

Overley Hall Coronavirus Risk Assessment

Written by the Principal Head Teacher in conjunction with Management Teams from across Care, Education, Adults, HR and Domestic Departments

Activity	Coronavirus - Preventative measures and reducing the impact if escalation occurs
Reviewed	Review as and when required in line with Local and National Guidance
To be reviewed	By the Senior Leadership Team

Score	Likelihood / Probability	Description	Score	Consequence/Severity	Description
5	Very likely / almost certain	Event is expected to occur in most circumstances	5	Catastrophic / severe/ fatality	Death or permanent disability to one or more people
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required.
3	Fairly likely / possible	Event could occur at some time	3	Moderate (over 7 – day injury)	Medical treatment and isolation required, over 7 days
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is required

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

PRIORITY OF ACTION

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained

Note Safeguarding

School and Care will constantly be keeping abreast of the local, national and global developments of the Coronavirus spread and its possible impact on students, staff, family and friends of Overley. We will ensure we are taking all possible precautionary measures to minimise escalation. We will ensure we are armed with the latest advice from Public Health England (PHE), the Department for Education (DFE), the World Health Organisation (WHO) and the National Health Service (NHS). We will use this advice to update our planning and to help keep staff, parents and other relevant stakeholders informed of contingency measures. We will provide relevant information in an accessible way to our young people to try to build their understanding and skill level to reduce their potential anxiety. The emotional wellbeing of young people will always be our priority throughout this troubling time. We will seek the support of our therapists throughout to promote best possible outcomes for our children. Decisions regarding contact will be taken in conjunction with individual authorities, parents and relevant department Heads at Overley Hall. To help safeguard our children and staff Overley Hall offers LFD testing in line with Government guidance and operates a no access without testing first policy. This risk assessment should be read with the Mass Asymptomatic testing risk assessment, Parent Visits risk assessment, Safeguarding Policy, Remote Learning Policy, Online Policy and Curriculum Policy.

Hazard	Likelihood Low– Medium - High	Risk of Injury	Risk	Control Measures	Additional Measures	Likelihood Low– Medium – High	Risk of Injury	Level of Risk
Possibility of cross-infection and cross contamination	Likely	Moderate to high	Medium	<p>In school, additional measures will be taken to ensure surfaces, shared equipment and facilities are regularly cleaned throughout the day. Additional cleansing will be organised by the tutor of each room. Classroom rotas to be the responsibility of senior teaching assistant or tutor. Think about key boards, coded locks, door and cupboard handles, shared cutlery, desk tops;</p> <p>BDo to make sure recommended spray and cloths/paper are available to every classroom;</p> <p>BDo to make sure hand soap and sanitizer is available in every room and by al entrances and exits;</p> <p>BDo to make sure tissues are available in every room; Domestic staff to deep clean daily and upon request by BDo;</p> <p>All staff across all departments will be provided with opportunities to read and discuss this risk assessment and asked to provide their input. All employees will sign to say they understand and agree to abide by the risk assessment.</p> <p>A named person is responsible for stock taking of PPE, cleaning and sanitising products and ensures plentiful availability. It is the tutor’s responsibility to ensure each classroom has a supply for their designated areas.</p> <p>Designated washroom clearly signed and used only by test site operatives. Domestic team to ensure designated washroom is cleaned twice daily. (Left hand WC in school reception).</p> <p>Smoking shelter only to be used by care team. School staff who wish to smoke should use either a quiet spot in the forest or in their vehicles, always out of sit of the children. All cigarette butts to be disposed of in litter bins. Lodge care staff not to use the smoking shelter between the Lodge and Woodlands. During this period, staff who wish to smoke should find a quiet spot round the back of the Lodge. This is to prevent crossing of bubbles and reduce the possibility of cross infection.</p>	<p>Due to increased risk of day students accessing School</p> <ul style="list-style-type: none"> • Social distancing maintained where possible • Limit movement within school building (one class one toilet) • Strict cleaning of visited areas/rooms across the day, with early morning deep clean • Risk assessment of taxi firms bringing in day students to be checked and agreed by HT. Weekly LFD tests to be offered and actively encouraged of escorts during pandemic. • Parents/carers to be offered regular LFD tests provided they are not displaying any symptoms of COVID 19 nor have they been in any contact with somebody who has tested positive for COVID 19 prior to testing.. • Any breaches by professional carers/escorts of Government Guidance should be discussed with the company offering the service by Senior Staff of Overley Hall. • Regular phone calls with families/carers of our day students to ensure nobody has a confirmed diagnosis, or current situation has changed which could affect decision as to whether HEV’s should be accessing school, SL’s to work hard to establish open and transparent dialogue with families and care companies providing care of our day students. • Day students not be taxied in without prior risk assessments being agreed by the learner’s authority and by BDo or MBa. Day students should either be transported into school by their parents or by the children’s home where they reside. • Asking staff escorting day students daily if they are experiencing any symptoms or if our day students are displaying any symptoms prior to being allowed into school. • Not allowing any escorts into the school premises. Ensuring all bags and walking frames/wheelchairs are sanitized in reception are of the school. • Limiting numbers of staff working with day students as much as possible to reduce risk, same staff to work within an identified bubble. • PPE to all staff ‘close working’ is mandatory with all CYP and indeed all of our young people and colleagues • Supplies of Medical IIR face masks to be located near to the entrances of the school and children’s home. • All day students personal belongings to be sanitized upon arrival. • Upon arrival, day students will be expected to hand sanitize and prior to leaving school at the end of the day. • Mass Asymptomatic Lateral Flow Testing carried on site as per government guidance for all staff across the provision and 	Possible	Moderate to high	Low

					<p>offered to all students with consent from parents and guardians. (See Asymptomatic Testing Risk Assessment.</p>			
				<p>Social Distancing and Face coverings. Social distancing to be used wherever possible (2m apart as frequently as possible). Face masks (medical mask Type IIR to be worn by all staff <u>at all times</u> during working hours, face shields also available but not mandatory. (Medical mask, face shield or both). Staff will enter the school wearing a face mask and not remove it until they have left the building in case to reduce the risk of cross infection.</p> <p>Exceptions for when face masks may be removed :</p> <ul style="list-style-type: none"> Practitioners who are leading teaching activities unless working in close contact with peers or learners. Whilst eating or having a drink When outside, unless working within close contact. If working within the kitchen or where temperatures are likely to exceed typical room temperature. Whilst lone working within the laundry. For medical reasons or special educational reasons. <p>Close contact definition:</p> <ul style="list-style-type: none"> Working within 2m for up to 15 minutes or longer Working within and up to 1m Travelling within a small vehicle <p>Despite guidance suggesting a 1m rule, Overley will continue to adhere, wherever possible, to the 2m rule.</p> <p>Supporting learners who are self-isolating. During such work, ALL staff supporting must wear full PPE and follow donning and doffing training at all times.</p> <ul style="list-style-type: none"> Mask, gloves, apron, face shield 	<p>Posters situated around the school Updates given weekly to staff</p> <ul style="list-style-type: none"> Social distancing Handwashing & sanitising Use of tissues when coughing and sneezing <p>All staff across the provision to be given Doffing and Donning training to ensure correct procedure is established and used consistently across the provision.</p> <p>Track and trace training to be provided to all staff. Power point presentation created and available. All line managers to receive and share with their staff.</p> <p>Clear markings to be used to clearly mark out one way systems around school and domestic department areas (arrows). Markings (crosses) will also mark out 2m distances down corridors. Areas where only one person can stand, such as clocking in/out machines will be marked. (Square with cross).</p> <p>Working in strict clearly identified bubbles ensuring no cross infection occurs across bubbles. All staff, including therapy staff will be assigned to a bubble.</p> <p>All communal areas will be scheduled for use. Staff from one bubble at any one time. These areas will include the staffroom and Life skills, Sensory Lodge, The Coach House, School reception, any office or the Therapy Office. Staff using areas are responsible for sanitising the area to allow for the next bubble to make use of the space.</p> <p>A tutor based programme of study will be put in place during such times when specialist teaching staff are unable to move across the different class groups. See Curriculum Policy. Staff from the school asked not to use the smoking shelter until further notice to reduce the possibility of cross infection with the staff who work at Wellingtonia.</p>			

