



## Eton Dorney School Independent Therapeutic School RISK ASSESSMENT

DATE OF RISK ASSESSMENT: 20<sup>th</sup> April 2020  
Reviewed: 11<sup>th</sup> May 2020

NAME:  
Ludivine Parmentier

DIRECTORATE: **EDUCATION**

SITE/LOCATION: **Eton Dorney School Independent Therapeutic School, Lake End Road, Dorney, Bucks, SL4 6QS**

**Background giving rise to this assessment: Coronavirus (COVID-19) Spread and Government Advice**

**Who is at Risk? Pupils, Staff and Pupils' families**

**The Risk assessment for children and staff is in light of recent government guidance and the following principals are adhered to:**

- The school offer adheres to guidance from the DfE
- The offer to the most vulnerable pupils is at the heart of the school offer
- All pupils should have access to full time learning either at home or in school
- Open and clear communication to all stakeholders, particularly parents/carers
- The emotional well-being of pupils and staff is a priority, and this must be a focus for all decisions made
- No pupils or member of staff to come to school if unwell, coronavirus symptoms or any other symptoms
- Hygiene routines to be established and adhered to

**The DfE latest documents and guidance webpage is updated regularly:**

<https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>

**Additionally leaders may find the following guidance particularly useful:**

- Preparing for the wider opening of schools from 1 June: A planning guide for primary school leaders to help them open their schools to more pupils...
- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>
- DfE guidance for schools and education settings –
- <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- Coronavirus (COVID-19): guidance for schools and other educational settings-
- <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

ACTIVITY/LOCATION/ SITUATION	HAZARD/RISK	ACTION REQUIRED	BY WHOM	DATE COMPLETED
<p>Eton Dorney School Independent Therapeutic School, Lake End Road, Dorney, Bucks, SL4 6QS</p>	<ul style="list-style-type: none"> <li>Risk of coronavirus infection spreading to children and staff at school</li> </ul>	<ul style="list-style-type: none"> <li>Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. See latest advice attached.</li> <li>Teachers share key information about hygiene daily. HT to remind children in classes. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> and explain posters via IWBs: <a href="https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1">https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1</a> <a href="https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf?ua=1">https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf?ua=1</a></li> </ul> <p>Pupils, students, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> <li>before leaving home</li> <li>on arrival at school</li> <li>after using the toilet</li> <li>after breaks and sporting activities</li> <li>before food preparation</li> <li>before eating any food, including snacks</li> <li>before leaving school</li> </ul> <p><b>Soap and water are more effective than using sanitisers</b></p>	<p>Headteacher (LP)</p> <p>Teaching staff</p> <p>All Staff</p>	<p>On-going</p> <p>On-going reminders</p> <p>On-going</p>

	<ul style="list-style-type: none"> <li>Risk of coronavirus infection spreading to children and staff at school</li> </ul>	<ul style="list-style-type: none"> <li>Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.</li> <li>Instillation of more hand sanitisers around the entrances and exits</li> <li>Order more sanitising gels and boxes of tissues.</li> <li>All staff and pupils to wash their hands upon entry and exit to school.</li> <li>clean and disinfect frequently touched objects and surfaces in the school 3 times per day, daily.</li> </ul>	<p>HT, Teachers and support staff</p> <p>Maintenance Team Admin Designated gateway staff All Staff</p>	<p>On going</p> <p>20.04.2020 20.04.2020 On-going On-going</p>
	<ul style="list-style-type: none"> <li>Managing Risk</li> <li>Premises</li> </ul>	<ul style="list-style-type: none"> <li>Follow all hygiene practices as set out by health England</li> <li>All pupils and staff to wash hands upon entry to school and prior to leaving the school.</li> <li>All staff and pupils to have their temperature taken by first aider upon arrival to school. All Data to be collected and recorded onto temperature list.</li> <li>Parents to drop children off at school and not to enter the premises.</li> </ul>	<p>Admin/ First aider</p>	<p>20.4.2020</p>
	<ul style="list-style-type: none"> <li>Social distancing in school</li> </ul>	<ul style="list-style-type: none"> <li>Classes have been grouped into 2 small groups and both are relocated into larger classes to minimise traffic and ensure social distancing measures.</li> <li>Staff and pupils to remain distant to 2 meters apart throughout</li> <li>Corridors to be kept clear and use a one in out system to avoid any close contact between staff and pupil contact.</li> <li>Social distancing to be used throughout the school to include in classrooms and outside play areas.</li> <li>Parking: All parents to drop children off and children to stand behind the allocated 2 meter lines. All pupils to wait to enter building once temperature has been taken and space is available to wash hands</li> </ul>	<p>All staff</p>	<p>20.4.2020 On-going reminders</p>

