



SCS SPEAR

RISK ASSESSMENT

KMN 26 MAY 2020

UPDATED 1 SEP 2020

Sandwell Community School

URN: 135254

Westminster Road, West Bromwich, West Midlands, B71 2JN

Inadequate Requires Improvement Good Outstanding

CREATE EXCELLENCE By Working TOGETHER to stay SAFE



Risk Assessment Introduction

The cornerstone to managing any activity safely is to conduct a suitable and sufficient risk assessment to identify the hazards, plan control measures accordingly to reduce the risks arising from those hazards, and to subsequently identify if the activity can proceed safely. The following plan has been written by Mr K Morgan and the Governing Body at Sandwell Community School. The SPEAR Risk Assessment is a LIVE working document and therefore is under constant review and will be updated following Government and Public Health guidance

The latest Government Guidance is to support full opening. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

SCS approach

Initially, at the start of lockdown SCS has followed a "20 point strategy in dealing with this crisis. Following the Governments – OUR PLAN TO REBUILD, the Executive Headteacher has developed a recovery strategy for Sandwell Community School – SPEAR. This strategic plan has been updated [30Aug20] and builds on the principles and lessons learnt during lockdown.

SCS-SPEAR KEY Principles for AUTUMN 2020

- 1. **SAFEGUARDING FOR ALL** by ensuring the highest regard for the SAFETY of ALL in this learning community.
- 2. PROTECT AGAINST COVID-19 and to ensure that we reduce the spread of COVID-19 virus by following all of the Government and Public Health guidelines.
- 3. **EDUCATE SCS STUDENTS** and STAFF training
- 4. Access Examinations working towards Level 2 for ALL
- 5. OFFER EDUCATION AS A RESOURCE SAFELY TO THE LA AND OTHER PARTNERS.

Government guidance has established its tiers, but these tiers indicate that SCS must remain open in Tier 2 and 3 – however SCS has the same issues as a mainstream secondary. Therefore, to ensure SCS can react to Covid levels, SCS Tier A to D has been established. This decision will be made by considering, if the school is in a lockdown area, staffing levels, well-being issues and more importantly Covid19 positives and total numbers that are self isolating.

SCS Tier A	SCS Tier	В						SCS Tier	С						SC	CS Tier	D					
Full-Time all week, 9am-2.30pm (Friday 1.30pm)		Enab	le SCS		evelop	new	6 to approaches	Part –time groups	ROT	A, wit	h prio	rity to	exam	nination	SC	CS supp	orts	Vulne	erable	and	KeyV	Vorkers
	SCS TIER 2						IN@SCS	SCS TIER 3						IN@SCS	1 1 -	SCS FIER 4						IN@SCS
		М	t	W	Т	F	✓		М	t	W	T	F	✓			М	t	W	T	F	✓
	Y11	✓	√	✓	√	√	9.00-1.30	Y11	✓	√		√		9.00-1.30	٧	/	✓	✓	✓	✓	✓	9.00-2.30
	Y10	✓	√	√	√	√	9.00-1.30	Y10			✓			9.00-11	k	(yW	✓	✓	√	✓	✓	9.00-2.30
	Y9	✓	✓	✓	√	✓	9.00-1.30	Y9					√	9.00-11		LI CONTRACTOR OF THE PROPERTY						
	Y8	√	✓	✓	✓	✓	9.00-1.30	Y8					√	9.00-11								
	Y7	✓	√	√	√	✓	9.00-1.30	Y7					✓	9.00-11								



W 10 0 11			
and EXTERNALS 1.1 GENERAL EXHT ongoing SCS has remained OPEN and has established fit for purpose, protocols, ensuring the highest standards of safeguarding for ALL within SCS Learning Community SCS has had to deal with a potential risk and has successfully dealt with this, following Public Health guidance from Valerie, Unsworth@sa ndwell.gov.uk Regional Guidance ExhtT note the reducational-settings Public Health Guidance ExhtT protocols, ensuring the highest guidance. Public Health guidance from Valerie, Unsworth@sa ndwell.gov.uk Regional Guidance ExhtT protocol Feducation and appropriate strategies are implemented. Furthermore, ExhtT has weekly mtgs with Secondary HTs and Special HTs and weekly SIA updates SCS Strategy ExhtT no setablished the SPEAR, strategy and all SLT and Operation staff have been briefed. Acting Chair of Govs is fully aware of the SPEAR strategy and plant plan			



