

Operational Procedures to Mitigate Against the Spread of Covid 19

Total number of students planned to access the provision: 115

Planned numbers on site on each day: 60 or less

The students are divided up into 9 groups – details given in table below:

Group	Rooms	Toilet	Entrance	Stagger Drop/Pick-up
Grey	Nursery	Nursery	Nursery door	10.00/3.00
Brown	First School corridor 1 and 2	First school corridor A	Nursery door	9.45/2.45
Pink	First School Corridor (far end)	First School Corridor B	Nursery door	10.15/3.15
Green	Walton Suite 1 and 2	Walton Suite	Playground South	10.00/3.00
Red	Specialist block classroom	Specialist block BMA	Playground East	10.00/3.00
Yellow	Pear Tree Block 1 and 2	Pear Tree	Playground North	10.00/3.00
Blue	Main Corridor 3AT and 3RE	Main Corridor + BMA	Night Staff Door	10.00/3.00
Orange	4BB Suite	4BB	4BB rear door via staff car park	10.00/3.00
Purple	6 th form rooms	Main corridor	Staff car park – 6 th Form patio gate	10.00/3.00

Staff designated toilets are adjacent to the Conference Room.

Safety Measures

1. Students to remain in 'bubble' groups without mixing
2. Use of outdoor areas controlled to prevent groups mixing
3. Cleaning to focus on group base rooms and toilets, and liminal spaces across the school
4. Cleaning products to be kept securely in classes for ongoing hygiene
5. PPE required for personal care or any other activity where distancing may be compromised, and at any other time where a member of staff feels it is necessary for them to confidently manage their health and wellbeing.
6. PPE disposed of in a hygienic and safe way, double bagged, masks, gloves, aprons and sanitizer available at all stations.
7. Staff movement between to be minimized – where movement between groups is necessary face masks to be worn and strict hand washing measures to be taken
8. Daily/weekly briefing to be done via email or other electronic means (Zoom?) and in school communication to be by phone/email
9. Oversight monitoring by SLT to check register by visiting all groups in PPE (mask). General duty staff to source PPE for each group.
10. Groups to be generously staffed to ensure that ongoing hygiene and group health management approaches are not compromised during busy periods.
11. Where a member of staff or a pupil shows symptoms of a Covid 19 infection, the group will be closed and the staff and student will self-isolate until
 - a) the person with symptoms receives a negative test result
 - b) they have been symptom-free for 14 days
12. First Aid cover, safeguarding provision, fire safety and other safety requirements are to be maintained
13. SLT to inform and remind all staff about social distancing and any other official information regarding the current situation
14. Parents/Carers informed of the procedures and their responsibilities when dropping off and picking up their children
15. School provision to be maintained in line with the document **COVID 19 Worcestershire Implementing Public Health protective measures guidance for Special Schools.**

The school provision would be closed if:

1. Instructed by National or Local official directives
2. Directed by Advance Trust
3. Covid 19 infections are identified across groups
4. The school is unable to guarantee appropriate staffing ratios
5. The school is unable to guarantee First Aid, safeguarding or fire safety cover



Risk Assessment

1. Significant Hazards and Identification of Risk: <i>Those hazards which may result in serious harm or affect several people</i>	2. Those who might be harmed: <i>The persons who are at risk from the significant hazards identified</i>	3. Control Measures: <i>Controls, including relevant sources of guidance, training etc.</i>	4. Residual Risk Rating (if not acceptable, reassess control measures)
Transmission of Covid 19 between individuals not displaying symptoms	Staff, students, families and care settings.	Government, Local Directives and Advance Trust advice followed Students in small groups with correct staff ratio. Parents/Carers have safe drop off points all separate or staggered for each group. PPE is provided and bags to dispose of it safely after use are available to all groups. Guidelines are given to staff by people on oversight as they come in from the Trust and Government. No gatherings for briefing are done as numbers too large after 1 st June. Staff to enter building hand sanitize and go straight to groups. individual trolleys, disinfected after use used for lunch and taken by one member of staff to group rooms. All outside play monitored and areas kept separate. Hand-washing and social distancing done to the best of the student's abilities, staff know about the guidelines regarding this.	Acceptable

Transmission of Covid 19 from individuals showing symptoms	Parents/Carers, students and staff.	<p>Government, Local Directives and Advance Trust advice followed</p> <p>Parents/Carers and all staff are aware of the list of symptoms and will isolate immediately if any become apparent and any students will be identified and isolate. There is an isolation room available for any staff or students showing signs. Information about testing will be given and the group the students, staff or family have been in contact with will be closed for two weeks isolation. Each individual to seek medical advice.</p> <p>Area where case has been will be deep cleaned by cleaning staff in full PPE.</p>	Acceptable
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Assessment carried out by: Ruth Barton David Short

To be reviewed as the Covid 19 pandemic situation develops, or if there is a significant change in circumstances.