



Dorchester Learning Centre: Risk Assessment

September 2020

The Dorchester Learning Centre is a Pupil Referral Unit which caters for pupils 5-16 years of age. All of the pupils have either been permanently excluded from mainstream provision or have a medical need. A large proportion of our pupils have social, emotional and mental health needs (SEMH).

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term – Monday 7th September.

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.

Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible"

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will further embed so that children who did not attend in the summer term will themselves adopt the measures also.

All protocol and procedures are aligned to the Risk Assessment of Schools document below following 'Guidance for full opening: schools' (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction>). It is a legal requirement to review and update the previous risk assessment.

The following risk assessment outlines relevant detail from the government's guidance with further detail about how DLC will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we cannot negate them entirely.

Date of Risk Assessment	10.7.20 (updated), 10.7.20
Name & signature of Reviewer	Phil Midworth- Agreed by Governors Ian Roe

For any decision regarding COVID-19 always contact our local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk

HAZARD	WHO MIGHT BE HARMED	CURRENT CONTROLS MEASURES IN PLACE	WITH CONTROL MEASURES RISK LEVEL (H/M/L)	WHO IS RESPONSIBLE FOR ACTIONS	WHEN WILL THE RISK BE RE-ASSESSED
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. DLC will follow the essential measures set out by the government. Regular reminders will be given about this via daily staff briefing.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. They will be asked to go to the isolation room. 999 will be called if they are seriously ill or injured or their life is at risk. A taxi will be called immediately following discussion with parents. The person will use the staff toilet if needed and this will then be closed before cleaning occurs.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of as follows:</p> <ul style="list-style-type: none"> • Putting it in a plastic rubbish bag and tying it 	Medium	SLT/Headteacher/ Governors	Weekly or at every guidance change.

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		<p>when full.</p> <ul style="list-style-type: none"> • Placing the rubbish bag in a second rubbish bag and tying it. • Putting it in a suitable container and secure place marked for storage for 72 hours. <p>Waste will be stored safely and securely kept away from pupils. Waste will not be put in communal waste areas until it has been stored for at least 72 hours. This waste does not require a dedicated clinical waste collection.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the school will follow government guidance and contact local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk. The school will act swiftly and working with public health will send anyone home who has been working in close contact with that individual. They will be advised to self-isolate for 14 days. House hold contacts do not need to self isolate at this point. If someone who has been sent home develops symptoms within that 14 day period they must be tested and remain self isolated even if providing a negative test. Close contact means:</p> <ul style="list-style-type: none"> -Face to face contact within 1m or being coughed on. -Travelling in a small vehicle. -Close contact with that individual for more than 15 minutes. <p>The school will try to engage with the track and trace process where appropriate.</p> <p>If other cases are detected at school, the local health</p>			

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		<p>protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p> <p>If deliveries are expected they are dropped outside the front door and office member will bring inside. Staff member will then wash hands.</p> <p>Contractors to only be able to attend school site after students have left. All contractors to remain socially distant at all times. Visitors must be signed in and details obtained by the front office. NHS track and trace should be used if contractors develop symptoms. All visitors will be signed in with Kerry and will leave contact details.</p> <p>All visitors to only be able to attend school with an appointment. All visitors to remain socially distant at all times and meetings to be only held in waiting room. The waiting room can therefore not be used as a walkthrough for staff. Visitors must be signed in and details obtained by the front office. NHS track and trace should be used if visitors develop symptoms. All visitors will be signed in with Kerry and will leave contact details.</p> <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>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>			

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Contact with coronavirus when travelling to school-taxi/bus		<p>Staff will be encouraged to drive, walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Where possible parents are transporting their child to school. Taxi drivers have received information from DC about how to seat pupils safely in transport.</p> <p>As circulated by DC in their Protocol for transport.</p> <ul style="list-style-type: none"> - Drivers are to be allocated their own PPE (personal protective equipment). This must not be shared. Drivers will remain responsible for keeping it replenished. - Drivers must wash hands before they start work, while working they must regularly use hand sanitiser gel (minimum 60% alcohol) and gloves, carry bags in your vehicle to dispose of rubbish regularly. - Drivers should keep a box of tissues in the vehicle to catch coughs and sneezes, disposing of used tissues in the bin as soon as possible. - Drivers should keep windows open wherever possible and switch off air recirculation systems. - no food or drink is to be consumed in any vehicle. - Engagement & conversation with passengers is to be limited to when social distancing (2 metres) can be achieved. <p>In addition to the daily vehicle safety checks, listed below:</p> <p>Vehicle preparation: (Within duty period)</p>	M	P&D Taxi Company/SLT/Governing Body	Weekly or at every guidance change.