					Pupils, students, staff and visitors should wash their hands: • before leaving home • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • when applying, removing or renewing PPE. Hand sanitisers will be fitted to all CoL receptions and small bottles of hand sanitisers available for all Staff and students will be encouraged to avoid touching their face with unwashed hands Students and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. Tissues should be available in all classrooms and in easy reach of students and staff. SPEAR Individual Student Risk Assesments All students returning to SCS have a SPEAR that has to be approved by ExHT			
	1.2 STAFF	ExHT	1 Sep Then ongoing	M	EXHT has planned for transition and established a tiered approach if this is required; whereby existing staff rotas will be used SPEAR STAFF Risk Assessments (SPEAR STAFF RA) Individual Risk Assessments will be completed by HoC for On direction by the EXHT Or on request by a member of staff EMPLOYEE ASSISTANCE PROGRAMME (EAP) Support for staff to discuss concerns and anxieties. Available 24/7, 365 days a year ①0800 107 6147 https://bhsf.tercltd.co.uk/UK/ OCCUPATIONAL HEALTH REFERRAL Support regarding strategies for coping with anxiety, this can be discussed with HoC. COPING as a KEYWORKER Provide staff with the information sheet from MIND — https://www.mind.org.uk/information-support/coronavirus/coping-as-a-key-worker/ TEST and TRACE app SCS will support the implementation of test and trace and any such information will be used as guidance to support staffing https://www.gov.uk/guidance/nbs-test-and-trace-how-it-works	L		



						Staff allocated to a CoL Group Staff will be allocated depending on the nature of the risk of contamination and spread of virus. E.g. Someone who lives with someone who is classified as medically vulnerable will have the following risk measures implemented: - Appropriate space to ensure social distancing. - PPE allocated based on their risk of work and the opportunity to upgrade to additional PPE level if required. - Reduce the amount of time they are in the classroom. - Reduce the amount of pupils in class space at a time. - Sympathetic and reduced timetable – less time equates to reduced risk, https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/			
fro re	.3 STAFF working rom HOME (if this is equired as part of ne Tiers)	ExHT	1 Sep Then ongoing	ExHT has followed all of the guidance and where appropriate as sought the advice of Director of Education. Also, ExHT has established learning platforms that enable staff to work from home	Ĺ	Staff Working from HOME All SCS rotas have enabled staff to work at SCS, work from home, as well as give them their holiday entitlement and this approach will continue as and when required Staff will complete Covid Leave Form, so it is clear their role whilst working from HOME Staff working from HOME risk assessment has been introduced and will be completed to support staff working from home SCS staff working from home policy will be ratified by Governors in June20			
					M	Public Health guidance			



	c of taking 9 home ExHT	1 Sep Then ongoing	Current guidance is for educational staff not to wear PPE		Advice and guidance provided to staff about limiting the spread of infection when returning home. *Appropriate PPE application at all times to limit contraction of the virus. *If you are worried about introducing contamination into your home you may wish to follow the following procedure when you return from school, although the public health authorities have said this is not strictly necessary as it is actually the advice given to staff working in very close quarters with patients who have COVID-19. *Put your school clothes in a bin liner. You can have this ready just by the door and with your washing machine door open. A member of your household can help you do this but ideally should stay clear during this procedure. *Take the bin liner to the washing machine, scrunch clothes into a ball and place in the washing machine, avoiding touching any part of it if you can. Then have a shower and wash your hair and avoid touching door handles or surfaces if possible and, if you do, clean them afterwards. Then go back to the washing machine, shut the door and turn it on at the maximum temperature that the fabric will tolerate. *Clean and disinfect any electronic devices which you have brought home from work e.g. Laptop/Work Phone/ipod etc. *Clean and disinfect surfaces in your home. Wash your hands before eating or handling food. *Suggest this advice to parents/carers if they are worried about contamination when their child returns home.	L		
1.5 PPE	ExHT	1 Sep Then ongoing	Current guidance is for educational staff not to wear PPE	Н	Government guidance - PPE SCS will follow GOV guidance ExHT is advising staff to wear appropriate PPE PPE level 1: Facemask PPE level 2: Facemask and Gloves PPE level 3: Facemask, Gloves, Goggles PPE level 4: Facemask, Gloves, Goggles, Face shield PPE level 5: Facemask, Gloves, Goggles, Face shield, Apron Staff will be provided with appropriate cleaning material ExHT is advising students wear appropriate PPE Face coverings to be used	L		
1.6 Soc	ial Distancing ExHT	1 Sep Then ongoing	Current guidance is adhered to, however the increase in numbers will lead to a higher risk	Н	Government guidance – Social Distancing All SCS CoL will establish proactive measures to enforce SD, including the continual reminder to students to follow SD guidance. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing If SD guidance cannot be followed by a student	М		