			<p>Handwashing/Sanitizing expectation Tutors/Senior Teaching assistants to ensure children and staff wash hands following lessons, making it fun; possibly linking to a simple song (PSm).</p> <p>Regular sanitising of all surfaces including handles, keyboards, desks, interactive screens etc.</p> <p>Each member of staff to be provided with an individual hand sanitiser and facility to refill as and when required. It is the responsibility of individual staff to ensure they refill their supply.</p>	<p>Strict protocol in place</p> <ul style="list-style-type: none"> • Hand washing prior to break and lunch • Hand washing before anything is to be eaten or drunk. • Regular check of sanitising dispensers to ensure they are stocked adequately 		
			<p>Toilets Staff need to support pupils appropriately whilst attending to their hygiene needs. How to wash hands appropriately laminated posters to be displayed in each washroom facility. Separate Pad bin required for girls toilet in school (LTh). Full PPE to be worn whilst providing personal care. All PPE to be disposed of using the designated PPE bin (Yellow and black bin).</p>	<p>Children who can go to the toilet independently need to be escorted to ensure safe hand washing occurs in the bathroom before returning to class or family rooms.</p>		
			<p>Food Ensure buffet food is not presented in a way which can be cross contaminated by others – box up party foods, Fruit to be stored in less accessible places and not stored or presented in bowls where contamination could easily take place.</p>	<p>Movement of CYP and staff to be restricted</p> <ul style="list-style-type: none"> • One person to collect trolley at lunch time • Staff member to return trolley at lunch time • Staff and CYP to have lunch in classroom <p>Until further notice, class groups will remain in their bubbles and eat lunch in their classrooms to reduce movement across the provision.</p> <p>All young people needing to self-isolate will do this either in Wellingtonia or in certain circumstances and when agreed by HT at their family residences.</p> <p>During periods where individuals are in self-isolation in identified and agreed zones, children not in self-isolation will remain in school and family rooms until bedtime to ensure possibility of cross infection is minimized.</p> <p>Any transition made by young people who appear unwell will be closely followed by a person responsible for sanitization.</p> <p>Where possible school staff will continue to work in school, however the curriculum may need to be relaxed to enable regulation and safety measures</p> <p>Care staff, where possible, will continue to work in the home.</p>		
			<p>Transportation of soiled clothing Clothes that have been soiled should be placed in a washable ‘red bag’, using gloves and appropriate PPE; transported in a clothes bin and put into a washing machine at the appropriate temperature whilst bagged to minimise contact. Temporary storage may be required whilst waiting for an accessible machinist.</p>			
			<p>Teaching & Learning Daily PSHE sessions to improve skills and understanding</p> <ul style="list-style-type: none"> - learning about how to hand wash and when to hand wash - Learning how to safely cough and sneeze into tissue and discard - Provide a social story to help children understand about Coronavirus - Recovery Curriculum (linking with Barry Carpenter work and our onsite clinical psychologist). - Zone of regulation to be explored to reduce or support anxiety and expression of emotions. - Repetitive teaching strategies to enable understanding of required routines for hand washing (modelling, practicing, hand over hand support, etc.). 			
			<p>Sharing of utensils, apparatus, resources, equipment Not sharing equipment as much as possible – issue pens and pencils to staff and children (Senior TA/tutor responsibility); labelling where possible and appropriately cleaning or sanitising if unsure whether contamination may have taken place. Medication utensils will need to be appropriately sterilised or thrown away after use (medication policy).</p>			
			<p>Raising Awareness BDo to ensure - Hand Washing Posters to be distributed in all classrooms and toilets areas; BDo to ensure - Coughing and sneezing posters to be made available in every classroom and reception. Also refer to Teaching and Learning.</p>			

					<p>If an adult resident is diagnosed with coronavirus and their condition does not warrant hospital care, they will remain in their own home, self-isolating as much as possible, staff would support residents using PPE and infection management.</p> <p>At a critical point, agreed by the coordination team, staff across school and care may need to be amalgamated and distributed to maintain safe staffing levels.</p> <p>At a critical point, agreed by the coordination team, staff on holiday may be requested or required to attend to work duties to ensure the safety of all.</p> <p>Senior Leaders may have to implement out impact risk management strategies in extreme circumstances during such unprecedented times and we ask for your cooperation during such situations.</p>			
				<p>Tools Ensure we have the necessary equipment for raising awareness and potential illness: Gloves, face masks, non-contact thermometer, laundry bags, hand sanitizer and sufficient refill, Milton for sterilizing equipment, cleaning spray and antibacterial wipes for electronic equipment</p>	<p>PPE to be made accessible to everybody from the sluice room in the PPE cupboard.</p>			
				<p>Accommodation To consider staff accommodation needs on an individual basis by senior leaders and if deemed necessary, to offer temporary accommodation to enable them opportunity to stay away from their family homes to prevent possible cross infection and ensure availability for work. Overley may consider</p> <ul style="list-style-type: none"> • Rented accommodation/hotel as achieved during previous lockdown. 	<p>A designated person to ensure regular (daily) stock takes of PPE and cleaning products are carried out with the authorisation to order new stock to replenish as an when required.</p>			
				<p>Physical location</p> <ul style="list-style-type: none"> • Wash Hands, Cover Face and Make Space. • Avoid pinch points. • Specific coloured tape to section parts of room to the specific child (learner) in school. • Morning and evening handovers to be carried out either in the corridor, to the left of the door, (only two people per handover) or in the playground or on terraces for Ash and Holly. Hand over's on the family room to take place on playground if traffic appears busy in corridor. • Continue to maintain safe distances. • Avoid sharing personal belongings – keys, clothing, etc. • Where it is necessary to queue, please leave 2m gaps between you and the next staff member. • Hand sanitise regularly making use of dispensers placed close to entrances/exits. • Sanitise work areas regularly throughout shift. • Relevant/used areas of the provision to be deep cleaned daily by Housekeepers. • Use Yellow bins marked Biohazardous Material to discard PPE. 	<p>Wellingtonia Seniors have the responsibility of ensuring their family rooms including the Lodge have the required PPE and Sanitiser available at all times. Team leaders to audit family rooms to ensure stock is always fully available and accessible.</p> <ul style="list-style-type: none"> • Cleaning Product to be stored in the Cleaning Cupboard • Dettol spray to be asked for from either domestic staff or the kitchen staff. • Gloves to be stored on the top floor lift shaft cupboard • All other PPE to be stored in the Cleaning Cupboard. <p>School Stock for classrooms to be replenished from the stock located and stored in the School Sluice Room.</p>			

				<ul style="list-style-type: none"> • Ensure you have a ready supply of PPE and sanitisers at all times, phone LTH if you require stock. 	<p>Test Site Stock to be stored in the school prep room. Stock only to be used by test room operatives for testing.</p>			
				<p>General</p> <ul style="list-style-type: none"> • School – as highlighted above, masks are mandatory except for exceptional circumstances as outlined above. Full PPE is available and optional. Full PPE must be worn at all times when providing personal care. • Wellingtonia – as highlighted above, masks are mandatory except for exceptional circumstances as outlined above. Full PPE is available and optional. Full PPE must be worn at all times when providing personal care. • House keepers and Catering – Full PPE to be worn at all times except for exceptional circumstances as outlined above (see Social Distancing and Face covering). • Gardeners and Maintenance – PPE to be worn at all times except for exceptional circumstances as outlined above (see Social Distancing and Face covering). • Administration staff – PPE to be worn at all times except for exceptional circumstances as outlined above (see Social Distancing and Face covering). • Essential visitors – Must be tested using LFD before visit commences and following a negative result to be issued with medical mask IIR type to wear for visit and full PPE to be made available but not mandatory. <p>Self-isolation During periods of where CYP are in self-isolation, full PPE is mandatory (Face shield + Face mask + additional PPE such as apron and gloves). During personal care, PPE is also mandatory. CYP will be kept separate from other CYP at all times. This may involve CYP (x two or three) residing in rented accommodation. If deemed necessary to self-isolate in Wellingtonia use: Individual bedrooms, Snowdrop, Bluebell, specified lounge in Dove. Stagger use of playgrounds. Use Coach House as a play centre only returning to specified bathroom and bedroom. Everything to be sprayed with disinfectant after use in all areas. Cleaning all work surfaces/door handles/ following use of resources as scheduled at least three times daily. Deep cleaned twice per day during periods of self-isolation. Staff supporting CYP to ensure areas requiring cleaning to be safely vacated to allow work to be safely carried out. Minimise the number of staff supporting young people and minimise movement around the building. During the period where we have anybody in self-isolation (staff or CYP), no visitors (unless in the case of an emergency) will be given access to Overley Hall for any department.</p> <p>Ensure communication is high on the agenda. Cross team Management Meetings to take place as frequently as required; to include senior leaders from across Education, Care, Domestic Teams and where possible, from Adult Services.</p> <p>To ensure effective communication, monthly update letters to be emailed to parents to keep them up to date during the pandemic. Close correspondence with Governors to be given by HT and Termly HT COVID reports shared. Any articles/news from any department which would like to be shared with parents, must be given in writing or emailed to BDo or ADA.</p>	<p>Formal briefing to staff on Donning and Doffing PPE. Posters displayed in staff areas in respect of donning and Doffing PPE Where close working is unavoidable, keep to the same pairs or groups of workers.</p> <p>Used PPE to be disposed of in yellow & black dedicated bins. Bins located in disabled toilet, sluice room, girls and boys washroom facilities and test site in school.</p>			

			<p>See Parent contact risk assessment, policy and procedure for more information about parent contact. Parent contact will only be arranged on a case by case basis and only when it is felt safe to do so. This will be agreed between senior leaders, authorities and parents/guardians.</p> <p>During lockdown periods, parents will be offered LFD testing on a Monday pm, Wednesday pm and if negative will be given a two hour window to have interaction with their child/(ren) on site in the Coach House or offsite for a car journey in line with Government Guidance.</p> <p>Parents will also be offered testing fortnightly on a Friday pm, to enable children to spend the week end with their parents. They will be expected to return on the Monday morning and either the child will be tested or the parents to ensure the child does not need to self isolate.</p> <p>Staff to log incidents of 'close contact' working (only staff who are not wearing PPE, i.e., Facial coverings) with other staff in the 'Close Contact Log books' allocated to each department (class, family room, etc.).</p>			
			<p>Staffroom</p> <ul style="list-style-type: none"> • Maximum of 8 people. Do not rearrange furniture. • Avoid when full - Use library, available classroom (there is always one free each day, list on staffroom door), bench/terrace areas, use picnic tables in terraces and the grounds. Use independent living suite & forest school base next door to the workshops; Therapy/management could use their offices. Life skills is available (except Tuesdays). • Staggering breaks and lunch to reduce traffic • Maintain hygiene – kettle, washing up liquid and hand wash (all anti-bacterial/anti-viral) – wiping after use. Spray chairs. • Alternative kettle access • Separate chairs by 2 metres – Chairs away from clocking in machine and exits/entrances. • Staff remain at door and warn others if at stand still whilst waiting for others to leave / move. • Use one way system when required – leaving staff room to outside area if entrance too busy. • Keeping door and windows open at all times or when possible. 			Encourage staff to bring their own flasks / drinks bottles and keep them with them. Use dishwasher for crockery at the end of each day.
			<p>Outdoor Playground Apparatus including swings/slides/sand pit/bikes and trikes etc.</p> <ul style="list-style-type: none"> • Gardeners to deep clean weekly • Staff supporting CYP to spray playground apparatus after use • Encouraging frequent hand washing. 			
			<p>Photocopier</p> <ul style="list-style-type: none"> • 1 person at a time. • No children to be sent to the photocopier during pandemic. • Avoid delivering photocopying to other class groups or people. • Frequently wipe down photocopier keypad (touched areas) (BDo and MBa to clean school copier, LTh and KKh to clean copier in main hall). • Move to appropriate location whilst waiting for turn – 2 metre distance / away from route 			

