chosen to keep their child out of school will be informed so that they can return safely.</p>	
	Unwell staff attending school		<p>Staff with any ill health will not be permitted to attend school.</p> <p>Class Staff: If a staff member develops Covid-19 symptoms they will not be permitted to attend school and will be advised to isolate following Covid-19 guidance and will be asked to get a test.</p> <p>Pupils and other staff members in the bubble will be able to remain at school until a test result comes back unless a parent has chosen to keep their child out of school.</p> <p>Once the staff member is tested for Corona virus if the test is negative they can return if they are showing no symptoms.</p> <p>If the test comes back as positive the member of staff must continue to isolate for 10 days or longer if symptoms are still present. All other staff and pupils from the bubble will need to isolate for 14 days from the first day of symptoms.</p> <p>Non Class Staff: If a staff member develops Covid-19 symptoms they will not be permitted to attend school and will be advised to isolate.</p> <p>Once the staff member is tested for Corona virus if the test is negative they can return to work, as long as they are symptom free.</p> <p>If the test comes back as positive then in consultation with the Track & Trace service any staff they have come into significant direct contact with (as defined by the Track & Trace service) will be asked to isolate for 14 days. The member of staff with confirmed Covid will need to isolate for 10 days or longer if symptoms remain.</p> <p>The Head of Care (or nursing team in his absence) will liaise with the HPA regarding any action taken and provide details required for Track & Trace.</p> <p>The Head of Care, School Nurses and Senior Admin Officer (dealing with attendance) will share a confidential log sheet where any actions regarding Covid Testing and self-isolation can be recorded.</p>	

			If staff have any general ill health symptoms but feel they are well enough to come to work, they should call the absence line and consult with the Deputy Head before coming into work.	
	BAME staff and pupils at higher risk		<p>Engagement with staff and parent concern</p> <p>Communicate consideration of the BAME community within the risk assessment and share concerns as part of the risk assessment for reopening school.</p> <p>Health and wellbeing of BAME community</p> <p>Keep in discussion with staff and parents who are concerned and for staff share EAP support.</p> <p>Liaise with relevant professional bodies including HR, OH, individual GPs, etc.</p> <p>Recommend advice from GP on taking additional vitamin D supplements,</p> <p>Individual risk assessments</p> <p>Carry out individual risk assessments on all staff where staff can also raise concerns or questions.</p>	
	Minimise direct contact between consistent groups of staff and pupils where possible.		The school will follow a bubble structure to reduce direct contact where possible. See Social Distancing Plan for more information.	
	Enabling use of PPE where appropriate.		<p>Staff will continue to use the PPE following guidance in the infection control training.</p> <p>This includes gloves, aprons, surgical mask and visor/goggles.</p> <p>Please see the Social Distancing Plan for more information.</p>	
	Engaging with NHS Track & Trace System		<p>The Head of Care will lead on liaising with the Track & Trace Service and PHE. In his absence the Lead School Nurse will take on this task.</p> <p>The Head of Care, School Nursing Team and Senior Admin Officer (dealing with attendance) will have a joint confidential log where any action regarding Track and Trace and Self-Isolation will be recorded.</p> <p>The Head of Care will keep the Deputy Head updated as this will impact staffing and pupil numbers.</p>	

			<p>Parents must notify the school if their child or another member of their family has suspected Covid symptoms or has tested positive for Covid. Anyone with a confirmed or suspected case of Covid in their household should not attend school.</p> <p>Staff must inform the school if they or a member of their household have suspected Covid symptoms or have tested positive for Covid. Anyone with a confirmed or suspected case of Covid in their household should not attend school.</p> <p>Any other on site providers (e.g. catering or transport) must inform the school if a member of their staff (whom has been in contact with school staff or children with in the last 14 days) has developed suspected Covid symptoms or has tested positive for Covid.</p>	
	Dealing with any possible cases of Covid-19 in school.		<p>These will be dealt with following PHE and government guidance.</p> <p>Child The child will be isolated from their peers and with support where needed and parents will be asked to collect their child immediately and book a test.</p> <p>Staff member The staff member will be asked to isolate from others in the building and leave for home as soon as possible.</p> <p>Those whom have been in close contact with them will be advised following public health guidelines and this risk assessment.</p> <p>The bubble or office they have been in will receive the appropriate cleaning.</p> <p>The Nursing Team will lead on supporting children and staff with this process.</p>	
	Enabling children who require Aerosol Generating Procedures to access the school		<p>Children who require suction or aerosol medication will require a designated room for these medical interventions to happen in. Other children and staff should not enter this room. Hospital level PPE must be worn and by those carrying out these tasks.</p> <p>At Greenmead only 1:1 nurses carry out these tasks, the relevant PPE should be provided by their agency or CCG</p>	
<p style="text-align: center;">Totals</p> <p><i>In the review of the risk assessment with the SLT team will agree and moderate the level of assessed risk. If an element is assessed as 'Extreme' even after risk reducing factors are applied, then this element will not be viable to carry out. Senior Leaders will then decide on the necessary impact of this.</i></p>				<p>L: 0 M: 8 H: 1 E: 0</p>

