**Doncaster School for the Deaf**

|  |  |  |
| --- | --- | --- |
| Assessment conducted by: J Goodman | Job title: Deputy Head |  |
| Date of assessment: 31/08/21 | Review interval: termly | Date of next review: as required |
| **Related documents** | | |
| DFE guidance (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>)  Coronavirus (COVID-19) Reopening Plan, Social Distancing Policy , Infection Control Policy, , First Aid Policy,Fire Safety Policy, COSHH Policy, Administering Medication Policy, Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, Remote learning Policy. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk rating** | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major**  Causes major physical injury, harm or illhealth. | High (H) | H | Medium (M) |
| **Severe**  Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| **Minor**  Causes physical or emotional discomfort. | M | L | L |

| Area for concern | Risk rating prior to action  H/M/L | Recommended controls | In place?  Yes/No | Risk rating following action  H/M/L |
| --- | --- | --- | --- | --- |
| Policies and procedures | **H** | * All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:   + Health and Safety Policy (trust)   + Infection Control Policy   + First Aid Policy   + Social Distancing Policy * Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following:   + Infection Control Policy   + Social Distancing Policy * All staff have regard toall relevant guidance and legislation including, but not limited to, the following:   + Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013   + The Health Protection (Notification) Regulations 2010   + Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’   + DfE (2020) ‘Guidance for schools: coronavirus (COVID-19)’ * Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. * The school keepsup-to-date with advice issued by, but not limited to, the following:   + DfE   + NHS   + PHE   + Department of Health and Social Care   + The school’s local health protection team (HPT) * All staff, volunteers, parents, pupils, visitors and contractorsare made aware of relevant infection control procedures and social distancing arrangements via email, website , post. * Any visitors complete covid visitors contact form (trust) * The SLT reviews relevant school policies to ensure they account for new provisions. | **Y** | **M** |
| Contact with potential or confirmed coronavirus cases | **H** | * Pupils, staff and other adults do not enter the school premises if:   + They have any symptoms of coronavirus.   + They have tested positive for coronavirus in the last 10 days.   + They are required to quarantine having recently visited countries outside the [Common Travel Area](https://www.gov.uk/government/publications/common-travel-area-guidance). * Parents are informed via letter or email not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus. * Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. * Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms, or the date of their positive test if they did not have symptoms. * Pupils and parents are made aware that pupils under the age of 18 are no longer required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test. * Pupils and parents are made aware that fully vaccinated adults who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated. * Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose. * Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the **Infection Control Policy.** * Pupils and parents are made aware that staff and students over the age of 18 should follow the same self-isolation rules as those under 18 until four months after their 18th birthday, at which point they will begin to follow the same rules as adults. This time should be used to ensure they are vaccinated if possible. * If anyone in the school develops coronavirus symptoms while at school, they are:   + Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days.   + Advised to follow the guidance for households with possible or confirmed coronavirus infection.   + Advised to arrange a PCR test as soon as possible. * Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. * Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance and the **Infection Control Policy**. * Symptomatic individuals who are sent home are directed to not use public transport to get home. * If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. * Emergency assistance is called immediately if the pupil’s symptoms worsen and they require further medical care. * PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. * Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. * Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. * The school does not routinely take the temperature of pupils.   The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. | **Y** | **M** |
| Rapid-result testing |  | **A**ll rapid-result testing is carried out in line with the cornovirus testing guidelines.  Staff, pupils and parents are informed of the testing programme and what testing they are eligible for.   * Testing is only conducted on pupils and staff after consent has been given. * Testing takes place on the designated test site, which has been set up in line with NHS guidance. * Only trained personnel administer tests or supervise self-administered tests. * Weekly routine testing is conducted on staff who have provided their consent. * Serial testing is conducted on staff and pupils, who have provided their consent, who are classified as close contacts of a confirmed case. * Serial testing will take place in the morning for 7 consecutive school days. Any new positive cases during serial testing will reset the clock for daily testing to the start of 7 days. * If a close contact does not consent to serial testing, they are required to self-isolate for 10 days from the day the individual tested positive for coronavirus. PPE is worn at all times by staff involved in overseeing the testing process, in line with government guidance. * Individuals who test positive following a rapid test must self-isolate and are instructed to take a confirmatory polymerase chain reaction (PCR) test. | Y | **M** |  |
| Test and trace | **H** | * The school makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. * The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. * The school continues to work with local HPTs in the event of a school or local outbreak. * Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to:   + Book a PCR test if they (or their child) display symptoms.   + Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.   + Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.   + Self-isolate if they display symptoms or produce a positive test. * Anyone in school who displays symptoms is encouraged to get a PCR test. * If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. * PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C). * The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. * PCR tests are delivered safely and with due regard for transmission risk. * **( This may begin autumn term)** Tests are not given directly to pupils but are instead given to the pupil’s parent or carer. * Individuals are asked to inform the school immediately of test results. * If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as:   + They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.   + They feel well. * If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18. * Staff are encouraged to download the NHS Test and Trace app. * Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. * Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. * If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning. * If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. * **[New]** Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, and any of the following apply: * They are fully vaccinated. * They are below the age of 18 years and 6 months. * They have taken part in or are currently part of an approved vaccine trial. * They are not able to get vaccinated for medical reasons. * **[New]** Pupils under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal. | **Y** | **M** |