			<ul style="list-style-type: none"> Distance markers to be acknowledged whilst waiting or come back when it is not in use. 			
			<p>Meeting Room/library</p> <ul style="list-style-type: none"> Maximum of 10 people Separate chairs by 2 metres - Chairs away from exit/entrance. Wear masks at all times Avoid entering when busy - Use another available room. Maintain hygiene – Wiping sides, tables or computers after use. Spray chairs. Staff remain at door and warn others if at stand still whilst waiting for others to move to their place. Keeping windows open at all times or when possible. Remove large table. Coffee Machine to be used to prevent catering staff having to move across departments during pandemic – clean buttons after each use 	Reduce number of chairs to ensure distancing can be achieved. Keep Chairs organised so safe distancing is maintained.		
			<p>School reception</p> <ul style="list-style-type: none"> 1 person at a time to be signing in (signing in to be done by SLT not visitor) – hand gel before using pen and writing. Hand sanitiser to located in entrance way and all main entrances and used when entering or leaving the building. Carefully move back and forth to allow no less than 1 metre distance when passing others. Frequently wipe down sides, door handles, pen, etc. Staff wishing to speak to management, to knock and then go to a more appropriate space to have discussion. Move to appropriate location whilst waiting for turn – 2 metre distance / away from route. Apply distance markers to serve as visual reminders of safe distances One sofa to be removed to create larger movement area – Safely spaced. Safe passing point marked out 			
			<p>Coach House</p> <ul style="list-style-type: none"> Maximum of 16 people. Tables or chairs to be laid out to maintain appropriate safe distances. No more than 2 people at a time in the store room and toilet area. No more than 3 people at a time in the kitchen area. Avoid entering when busy - Use another available room. Maintain hygiene – Wiping sides, tables or/and chairs. Keeping 1 or 2 windows open at all times or when possible. Separate bin available to dispose of contaminated objects. 	Reduce use as much as possible. Timetable/calendar. Ensure room is available.		
			<p>Cinema Room</p> <ul style="list-style-type: none"> Only 6 people at any one time, spaced with 2m apart. Distance markers to be adhered to at all times. Staff to spray clean the surfaces, controls, and remote control upon entry and exit. 	Reduce use as much as possible. Timetable/calendar. Ensure room is available.		
			<p>Soft Play</p> <ul style="list-style-type: none"> Only two in at any one time Staff to spray clean the surfaces Deep clean to take place weekly 	Reduce use as much as possible. Timetable/calendar. Ensure room is available.		
			<p>Staffroom clocking-in machine; Clocking-in machine in Wellingtonia</p> <ul style="list-style-type: none"> School – Staff to exit via the outside/external door, operating a one way system to avoid pinch point near clocking-in machine. Clocking-in machine queue to 			

			<p>be as short as possible. Only one member of staff to be in the vicinity of the clocking-in machine. Distance markers to be placed down corridor to help support a safe queuing system as staff wait to clock in and out of school. Use wipes found on top of the clocking-in machine to wipe down machine after use. Maintain hygiene; wash hands when entering school, sanitize hands after use of machine.</p> <ul style="list-style-type: none"> Wellingtonia – Avoid pinch point around the entrance to the Domestic office and clocking-in machine at all costs, only one person at any one time in this area of the building. Distance markers to be used to help support safe queuing out towards maintenance workshop and down towards kitchen. Staff in office to give way to those clocking in. Use wipes found on top of the clocking in machine to wipe down machine after use. Maintain hygiene; wash hands when entering school, sanitize hands after use of machine. 			
			<p>Coffee making/Tea making areas Staffroom, Farm shop, Coach House and staff dining room in Wellingtonia</p> <ul style="list-style-type: none"> Only 2 people at one time in the coffee making area both in the staffroom and the dining room; maintaining 1 metre spacing with face mask. Exiting the staffroom through the outside door wherever possible. Only make drinks for yourself or use PPE if making drinks for others. See staffroom above – hygiene needs before and after. Staff can make drinks in Life skills or another appropriate area to ease congestion in kitchen areas as and when required. Only 2 staff members to be behind the counter in the farm shop whilst making drinks. Only 3 people to be in the kitchenette in the Coach house at any one time. <p>PPE to be worn at all times if making tea/coffee for others whilst preventing pinch points in the kitchenette (reducing how many are making drinks at one time).</p>	Encourage staff to bring their own flasks / drinks bottles and keep them with them. Use dishwasher for crockery at the end of each day.		
			<p>School corridors</p> <ul style="list-style-type: none"> Minimise the transitions through the corridor, especially if with learners. Choose shortest route spent in corridor – accessing outside area if possible to get to destination Try to avoid having conversations in the corridor Carefully move back and forth to allow no less than 1 metre distance when passing others. Frequently wipe down sides, door handles, pen, etc. Move to appropriate location whilst waiting for turn – 2 metre distance / away from route Distance markers in corridors to serve as a visual reminder of safe distances Use distance markers to serve as learning prompts (emotions/colours/numbers/letters/Makaton signs etc.) 			
			<p>Entrance way into and out of school</p> <ul style="list-style-type: none"> Keep clear Maintain hygiene – Wiping sides, handles, door, etc. Stagger learners coming in and out of school 			
			<p>Outdoor areas</p> <ul style="list-style-type: none"> Maintain safe working distances Take hand sanitizers Surfaces and equipment to be sprayed and cleaned if considered contaminated (other person being cautious) 			

			<p>Play ground</p> <ul style="list-style-type: none"> • Supervision of learners whilst outside • Maintain safe working distances • Take hand sanitizers • Surfaces and equipment to be sprayed and cleaned if considered contaminated (other person being cautious) • Gardeners to clean fortnightly 			
			<p>General classroom practice</p> <ul style="list-style-type: none"> • Create bubbles (consistent fixed staff team and student groups) • Avoid creating pinch points. • Wash hands, Cover Face and Make Space. • Limit how many people in at one time: dependent on room size. • Separate desks with 2m distance between. Use 'back to back' working as much as possible. • Use tape for creating safe distances and zones. • PPE must be worn unless exceptional circumstances are required. • PPE mandatory if staff are required to move into close working during exceptional circumstances. • Cleaning routines to be scheduled and staff specified. • Be astute and vigilant and any concerns to inform line manager. • Activities to be short to avoid possible close working for prolonged periods of time. • Use bays (x1 person per bay) wherever possible. Ensure every person has their own seat and table and restrict swopping seats. • Use proactive strategies to avoid having to use restrictive physical intervention, reducing our ability to avoid close working (TEAM TEACH). • Stagger breaks/lunch to help reduce pinch points as much as possible. • Work outdoors as much as possible. • Windows to be kept open and external doors to be kept open wherever possible. • Staff remain at door and warn others if at stand still whilst waiting for others to move to their place. • Increase work linked to emotional wellbeing, regulation, sensory sensitivities, communication, emotions, going with and developing curiosity, IEP strategies, PSHE topics. Focus more on PCD (Person Centred Development) using strengths and interests to motivate. • Provide enrichment days when safe and agreed by senior management. • Risk assessment to be signed by SL's. • Much of our everyday practice should continue as normally as possibly paying high regard to risk assessment. 	<p>Formal briefing to staff on donning and doffing PPE. Posters displayed in staff areas in respect of donning and doffing PPE.</p>		
			<p>Classrooms with side room</p> <ul style="list-style-type: none"> • Limit how many people in at one time – 1 to 2 depending on distance maintained – no longer than 12 minutes if within 1 to 2 metre space. PPE for close working. 			
			<p>Family rooms</p> <ul style="list-style-type: none"> • Deep cleaned daily • All surfaces sanitised at least three times per shift 			
			<p>Main office</p>			