	<ul style="list-style-type: none"> <li>Child/Adult is unwell, and it is believed that they have been exposed to COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Call NHS 111 and parent/care (if child) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to school. Call 999 if they are seriously ill or injured or their life is at risk.</li> <li>Child/ Adult is sent to main school office and will be seated in the Medical Room. Explain to them that they are safe and that you will close the door – make sure the blinds are up, so that they can be monitored, and the window is open for ventilation.</li> <li>Face masks for all parties involved are to be put on.</li> <li>They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.</li> <li>If they need to go to the bathroom whilst waiting for medical assistance, they should use the public toilet by the main school office.</li> <li>The Medical Room and the public toilet will need to be cleaned once they have left.</li> </ul>	HT, Teachers and support staff.	If necessary and ASAP
	<ul style="list-style-type: none"> <li>A case of COVID-19 (pupil or school adult) is suspected at our settings.</li> </ul>	<ul style="list-style-type: none"> <li>No restrictions or special control measures are required while laboratory test results for COVID-19 are awaited.</li> <li>No need to close the setting or send other learners or staff home.</li> </ul>	HT	If necessary and ASAP

	<ul style="list-style-type: none"> <li>A case of COVID-19 (pupil or school adult) is confirmed at our settings.</li> </ul>	<ul style="list-style-type: none"> <li>Contact with the local Public Health England Protection Team and HR will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken.</li> <li>The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team.</li> <li>If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from HR. In most cases, closure of the childcare or education setting will be unnecessary, but this will be a local decision based on various factors such as establishment size and pupil mixing.</li> </ul>	HT	If necessary and ASAP
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<b>Eton Dorney School Independent Therapeutic School, Lake End Road, Dorney, Bucks, SL4 6QS</b>	<ul style="list-style-type: none"> <li>Pupils are missing education and falling behind in their learning.</li> </ul>	<ul style="list-style-type: none"> <li>Teaching staff will provide learning activities for pupils and upload them to a new folder called 'Learning Activities' on the school website and use online learning platform 'Zoom' to provide education.</li> </ul>	Teachers	Ongoing, daily sessions for all pupils not present at school.
	<ul style="list-style-type: none"> <li>SEN and behavior Support</li> </ul>	<p>Agree what returning support is available and put in place for the return of SEND pupils</p> <ul style="list-style-type: none"> <li>Work with SEND department and families to identify what provision can be reasonably provided for in line with education, health and care (EHC) plans</li> <li>Ensure consideration for transitions are given for SEND pupils e.g. sharing of IEP info, SEND reports</li> <li>Consider review of IEPs/annual reviews etc.</li> <li>All children on the Child Protection and PPG who wish to remain at home are risk assessed and these are updated as necessary.</li> </ul>	Senco	Ongoing

		<ul style="list-style-type: none"> <li>Discussions with staff on how behaviours may be an indication of a pupil's anxiety. (Refer staff to resources as to how to best manage this.)</li> </ul>		
	<ul style="list-style-type: none"> <li>Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Support for vulnerable families: Plan a support package for families who are vulnerable in order to help them transition back to school.</li> <li>Telephone calls to families if needed</li> <li>Individual support plans around the family, working alongside other agencies as appropriate.</li> <li>Reconsider e-safety policies and procedures in light of offsite learning and staff access to any sensitive data from home</li> <li>Arrange revised fire evacuation drills / lockdown drills</li> </ul>	HT  All Staff  W. Lead	Ongoing

## REVIEWS AND REVISIONS

Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Notes

Further information can be found at:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

On 2<sup>nd</sup> March 2020 the DfE launched a new helpline:

Phone: 0800 046 8687

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 8am to 6pm (Monday to Friday)

**No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.**



Signed by: Ludivine Parmentier – Headteacher

Date 18.05.2020