School Operations

Risk Subject Heading	Risk	Risk Rating Before Control Measure	Risk Reduction Control Measures	Risk Rating After Control Measure	
Transport for Pupils	Pupils not having safe access to dedicated school transport. Provided by individual boroughs.	High	<p>All transport providers have notified the school (via e-mail) that they will provide transport.</p> <p>Transport providers have said they will transport the children in constant transport bubbles, however these are not able to match class bubbles. Transport services have also informed the school the social distancing of 2m or 1m+ will not always be maintained on transport.</p> <p>Government guidance acknowledges this, and although this does enable mixing between bubbles for a short period each day, it is still risk reducing to separate the children into bubbles when in school.</p> <p>When reporting tracking information to the Track & Trace service, this will need to include the details of any children that travelled on the same transport.</p> <p>For SEN Home to School transport Wandsworth have agreed a PAN London solution that aligns most London Boroughs. Transport bubbles, per the guidance, are not required to match school bubbles but where this is both logistically and financially possible, this will be done. The policy is such that if a child displays symptoms the school will call the parents to collect them. They will not be allowed to travel in a bus/taxi if they are displaying symptoms.</p>	High	
	Ability to apply infection control guidance while on transport.		From information given to school by transport providers, all transport staff are to be given hand sanitizer, masks and gloves to use while transporting children. All vehicles will be cleaned regularly and will be well ventilated while carrying children and transport staff. It is not advised for any child under 11 to wear PPE.		Medium
	Ability to apply Social Distancing on board transport provisions		Transport providers have informed school that where possible will aim to uphold the 2m social distancing guidance. However due to the volume of children to transport this may not be possible. In this instance 1m+ social distancing will be followed with risk reducing measures such as pupils sitting side on to each other not face to face. Transport providers will inform parents of the application of measure on pupil transport so that parents can make an informed decision regarding accessing transport.		Medium
	Accessing transport for children who medical assistance cause aerosol		Children whom require suction or the receiving aerosol medication will need to be transported in individual vehicles. If the child is required to have suction or medication while on board, the transport provider will need to risk asses this and provide direction to the transport crew.		Medium

	generating procedures.			
	Children being transported to school by parents via car or walking		The pupil will not be mixing with others outside of their household and parents can apply infection control and social distancing guidelines.	
	Pupils accessing public transport to travel to school,		As per government guidance, addition borough provided transport provision will be encouraged for SEN pupils using congregational non-dedicated public transport (bus/ tube/train) to and from school. If an incident such a parent car breakdown were to happen, as a one off, the school would sign post parents to singular appropriate transport providers (wheelchair accessible taxis).	
	Ability to apply social distancing and infection control rules to pupil drop off and pick up.		Drop Off and Pick Up Times will be staggered to allow for safer movement of pupils. Where possible different entrances may be used. Infection control and PPE guidance will be followed. <i>For more detail please see: Greenmead September Social Distancing Plan</i>	
Travelling to and from work for Staff	Staff walking to and from school		Staff will not be travelling in a confined space and will be able to apply social distancing rules easily. As long as social distancing has been maintained and clothes are worn fresh that day. The member of staff will not be required to change their clothes on arrival.	
	Staff travelling by car, motorbike or pedal bike.		Staff can safely travel in their own vehicles to maintain social distancing from others. <i>2 or more staff travelling in the same vehicle</i> Staff from same Class Bubble or Non-Class Bubble (not bubble) – <i>can travel together as long as a 2m distance can be maintained or 1m+ with risk reducing factors. (Good ventilation, not sitting face fronting each other, no singing or loud talking). Staff should be wearing masks.</i> Staff from different Class Bubbles or Non-Class Bubble – <i>should not travel together in the same small vehicle (car or smaller).</i> Staff travelling in their own vehicle will not be required to change their clothes on arrival as long as social distancing has been maintained and the clothes have been laundered before use that day. If you have travelled in someone else’s vehicle you will need to change your clothes on arrival to school.	
	Staff travelling by taxi.		Staff should not use public transport or taxi’s unless necessary. A face covering must be worn.	

			<p>Taxi's with screen to separate driver and passenger: <i>Can be used but only by one member of staff. On arrival to school the member of staff must change their clothes.</i></p> <p>Taxi's with no dividing screen: 2m social distancing should be followed where possible. If not possible 1m+ distancing with risk reducing measures should be applied including not travelling facing another person, no singing or loud speaking and ensuring the taxi is ventilated well.</p> <p>Any staff travelling in a taxi must change their clothes on arrival to school.</p>	
	Staff travelling by bus, train or tube.		<p>Staff should not use public transport or taxi's unless necessary. A face covering must be worn.</p> <p>2m social distancing should be applied where possible. When not possible 1m+ social distancing should aim to be followed with risk reducing factors (not travelling front facing another person, no singing or loud talking, avoid eating on public transport).</p> <p>Where possible staff should avoid being within 2m of any commuters not following the guidance of wearing a face mask.</p>	
	Staff travelling to and from work on children's transport as part of their transport employed role.		<p>While working on transport staff are to follow infection control and social distancing guidance set out by their employer.</p> <p>Those employed by school while on transport, should follow school guidance, on infection control and social distancing. The school will be responsible for the provision of PPE equipment for staff being employed by school to work with children on transport. Before transport re-starts the logistical arrangements for each vehicle should be reviewed by Deputy Head, Head of Care and Lead School Nurse.</p> <p>All staff working on the children's transport provision should change their clothes on arrival to school.</p>	
Pupil and Staff Attendance	Attendance of pupils with SEN and medical needs		<p>Government guidance set out that due to ongoing reduction in the infection control rate all pupils will be able to return to school as long social distancing and infection control guidance is followed.</p> <p>Pupils will only attend when in suitable health and following any guidance around self-isolation when needed.</p> <p>Following the Social Distancing plan we will aim to minimise the staff movement between class bubbles. Therefore in order to cover staff absence (for non-covid related reasons) we may move staff between classes in pathway bubbles. However where that is not possible for pupil safety we may need to close individual classes. Parents/Carers would be informed as soon as possible if this were to happen.</p>	