			<ul style="list-style-type: none"> No more than one person to visit or enter unless during emergency situations (4+1) Please knock and wait if someone is already accessing this service. Use email or telephone (Extension 0) wherever possible. For wages/clerk use extension 211 Surfaces to be frequently cleaned throughout the day. 			
			<p>Domestic Office</p> <ul style="list-style-type: none"> A maximum of two persons at any one time. Move desk to the back of the office. Only one additional person at any one time. Second person to stand in area demarked by tape. Window to be open to create flow of air. 			
			<p>Housekeeper/Cleaning cupboard</p> <ul style="list-style-type: none"> Recognise cleaning cupboard in corridor of Wellingtonia as a potential Pinch point. Move cleaning boxes and some equipment upstairs to middle landing. Staff belongings to be stored in cupboard outside by back door (where oil is kept). 			
			<p>Domestic strategy</p> <ul style="list-style-type: none"> Housekeeping staff split up so not too many on each floor. Two on top floor, two on the middle. No congregating on middle landing (Pinch point). Maintenance staff to wear PPE when around others. Staff to work separately where possible. Gardeners to work in separate areas as often as possible but where unavoidable to wear PPE. Kitchen staff to operate a one way system, to follow markings on floor. Table split into two halves, one person on each side, and working at opposite ends of the table. Wherever possible split staff with only two staff working in the kitchen on any one day, working alternative days. School- Coffee machine in School library so no staff going up and down into different departments with coffees for visitors. Coach House – Staff to make their own hot drinks using the kitchenette. Staff not to request from the kitchen during this pandemic. 	Where close working is unavoidable, keep to the same pairs or groups of workers. Encourage staff to bring their own flasks / drinks bottles and keep them with them Use dishwasher for crockery at the end of each day.		
			<p>Surgery</p> <ul style="list-style-type: none"> Only one person to be in surgery at any one time. Only one CYP accompanied by one member of staff in support to be in the doorway. Staff moving into/from the main hall to enter/leave via the Robin corridor (creating safer flow of traffic). Full PPE to be used by the person in the surgery distributing medication. Hand washing prior and following medication distribution. Utensils to be sterilised using Milton. 	Formal briefing to staff on donning and doffing PPE. Posters displayed in staff areas in respect of donning and doffing PPE.		
		<p>School Head Office</p> <ul style="list-style-type: none"> No meetings to take place inside the school office or in the doorway as this would create a pinch point near to the front door and fire exit. Email wherever possible. Knock and wait for assistance. Arrange to have discussions in the meeting room or a more spacious room, applying social distancing and continuing to use PPE. Use phone wherever possible. Only one other person at any one time (2 + 1). Sanitise door handles and any objects touched. If a private matter needs to be discussed, ask one to leave). Where PPE during where necessary. 				
		<p>Physical restraint and reducing need for physical intervention</p> <ul style="list-style-type: none"> PPE to be used, wash hands afterwards, sanitise. Wash hands, Cover Face and Make Space Clean area of room after use. 				

			<ul style="list-style-type: none"> Consider wearing face shield as well as mask – protection from possible foreign bodily fluids (dependent on individual PSPs). Share positive successful strategies with staff and management to ensure more proactive strategies can be added to PSPs. Take every precaution to avoid restrictive intervention. Be as creative as possible to reduce the likelihood of having to use restrictive physical intervention such as using outside areas. <ul style="list-style-type: none"> Move away as soon as possible Staff coordinating to ensure visors are fitted to staff involved. Please remember to document and complete the Close Contact Log books' following restraints where close working was inevitable for safety reason with staff. This process will help and support the Track and Trace strategy. <p>Reduce demand on students.</p> <ul style="list-style-type: none"> Ensure routine and consistency is maintained, but with flexibility, calmness and a 'relaxed' approach as much as possible. Follow PSP's which highlight proactive strategies relating to different levels of anxiety. Consistency & flexibility. Nurture/sensory curriculum. Communication Aids, Schedules, Debrief packs 1-4. Provide reassurance and clarity where possible. Prioritise wellbeing with holistic approach 			
			<p>Personal Care</p> <ul style="list-style-type: none"> Full PPE required. Used PPE to be disposed of in the yellow bins. Choose a larger bathroom to use wherever possible. Social distance where possible to promote independence. Ensure all young people are assisted with their hand washing following. 	Formal briefing to staff on donning and doffing PPE. Posters displayed in staff areas in respect of donning and doffing PPE.		
			<p>Therapy Office</p> <ul style="list-style-type: none"> Therapy Office will need to be carefully managed at all times to ensure there are no more than 5 people in at one time. Alternative rooms must be sought or specific therapy members could temporarily relocate to enable discussions or work to safely take place. Use back to back working. Door to be open to provide flow of air. Staff/visitors requiring access or support refer above. Clean resources before returning Avoid access for young people Hand sanitiser to be used regularly throughout the day. Email therapists wherever possible. Clinical Governance meetings to be held in meeting room, applying social distancing. 			
			<p>Collecting lunch</p> <ul style="list-style-type: none"> One person from each class to collect all staff and students lunch for that room and deliver it to the classroom. Trolley handles to be sanitised before returning. Hands to be sanitised prior to hand plates of food to staff and students. Stagger collections/timeslots. Lunch choices provided prior to lunch time. Trolley loaded with food already plated up. PPE to be worn. On Wednesday, education to collect their food before care to reduce hall pinch point. Serving staff to wear PPE. Covers for each plate of food being transported. 	Formal briefing to staff on donning and doffing PPE. Posters displayed in staff areas in respect of donning and doffing PPE.		

			<p>Bus/transportation</p> <ul style="list-style-type: none"> • PPE and social distancing to be applied. • Buses to be used – keeping in mind class/family room bubbles – social distancing and masks. • Window kept slightly open. • Car to only be used when safe to do so – keeping in mind class/family room bubbles – social distancing and masks. • Teaching and Care staff to spray down after use with spray sanitiser (Dettol Spray) found in compartment above driver seat and maintained by the Domestic Department. • All food and drink to be cleared out of the buses after use (Driver responsible). • Buses to be cleaned each morning prior to use by staff and children by Domestic staff. • Antibacterial wipes, Blue rolls, bin bags, dustpan and brush to be situated in all buses. • Hand sanitise. • Set air conditioning to air flow mode. 	<ul style="list-style-type: none"> • Minimise use as much as possible • Formal briefing to staff on donning and doffing PPE • Posters displayed in staff areas in respect of donning and doffing PPE 			
			<p>School Reception</p> <ul style="list-style-type: none"> • If someone enters through the main door, step back to by the reception sofa. • Hand sanitiser located by the external door. • Senior managers to spray reception three times daily. • Deep clean carried out daily by the domestic staff. • Staff to ensure any meetings/discussions take place in the meeting room and not by the office blocking access to the external door. • Library/Meeting room to be left free to enable meetings/discussions to take place. 				
			<p>Smoking Shelter</p> <ul style="list-style-type: none"> • Maximum of 4 at any one time. • Meal times and smoking breaks to be staggered. • Care staff 9am - 9.30am, 11.30am – 12pm • School staff 10am - 10.30am, 12pm – 1.30 • Domestic staff 10.30am – 11am, 1.30pm – 2pm 	Remind staff to wash hands before/after smoking.			
			<p>Family rooms and the landing</p> <ul style="list-style-type: none"> • PPE to be worn at all times – see Social Distancing and Face covering. • Wash hands, Cover Face and Make Space • Hand washing and hand sanitiser to be used regularly and always prior to eating. • Regular cleaning of surfaces, furniture handles, toys with Dettol spray at least three times per shift. • Ensuring family rooms are only used for those who are named as being in that family group. • Reduce CYP congregating in kitchens, the landing and stagger bathroom use, staff to work proactively. • Staff to work with the same CYP group as far as possible. • Plan and communicate the use of different areas within Wellingtonia and the grounds for 1:1 times. • Sofa on the landing to be swapped for single chairs. • Stagger the use of the landing during more busy times such as the start or end of the day • Family rooms and the landing to be deep cleaned daily by the domestic team. • Increase support for CYP hygiene routines • Encourage CYP's independence. • Proactively organise activities which promote more spread across the provision. 	Formal briefing to staff on donning and doffing PPE. Posters displayed in staff areas in respect of donning and doffing PPE.			
			Catering Strategy				

				<ul style="list-style-type: none"> Kitchen staff to limit their movement around different departments Food to be put on trolleys and taken to day rooms/classrooms. Weekly menu to be provided so staff and children can select their choices in advance. Kitchen staff to plate up and load trolley which can be collected from the Main Hall. Time slots for each family room and classrooms to collect trolley allowing catering staff to plate up and avoid pinch points around the kitchen entrance and corridor leading from the kitchen. Kitchen staff to wear masks and visor when plating up food and serving staff. PPE to be worn by all staff. Education and care staff collecting fruit and biscuits to be staggered and only once per week. Hampers for each group to be made up by kitchen staff for each class and each family room and left in dining room for collection (Education on a Monday between 9am– 10am). Staff not to congregate in the dining room area. Wellingtonia and School– staff to pre plan and order food using online shopping if risks pose too high for specific learners where shops may need to be avoided, i.e., a learner who is likely to become distressed whilst accessing a shop or a learner who finds it difficult to socially distance with members of the public. 	Formal briefing to staff on donning and doffing PPE. Posters displayed in staff areas in respect of donning and doffing PPE.			
				<p>Breaks</p> <ul style="list-style-type: none"> Staff to take staggered breaks and maintain social distancing at all times Follow guidance at all times; Wash hands, Cover Face and Make Space House keepers to use staff dining room and bluebell; only two in each room. Rooms to have signs hung on doors as a polite reminder. Tape to be used to mark out where people can sit. Staff to continue wearing face mask whilst not eating or drink whilst lounging in communal areas. Staff to ensure they have sprayed surfaces and door handles after break. 				
				<p>Following Parent contact (Term Time CYP) (See Parent Contact Risk Assessment and individual parent contact risk assessments)</p> <ul style="list-style-type: none"> CYP will be expected to undergo a period of 10 days in self-isolation as a safeguarding measure if required to do so in line with track and trace (following advice from public health England; self-isolation will run across school and care. Education will be provided in Wellingtonia or the Coach House during this period whilst in 'self-isolation'. 				
The CYP has been in close contact with a person diagnosed with COVID-19 and is required to isolate.	Likely	Moderate	Low	<p>Movement of CYP to be reduced as far as possible and they will not attend school. Plan will be created to ensure this process can be achieved in Wellingtonia, i.e., using Snowdrop as a family unit or floor family area such as Dove.</p> <p>Ensuring effective and frequent communication across departments involving department senior leaders.</p> <p>Wherever possible, consistency of staffing will be maintained as much as possible.</p> <p>Supporting staff should use full personal protective equipment (PPE) at all times. PPE should include a medical face mask, apron and gloves. If there is a risk of splashing then eye protection should also be used (see PPE below).</p> <p>It is essential that used PPE is disposed of using the clearly labelled yellow biohazardous bins. Staff should ensure their personal masks are refreshed daily and disposable versions renewed at least 2 times a day.</p> <p>Staff should ensure they have access to antibacterial hand gel (bactericidal and virucidal with minimum of 80% ethanol) at all times and use in accordance with risk assessment, training and guidance. This includes staff being mindful of all surfaces or objects (phones, keyboards, handles, etc) that could potentially be contaminated by yourself or others. Staff then using sufficient hygiene strategies such as reapplying hand gels, to minimise cross contamination.</p>	<p>Visas are available. PPE in Sluice Room in School.</p> <p>Formal briefing (donning and doffing).</p> <p>Posters displayed in staff areas in respect of donning and doffing PPE.</p>	Possible	Moderate	Low

