

Ravenshall School Autumn Return 2020 Safety Plan

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<ul style="list-style-type: none"> • Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this. • Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. • If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be collected (medical room/ gym/ safeguarding office) • 999 will be called if they are seriously ill or injured or their life is at risk. • In the case of a symptomatic pupil who needs to be supervised before being collected: If contact is necessary, supervising staff will wear disposable gloves, mask and a disposable apron <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been collected.</p> <p>If there are home testing kits available in school these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • The driver and passenger will maintain a distance of 2m from each other (on school bus); or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so. <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a</p>	

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		<p>rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	
CONTACT DURING SCHOOL ARRIVAL	Pupils and staff	<ul style="list-style-type: none"> • Different entry points for key stages (numbered) and entry to individual classes where possible- support staff allocated as marshals for key route points • Behaviour team continue to manage gates and check off buses as they arrive • Everyone will wash hands when they get to class • Sanitising stations available at main entrances to school • Staff banners to direct pupils to different routes to classes • Use of gloves for hand holding if needed 	

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		<ul style="list-style-type: none"> • Access to sanitising equipment/ hand washing facilities in class bases • Admin staff to take bus registers from bus escorts (standing outside the main entrance) • Parents/carers dropping children off must park on the main road. If they have a disabled badge, they can enter school car park at 9.15am (this was communicated via July letter) • Travel meds to be handed to a member of the health care team in the gym • P4 and P5 to enter school through main entrance • P1, 2 and 3 will enter through primary door supervised by 2 LT staff • Breakfast club (not toast) to take place in individual classes (see details below) • Staff have access to PPE eg gloves if needed • Identified staff member will continue role to check all pupils have left buses • Identified support staff will supervise toilets ensuring no more than the max number go in at a time 	
Breakfast club-pupils have contact between key stage groups and may cross contaminate	Pupils and staff	<ul style="list-style-type: none"> • Breakfast clubs will continue in classes (no toast) <p>A weekly order will be delivered and distributed to classes.</p> <p>Class staff must take full responsibility for ensuring washing up is completed and food/ drinks/ equipment is safely and hygienically stored.</p>	
Contamination on transport to and from school		<p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Kirklees Transport will follow their specific safety procedures and keep key stage pupils separate if possible.</p> <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p>	

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		<ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Queuing and boarding is well organised • Pupils practise distancing when getting on and off vehicles <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • That only one parent/carer should attend (communicated via 2 letters to each home: July and August) • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving at school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a bin. School has a set of clear plastic bags in case pupils do not bring one.</p> <p>Pupils wearing any sort of face covering when arriving at school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>(Current face covering guidelines will be adhered to)</p>	
Contact during school departure time	Pupils, staff, families, transport staff	<ul style="list-style-type: none"> • Everyone will wash hands before leaving class (hand gel if no sink) • Socially distanced seating around hall (Primary) /gym (KS3, the KS4, separately)- KS3 to go to Gym at 2.45pm (school bell will sound as a reminder), staff will support pupils onto designated buses. KS4 will wait for second bell (approx 2.50- 2.55pm), and take pupils to the hall to get ready to get onto buses. • In PFA, groups will stay in their tutor group rooms • 2 ETAs per bus take pupils out (designate) • Teachers remain with classes to support waiting, SLT and LT will support 	

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		<ul style="list-style-type: none"> Admin staff will check off bus list as staff report pupils / independent travellers/ pupils in taxis are all on board/ have gone 	
Spreading infection due to cough, sneezes and touch	Pupils, staff	<p>Handwashing facilities will be provided. Where classes do not have a sink, a toilet with facilities is close and hand gel will be available.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing. Be encouraged not to touch their mouth, eyes and nose Use a tissue or elbow to cough or sneeze, and if possible dispose of used tissues in the toilet <p>Pupils will be encouraged to learn and practise these habits in lessons (by all staff) and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Pupils children will be supervised and supported during hand washing as needed.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins will be emptied throughout the day as needed.</p> <p>Posters/ symbolised and pictorial cues will support pupil understanding. Staff will build awareness and hygiene into daily routines.</p>	
Spreading infection		Pinnacle Staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent) or ozone water, including:	