						If the students risk assessments indicate that a student cannot follow this guidance, then the HoC will contact parents and inform them that they are not safe, and that the student will stay at HOME			
	1.7 Other related POLICIES	SLT	1 Sep Then ongoing	SCS has existing policies, however those related to Covid-19 will need to be ratified by Governors	М	Other RELATED POLICIES Covid-19 related policies will be ratified by Governors in June20, however updated policies will be working copies	L		
CHECKED by				date					

	HAZARD		Lead	Ву	Existing Control	risk	Additional Control	New Risk	Training	Review	
2	Site Risk from	2.1 Heating	HoC	1 Sep	Checked by LA/BSF	L	Pre-OPEN	L			
	spreading	_		Then			Pre-Open Check by site "is there heating?"				
	Covid-19			ongoing			During DAY				
							Immediate Clean of Heating controls if used				
							End of DAY (EotD)				
							EotD check and report HoC if issue				
		2.2 Water systems	HoC	1 Sep	Checked by LA/BSF	L	Pre-OPEN	L			
		·		Then ongoing			Pre-Open Check by site "is there hot water?" (alternative approaches may need to be considered, following advice from Sue Moores – Head of Service Sandwell LA) or BSF team				
							During DAY				
							Immediate Clean of Water systems if used				
							End of DAY (EotD)				
							EotD check of water temp and report HoC if issue				
		2.3 Gas Safety	HoC	1 Sep	Checked by LA/BSF	L	Pre-OPEN	L			
				Then			Pre-Open Check by site"are gas appliances working?"				
				ongoing			During DAY				
							Immediate Clean of Gas controls if used				
							End of DAY (EotD)				
							EotD check and report HoC if issue				



			date		НоС					
					Heavy Clean and report HoC if issue					
					End of DAY (EotD)		1			
					Immediate Clean after utensil use and work surface use					
		ongoing			During DAY					
		Then			Pre-Open Check and clean"is specialist room fit for purpose?"					
2.6 Specialist area	HoC	1 Sep	IDENTIFY	L	Pre-OPEN		L			Ī
					EotD check and report HoC if issue					
					End of DAY (EotD)					
					Visual check					
					During DAY					
					operation.					
		ongoing			systems set-up appropriately ?"					
2.5 Vendiadon	1100	1	Daily Visual Clieck		Guidance on Ventilation to identify room usage"are ventilations		_			
2.5 Ventilation	HoC	1 San	Daily visual check	М	Pre-OPEN		1			
							-			
							-			
							-			
		ongoing			purpose and clean?"	<u> </u>	-			
	1.00	Then	Juny Groun		Pre-Open Check and clean if necessary "are kitchen areas fit for		_			
	2.4 Kitchen areas2.5 Ventilation2.6 Specialist area	2.5 Ventilation HoC	Then ongoing 2.5 Ventilation HoC 1 Sep Then ongoing 2.6 Specialist area HoC 1 Sep Then	Then ongoing 2.5 Ventilation HoC 1 Sep Then ongoing Daily visual check Then ongoing 2.6 Specialist area HoC 1 Sep Then ongoing IDENTIFY	Then ongoing 2.5 Ventilation HoC 1 Sep Then ongoing Daily visual check M 2.6 Specialist area HoC 1 Sep Then ongoing IDENTIFY L	Then ongoing Pre-Open Check and clean if necessary "are kitchen areas fit for purpose and clean?" During DAY	Then ongoing and clean if necessary "are kitchen areas fit for purpose and clean?" Pre-Open Check and clean if necessary "are kitchen areas fit for purpose and clean?" During DAY	Then ongoing Then	2.5 Ventilation HoC ongoing Then ongoing HoC 1 Sep Then ongoing End of DAY (EotD) Heavy Clean and report HoC if issue Daily visual check End of DAY (EotD) Heavy Clean and report HoC if issue Cuidance on Ventilation to identify room usage"are ventilations systems set-up appropriately?" Find of DAY (EotD) Cuidance on Ventilation to identify room usage"are ventilations systems set-up appropriately?" Find of DAY (EotD) End of DAY (EotD) EotD check and report HoC if issue Cuidance on Ventilation to identify room usage"are ventilations systems set-up appropriately?" Find of DAY (EotD) EotD check and report HoC if issue Cuidance on Ventilation to identify room usage"are ventilations systems set-up appropriately?" Find of DAY (EotD) EotD check and report HoC if issue Cuidance on Ventilation to identify room usage"are ventilations systems set-up appropriately?" Find of DAY (EotD) EotD check and report HoC if issue Cuidance on Ventilation to identify room usage"are ventilations systems set-up appropriately?" Find of DAY (EotD) Find of DAY (EotD)	Pre-Open Check and clean if necessary "are kitchen areas fit for purpose and clean" Pre-Open Check and clean if necessary "are kitchen areas fit for purpose and clean"