	Attendance of pupils designated to shield.		Government guidance concluded shielding on the 1 st August 2020. Therefore all shielding pupils should return to school as long as infection control and social distancing guidelines can be followed. Pupils will only attend when in suitable health and following any guidance around self-isolation when needed.	
	Attendance of all staff		All staff can now return to the school, as long as social distancing and infection control guidance is adhered to. Staff will only attend when in suitable health and following any guidance around self-isolation when needed. Staff that are directed to isolate but do not have symptoms will be expected to work from home.	
	Attendance of staff designated to shield		Government guidance concluded shielding on the 1 st August 2020. Therefore all shielding staff will be safe to return to school as long as infection control and social distancing guidelines can be followed. Staff will only attend when in suitable health and following any guidance around self-isolation when needed. Due to the level of assistance the pupils require it will not be possible for staff to work from home unless they have been directed to self-isolate or are directed to as part of a Local Lockdown.	
	Attendance in the event of a Local Lockdown		In the event of a Local Lockdown in the Wandsworth borough or the borough that staff or pupils are resident in, the school will follow the guidelines set by PHE for that lockdown. Guidelines can differ depending on reason for and level of the Local Lockdown.	
	Supporting parents anxious about their child's return.		Designated Safeguarding Lead and Class Teacher will support individual parents where needed. Support may need to be bespoke to each situation. This risk assessment and any additional information will be shared with parents/ carers for consultation. Where parents are citing medical vulnerability to support pupil non-attendance, LAs are only accepting this based on professional support from the child's specialist paediatrician team – not the GP or community paediatrician	

	Supporting staff anxious about their return.		<p>Senior Leaders, Mental Health First Aiders and Individual Line Managers will support individual staff where needed through strategies that may need to be bespoke to each situation.</p> <p>This risk assessment and any additional information will be shared with staff for consultation.</p> <p>The School will continue to support staff general Well-Being through mechanisms already in place. Some methods may need to be adjusted to adhere to social distancing.</p> <ul style="list-style-type: none"> - Staff will be able to request a one to one conversation with an SLT member by telephone. - The school will continue to promote the use of the Employee Assistance Programme. - Link and information of support services and mindfulness task will be shared with all staff. - The school has 2 trained Mental Health First Aiders that can be accessed for targeted support and signposting where needed. - SLT members will attend weekly class team meetings to maintain contact with staff. 	
	Training to enable attendance		All staff will be have received appropriate infection control training and will have received a copy of the Social Distancing plan, risk assessment and PPE training.	
	New supply or agency staff		<p>Any new supply or agency staff will need to complete the infection control training and read the social distancing plan before entering a class room or non-class bubble.</p> <p>Once in their class room or non-class bubble they will buddy up another member of staff to support them. The buddy member of staff will be appointed by the appropriate Senior Leader receiving the agency member of staff. (For example class staff – Deputy Head, nursing staff – Head of Care, therapist – Clinical Therapy Lead)</p>	
	Visiting Professionals		<p>Visits from other professionals will be kept to a minimum. Only essential visit for reasons such as urgent equipment repair or a medical need will be allowed.</p> <p>The appropriate Senior Leader should liaise with the professional regarding their visit and share a plan of the scheduled visit with the visitor and all staff whom may come into contact with them.</p> <p>The member of the SLT who is arranging the visit will send the visiting professional the visitors risk assessment and ask them to read this ahead of</p>	

			<p>the visit. They will also be required to wear full PPE if they are in contact with class bubbles.</p> <p>A separate plan for an ambulance call out will be written into the Social Distancing Plan.</p>	
	Visiting Prospective Parents/ Families		<p>Initial request to be followed by the HT and then to arrange a visit if school and parents agree Greenmead is appropriate.</p> <p>Minimise the amount of people coming for a tour</p> <p>Request that parents do not bring their children directly into the school.</p> <p>Request handwashing/sanitiser on arrival.</p> <p>Request the parent and or professionals wear a face covering.</p> <p>Will not go into classes but will watch action from the window in the door.</p>	
	Recruitment		<p>Active recruitment will continue where needed, however the process will be carried out remotely where ever possible. If it is necessary for any applicants to visit the school. Social Distancing and Infection control guidance will be followed.</p>	
	Volunteers		<p>The SLT members will make individual decisions about volunteers who are able to attend sessions in bubbles again and they will become part of the bubble structure. These decisions will be based by individual risk assessments.</p> <p>Volunteers will be asked to read the school's risk assessment and social distancing plan ahead of their agreed visits.</p> <p>Volunteers will receive infection control and PPE training from the school nurse before going into class bubbles.</p> <p>Volunteers will be expected to be able to wear full PPE when working with pupils as per risk assessment.</p> <p>Volunteers will not be able to attend school if they are ill.</p> <p>They will be asked to inform the school if they develop Covid 19 symptoms and to share the results of their test with the school to that appropriate action within school can be taken. They will also be asked to inform the school if they have come into close contact with someone who has tested positive and will not be able to attend school sessions.</p>	