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		<ul style="list-style-type: none"> • In addition to the daily vehicle safety checks, enhanced cleaning of surfaces regularly with sanitising wipes or spray to include: Vehicle Keys ☒ Steering wheel ☒ Dashboard ☒ Gear Stick ☒ Handbrake ☒ Windows & Sun visors ☒ Door Cards ☒ Internal/External Door Handles ☒ • Do this at the beginning, the middle and end of the shift as a minimum, however good practise will be to repeat after every trip or journey where passengers are exchanged. • Remove gloves and use hand gel between changes of tasks. • Where two people are travelling in the cab, the passenger to face the left rather than ahead. <p>Passengers per type of vehicle: Please observe the passenger and driver scenarios to be applied wherever practicable.</p> <p>Whilst it is not always possible to provide the recommended social distancing, passengers are encouraged to face their nearest window. Where possible, this should be open for ventilation.</p> <p>Protocol for picking up Passengers:</p> <ol style="list-style-type: none"> 1. Do not enter a house when picking up passengers. 2. If you must go to the house, knock on door (avoiding hand contact with hard surfaces where possible e.g. by using an elbow), always stand 2 metres away when asking any questions. Keep conversation limited to essential information only. <p>DLC will only use taxi companies who can abide by this</p>			

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		<p>advice.</p> <p>Taxi companies are advised that drivers do not work if they or a member of their household are displaying coronavirus symptoms</p> <p>Where possible DLC will try to group individual's according to their pod. However, if this is not possible a face mask will be advised to be worn.</p> <p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different pupil groups being given different times • The protocols for minimising adult to adult contact are that students enter the building through different access points. • That only one parent should attend and they cannot enter the site unless they have a pre-arranged appointment. <p>If students arrive having worn a face mask in the taxi, then this is removed and placed in a food bag. All parties then wash hands thoroughly.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. All staff will be provided with their own individual hand sanitizer, in each classroom a cleaning basket is available. Hand Santizer stations in kitchen, Hub, primary and woodside. All PPE products have COSHH data sheets in the cleaning baskets in the relevant classrooms.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 	M	SLT/Caretaker/Governors	Weekly or at every guidance change.

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		<p>20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands.</p> <ul style="list-style-type: none"> • Clean their hands on arrival, before and after eating, and after sneezing or coughing. This will happen at the following times- Arrival, Beginning of period 3, Beginning of lunch, Beginning of period 5 as a minimum. • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste- the school will encourage the “catch it, bin it, kill it” government approach. <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</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>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied at the end of the day and be stationed in every room.</p>			
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff/caretaker (PPE provided for this) will regularly clean frequently touched surfaces using standard cleaning products (antibacterial spray), including:</p> <ul style="list-style-type: none"> • Banisters • Bathroom facilities (including taps and flush buttons) 	High	SLT/Caretaker/Cleaning company/Governors	Weekly or at every guidance change.

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		<ul style="list-style-type: none"> • Door handles and fob points. • Furniture • Light switches <p>This will occur before school and twice throughout the day.</p> <p>Staff/Students will follow this procedure for cleaning of tables/computer equipment:</p> <p>At following intervals, teachers sprays desk with antibacterial spray and students wipe desks with tissue. Beginning of period 1, Beginning of period 3, Beginning of period 5.</p> <p>Computers will be cleaned using antibacterial wipes following every use.</p> <p>Admin/pastoral staff will be responsible for cleaning their own work station including phone following calls, keyboard at beginning/lunch/end of day. If someone different has used their work station this must be cleaned immediately following the same principles.</p> <p>Items that need laundering (e.g. kitchen aprons) 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>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day and twice during the day by the caretaker. This will follow a set routine.</p> <p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Students will have their own stationery in each room.</p> <p>Each individual pod area will have its own art resources and sport equipment. They should not be used with other</p>			

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		<p>Pods and if they are they will be meticulously cleaned or left unused for 72 hours. With items needing to be cleaned going into a red tray so that this is then in the cleaning cycle in a manageable way.</p> <p>There will be wipes and antibacterial spray for the staff work room. The photocopier must be wiped with hygiene wipes following use. Where possible lift lid in designated space.</p> <p>Students will not carry bags within the centre to limit opportunity for other items to be brought into the centre.</p> <p>Shared rooms, sports hall, kitchen will be cleaned between different groups using them and where possible timetable will ensure pods are timetabled for extended periods to reduce chance of spreading the infection.</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 are not close to running out.</p> <p>Teachers can mark and give feedback on students work and can take shared resources home however unnecessary sharing should be avoided where possible.</p> <p>Deep clean completed using Zoono, fogging and deep clean agent will be used every 6 weeks.</p> <p>Visitors will only be able to attend school by appointment and strict social distancing will be in place in the entrance hall. The sign in will be completed by office staff from a safe distance.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible. All outdoor equipment will only be used by one pod and this will be cleaned</p>			