				<p>PPE:</p> <p>Disposable gloves: Single use to protect you from contact with the client’s body fluids and secretions. Vinyl gloves provide sufficient protection for the majority of duties in the care environment, providing the correct size of glove is chosen according to the wearer’s hand size. If a change of gloves is required during a task because the glove is torn or punctured, then hand hygiene is needed after removal of the original gloves. Hands should be thoroughly dried to make the donning of new gloves easier and reducing the risk of gloves tearing before donning a clean pair.</p> <p>Disposable plastic apron: Single use to protect you from contact with the client’s body fluids and secretions.</p> <p>Fluid-repellent (Type IIR) surgical mask: Fluid-repellent surgical masks (FRSMs) can be used continuously while providing care, unless you need to remove the mask from your face (e.g. to drink, eat, take a break from duties). You can wear the same mask between different areas, rooms or places. You should not touch your face mask unless it is to put it on or remove it. The mask is worn to protect you, others and can be used while caring for a number of different CYP regardless of their symptoms. You should remove and dispose of the mask if it becomes damaged, visibly soiled, damp, or uncomfortable to use. If removed, you would then need to use a new mask.</p> <p>Eye protection Eye protection is recommended where there is risk of droplets or secretions from the CYP’s mouth, nose, lungs or from body fluids reaching the eyes (e.g. caring for someone who is repeatedly coughing). Use of eye protection should be discussed with your manager and you should have access to eye protection (such as goggles or visors). Eye protection can be used continuously while providing care, unless you need to remove the eye protection from your face (e.g. to take a break). We do not recommend continued use of eye protection when driving. If you are provided with goggles/a visor that is reusable, then you will need to clean it either before or after your daily work schedule using either an antibacterial cleaner or wipe.</p>				
The CYP has symptoms of COVID-19 and close personal contact is required with the CYP. Example bathing or personal care	Likely	Moderate		<p>Movement of CYP to be reduced as far as possible and they will not attend school. Plan will be created to ensure this process can be achieved in Wellingtonia, i.e., using Snowdrop as a family unit or floor family area such as Dove.</p> <p>Ensuring effective and frequent communication across departments involving department senior leaders.</p> <p>Wherever possible, consistency of staffing will be maintained as much as possible.</p> <p>Supporting staff should use full personal protective equipment (PPE) at all times. PPE should include a medical face mask, eye protection, apron and gloves (see PPE above).</p> <p>It is essential that used PPE is disposed of using the clearly labelled yellow biohazardous bins. Staff should ensure their personal masks are refreshed daily and disposable versions renewed at least 2 times a day.</p> <p>Staff should ensure they have access to antibacterial hand gel (bactericidal and virucidal with minimum of 80% ethanol) at all times and use in accordance with risk assessment, training and guidance. This includes staff being mindful of all surfaces or objects (phones, keyboards,</p>	<p>Aprons, gloves, face masks are readily available and can be found in the PPE cupboard in the sluice room.</p> <p>Visas are available one per person. PPE to be available from the Sluice Room in School.</p> <p>Formal briefing to staff on donning and doffing PPE.</p> <p>Posters displayed in staff areas in respect of donning and doffing PPE.</p>	Possible	Moderate	Low

				handles, etc) that could potentially be contaminated by yourself or others. Staff then using sufficient hygiene strategies such as reapplying hand gels, to minimise cross contamination.				
Undertaking cleaning or other support for the CYP who are showing symptoms of COVID-19 where close personal contact is not needed	Possible	Moderate	Low	<p>Please follow above: Wash hands, Cover Face and Make Space</p> <p>No additional PPE is required where close personal contact is not required in school.</p> <p>Maintain the standard distance of 2m away from the CYP when undertaking support or activity.</p> <p>Support staff should follow advice on hand hygiene as well as making frequent use of hand sanitiser.</p> <p>For room cleaning use usual household products, for example detergents and bleach,</p> <p>Clean frequently touched surfaces including but not limited to:-</p> <ul style="list-style-type: none"> • Telephone touch pads • Photocopier touch pads • Computer keyboards • Computer mouse • All handles – draw handles, door handles, kettle handles • Taps • Light switches and light pulls • Seat handles <p>Personal waste (for example used tissues, continence pads and other items soiled with bodily fluids) and disposable cleaning cloths can be stored securely within disposable rubbish bags.</p> <p>These bags should be placed into another bag, tied securely and kept separate from other waste within the room. This should be for at least 72 hours before being put in the usual household waste bin which can be disposed of as normal.</p>		Unlikely	Moderate	Low
Dealing with laundry which may be contaminated with COVID-19	Likely	Moderate	Medium	<p>Those working in the laundry should not shake dirty laundry before washing. This minimises the possibility of dispersing virus through the air and creating aerosols. Face shields should be worn if shaking laundry is unavoidable.</p> <p>Wash items appropriately, in accordance with the manufacturer's instructions.</p> <p>Dirty laundry that has been in contact with an ill person can be washed with other people's items. If the individual does not have a washing machine, wait a further 72 hours after the 7 day isolation period has ended. The laundry can then be taken to the Hall's laundry. Items heavily soiled with body fluids, for example vomit or diarrhoea, should be disposed of with the owner's consent.</p>	Separate protocol available for those working in the laundry	Unlikely	Low	Low
Individual being supported does not have symptoms but is part of a household that is isolating				<p>If the individual being cared for and their worker can remain at a safe protected distance from the symptomatic member of the household, then care can be provided without additional precaution. This would apply, for example where the symptomatic individual can remain in their own room, is using separate bathroom facilities, use the kitchen when it is not being used by other family members and is observing robust isolation procedures, staying 2m away from other peers.</p> <p>Movement of CYP to be minimised, as far as possible and they will not attend school</p>	Aprons, gloves, face masks are readily available and can be found in the PPE cupboard in the sluice room.			

				<p>Supporting staff should use personal protective equipment PPE for activities that bring them into close personal contact, such as washing and bathing, personal hygiene and contact with bodily fluids. PPE should include face mask and shield, apron and gloves. Aprons, gloves and masks should be in place and should be used in these situations. In particular cases, if there is a risk of splashing then the face shield should enable protection and minimise risk.</p> <p>New PPE must be used for each episode of support. It is essential that used PPE is stored securely within yellow biohazardous rubbish bins. Staff should ensure their personal masks are refreshed daily and disposable versions renewed at least 2 times a day. Yellow biohazardous rubbish should be placed into another bag, tied securely and kept separate from other waste within the room. This should be put aside for at least 72 hours before being put in the usual household waste bin for disposal.</p>				
Visitors or staff passing on the virus to staff or young people	Likely	Moderate	Medium	<p>Entry into Overlay Hall All visitors to use school entrance which operates an intercom system of entry and to be asked a series of questions; Hand Sanitiser to be placed by all entrances. Provide a written series of screening questions and provide appropriate advice based on current advice from DFE, PHE, WHO, NHS111; This should also apply to the staff entering the buildings. Back up the initial screening questions with a verbal list of relevant questions and if all answers are 'no' then invite the visitor in; if any answers are 'yes' then suggest they seek advice from NHS111 and do not allow them to enter any of Overlay Hall buildings; Upon entry, visitors and staff should be expected to use the hand sanitizer before making any contact with documentation or resources whilst signing in.</p> <p>Access to facilities Ensure hand sanitizer is available in the school or care reception, library, staffroom, classrooms, family rooms and near entrances into buildings; Ensure soap dispensers are always full in all toilets; Provide boxes of tissues so tissues are more easily accessible where deemed appropriate or possible.</p> <p>Scheduled Visits for family contact Visitors will arrive at the farm house car park at an agreed time – staff will meet and greet and ask a series of questions/permissions – temperature will then be taken and PPE equipment provided. See Parent Contact section below.</p>	<p>As pandemic has progressed, visits have been stopped temporarily until it is safe to resume with the exception of our day student who is looked after. This applies to</p> <ul style="list-style-type: none"> • Parents/guardians & families • Any non-essential professionals • Any non-essential contractors <p>Use of social distancing is adhered to across the establishment</p>	Possible	Moderate	Low
Communication to reassure placing authorities of the where about of their CYP. Reassurance to stakeholders to reduce anxiety	Possible	Minor	Low	<p>Communication We will keep abreast of updates from relevant agencies and follow the latest advice as much as is possible; Daily updates from DFE, PHE, WHO, keeping up to date with news in the media. We will liaise with relevant people and families to ensure everybody can work together to reduce risk and concern; We will work with the young people's families to reduce worry and risk; We will ensure staff are provided with the most up to date advice and contingency planning; Prepare correspondence if escalation planning becomes necessary to ensure timely responses. Create and update our COVID-19 Contingency and business plan</p>	<p>Make Contingency Plan available to authorities and staff. Ask for staff input.</p> <p>Overlay SL's to have regular meetings with T & W authority via Microsoft teams to ensure a two way dialogue supporting decision making regarding policy. Decision making and outcomes to be shared in writing.</p> <p>Updated risk assessments to be shared.</p>	Unlikely	Minor	Very Low