Safeguarding	Revision of policy needed to reflect change in practice and circumstance.		DSL (Deputy Head) continues to do this in liaison with borough Safeguarding team. Any changes or updates will then be shared with SLT and all staff. Updated policies will be shared on school web-site.	
	DSL and Deputy DSL to be enabled to have more time to spend on Safeguarding matters.		This will be difficult to regularly timetable. However other staff should support in covering other duties if an urgent Safeguarding need occurs. Headteacher has actively covered many safeguarding needs during phased return, however her time demands also increase, so SLT team to continue to explore appointing an additional person to the Safeguarding team.	
	Caseloads		DSL (Deputy Head) and Deputy DSL (Head of Care) will continue to have designated pupils on their caseload for Safeguarding purposes. This enables a greater continuity of support and communication.	
	Carrying Out Safeguarding Reporting and Recording Systems		Recording keeping and reporting will continue as set out in the Safeguarding Policy. Due to social distancing guidance methods of communicating with DSLs may change, please see Social Distancing Plan.	
	Liaising with out of school professionals and attending multi-professional meetings.		Safeguarding leads will continue to attend TAC and multi-professional meetings remotely, using appropriate secure online systems.	
	Visually assessing a pupil due to a Safeguarding need.		Safeguarding leads will be permitted to enter a child's class bubble if there is a need for them to visually assess the child's condition. PPE, social distancing and infection control guidelines must be adhered to. For the purposes of Track & Trace, DSLs must keep a record of whom they have come into contact with outside their bubble.	
	Supporting or speaking to a member of staff due to a safeguarding need.		Due to the possible sensitive nature of a matter that may need to be discussed, where needed the DSL is permitted to invite the member of staff to come and speak to them in their office. PPE, social distancing and infection control guidelines must be adhered to. For the purposes of Track & Trace, DSLs must keep a record of whom they have come into contact with outside their bubble.	
Catering	All pupils that need to can access a hot meal for lunch.		Edwards & Ward (catering company) have confirmed that they will have the full kitchen team and menu in place for September.	
	Possible changes to lunch schedule		The kitchen team will be able to slightly stagger the serving of lunches, but all work will need to be done within their regular working hours. Clear information on expectations will need to be provided by the school and signed off by the Catering Manager. As the school is served from a shared kitchen, Ronald Ross's requests regarding serving times will also need to be considered.	

	Serving of lunches		Lunches will be served following the directions laid out in the Social Distancing Plan. All pupils will eat lunch in their class rooms, or in the playground outside their classrooms (when it is warm enough).	
	Snacks		At snack-time children are to have individual snacks. They should not be dipping into shared food such as a shared bag of raisins or crisps. They should only be offered snacks that are either individually wrapped or a piece of fruit or salad that can be washed before being given to the child.	
The School Estate	Structural Building Adaptions		We will not be making any planned fixed structural changes during the September return. The activity and additional visitors involved in these tasks would create unnecessary possible risk.	
	Emergency or Urgent Premises repairs		If there is an urgent need such as blocked plumbing, electrical failure or damaged structure, the relevant repair services will be engaged. If it is not possible for the work to be carried out without entering class bubbles, then individual or all class bubbles may be closed to allow the work to be carried out safely. Premises Manager will liaise with Business Manager and SLT Team regarding any emergency building matters.	
	Possibility of reallocation of the use of specific rooms or areas of the building.		Following the Social Distancing Plan, rooms may have to change from their intended purpose to allow for social distanced working.	
	Installation of additional signage to allow assist staff to adhere to.		Temporary signage will be put up in order to make it clear which parts of the building are to be used by designated bubbles.	
	Possible contamination and problems with water supply.		The school's water system is designed to self-flush in order to avoid a water being static in the system. This is monitored by the Premise's Officer and additional testing is requested if necessary.	
	Possible ventilation issues		All rooms class rooms and the majority of offices have windows. In all rooms where there are windows at least one window must be kept open. In rooms where there are no windows. Staff must make sure that furniture is not obstructing air vents.	
	Possible duplication of current resources to enable bubble structure to function comfortably.		In order to provide comfort breaks within each bubble spacing, refreshment resources such as a kettle will need to be provided for each staff rest room.	
	Applying Infection Control and Social		No off-site educational visits will occur during Autumn Term – Half Term 1, so risk will not be present. There will also be pupil visits to Ronald Ross.	