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through contact with coronavirus on surfaces		<ul style="list-style-type: none"> • Toilet/hygiene facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Telephones • Fingerprint scanners • Pinnacle staff will wash all cloths daily (a container will be put in a communal place for class staff to put used cloths at the end of each day) <p>Teaching and support staff will regularly clean (using ozone water spray) or domestic cleaning products:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Teaching and learning aids • PE equipment • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Portable outdoor play equipment • Wipe down high contact surfaces at end of every session • Daily wash for tea towels and aprons • Job list- daily tasks for support staff (managed by teachers) <p>Admin staff will regularly clean (using multi purpose cleaning spray):</p> <ul style="list-style-type: none"> • Telephones in the office 	

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		<ul style="list-style-type: none"> • Photocopiers in admin store and reprographics room • Reprographics equipment <p>NB Ozonated water will be provided for use during the day in every classroom on school site. It has a life of up to 4 hours so will be swapped for fresh bottles around midday.</p> <p>When using the ozonated water it is important to allow prolonged contact time with the surface so, for example, if you are cleaning tables in a classroom, you would work your way around the room spraying the tables one by one before going back to the first one to wipe it. Blue tissue will be provided for wiping / cleaning.</p> <p>Staff will build time into lessons for cleaning routines.</p> <p>Items that need laundering (e.g. towels, cushion covers) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils may only bring medical equipment, packed lunches and mobile phones (for independent travellers only) into school.</p> <p>Pupil lockers will not be used to avoid congestion in corridors.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Be kept in specific group sets eg Art room resources 	

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		<p>Unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>Electric hand driers must not be used, paper hand towels should be used to dry hands. Pinnacle staff will empty the hand towel bins additionally during the day.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> <ul style="list-style-type: none"> • Teaching and support staff will clean equipment between groups • Wipes and spray will be available in every class 	
Contact and contamination during transition times	Pupils and staff	<ul style="list-style-type: none"> • New timetable reduces transitions • Less pupils in school during initial transition back to school • Keep left on corridors (tape on floor) • Specific staff escorting roles for groups and individuals • No waiting outside classes • Posters to remind pupils of social distancing measures 	

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		<ul style="list-style-type: none"> • “Coast clear” checks before transitions • Markers for distanced queues as needed eg in dinner hall • Routines embedded and reinforced by all staff • No “corridor meetings”- staff will go into a room or arrange an appropriate time and space to avoid corridor congestion. 	
Contact and contamination during break times and lunchtimes	Pupils and staff	<ul style="list-style-type: none"> • Break times in classes if needed (weather) <ul style="list-style-type: none"> • Allocated areas for groups during breaks • Can Do Room prioritised for behaviour support rather than social space • Primary lunchtime clubs as needed to separate pupils • Open up primary class playgrounds to spread pupils out more • Separate play areas for secondary • Limited play equipment <p>Pupils will use designated playground areas:</p> <p>Primary: primary playground</p> <p>Semi-formal: semi-formal playground</p> <p>KS3: Modular playground</p> <p>KS4: Football playground</p> <p>Key stages will organise for a range of activities on playgrounds including games and bikes.</p> <p>Lunchtimes:</p> <ul style="list-style-type: none"> • Staggered lunchtimes in dining hall (School site and PFA Pod) 	