HAZARD		Lead	Ву	Existing Control	risk	Additional Control	lew ^{Train} Risk	ng Review	
Safety System	3.1 Security System	HoC	1 Sep	Checked by NRA/BSF	L	Pre-OPEN	-		
Risk from spreading			Then			Pre-Open Check"is the CCTV system working effectively?"			
Covid-19			ongoing			During DAY			
						Immediate Clean of controls if used			
						End of DAY (EotD)			
						EotD check and report HoC if issue			



	3.2 Fire Alarm	HoC	1 Sep	Regular tests of fire	L	Pre-OPEN	L		
			Then	alarm		Pre-Opening check"conduct a TEST of the fire alarm □			
			ongoing			Refresh and publish SD Fire Evacuation			
						During DAY			
						Immediate Clean of Fire core point or main panel if used			
						End of DAY (EotD)			
						EotD check of fire alarm + clean of core points & report HoC if issue			
	3.3 First Aid	HoC	1 Sep	Stock checks and	L	Pre-OPEN	L		
	Equipment		Then	purchase		Pre-Open check"is there adequate supplies of first-aid?" Replenish additional stocks			
			ongoing			During DAY			
						Immediate Clean of First Aid equipment or disposal			
						End of DAY (EotD)			
						EotD check and replenish stock and report HoC if issue			
CHECKED				date		HoC			
by									

	HAZARD		Lead	Ву	Existing Control	risk	Additional Control	New Risk	Training	Review	
4	Cleaning &	4.1 Hot water in	HoC	1 Sep	Checked by NRA	Н	Pre-OPEN	М			
	Hygiene Risk from	every toilet		Then			Pre-Open Check"is there hot water in every toilet ?"				
	spreading			ongoing			During DAY				
	Covid-19						Visual check				
							End of DAY (EotD)				
							EotD check and report HoC if issue				
		4.2 Soap in every	HoC	1 Sep	BSF checked	L	Pre-OPEN	L			
		toiletincluding staffroom		Then ongoing	SCS Site team		Pre-Opening check"is there soap in every toilet" Replenish additional stocks				
				origoing	replenish end of the		During DAY				
					day		Vsiual check				
							End of DAY (EotD)				
							EotD check and replenish stock and report HoC if issue				
		4.3 Hand sanitiser	HoC	1 Sep		L	Pre-OPEN	L			



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						EotD check and replenish stock and report HoC if issue		
						End of DAY (EotD)		
						RECORD spillage kit usage in SCS SPILLAGE USE LOG		
						Compulsory wearing of Full PPE kit ALL staff WHO trained	ALL staff	
						During DAY	CHECK	
						Clear disposal of PPE and cleaning aids		
A			origoning			Order Spillage Kits and PPE gown/boiler suit Display PPE WHO course signage		
			Then ongoing	p 3. 3. 3. 3.		PPE (gown or boiler suit) located with spillage kits	Mod2	
	4.4 Spillage Kits	HoC	1 Sep	Stock checks and purchase		Pre-Open check on spillage kits"is there a spillage kit + PPE?"	WHO Mod1	
					Н	EotD check and replenish stock and report HoC if issue Pre-OPEN		
						End of DAY (EotD)		
						Visual check and replenish		
			ongoing	Farance		During DAY		
			Then	Stock checks and purchase		Pre-Open check"is there adequate supplies of sanitiser?" Purchase of hand sanitiser for reception, and GROUP rooms		