	Distancing to educational visits			
Extra-Curricular Provisions	Applying Infection Control and Social Distancing to After Party (After School Club)		<p>If your child is in school but in a bubble that is awaiting a test result they will not be able to attend mixed bubble activities such as After Party</p> <p>See separate After Party Social Distancing and Infection Control Plan for details.</p> <p>Head of Care will inform parents regarding After Party re-starting</p>	
Meetings	External meetings		Unless unavoidable on site meeting involving off-site professionals or parents will not be possible. Meetings are to take place remotely via TEAMS.	
	Internal meetings		<p>Internal meetings can happen between staff in the same bubble. Social distancing and infection control rules must be adhered to.</p> <p>Staff should not physically meet with staff from another non-class bubbles.</p>	
Totals <i>In the review of the risk assessment with the SLT team will agree and moderate the level of assessed risk. If an element is assessed as 'Extreme' even after risk reducing factors are applied, then this element will not be viable to carry out. Senior Leaders will then decide on the necessary impact of this.</i>				L: 12 M: 28 H: 5 E: 0

Curriculum, Behaviour and Pastoral Support

Risk Subject Heading	Risk	Risk Rating Before Control Measures	Reduction Control Measures	Risk Rating After Control Measures
Access to Curriculum	Enabling all pupils to attend		Social Distancing and Infection control procedures set out and followed in order for all pupils to be able to attend school safely and access the curriculum.	
	Limitations to the curriculum.		<p>Where possible the curriculum will be delivered in in fullest. However in order to accommodate the time staff need to undertake additional infection control practices there will be a reduction in time that can be actively used to educate the children, provide them with integrated therapy and build independence in care tasks.</p> <p>The school will endeavour to maximise the potential of time available, but there will be limitations and individual elements may need be prioritised depending on each child's current needs.</p> <p>Each class will have an adjusted timetable to take into account additional tasks school staff must perform during the day.</p>	
	Remote education where needed		In the event of Local Lockdown or bubble Group home isolation the school will provide home learning activities via email from the class teacher.	

	Possible reduction on breadth of curriculum subjects		Class teachers and leads have the necessary knowledge to offer all curriculum subjects, however the additional infection control needs will limit the time available to offer them.	
	Successfully applying social distancing and infection control to the use of corridors to allow pupils to use specialist equipment		<p>Class teachers to liaise with one another when they will be using the corridor with a pupil using a specialist piece of equipment such as a walker/bugzi so that there is only one adult and one adult in the corridor.</p> <p>Staff to be in full PPE and to try to maintain the 1m+ social distancing.</p> <p>Other staff who may be passing in the corridor to wear face covering and to step to the side if there is a child passing and to keep 2m distance.</p> <p>If any touch points are used during a child's session in the corridor they are to be cleaned by the member of staff supporting the child with Dettol e.g. door handles, banisters, etc.</p>	
	Successfully applying social distancing and infection control guidance to use of the swimming pool		<p>2m or 1m+ social distancing will need to be followed, this will mean that only independent swimmers would physically be able to access the pool. Staff would not be able to wear PPE in the water.</p> <p>Changing rooms and pool contact points would need to be appropriately cleaned after each user (not each bubble).</p> <p>Taking these directions into account swimming will not be safely accessible for class sessions during Autumn Term – Half Term 2.</p> <p>In the event hydrotherapy or water based rehab is required post recent surgery, an individual plan and risk assessment will be carried out.</p>	
	Successfully applying social distancing and infection control guidance to use of the soft play room resources.		<p>The space would need to be limited to one user at a time and all surfaces would need to be cleaned before being used by another user.</p> <p>Time wise it will not be possible to carry out the necessary infection control measures, so the room will not be used for soft play purposes during Autumn Term – Half Term 2.</p>	
	Successfully applying social distancing and infection control guidance to use of the sensory rooms		<p>The space would need to be limited to one user at a time and all surfaces would need to be cleaned before being used by another user.</p> <p>The two sensory rooms will be allocated and timetabled to Mercury, Saturn and Jupiter classes only and should only be used by one pupil at a time with a member of staff accompanying. After each child the room and equipment used will need to be cleaned as advised by the cleaning schedule located in the rooms.</p>	

	Successfully applying social distancing and infection control guidance to use the hall.		<p>The space would need to be limited to one bubble at a time and all surfaces would need to be cleaned before being used by another bubble.</p> <p>The hall will be divided into two spaces and these will be allocated and timetabled to Pluto, Mars, Neptune and Venus only and should only be used by one bubble at a time. After each bubble the hall and equipment used will need to be cleaned as advised by the cleaning schedule located in the rooms.</p>	
	Land based physical education.		<p>Non- contact physical education can be offered outside where possible. Some outside spaces will need to be timetabled and contact points will need to be cleaned between each use, by each bubble.</p> <p>Classes can do PE activities within their own bubble space however they should be mindful that there is adequate space and ventilation for safety.</p>	
	Barriers to curriculum caused by staff deployment.		<p>The pupil to staff ratio has had to be higher to appropriately follow infection control and social distancing guidance and still provide the pupils with learning opportunities. As the population of children increases the SLT will consider each bubble group and if additional staff are needed to offer a suitable curriculum.</p> <p>1 Resource Support Worker (RSW) has been allocated to each pathway to allow for some flexibility for staffing and to back-fill for making resources, collecting lunches and laundry, covering lunch breaks, covering PPE breaks and covering the class teacher for PPA and EHCP meetings.</p> <p>Staff will only be able to work in their bubble or pathway bubble. SLT will make dynamic risk assessments when it comes to covering staff in order to maintain infection control, to keep children and staff safe and to minimise disruption to pupils' learning and school provision.</p> <p>If there is a large number of staff away in a singular bubble, that bubble may need to close.</p>	
Pastoral Support	Children's anxiety and anger from Covid experiences		Class staff know the children well, in the event that additional support is needed this will be discussed with Safeguarding leads and a plan will be put into place, with referrals made where necessary.	
	Accessing Music Therapy		Separate music therapy session will cause a break in the bubble structure. The session will be carried out in the music therapy room in order to minimise movement around the building (see Social Distancing Plan). Resources and contact points will need to be cleaned between each child. Senior Leaders will need to be aware of which children are being seen in order to inform the Track and Trace service if necessary.	
	Accessing Play Therapy		Separate play therapy session will cause a break in the bubble structure. The session will be carried out in the music therapy room in order to minimise movement around the building (see Social Distancing Plan). Resources and contact points will need to be cleaned between each child. Senior Leaders will need to be aware of which children are being seen in order to inform the Track and Trace service if necessary.	