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		<ul style="list-style-type: none"> • Pupils who have packed lunches eat in classrooms on school site (staff will ensure area is cleaned afterwards) • Limited number of pupils and staff in hall (3 on a table maximum) 	
Pupils in large groups cross contaminate (assemblies)	Pupils and staff	<ul style="list-style-type: none"> • Video link assemblies led by KS leaders on school site • KS leaders to come round to each class when appropriate • KS leaders lead assemblies in the Zone and classes watch/ join in in their own rooms • KS leaders can pre-record assemblies if needed 	
Staff close contact during breaks and meetings	Staff and therefore pupils, families, outside agencies	<ul style="list-style-type: none"> • Pinnacle will adapt outdoor areas- greenhouse and shelter for staff use for breaks • Staff must be socially distanced when taking a break in the staff room and take responsibility to ensure this. Staff should use classrooms and adapted spaces where possible. Designated classes will have a kettle, fridge and microwave for staff use (kettles must be stored safely out of reach of pupils once they have been used). • The staff room and staff kitchen will operate a “one-way system”: staff enter through the door from Primary and exit through the kitchen door. No more than 2 staff in the kitchen at one time. • The staff kitchen dishwasher may not be used. • Staff carrying hot drinks between rooms must ensure they use a lidded cup. • Staff room prioritised for PPA. • PPA to be taken in empty classrooms where possible (and possible space in the modular building if needed) • Socially distanced meetings will take place in larger spaces if necessary • Maximum 2 people in repro room at a time • Briefings: Monday- whole school in hall, Wed- ETA and key stage meetings, Friday- after school debrief for teachers and cover supervisors only • Outside agencies/ parents and carers allowed in school, asked to bring own PPE and arranged in advance. Visitors to school will be limited and only essential visits 	

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		<p>will be permitted, by appointment unless an emergency/ safeguarding issue. All visits should be approved by line manager and put into the school diary with a room booked.</p> <ul style="list-style-type: none"> • Where possible, virtual tours of school will be used instead of visits in person. <p>STAFF MUST TAKE RESPONSIBILITY FOR THEIR OWN SAFETY AND THAT OF OTHERS BY REMINDING EACH OTHER TO SOCIALLY DISTANCE AT ALL TIMES.</p>	
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>Pupils and staff</p>	<p>Key stages will be kept in separate bubbles.</p> <ul style="list-style-type: none"> • Pupils will be seated in specific places, not facing each other • Pupils places will be labelled with name and/or photo <p>Pupils will be supported to understand by:</p> <ul style="list-style-type: none"> • Names/ photos on tables as needed • Seating plans- pupils don't face each other, adapt classroom layouts as needed • Posters to support pupil understanding • Additional support for anxious pupils • Visual symbol reminders around school • Spots or lines on the floor for queuing eg in dining hall • Stretched out hand for safe distance reminder • Learn Makaton signs for safe distance/ wash hands, virus etc • Social stories • Embedded in routines and curriculum <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart).</p> <p>Staff will be rigorous about hand washing and respiratory hygiene.</p>	

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		<p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p>	
<p>Increased contact for physical interventions eg hygiene and medical support</p>		<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <ul style="list-style-type: none"> • Use PPE for close physical interventions • Promote independence as much as possible eg toileting using visual prompts as needed • Toilet cleaning- Pinnacle will provide regular cleaning throughout the day • Explicit rules and isolation room for symptomatic pupils/ staff with full PPE: taken to medical room. Staff will wear PPE and sit at least 2m away from pupil. Office will contact parents/ carers immediately to collect pupil. In PPA, pupil will be isolated in the corridor, window open. Visitors to PFA will use the alternative entrance until the pupil is collected. • Keep rooms ventilated, windows and if appropriate doors open to circulate fresh air 	
<p>Increased physical contact for behavioural physical support</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • Masks and gloves available for B and I team in case emergency physical intervention is needed • Agreed consistent strategies to be used to minimise need for any physical support • Use outdoor spaces for breakout/ redirection if possible • Highlight breakaway spaces- Can Do Room and reflection room • If behaviours are building, call for B and I team support and pupil to leave class if needed 	

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		<ul style="list-style-type: none"> • Parents and carers have been informed that if a pupil's behaviour escalates and they need physical intervention, they must collect them immediately from school (July letter and August letter). • B and I team available and timetabled for challenging timetable sessions • NQT support identified • Brewery Lane (PFA) support planned 	
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Movement around the school site will be kept to a minimum (new timetable and September-October transition)</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have a divider down the middle to keep groups apart.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them.</p> <p>Toilet use will be managed to avoid crowding. Staff will monitor toilets to ensure maximum occupants is not exceeded.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Admin staff will ask them to wash hands regularly and follow social distancing rules.</p>	

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Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p>	
Staff and pupils at risk from other emergency situations eg fire		<ul style="list-style-type: none"> • An emergency evacuation practise will take place during the first week back in school to ensure staff and pupils understand and remember the process. • Lockdown procedure will be practised during the Autumn Term 2020. 	