	HAZARD		Lead	Ву	Existing Control	risk	Additional Control	New Risk	Training	Review	
5	Classroom	5.1 Classroom	HoC	1 Sep	Cleaned by BSF or SCS	М	Pre-OPEN	L			
	Risk from spreading	cleaning		Then	Site team		Pre-Open Heavy Clean				
	Covid-19			ongoing			During DAY				
						Room to be closed if necessary					
						End of DAY (EotD)		C'I			
						EotD Heavy Clean, especially of main contact points. EotD site team to record in DAILY CLEANING LOG		Site team			
		5.2 Classroom waste	HoC	1 Sep	Cleaned by BSF or SCS	М	Pre-OPEN	L			
		bins		Then ongoing	Site team at the end of a day		Pre-Open deep clean PROTOCOL on infected waste Purchase bins with lids for toilets and staffrooms				
							During DAY				
							STAFF DUTY rota to check on toilets at end of lunchtime				



	5.3 Drinking water in classrooms 5.4 Classroom set-up	НоС	1 Sep Then ongoing	Students have access to water in classrooms – shared bottle and plastic cups	M	Classroom waste emptied at end of day Toilet/staffroom waste double bagged and to external bins Students cannot bring water bottles into school Water can be provided to a student in a classroom Staff (wearing gloves) and face mask [to prevent cross- contamination] to provide drink in plastic cup Plastic cup disposed of in classroom double bag bin ALL soft furnishing, where practicable, will have been removed Pupils will be provided with their own stationary in a plastic wallet with their name on it. Chairs and tables to be positioned in order to facilitate Social Distancing at all times. Site team to be informed of classroom usage to aid preventative cleaning Outdoor learning space to be used where appropriate but ensure GROUP and SD.	L	Staff inform ed	
CHECKED by				date		НоС			

	HAZARD		Lead	Ву	Existing Control	risk	Additional Control		New Risk	Training	Review	
6	from	6.1 Corridor Floors and Walls	HoC	1 Sep Then	Checked by BSF and SCS Site team	M	Pre-OPEN Pre-Open Check "have walls and floors been cleaned?"		L			
	spreading Covid-19			ongoing	Cleaned at end of day		During DAY	Risk				
					Heavy Clean		Immediate Clean if there is a concern					
							End of DAY (EotD)					
							EotD HEAVY clean and report HoC if issue					
		6.2 Door handles	HoC	1 Sep	Normal everyday	Н	Pre-OPEN					
				Then ongoing	contact, but there is no idea of exact contacts during a		Pre-Open deep clean "have door handles been cleaned?" Doors to be wedged to avoid contact and Fire-Evacuation to reflect this					
					day		During DAY					



CHECKED by	dat	EotD Heavy Clean and report HoC if issue HoC			
		End of DAY (EotD)			
		Doors to remain with wedge, but HoC to monitor Wearing of Gloves by staff and students (ExHT advises wearing of gloves) Identify key handles that are used more and wipe down with sanitiser at end of lunch			

	HAZARD		Lead	Ву	Existing Control	risk	Additional Control	New Risk	Training	Review	
7	Movement	7.1 Access at	HoC	1 Sep	Access to school at	М	Pre-OPEN	L			
	Risk from spreading Covid-19	PERIMETER		Then ongoing	perimeter SLT on duty		Pre-Open check Pre-Open clean of possible contact points SD floor markings and SD signage SLT and staff on am rota				
							During DAY				
							CLEAN of main access point at 10am				
							End of DAY (EotD)				
							EotD HEAVY clean EotD review and update and share where necessary				
		7.2 Access at RECEPTION HoC Then ongoing Staff on duty Then ongoing Dre-OPEN Pre-Open check Pre-Open clean SD floor markers SD signage Sanitiser station being purchased During DAY	L								
				men	Stall off daty		Pre-Open clean SD floor markers SD signage				
							INFRARED THERMOMETERS to record temperatures of STAFF on STAFF TEMP LOG and students on STUDENT TEMPERATURE LOG. These tests will be kept only for as long as is needed. If temperature is above 37.8 or higher then follow procedures detailed in 8.3 Questionable temperature will be triple checked. PROTOCOL for searchingPOLICY for Searching to be established				
							End of DAY (EotD)				