Behaviour	A possible increase in behaviour disruptive to learning due to time out of school.		Class teachers will lead on this in conversation with appropriate Senior Leaders. If necessary, a referral can be made to outside agency support.	
	Access to space and resources for behaviour support.		Many of the pupils use additional spaces such a time out in withdrawal rooms or walks in the corridor to distract and calm from behaviour patterns. As a number of these resources will no longer be available in order to maintain medical health, alternatives will need to be explored, but impact may be reduced.	
Totals				L: 2 M: 7 H: 4 E: 0
<p><i>In the review of the risk assessment with the SLT team will agree and moderate the level of assessed risk. If an element is assessed as 'Extreme' even after risk reducing factors are applied, then this element will not be viable to carry out. Senior Leaders will then decide on the necessary impact of this.</i></p>				

Assessment and Accountability

Risk Subject Heading	Risk	Risk Rating Before Control Measures	Reduction Control Measures	Risk Rating After Control Measures
Assessment	Successfully Passing an Ofsted Inspection		<p>The government have advised that schools will not receive Ofsted inspections during the Autumn Term.</p> <p>However, inspectors may visit some schools to explore how schools are maintaining the best possible provision for students. No graded judgement will be given but improvements suggestions may be put forward.</p> <p>The physical process on the inspectors visiting the building would need to be discussed and planned by SLT, as Social Distancing and Infection Control guidelines would need to be adhered too.</p>	
	Barriers to carrying out government scheduled tests.		<p>The government has now advised that all statutory primary school assessments will take place in Summer Term 2021. This will include phonics screening and Key Stage Tests.</p> <p>The majority of Greenmead children would not usually access these tests, but for those that could, they will take place later in the school year.</p>	
	Barriers to taking part in statutory exams.		Greenmead is a primary school so would not have pupils taking GCSE or A-Level exams.	
Accountability	School Performance Tables		School Performance Tables have been suspended for 2020.	

			Greenmead is a SEN school, with a large portion of children working below Level 1 in the national curriculum. Therefore, School Performance Tables are not an effective judgement of the schools output.	
EHCPs	No face to face meetings		<p>Reports to be sent to parents two weeks ahead of meeting.</p> <p>Meetings to be scheduled for remote access for parents and non-school based professionals. Invite will include a how to access crib sheet.</p> <p>In school based professionals to meet in the large meeting room and have TEAMS set up on the big screen.</p> <p>Parents who cannot access remote meetings will be invited to come into school and have the meeting socially distanced in the large meeting room.</p> <p>Prioritise Year 6 pupils first and the EYFS children who missed their Annual Review in the Spring/Summer Term.</p>	
	Provisions in the EHCP not being met.		<p>Multi-therapy and class teacher meetings to agree areas of priorities and to be shared with parents.</p> <p>At Annual Reviews which are on early in the Autumn Term agree priorities with parents and the team so everyone is in agreement.</p> <p>Integrated therapy is part of the everyday provision at Greenmead and will continue to be delivered by the class team and advised by the therapy team.</p> <p>Any children who need to be seen face to face for reviews, assessments to be done in a room with one member of the class team and one therapist. All staff to be wearing mask, gloves, aprons and visors/goggles.</p> <p>Upskilling of staff to be done with the therapist either as part of the review/assessment as above or in teams meetings on Wednesday morning via TEAMS.</p>	
<p align="center">Totals</p> <p><i>In the review of the risk assessment with the SLT team will agree and moderate the level of assessed risk. If an element is assessed as 'Extreme' even after risk reducing factors are applied, then this element will not be viable to carry out. Senior Leaders will then decide on the necessary impact of this.</i></p>				<p>L: 5 M: 2 H: 0 E: 0</p>

Provision of Therapy (including Physio, OT and SaLT)