Ensuring Overley Hall continues to have all-encompassing Safeguarding ethos during this time of uncertainty	Possible	Moderate	Medium	Recruitment of Agency/Bank Staff Ensure Safer Recruitment Policy continues to be adhered to. Liaise and check policy has been adhered to by sampling; Ensure staff being taken on have experience of working with CYP with complex needs. Ensure staff who work well are prepared to come back ensuring greater consistency for the children. Linking staff to class groups to try to build relationships following consideration of staff's experience and natural style	MPE to carry out an induction with new staff. Ensure staff have: <ul style="list-style-type: none"> • Child protection and safeguarding policy • Accessed KCSIE Part 1 and signed to say they have read and understood its contents • Read and agreed the Positive Support Policy • Ensure staff know where to find the concerns forms • Read the PSP's for the young people they are working with in advance of working with CYP • Introduced them to the DSL and Deputy DSL's • Provided them with an out of hours telephone number of the Lead DSL • Ensured they have read the generic risk assessment for working during this pandemic • Ensured they know where the PPE is • Ensure the fire policy is discussed Asking for advice from NASS (email received 19 th March 2020) and telephone call to CEO of NASS (adviser to the Government) to ensure decisions linked to whether day students should access or not access the school is following and in line with government guidance	Unlikely	Minor	Very Low
				Maintaining strong Safeguarding ethos Continue to adopt the Safeguarding and child protection policy 2019; Following recent updates with KCSIE 2020 (sept) and in line with local safeguarding expectations COVID-19 Addendum Appendix 1 of Safeguarding Policy updated. We recognise changes made to maintain the safety of children should the school ever need to close although due to the nature of our service, we plan to remain fully open to find the consistency our complex learners require. These changes are shared with staff across the provision and put onto the website to inform for stakeholders.	DSL's to have a greater presence around the building, checking everybody is well supported during this difficult period. DSL's and senior leaders to check in with middle leaders (daily) to ensure they have no concerns relating to new staff. Head teacher to check in with agency/bank/newly recruited staff daily to ensure they are receiving the support they need and have opportunity to discuss any concerns/worries. Increased vigilance required by all. Create a calm atmosphere by being organised and responsive to staff. Praising good work and effort to help ensure staff feel respected and listened to. This will in turn make them more likely to feel confident in raising any concerns.			
				Care and others in support during the school day (due to shortages) Plan rota (MBa/DMa/PWa) Ensure it is available in advance with an awareness that it may need to be changed if staff or children need to self-isolate Ensure PSPs are available to staff	Place with either the tutor of the group or the senior teaching assistant dependent upon in which team they are placed. Ensure wherever possible care staff are placed with familiar CYP. Education staff to run the sessions during the school day, in school as far as reasonably practicable. Ensure Bank and agency are not left to support CYP without familiar staff being present.			

				<p>Education supporting in care (due to shortages)</p> <p>Ensure at least one of the care team is in each family room to enable the familiar routine to take place and to help the education staff to learn the care strategies.</p> <p>Ensure education staff have 'How to support me' available to help them become more familiar with the needs of the children in the care setting.</p>	<p>At least one of BDo, MBa, or DMA to be about across the working week. Having a presence in family rooms to support where needed and to be there with the staff during this period.</p> <p>Involve staff in all major changes and decisions which need to be made where it concerns their rota/schedule/hours etc. terms and conditions of temporary adjustments of contract</p>			
				<p>DSL availability</p> <p>Update Child protection policy to ensure details of DSL and Deputies are available to staff and parents.</p> <p>Ensure photographs of DSLs and deputies are clearly displayed in the school reception.</p>				
Safeguarding continued	Low	Low	Very low	<p>Hygiene & Personal care</p> <p>To be provided by familiar staff if required by CYP.</p> <p>Staff to ensure all CYP wash their hands to reduce cross infection.</p> <p>All classrooms to be provided with hand sanitizer.</p> <p>Raise awareness through planned PSHE sessions and positive role modelling.</p>		Very low	Very low	Very low
				<p>All CYP will have a risk assessment to establish if the child should be at home or school during this pandemic and partial school closure.</p>	<p>Also complete a risk impact grid to help support any decision making</p> <p>See clarification from CEO of NASS (CDo) and where appropriate, run any decisions past the parents or Care Home Manager and Local Authority (SW), SEND.</p>			
				<p>Staff and CYP's emotional well being</p> <p>Try to provide as much consistency, structure and routine as possible during this pandemic;</p> <p>Gather the children's thoughts using Talking Mats to gather their thoughts as much as possible.</p> <p>Organise FACE Time sessions with CYP parents if any required lockdowns cause contact complications.</p> <p>Organise FACE Time for day student staying home at the moment to reassure them we are still here for him and that we miss him.</p> <p>Ensure children who are at home receive regular work to do with their families.</p>	<p>Clinical Psychologist and SLT to contact those staff and CYP self-isolating or those absent due to mental health as a result of Pandemic.</p> <p>This support will be offered to:</p> <ul style="list-style-type: none"> • CYP • Staff across all departments • Parents who are struggling with not being able to visit/see their children or who are extremely anxious due to the present situation <p>Increase availability of Clinical Psychologist by extra half a day per week during possible future lockdowns.</p>			

				<p>Tutors to keep in touch with their children at least every three days.</p> <p>Any CYP who are looked after to have DSL contact them every three days as a minimum to ensure young person is OK if they are staying at home/away from Overley Hall.</p>	<p>Ensure Employee Support is available to staff to help provide counselling and to ensure employment law advice is available to staff</p>			
				<p>Tracking CYP BDo/LDe to complete daily DFE attendance questionnaire</p>	<p>Complete daily attendance figures for each authority</p>			
Ensuring staff levels remain acceptable	Very likely	Moderate	Medium	<p>Write a Pandemic Crisis Policy with an established committee with representatives from across the provision.</p> <p>Establish policy for ensuring safe levels of staff given already depleted care staff team and staff loss due to self-isolation requirements across school and care. This will involve liaising on issues such as:</p> <ul style="list-style-type: none"> • Amalgamating education and care teams • Asking education team to work across the hours of 7.00am to 9.00pm Monday to Sunday • Ask Education Team to defer holidays • Splitting both education and care teams into two – Team A and Team B • Asking care to change to similar shift pattern as the education(7-2 and 2-9) • Ensure education staff are placed on the care rota and then establish teams across the school day 	<p>Work as proactively as possible but ensure staff are aware and agree with necessary changes due to staff having to self-isolate.</p> <p>Work hard to establish a supportive ethos across both care and school.</p>	Possible	Minor	Low
				<p>Liaise with T & W (NBe) to ensure we can pool resources as much as possible to maintain safe staffing levels.</p>	<p>Any bank staff supplied by the Bridge to be vetted in line with Safer Recruitment as soon as possible to ensure they can be called upon as and when required.</p>			
Impact of challenging behaviour increasing as a result of changes as a result of the pandemic	Likely	Moderate to high	Medium	<p>Having therapy department available; Regularly updating PSP's; Maintaining routine and as much consistency as possible; Ensure there is at least one member of staff who the day student is familiar with working with him across the educational day;</p>	<p>During such periods, ensure CP/SaLT make contact to ensure needs are being met and they are safe.</p> <p>Ensuring all findings in behaviour trends and signs of mental health are clearly shared with social services and parents.</p>	Very low	Minor or less	Very low
Impact on Mental health and emotional wellbeing	Likely	Minor	Low	<p>Ensure consistency of routine and staffing as much as possible; Pupil voice to be gathered by SLT where various processes will be organised into stages. Social stories made available and read regularly; Zones of regulation continued; Talker to be available daily; Staff have access to support line Regular briefings with staff to ensure they remain up to date with information and instructions Regular contact with staff working from home Signpost staff to available support</p>	<p>Ensure keywords linked to coronavirus is put onto Talker.</p> <p>To ensure pupil voice reflects any wellbeing issues as a result of COVID19, additional training will be provided.</p>	Unlikely	Minor	Very low