					EotD review and update and share where necessary PROTOCOL for SEARCHING for each CoL, live updating required				, =	
7.3 Movement inside	HoC	1 Sep	Checked by LA/BSF	L	Pre-OPEN		L			
school		Then			Pre-open check and section off site if required					
		ongoing			Pre-open plan to ensure reducing contact Doors to be wedged to avoid contact					
					During DAY		-			
					Review site issues to minimise contact		-			
					End of DAY (EotD)					
					EotD review and update and share where necessary					
7.4 Movement	HoC	1 Sep	Daily clean	L	Pre-OPEN		L			
outside school within		Then	,		Pre-open check	П				
school perimeter		ongoing			Pre-open plan of usage of outside and share Doors to be wedged to avoid contact					
					During DAY		-			
					Enable access to outdoors during school day		-			
	End of DAY (EotD)	End of DAY (EotD)		-						
			EotD check and clean. Review, update and share where necessary		-					
7.5 Fire Evacuation	HoC	M Pur OPEN		L	✓					
Plan		Then	testing each term		Refreshed SD Fire Evacuation Plan		-			
		ongoing			During DAY					
					Practice with groups every week	П				
					Record Evacuation time on FIRE LOG	_				
					Ensure SD maintained throughout alarm/drill HoC Report issues to ExHT					
					End of DAY (EotD)					
	Ensure all STAFF & STUDENTS know Fire Evac Plan			Ensure all STAFF & STUDENTS know Fire Evac Plan	П					
		Practice with staff □				_				
	Practice with students □									
7.6 Water from	HoC	1 Sep	At times, students do	М	No water is to be issued from the staffroom. Water can be provided only from classroom or from designated dining area.		L	✓		
Staffroom		Then	have water from staffroom		,					
	ongoing staffroom Staff informed □ Students informed □									



CHECKED by				date		НоС			
	7.10 Movement at end of the day	НоС	1 Sep Then ongoing	At end of the day, students collect personal items then are dismissed	Н	Students to wear face coverings for movement and in communal areas Each GROUP to be allocated a depart time HoC to devise PROTOCOL for students leaving site	М		
	7.9 Movement at Lunch	HoC	1 Sep Then ongoing	General free movement around school, although access to rooms are limited	М	Students to wear face coverings for movement and in communal areas Each GROUP to be allocated appropriate area for lunch Students to sanitise hands on return from lunch If issue or potential issue at break, then staff to inform HoC immediately	L		
	7.8 Movement at BREAK	HoC	1 Sep Then ongoing	General free movement around school, although access to rooms are limited	M	Students to wear face coverings for movement and in communal areas Each GROUP to be allocated appropriate area for break Students to sanitise hands on return from break If issue or potential issue at break, then staff to inform HoC immediately	L		
	7.7 Movement to toilet	HoC	1 Sep Then ongoing	Students are accompanied by staff	M	Students to wear face coverings for movement and in communal areas Students to be escorted to the toilets to ensure effective hand hygiene is promoted. Toilets have hand washing signage Students to be provided with hand gel upon entry to the room. Staff informed Students informed Students informed	L	•	

HAZ	ZARD		Lead	Ву	Existing Control	risk	Additional Control	New Risk	Training	Review	
from spre		8.1 GROUPS	HoC	1 Sep Then ongoing	Students organised into classes and students are able to mix during the day	H	Pre-OPEN Students organised into groups Staff support organisation set-up HoC to identify and allocate group zones for BREAK and LUNCH During DAY	L			



						Н	Groups will learn, eat and socialise together Other groups will not mix Siblings will be in the same group Group staff will not be expected to swap (only by HoC when there is a serious safeguarding or welfare issue or to limit the spread of Covid-19) End of DAY (EotD) EotD Review Pre-OPEN				
		8.2 Searching	НоС	1 Sep Then ongoing	Students are searched and items are stored		PROTOCOL Searching No items to be taken into school – no food, no bottles Students allowed own face coverings Box with lid to store valuables Lockers to be used for coats During DAY No access to personal belongings	M			
							End of DAY (EotD) HoC to organise for a SD depart for each group at different times by				
						Н	using a rota EotD check and review Pre-OPEN				
		8.3 Transport	НоС	1 Sep Then ongoing	Students make own way to school and from home. Some parents do transport, others walk, with the majority on public transport		Students allocated to closest CoL SPEAR Individual Risk Assessment completed No bus-passes to be issued Ensure 2 students on minibus and 1 in car Consider paying parental mileage	H			
					danspore		During DAY SCS Minibus to be used to support risk on SPEAR Indiv Stdnt RA Taxis may be booked with approval of ExHT End of DAY (EotD)				
							EotD check and review				
	CHECKED by				date		НоС				
	HAZARD		Lead	Ву	Existing Control	risk	Additional Control	New Risk	Training	Review	
9	Illness during the day	9.1 RECOVERY room	НоС	1 Sep Then ongoing	Student waits for collection in reception area, this is a general area	Н	Pre-OPEN Identify RECOVERY ROOM for illness Hand sanitiser, bin and tissues to be obtained for designated RECOVERY room.	М			