Risk Subject Heading	Risk	Risk Rating Before Control Measures	Reduction Control Measures	Risk Rating After Control Measures
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Assessment	Accurate assessment of pupil's current needs		As the majority of pupils will have been out of school for some time therapists will work initially to baseline and assess the pupil's current needs.	
	Therapeutic equipment		Therapists will complete equipment assessments and alteration to make sure all necessary equipment fits the children correctly.	
	Consultation and Prioritising		Therapists will inform and consult with parents regarding any changes to therapy provision for their child. With the understanding that with the additional infection control tasks that staff will currently need to complete there may be some time restrictions on therapeutic tasks. Also following social distancing guidelines, it may not be possible for therapists to run group with children from multiple bubbles.	
Delivery of Therapy	Integrated Therapy		As is the ongoing practice at Greenmead, therapists will continue to upskill class staff to provide suitable therapeutic activities.	
	Therapist directly delivered therapy		<p>Therapists entering directly working with pupils will create a break in the bubble structure. Therefore, therapists will need to provide the Clinical Lead with a weekly list of the children they have come in direct contact with for Track & Trace purposes.</p> <p>Therapists will be given timetabled slots in which to work with each class so that Senior Leaders can make sure pupils have access to the necessary therapists.</p> <p>For dysphagia purposes SaLT therapists may need to visit bubbles while a child is eating.</p>	
	Applying Social Distancing to the Therapy Team		In order to apply Social Distancing guidelines, therapists will have set days where they work on site and days where they work from home.	
	Therapists cannot deliver direct therapy or assessment		<p>Therapist who are ill are not allowed to attend school.</p> <p>Therapists are working across multiple bubbles and therefore may be at risk of needing to self-isolate if a member of a bubble where they have had significant contact tests positive for Covid-19. In this case there will be pupils/bubbles who will not be seen by a therapist.</p> <p>If you child is in a bubble that is awaiting a test result, following NHS guidance, therapists will not have face to face contact with your child until the test result returns.</p> <p>It is for this reason that the upskilling of staff and the integrated therapy approach is applied as a priority.</p>	
Totals				L: 1

In the review of the risk assessment with the SLT team will agree and moderate the level of assessed risk. If an element is assessed as 'Extreme' even after risk reducing factors are applied, then this element will not be viable to carry out. Senior Leaders will then decide on the necessary impact of this.

M: 4
H: 1
E: 0

Contingency Planning for Outbreaks

Risk Subject Heading	Risk	Risk Rating Before Control Measures	Reduction Control Measures	Risk Rating After Control Measures
Local Outbreak	Pupils to attend		<p>This will be dependent on advice given for the specific Lock Down. Advice will differ if it is Wandsworth Lockdown or a Local Lockdown in other boroughs that children are resident in.</p> <p>Pupils remaining at home will be given home-learning tasks and activity packs. Parents will be supported to deliver the activities via teacher phone calls and e-mails.</p>	
	Staff to attend		<p>This will be dependent on advice given for each specific Local Lock Down. Advice will differ if it is a Wandsworth Local Lock Down or a Local Lockdown in other boroughs that staff are residents in.</p> <p>Those staff at home will work from home by completing a menu of work tasks directed by Senior Leaders and Class Teachers.</p>	
	Continued completion of work by other providers		<p>In the event of a Local Outbreak the school would have to liaise with other providers such as transport and catering to explore what level of service would be offered.</p> <p>The level of service is dependent on government advice, which in individual for each Local Outbreak.</p>	
Bubble or Bubble Isolation due to Confirmed Covid-19 or Covid-19 Symptoms	Support for Pupils		<p>If well enough pupils isolating at home will be provided with activity packs and work tasks.</p> <p>Parents will also receive a minimum of once a week Safeguarding Check In phone call.</p> <p>Guidance on action to take if symptoms develop and testing will also be shared with parents.</p> <p>Any days not attended due to directed isolation will not be included in the pupil's absence data.</p> <p>There is no government provision for Free School Meals Vouchers if a child is off school due to elf-isolation.</p>	

	Support for staff		<p>If well enough staff will be given working from home tasks by a Senior Leader and/or their class teacher. They will also be able to contact a member of the SLT team if they have any concerns or questions.</p> <p>Guidance on action to take if symptoms develop and testing will also be shared with staff.</p> <p>Any days not attended due to directed isolation will not be counted as absences unless the member of staff becomes actively ill during their isolation. Only the days of illness will be counted as an absence.</p>	
	Infection Control within the building		<p>If a bubble is asked to isolate, their bubble rooms will receive a deep clean. Learning and medical resources will be left untouched for at least 72 hours so that any viral microbes on them become inactive.</p>	
Totals				
<p><i>In the review of the risk assessment with the SLT team will agree and moderate the level of assessed risk. If an element is assessed as 'Extreme' even after risk reducing factors are applied, then this element will not be viable to carry out. Senior Leaders will then decide on the necessary impact of this.</i></p>				<p>L: 0 M: 5 H: 1 E: 0</p>

Total Assed Level of Risk (after introducing risk control measures)

Level				
Total No.	21	54	12	0

Do any of the of the high risks mean the school is unsafe to open? Yes/ **No**

Do any of the extreme risk mean the school is unsafe to open? Yes/No – **not applicable no extreme risks**

Is the school safe to open once the below list actions have been completed (or a being actioned if ongoing)? **Yes**/ No