| Confirmed cases of coronavirus | **H** | * Parents are informed, via letter or email , of how the school responds to confirmed cases of coronavirus. * Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the SLT contacts the DfE’s dedicated advice service immediately. * The school works with the DfE’s dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. * Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual’s symptoms started, or the day of their positive test result if asymptomatic, and continue to self-isolate for the next full 10 days. * Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive. * Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. * The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. * If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE’s dedicated coronavirus advice service (or local HPT if the case is escalated). * The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. | **Y** | **M** |
| Social distancing |  | * The **Social Distancing Policy** is shared with all relevant members of the school community and adhered to where required e.g. around a symptomatic individual. * Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. * In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily. | **Y** | **M** |
| Resources | **H** | * Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. (named zip up bag for pupils) * Pupils only bring essential items to school each day, eg hats, coats, books, stationary and mobile phones. Mobile phones and tablets handed in on arrival , coats, bags etc kept in form room , no lockers * Pupils are permitted to bring bags to school. | **Y** | **M** |
| Heating and ventilation |  | * Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible:   + Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs   + High level windows are opened in preference to low level to reduce draughts   + Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes | **Y** | **M** |
| PPE and face coverings (updated) | **H** | * PPE is available for staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. * Used PPE is disposed of properly using bins provided around the school. Staff should not use recycling bins for PPE. * All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. * Staff, pupils and visitors are required to wear face coverings when moving around the trust premises, e.g. front reception * In the school staff and pupils can wear face coverings if they request this. Full PPE including face coverings must be worn when dealing with medical and intimate care needs * If staff and pupils need to wear face coverings they are are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This should include instructions to:   + Clean hands before and after touching a face covering.   + Store face coverings in individual, sealable plastic bags.   + Store visors in individual boxes   + Avoid wearing damp face coverings. | **Y** | **M** |
| Wellbeing | **H** | * Staff are vigilant in discerning pupil mental health and report any concerns to the **pastoral care leader ( Lana Cook)** . * The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. * Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. * Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. * Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. * The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. * The **SLT** liaise with the LA / Deaf CAMHS to determine what additional support is available for pupils who are suffering with their mental health. * The SLT and **DSL** ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. * The **DSL** / Head teacher ensures that adequate pastoral care is in place to support pupils and staff who require it. * The school nurse engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. * Safeguarding issues are managed in line with the **Child Protection and Safeguarding Policy**. * Staff and pupil bereavement is managed in line with the **Bereavement Policy**. | Y | M |
| Attendance | **M** | * Parents are informed that the usual rules on school attendance apply– this means parents have a duty to secure that their child attends regularly. * The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. * Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. * Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals. * Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils. * The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils’ regular attendance. * Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government’s [guidance](https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors), before returning to school. | **Y** | **L** |
| Curriculum |  | * All pupils are given the support required to make good progress. * Relevant staff members discuss how the government’s curriculum expectations can be met and ensure this is communicated across the school. * The government’s catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. * The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport’s (DCMS) team sport [guidance](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events). * Sports equipment is thoroughly cleaned between each use or left for 72 hours * Outdoor sports are prioritised where possible. * Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. * Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. * Staff are made aware that social distancing in sports is not required unless directed. * Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS [guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4). * External facilities are used in line with government guidance, including travel to and from those facilities. * The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school’s wider protective measures. * Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. | **Y** | **L** |
| Safeguarding | **M** | * The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening. * The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. * The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. * The DSLis provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies. | **Y** | **M** |
| Behaviour expectations | **H** | * The school’s Positive Behaviour Policy sets out behaviour expectations. * Individual behaviour plans will be updated as required * Pupils who are struggling to reengage with school are supported appropriately. | **Y** | **L** |
| Educational visits  updated | **H** | * The school is able to resume non-overnight domestic visits. * Any visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure. * Prior to any visit, a risk assessment is undertaken by the trip leader. * Parents are advised for educational visits and the risk assessment and alternative arrangement made for any pupils whose parents have concerns * Parents are informed of every offsite visit , if parents do not wish their child to attend then alternative activities onsite will be arranged * The school does not visit areas at a ‘high’ or ‘very high’ COVID alert level. | **Y** | **M** |
| Communication  updated | **M** | * The school’s website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements. * Parents are informed via letter, email or phone about individual relevant information regarding any taxi arrangements. * Arrangements for annual reviews will be discussed with individual parents and SEN prior to the meeting . * Staff are informed via email about the relevant information regarding opening to all pupils, including any changes to the workday. * Social distancing and infection control measures are explained to all contractors and visitors upon their arrival. (Visitors POLICY updated) * A record is kept of all visitors and contractors that come to the school site.   . | **Y** | **L** |
| [Updated] Contingency planning |  | * Remote education will take place for pupils who are self-isolating or shielding. * The school has a **Coronavirus (COVID-19): Contingency Plan** – also known as an **outbreak management plan** – that can be implemented if restrictions need to be implemented due to coronavirus. | **Y** |  |