9.2 Student ILLNESS during the day (non-	НоС	1 Sep Then	Student waits for collection in reception	Н	During DAY If used HoC to be informed End of DAY (EotD) EotD Heavy Clean and report HoC if issue ILLNESS PROTOCOL 1 Parents to be called immediately	M		
Covid-19 symptoms)		ongoing	area, this is a general area		 Accompanying staff to wear PPÉ Student moved to RECOVERY room, ventilate, ask them to avoid unnecessary contact with surfaces, check on them, close door and monitor from other side of door and update re:parents Staff monitor if displaying Covid-19 symptoms, then advise them and inform parents to follow the staying at home guidance. Staff to inform HoCHoC to inform Operation Team to ensure it is logged. Call 999 if students is seriously ill or injured or their life is at risk Student to use tissue and dispose in bin, staff monitor If students needs toilet, then nearest toilet to be used, remind them of the need for personal hygiene. RECOVER room to be HEAVY cleaned HoC to communicate with PARENT to evaluate risks 			
	HoC	1 Sep		Н	ILLNESS PROTOCOL	М		



9.3 Student ILLNESS during the day Covid-19 symptoms		Then ongoing	Student waits for collection in reception area, this is a general area	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1 Parents to be called immediately 2 GROUP STAFF to be sent home once GROUP have left site 3 Accompanying staff to wear PPE, but avoid risk if possible 4 Student moved to RECOVERY room, ventilate, ask them to avoid unnecessary contact with surfaces, check on them, close door and monitor from other side of door and update re:parents 5 Staff monitor Covid-19 symptoms, then advise them and inform parents to follow the staying at home guidance. 6 Call 999 if students is seriously ill or injured or their life at risk 7 HoC to inform ExHT ExHT contact Public Health for guidance and consider closing Centre. 8 Staff to inform HoCHoC to inform ExHT and Operation Team to ensure it is logged. 9 Student to use tissue and dispose in bin, staff monitor 10 If students needs toilet, then nearest toilet to be used, remind them of the need for personal hygiene. 11 ExHT to decide on CLOSING CoL or keep OPEN[The key is the GROUP and whether there is a risk of cross-contamination. ExHT to inform HoC and Operations Team 12 ExHT communicate to parents via Operation Team 13 EXHT to order a DEEP CLEAN room to be deep cleaned 14 Staff and students to be advise to go for a Covid-19 test, isolate for 14 days until test results 15 HoC to communicate with PARENT to evaluate risks
	ExHT	1 Sep		H]	ILLNESS PROTOCOL H



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	9.4 A case of Covid-19 is confirmed – student or adult	Then ongoing	SCS has not had a confirmed case	■Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An assessment of each education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils or students and staff will be based on this assessment. ■The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts, and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team. ■If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the local Health Protection Team. In most cases, closure of the education setting will be unnecessary but this will be a local decision based on various factors such as establishment size and pupil mixing. ■The ExHT and governing body reserve the right to make this decision of school closure or Centre of Learning closure based on knowledge of the unique setting and risk to pupils and staff.			



	HAZARD		Lead	Ву	Existing Control	risk	Additional Control	New Risk	Training	Review	
10	RISK of students missing education	10.1 Students	HoC	1 Sep Then ongoing	SCS has provided learning activities. NOTE: Remote Learning will be established if there is a closure of a Centre or SCS	Н	F2F SCS Tiers established in SPEAR strategy SCS has established a Remote Learning Hub SCS staff can enhance learning through the following: 1. Set Paper based work that can be completed at school or posted home 2. Direct our students to existing Online resources – referred to as WEB learning 3. Use SCS VLE to share resources – referred to as REMOTE LEARNING HUB 4. Use SCS LIVE LEARNING using TEAMS for SCS Learners and non-SCS 5. Use SCS LIVE MENTORING using TEAMS for SCS Learners and non-SCS 6. Use SCS LIVE INTERVENTION using TEAMS for SCS Learners and non-SCS 7. Use other platforms to enable SCS students to receive support from EXTERNALS 8. Signpost students to other support agencies, as and when required. 9. Signpost parents/carers to other support agencies, as and when required.	M			
	CHECKED by				date		НоС				