Ensuring provisions do not run out	Possible	Minor	Low	<p>Ensure there are adequate stocks of the following ordered:</p> <ul style="list-style-type: none"> • Food • Meat • Milk • Medication for individuals • Calpol • PPE • Hand soap, shampoo, cleaning fluids • Hand sanitiser 	<p>Recognise any potential shortages and ensure devote time to ensuring supply.</p> <p>Ask staff where needed to locate supplies such as Calpol and reimburse them.</p> <p>Senior leaders to liaise with local authority in the very unlikely situation that we become desperate for supplies.</p>	Unlikely	Minor	Very low
Risk of regression if residential CYP goes home to stay with their families for the duration until it is safe for them to return	Likely	Moderate	Medium	<p>Consideration of EHCP and can whether needs can be met in the home environment safely (create impact Risk Assessments).</p> <p>Consideration of placement Section (17,20,30,47)</p> <p>Potential for regression particularly linked to anxiety, possibly reverting back to preplacement behaviours and behavioural traits; Increasing challenging behaviour could lead to having to consider the safety of young person, siblings possibly parents</p>	<p>Provide PSP to support parents to be able to work within the zones of regulation;</p> <p>Be available on the other end of the phone for support and advice;</p> <p>Ensure regular updates are communicated and CP/SLT/Head/Deputy check in regularly (a minimum of twice a week);</p> <p>Ensure tutor or familiar staff check in via phone/Face Time/Skype at least twice per week and ensure young person has an opportunity where possible to see and/or speak to peers;</p> <p>Maintain three way communication live between BDo, parents & social services to ensure decisions are agreed by all parties;</p> <p>Provide regular packages of school work / sensory / activities which promotes further development of communication;</p> <p>Ensure when the risk becomes greater for the young person to be at home than at school to carry out a risk assessment to enable their safe return;</p> <p>Liaise with Wellingtonia to ensure a safe return is planned;</p>	Likely	Moderate	Medium
Risk of cross infection as a result of day students continuing to attend school	Possible	Moderate	Low	<p>Social distancing;</p> <p>Limit movement within school building (one class, one toilet)</p> <p>Strict cleaning of visited areas/rooms across the day, with early morning deep clean;</p> <p>Limit to one classroom wherever possible – maintain working bubbles;</p> <p>Daily handover between escorts to ensure nobody has been asked to isolate or has a confirmed diagnosis;</p> <p>Asking staff escorting students whether they have appeared to show any symptoms prior to being allowed in school;</p> <p>Limiting staff working with day students as much as possible to minimise those possibly at risk;</p> <p>Offer PPE to all those working with day students – wearing masks in close proximity.</p>		Possible	moderate	Low
Parent Contact	Possible	Moderate	Medium	<p>Carry out individual risk assessments (RAG) to determine what parent contact could look like for each CYP. Use the RA to identify the level of contact needed (minimal with maximum reassurance impact) and categorise into three options which includes:</p> <p>Option 1a – Meeting parents at Overley Hall in the Coach House/Cinema Room/Soft Play/Therapy Play/garden area, supporting from a safe distance enabling social distancing between parents and staff or walk around school grounds with parents or offsite locally with staff supporting from a distance.</p> <p>Option 1b – CYP to go home for a short period of time, a small number of hours;</p> <p>Option 2a – Home for one overnight stay</p> <p>Option 2b – Home for two or more overnight stays</p>	<p>Provide parents with a copy of a risk management plan. Discuss the written plan in advance with parents over the phone and when they arrive, ask them to sign it ensuring social distancing and sanitizing the pen afterwards.</p> <p><u>Home Contacts</u></p>	Possible	Moderate	Low

				<p>Considerations should include:</p> <ul style="list-style-type: none"> Local and national guidelines. Providing guidance allows visitation and there are no required lockdowns, the following considerations can then be made: Where contact is to be made Distance CYP lives away from school Duration needed for maximum reassurance and not leaving the child needing more Type of support required for successful contact Is the CYP Section 20, 31 or 38? Safeguarding arrangements required Ability of the child to socially distance Cognition levels of parents What parent contact usually looks like for each child duration of normal parents visits outside of pandemic period Can the PSP continue to be applied during parent contact? Can the type of parent contact required be reasonably and practically carried out during this period of the pandemic and in line with government guidance? Is there supporting documentation from Government/Statutory guidance & legislation to support parent contact? Would the CYP be able to safely stay within the household if anybody in that household including the child develop symptoms of COVID-19 during the stay at home Would those in the family household be prepared to be tested for COVID-19 if they were to develop symptoms during the parent contact <p>Discuss with the LA's of each young person where contact is deemed necessary and work together to agree the safest methods of implementing.</p> <p>In advance plan a staged plan for parent contact over a period of one month only. It would be not be wise to plan too far in advance as we do not know, and can't predict what the situation of the local & national state is going to be (for example - there may be a second spike).</p> <p>During periods of high risk (level 1 or 2) - Local or national levels towards Lockdown</p> <p>It will be necessary to carry out the following in advance with parents.</p> <ol style="list-style-type: none"> Present the parent contact plan to parents for their child once agreed by social worker Arrange first parent contact to be seven days from the day the plan for contact has been agreed Provide the parents verbally and in writing a list of proviso's which would include: -Contact will only take place if Overley Hall has nobody in self-isolation at the time of proposed contact 	<p>Parent(s) must agree to the following prior to the homestay:</p> <ul style="list-style-type: none"> Deep cleaning their house and vehicle prior to their child returning home Showering and putting clean clothes on prior to picking up their child Where PPE in their vehicle which will be provided by Overley Hall Maintaining distance between themselves and their CYP throughout the homestay. Parents will have 'close contact' explained to them and they will be expected to agree they will respect the social distancing expectations at all times throughout the homestay All family and CYP expected to wash hands and sanitize prior to every meal and at least once in between each meal. Shower or bath twice daily during the home contact. To have no visitors to the house during the home contact. To only go for walks in the outdoors and local countryside. CYP not to be taken into indoor facilities such as shops or to crowded areas such as beaches during the stay. For children who live out of the county of Shropshire (which includes T & W), parents must be prepared to keeping their child at home if the county goes into lockdown. Distance support will be provided by the school during this period. If Overley Hall does not have anyone in self-isolation/no confirmed cases of Covid-19, we will seek 			
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				<p>-Those that live as part of the parents 'household' will all adhere to the Government Guidance over the period of seven days leading up to the contact date (this will be checked as parents pick up their child)</p> <p>-What our plan is for how contact will look (which option we deem safest and most appropriate) for that child</p> <p>-At the time of pick up or meeting with their child, are you prepared to be asked a number of questions, answering honestly and accept the terms we are offering? A discussion will take place between relevant leaders including the following questions:</p> <ul style="list-style-type: none"> ◆ Do you feel unwell? Is anybody in your household showing any symptoms related to COVID-19? These include - cold/flu like symptoms, dry and persistent cough, high temperature above 37.6°C, loss of taste &/or smell? ◆ Would you and your house hold be prepared to have your temperature taken upon pick up and drop off? If a reading of 37.8°C or higher is recorded the contact would be stopped. Following the visit if your temperature or the temperature of the CYP is high you may be expected to keep your young person until testing has taken place and the results received. Phone 119 to arrange test. This may result in having your child for up to 14 days after the visit, unless deemed safer for the CYP to self-isolate at Overley Hall. ◆ Have you or anybody in your household come into close contact with anybody who has a diagnosis of Coronavirus? ◆ Is there anybody in your household that has a diagnosis of COVID-19? ◆ Has anybody in your household been asked to self-isolate in the last fourteen days? Is there anybody in your household self-isolating? (This may need to be put into more familiar words for some) ◆ Would you be willing to follow our suggested strategies to reduce likelihood of cross-infection? ◆ Would you agree to wear PPE such as a face mask during the parent contact if the risk assessment required you to? ◆ Would you be prepared to minimise the close contact (cuddles and kissing) throughout the visit? ◆ Would you be prepared to wear PPE during personal care support? ◆ Would you be prepared to share your plan of what the home visit would look like in advance of the contact and stick to what was agreed? ◆ Would you be prepared to inform us if any member of the household develops symptoms during the visit? ◆ Would you be prepared for your CYP to move into our self-isolation suite (Bedroom and isolated bathroom) for a period of potentially up to fourteen nights? ◆ Be prepared to book their time of arrival to ensure we only have one household in the car park at any one time <p>As parents/households arrive to pick up their CYP or to sign in if their visit is taking place at Overley Hall:</p> <ul style="list-style-type: none"> ▪ All correspondence and signing in to take place in the farm shop carpark (parents will not be allowed into the children's home or school, only the Coach House at this present time) ▪ Questionnaire (Part 1) to be provided to the parent(s) upon arrival asking the above questions 	<p>advice from PHE as to whether they can return during such a period and will follow advice given.</p> <p>For children who reside in the county of Shropshire, provided the risk is low at Overley Hall the CYP may return however they will have to go into self-isolation upon their return for a period of 7 days.</p> <ul style="list-style-type: none"> • If a county from where a CYP is placed goes into lockdown as a result of an outbreak of COVID-19 then no homestay will be granted until the county lockdown is lifted. 			
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			<ul style="list-style-type: none"> ▪ Questionnaire and contract/terms to be read, completed and signed to say they, the parents, agree with our terms and conditions, and signed by a senior member of staff in the presence of parents ▪ Temperatures to be taken with non-contact thermometers ▪ Social distancing to be adhered to throughout pick up/signing in ▪ Any bags for the CYP to be brought out and put down , staff step back and allow parents to take them to their vehicle ▪ PPE to be provided to parents including gloves and facemasks ▪ Any medication to be provided and signed for ▪ Child to have a shower and clean clothes put on immediately before parent contact, any bags to be sprayed with disinfectant ▪ Plan agreed once more ▪ CYP to be brought out and handed over <p>When CYP returns the young person to Overley Hall</p> <ul style="list-style-type: none"> ▪ Questionnaire to be completed (Part 2) ▪ Temperatures to be taken of parents and CYP ▪ Bags to be sprayed with disinfectant and left for 72 hours wherever possible ▪ Handover carried out ▪ CYP shower and change of clothing <p>Parent contact taking place in the Coach House</p> <ul style="list-style-type: none"> ▪ Parents to park in the Farm shop carpark (preventing any of our staff and CYP coming into contact with them) ▪ Signing in and questionnaire completing in the carpark near the farm shop ▪ Questionnaire and signing in protocol to be completed as above, hand sanitise to be provided and used by all before going into to the Coach House ▪ PPE to be offered to parents ▪ Ensure parents are aware of where the hand sanitisers are located in the Coach House, Cinema room and soft play and provide our expectation that they use throughout their visit ▪ Those families having contact in the Coach House will be escorted to the Coach House with their CYP and will be supported from a distance by a member of staff, adhering strictly to social distancing throughout. Staff to be responsible for their own social distancing throughout ▪ There will only be one visit scheduled at a time and spaced to create time to deep clean before the next visit ▪ Following the visit, the member of staff to ask Jo to send in the housekeeping staff ▪ All PPE to be disposed of into the yellow bin (labelled Biohazard) near the exit of the Coach House ▪ Parents to be asked not to leave food in the Coach House ▪ Parents asked to use disposable cups provided ▪ Parents to be informed of the Fire Alarm expectations – leave the Coach House and move up to the main car park applying social distancing measure at the fire assembly point ▪ Parents to use the phone in the kitchenette to call for any additional support, to report any faults. ▪ Parents to sign out ▪ CYP to have a shower and change of clothes provided 				
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				<p>Walk for Overley Hall to Wrockwardine or around grounds of Overley Hall</p> <ul style="list-style-type: none"> ▪ Parents to park in the Farm shop carpark (preventing any of our staff and CYP coming into contact with them) ▪ As above: Questionnaire, PPE offered, hand sanitising, sign in ▪ Risk assessment for a local walk to be completed by education staff signed by senior leader ▪ Staff member(s) to support from a distance. Staff members to be responsible for their own social distancing throughout the walk ▪ PPE to be discard in yellow bin upon return to the exit of the Coach House (yellow bin clearly labelled Biohazard) ▪ Hands Sanitised upon return ▪ CYP to have shower and change of clothes upon return ▪ Parents to hand over in the car park and not to be allowed into any of Overley Hall's building ▪ If parents require the WC they are to be directed to the Coach House toilets ▪ If parents have used the WC in the Coach House, the staff member to inform Jo who can ensure the house Keeper cleans after use <p>Self-isolation</p> <p>If temperature readings are high (37.8°C or above) upon return of anybody in the family including CYP, or anybody has developed any other symptoms of Coronavirus during the visit or within the following 7 day period after the visit and it is deemed safer for the CYP to be isolated at Overley Hall:</p> <ul style="list-style-type: none"> ❖ We will inform the parents, local authority and seek advice from NHS111 and DFE 0800 046 8687 ❖ CYP will be isolated and moved into our isolation room which has its own bathroom facility ❖ A team of staff around the child will be organised ❖ Strict infection control procedures will be followed ❖ Full PPE will be an expectation and the child will be encouraged to wear as far as possible ❖ Yellow bin to be put into the bathroom to be available for safe disposal of PPE ❖ Staggering of breaks/meal times will be planned ❖ Meals will be brought up by the catering staff to minimise staff coming into contact with others ❖ The CYP in isolation and the staff will have access to Snowdrop room throughout the day and night ❖ Staff would be offered temporary accommodation during the fourteen day period if required ❖ Deep cleaning would be carried out twice daily by the Housekeeping team and staff supporting the young person would be ever vigilant of cleaning procedures with particular focus on handles, switches, IPADS, mobile phones, computer keyboards, work surfaces <p>When CYP is self-isolating at the parents' home::</p> <ul style="list-style-type: none"> ❖ BDo would provide advice for the person showing the symptoms to possibly be tested for COVID-19 ❖ Senior leaders will make contact with the parents at least every three days and provide as much support as parents require 			
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				<ul style="list-style-type: none"> ❖ Senior leaders will update social workers and/or SEND ❖ Tutor and therapy team will provide a range of homework/sensory resources/resources to develop communication and regulation and replenish regularly ❖ Our therapy team will contact the child to check on their emotional wellbeing and for safeguarding purposes to ensure the young person is having his feelings/views and wishes heard every three days, this would usually be done via Face time or Portal. If this wasn't possible it would be carried out through discussion with the parents ❖ When the CYP returns to Overley Hall, all bags will be sprayed with disinfectant and put to one side along with their contents for up to 72 hours wherever possible ❖ CYP will be given a shower and clean change of clothes 				
Risk of reduced staffing levels as a result of Test and trace	Possible	Severe	Medium to High	<ul style="list-style-type: none"> - Ensure 'close' working is reduced to a very minimum - Report any close working in 'close contact' log provided to each class/family room/department to raise awareness of 'close contact' working in an attempt to apply a solution focussed approach to reducing even further - Ensure staff are provided with briefings about test and trace and its implications - Ensure anybody working with somebody who develops symptoms is tested for COVID – 19 – support by providing details of links to book tests - SMT to regularly meet with staff to ensure measures and strategies are put in place and are being effective - Ensure the generic Covid-19 risk assessment is read, understood and signed for by all at Overley Hall - If staffing levels fall below overall 60% in school and 60% in care, Overley Hall would have to join teams once again to ensure CYP were supported safely. Day pupils would be asked to stay at home. The authorities and parents of CYP identified in EHCP risk Assessment and our internal RAG rating impact risk assessment as being an Option 2 for parent contact (safe to be at home for extended periods of time, would be asked to stay at home until staffing levels resumed - Overley Hall will continue to maintain positive relationships with consistent bank/agency staff throughout helping to provide consistency of staffing - If staffing levels fell below 50% we would ensure Overley Hall went into lock down with staff volunteers who were able and willing to reside for a two week period with the CYP, making use of: <ul style="list-style-type: none"> -Our staff bedrooms -Our air beds and newly bought bedding -If staffing levels dropped to 30% or less we would ensure Overley Hall went into total lockdown. - If staffing dropped to 30%, CYP residing at the Lodge would be temporarily moved down to the main Hall until staff levels resumed to above 60%. 		Possible	Moderate	Low
Risk of heat stress/overheating due to wearing PPE	Possible	Moderate to severe	Medium to high	<p>Wearing personal protective equipment (PPE) in warm/hot environments increases the risk of heat stress. This occurs when the body is unable to cool itself enough to maintain a healthy temperature. Heat stress can cause heat exhaustion and lead to heat stroke if the person is unable to cool down.</p> <p>We will take all measures to control the temperature of all indoor areas during periods of hot weather. Windows and doors should be left open, fans to be requested when needed.</p> <p>Staff to make behavioural adaptations to stay cool and well hydrated will be encouraged and should be made. This could include working outdoors in the shade and ensure activities allow for the 2m social distancing to reduce any reliance on face masks and gloves.</p> <p>Tutors and senior staff should ensure a higher rotation of staff to allow for more frequent breaks.</p>		Unlikely	Low	Low