Area of Risk Assessment	Action	Senior Leader Responsible
Infection Control	Get clarification on when to direct Self-Isolation.	HoC & HT with LA, PHE and DfE RSC
Infection Control	Create confidential log for Self-Isolation and Testing	HoC
Infection Control	Recorded process for Track & Trace in a document.	HoC
Infection Control	All rooms to have a good stock of soap for hand washing.	SBM
Infection Control	All rooms to have a good stock of disposable tissues.	SBM

Infection Control	All members of staff to be informed of their areas for additional cleaning (send out Social Distancing Plan).	HT
Infection Control	Inform staff of social distancing requirements (send out SD plan)	HT
Infection Control	Provide updated training on PPE use.	HT & HoC
Infection Control	Reminding parents and staff of the direction to notify school regarding anyone in their household with Covid symptoms or confirmed Covid.	HT & HoC
Infection Control	Liaising with other professionals regarding pupils whom require Aerosol Generating Procedures.	HoC
School Operations	Liaising with transport where needed.	HoC
School Operations	Informing staff and children regarding adjusted pick-up or drop off times.	HT
School Operations	Signposting parents whom use public transport to explore borough provided transport where possible.	HoC
School Operations	Sharing travel guidelines with staff (via risk assessment).	HT
School Operations	Supporting Attendance of returning Children (ongoing)	HoC, DH & HT
School Operations	Supporting Attendance of returning Staff (ongoing)	SBM, CTL, DH & HT
School Operations	Organising Infection Control and PPE training for new or temporary staff.	DH, CTL, HoC
School Operations	Planning for essential visiting professionals.	All SLT depending on visitor
School Operations	Informing volunteers not to return to school yet.	HT
School Operations	Recruitment to be carried out remotely when needed.	SBM
School Operations	Revise Safeguarding Documents as needed and share appropriately.	DH
School Operations	Re-define Safeguarding Caseloads and share with class teachers.	DH & HoC
School Operations	Liaise with catering re: staggered lunches.	HoC
School Operations	School to purchase or receive appropriate snacks for classes, where needed.	SBM
School Operations	Liaising with other staff if an emergency need for premises repair occurs.	SBM
School Operations	Producing and putting up signage to support the Social Distancing Plan.	SBM

School Operations	Ordering of duplicate resources such as kettles and refreshments.	SBM
School Operations	Monitoring that staff ventilate all rooms appropriately.	All SLT
School Operations	Manage appropriate practice in Extended School activities.	HoC
School Operations	Provide additional PPE resources for Extended School activities.	SBM
School Operations	Set up a meeting schedule for all teams and whole school meetings.	All SLT
Curriculum, Behaviour & Pastoral Support	Work with teachers to set up individual class timetables taking into account infection control requirements and prioritising specific activities where needed.	DH (with CTL, HT and HoC)
Curriculum, Behaviour & Pastoral Support	Provide and plan remote education when needed.	DH & HT
Curriculum, Behaviour & Pastoral Support	Possible reduction in breadth of curriculum subjects.	DH
Curriculum, Behaviour & Pastoral Support	Staff deployment plan with reference to Social Distancing guidance and practice.	DH
Curriculum, Behaviour & Pastoral Support	Liaising with School Music and Play Therapists and holding a record of their contacts.	HT
Curriculum, Behaviour & Pastoral Support	Supporting with increased or emerging pupil behaviour needs.	DH, HT
Assessment & Accountability	Leading on dealing with a non-inspection visit from Ofsted.	HT
Assessment & Accountability	Liaising with DfE regarding pupil assessment, where needed.	DH
Assessment & Accountability	Defining and sharing remote EHCP process.	HT
Provision of Therapy	Planning Schedule of assessments	CTL
Provision of Therapy	Scheduling equipment reviews.	CTL
Provision of Therapy	Integrated therapy training where needed	CTL, DH, HT
Provision of Therapy	Keeping a record of all therapist pupil contacts.	CTL
Provision of Therapy	Arrange direct contact therapy timetable slots for each class,	CTL, DH

Contingency Planning	Planning and carrying out procedures in a Local Lockdown or Self-Isolation scenario.	All SLT
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Documents used to assist with content of this Risk Assessment:

<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>

https://www.gov.uk/government/news/government-announces-gyms-and-pools-to-reopen-safely?utm_source=13c3c75b-f11f-4522-8d81-f4315f522da2&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4>

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19?utm_source=2a9e03d0-7c76-4778-9517-339fabda9adf&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

30th September – email clarification from PHE to the LA on school’s behalf

The guidance as it stands at the moment (last updated 17/09/2020), in relation to self-isolation in school settings, indicates that school-based contact with someone who develops symptoms **does not** itself require self-isolation unless the person with symptoms tests positive or the contact develops symptoms:

“Any members of staff who have helped someone with symptoms and any pupils 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 or they have been requested to do so by NHS Test and Trace.” (Full guidance can be found [here](#)).

However, the same guidance document also states the following, which enables local settings to consider the needs of their children:

“There cannot be a ‘one size fits all’ approach where the system of controls describes every scenario. Education setting leaders are best placed to understand the needs of their settings and communities, and to make informed judgements about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this and, if they follow this advice, they will effectively minimise risks” (same source as above).

Public Health Enquiries Team