	HAZARD		Lead	Ву	Existing Control	risk	Additional Control	New Risk	Training	Review	
11	Risk to a students' emotional well-being	11.1Students well-being	НоС	1 Sep Then ongoing	SCS has established effective working practices	M	Current Risk Assessment analysis and from conversations with parents/carers during this period of lockdown, some of our students are and will struggle with the new routines of the school in order to protect staff and pupils. These measures are essential to keep everyone safe. ExHT has introduced a SPEAR Individual Student Risk Assessment, to identify current risks, and if students are too distressed, then ExHT will temporarily remove or reduce provision for individual pupils. If a student's behaviour and wellbeing is compromised to a point where they are spitting, being violent or not adhering effectively to social distancing, the HoC will temporarily remove or reduce provision for individual students until it is safe to return. ExHT will evaluate the risk and may prevent that student from returning during SPEAR. Students who require physical intervention throughout SPEAR will not be able to come into school due to the risks of close contact with other people. Physical intervention will be avoided wherever possible. In the instance where it is the case Level3 PPE must be used. All other MAPA policies and procedures will be adhered to as will de-escalation strategies.	L			
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	HAZARD		Lead	Ву	Existing Control	risk	Additional Control	New Risk	Training	Review	
12	Risk to a member of Staffs" emotional well-being	12.1 STAFFS well-being	ExHT	1 Sep Then ongoing	SCS has established effective working practices with the ever changing landscape	М	EXHT has been in constant communication with HoC, SLT, and Operation Team. EXHT has supported staff well-being throughout. A staff survey has been completed and further surveys will be used to support SPEAR, especially when the guidance remains consistent. Virtual staff meetings and briefings have been regularly conducted. This provides an opportunity for staff to seek clarification or ask questions. STAFF risk assessments will be used to support individuals. EXHT Headteacher has been in direct communication with staff when the need has arisen and will continue to support individuals	L			
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Other sources have been used

Sandwell LA – Guidance document to support schools informing their approach to social distancing - Version 1 18.5.20

SSAT - https://www.ssatuk.co.uk/?s=covid-19

UNION GUIDANCE

NASUWT - https://www.nasuwt.org.uk/advice/health-safety/coronavirus-quidance/requirements-for-reopening-of-schools.html

TUC - https://learning.elucidat.com/course/5eb42594092f7-5ebc26efb60ce?mailt=256%400MZfjTXziwFDqdJka2z4dw7NJ2Xis1knuONJVeoEtVQ%40475329

NEU -https://neu.org.uk/neu-five-tests-government-schools-can-re-open

NAHT quidance -https://www.naht.org.uk/advice-and-support/coronavirus-news-and-quidance-for-school-leaders/advice-for-school-leaders-on-phased-returns/

ASCL - https://www.ascl.org.uk/coronavirus

GMB - https://www.gmb.org.uk/checklist-gmb-reps-coronavirus-covid-19

Further information

The Government recovery strategy - OUR PLAN TO REBUILD

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884760/Our_plan_to_rebuild_The_UK_Government_s_COVID-

19 recovery strategy.pdf

Government advice on coronavirus - https://www.gov.uk/coronavirus

Coronavirus outbreak FAOs: what you can and can't do

https://www.gov.uk/government/publications/coronavirus-outbreak-fags-what-you-can-and-cant-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-do/coronavirus-outbreak-fags-what-

Guidance and advice about coronavirus (COVID-19) in educational settings for staff, parents and carers, pupils and students. -

https://www.gov.uk/government/collections/coronavirus-covid-19-quidance-for-schools-and-other-educational-settings

Public Health

Public Health Team at PHCovid19 Enquiries@sandwell.gov.uk

SIPS

COVID-19: TOOLKIT FOR SCHOOLS - FACILITATING A SAFE RETURN

Staff Considerations Extended Opening - Covid 19

DfE helpline:

Phone: 0800 046 8687 (and for reporting a positive case – select the relevant option)

Email: DfE.coronavirushelpline@education.gov.uk Opening hours: 8am to 6pm (Monday to Friday), 10am – 4pm (Saturday to Sunday)

Signed Kevin Morgan date 22.9.20



SPEAR Risk Asses	k Assessment Review								
DATE	SIGNATURE	COMMENTS	ACTIONS						