				<p>Staff should change PPE more frequently during very warm periods.</p> <p>BDo, MBa, Ada, LTh will consult the Heatwave Plan for England.</p> <p>SL's will sign up to receive PHE/Met Office heat-health alerts so that you know when high temperatures are forecast and share when necessary with staff. This will be done via email or/and through meetings.</p> <p>SL's will ensure that staff are aware of the risk of heat stress when wearing PPE and know how to reduce their risk. The PHE notice will be made available across the provision.</p> <p>Staff must take regular breaks during very hot periods and find somewhere cool if you can.</p> <p>Staff must make sure they are hydrated (checking their urine is an easy way of keeping an eye on their hydration levels – dark or strong-smelling urine is a sign that they should drink more fluids).</p> <p>Be aware of the signs and symptoms of heat stress and dehydration (thirst, dry mouth, dark or strong-smelling urine, urinating infrequently or in small amounts, inability to concentrate, muscle cramps, fainting). Take a break if any of these symptoms are felt.</p> <p>Each class/family room to use a buddy system with their team to look out for the signs of heat stress (eg confusion, looking pale or clammy, fast breathing) in each other.</p> <p>Between shifts, try to stay cool as this will give your body a chance to recover.</p> <p>SL's to consider whether more staff may be needed per shift to maintain service levels while accommodating increased staff breaks.</p> <p>Any actions taken must be aligned with Government guidance and local infection prevention and control policies.</p>				
Risk of limited staff training whilst avoiding mandatory training to maintain safe working practices	Possible	Moderate to severe	Medium to high	<p>Ensure training can safely take place by following Risk Assessment and keeping to government guidance.</p> <p>Consider safest possible options such as limited group sizes, dividing school, care groups so less people are in one place at one time.</p> <p>Where larger groups are required, ensure numbers are kept to Risk Assessment measures in relation to chosen venues keeping in mind that more people can group with the Coach House Hall.</p> <p>Team Teach training</p> <ul style="list-style-type: none"> • If the local COVID-19 Tier rating is at a higher level of risk (e.g. Tier 2 or above), a non-contact approach should be used with those 'refreshing' TEAM TEACH Training. • If the local COVID-19 Tier rating is at a higher level of risk (e.g. Tier 2 or above), when considering new staff who are not familiar to Team Teach, an all theory based course should be used where practical activities are postponed to a later date when the Tier rate has reduced. • Ensure all staff declare that they are not experiencing any Symptoms related to COVID-19, that they have read Overley Hall COVID-19 Risk Assessment and that they are willing to follow Team Teach Instructor instructions. • Check staff temperatures before commencing the training and record on a personal declaration form which should be dated and signed. 				

				<ul style="list-style-type: none"> • Appropriate Groupings should be quickly established whilst ensuring the safest working practices, limited physical contact for practicing mandatory interventions and traceable/trackable groupings to reduce any possible spread; including risks associated with Track and Trace (please see above). • Groupings will need to include 'bubbles' closely linked to normal working practice (i.e., group containing all staff from Dove family Room) to avoid possible spread across different departments. • Create groups no larger than 3, label chairs so staff are only in contact with their chair and belongings, including paper, pen and required documents for Team Teach. • Any paper that is required at the end of the training should be placed on a dedicated chair at the front of the room which will be handled by one team teach instructor. • During introduction explain safety measures required to maintain the safety of all staff and tutors; keeping masks on, refreshment safety rules, bubbles, etc. • Measures required for access to toilet, kitchen and cupboard can be found in 'Coach House' above. 				
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Signature of Principal Head Teacher _____ *Bev Doran* _____ Date 26.01.2021

Signature of Head of Care _____ *Anna Davies* _____ Date 26.01.2021