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		<p>thoroughly following use. Food will not be eaten whilst on play equipment. Students must try to socially distance when playing on the equipment. Students to wash hands immediately after using play equipment. Students reminded not to touch their faces after use.</p> <p>Mobile phone collection to follow this routine: Phone Collected, student and staff both wash hands.</p> <p>A system for use of the library will be in place, this will involve books that have been read by students being placed away from use from other students for 72 hours. Books will not be taken home.</p>			
Spreading infection due to excessive contact and mixing between pupils and staff in classrooms		<p>The school will be organised into 4 pods:</p> <ul style="list-style-type: none"> -Primary (Primary Area) -SEMH/Behaviour-KS4 (Main area of building) -Nurture Year 7,8,9 and 10 (Downstairs Woodside) -Medical Year 10 and 11 (Upstairs Woodside) <p>All students will return to school. These consistent groups will provide an additional protective factor and limit interactions however groups may come into contact due to the small nature of the centre. Teachers are able to teach across different pods.</p> <p>Space will be maintained between pupils, 2m apart where possible, with seats and desks arranged to allow this. Students will be seated to face forwards rather than side to side.</p> <p>Contact sports will not be played during PE.</p>	Medium	SLT/Governors	Weekly or at every guidance change.

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<p>Spreading infection due to excessive contact and mixing between pupils and staff around the school</p>		<p>Pupils will be kept within their pods for the majority of lessons however specialist equipment will be required for some lessons and these will have to be shared areas: ICT, Art, Kitchen, Sportshall.</p> <p>All of these areas will be cleaned following use by another group following the protocols highlighted above. Timetabling where possible will try to ensure same pods are using certain areas.</p> <p>The above rooms will be accessed directly from outside where possible, and any corridors will have a keep left marking system with social distance markers in place.</p> <p>Pupil groups will have staggered timetables, drop off and pick up times, and assemblies, to avoid too many pupils being in one place at the same time. This will be as follows:</p> <ul style="list-style-type: none"> -Year 10/11 Medical arrive at 8.50 leave at 2.50 -SEMH/Behaviour- KS4 arrive at 9.10 leave at 2.45 -Primary- arrive at 9.20 leave at 2.25. -Year 7,8, 9, 10 Nurture Base arrive at 9.20 leave at 2.40 <p>Taxi's will drop students at different entrances to stop large crowds of students.</p> <p>Pupils will work in their pod area unless needing a specialist teaching room.</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. There maybe times when transitional contact is made.</p> <p>Kitchen will be used using guidance and a rota. This will be cleaned between uses and only accessed by external</p>	<p>Medium</p>	<p>SLT/Governors</p>	<p>Weekly or at every guidance change.</p>

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		<p>access. Reduce use of recipes where close guidance is needed (i.e use of knives). The kitchen will be cleaned following this guidance:</p> <ul style="list-style-type: none"> -All equipment used to be put through dishwasher. -All surfaces to be cleaned throughout practical work. -Kitchen will only be accessed from outside. <p>Students will eat lunch in their own pods- this will be brought in by SLT and made during the morning. Students cannot collect their lunch from the kitchen.</p> <p>Toilet use will be managed to avoid crowding. Toilets will be used in pods and only 1 student to attend at one time.</p> <p>Use of the staff room will be limited and set distances for socially distancing. Door to be open at all times. Staff to meet in open spaces where possible. Staffroom kitchen to follow the following guidelines:</p> <ol style="list-style-type: none"> 1. Kitchen area to be cleaned at regular intervals throughout day. 2. Staff to use 1 cup for that day and ensure it is placed in dishwasher at end of day. 3. If a spoon is used, it must be placed in the dishwasher straight away. 4. Equipment to be wiped with hygiene wipe after use (i.e microwave etc) 5. Staff to bring in pre-prepared lunch (i.e sandwiches) that doesn't require heating and this cannot be shared. 6. Staff to not visit Tesco for lunch during school hours. 7. Staff to have time for lunch each day. 8. There will be a maximum number of people who 			

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		<p>can use the staffroom at once.</p> <p>9. Staff will have different areas where they can eat their lunch.</p> <p>Staff not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</p>			
Spreading infection due to the school environment		<p>Checks to the premises will continue to be completed at appropriate times.</p> <p>Fire, first aid and emergency procedures will be re-written to ensure that they are safe. Social distancing will be adhered to at all times during fire evacuation.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible. All outdoor equipment will only be used by one pod and this will be cleaned thoroughly following use. Food will not be eaten whilst on play equipment. Social distancing will be insisted upon when students are using play equipment. Students to wash hands immediately after using play equipment. Students reminded not to touch their faces after use.</p> <p>Sensory room in primary will only be used in emergency and full cleaning will be used after use.</p> <p>Students to enter school via different entrances to limit contact:</p>	Medium	SLT/Governors	Weekly or at every guidance change.

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		<p>-Primary- Through primary gate</p> <p>-SEMH/Behaviour- Through staff entrance (side door).</p> <p>-Year 7,8,9,10, 11 Medical/Nurture- (Back entrance around YOS).</p> <p>Windows and doors will be kept open where appropriate.</p>			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>However, staff briefings and staff meetings will be held in the sports hall at safe distances. Doors and windows will be opened.</p>	Low	SLT/Governors	Monthly/guidance change.
Individuals vulnerable to serious infection coming into school		<p>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school.</p> <p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <p>DLC will apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace and each member of staff has had a return to work plan put in place including an individual risk assessment.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising</p>	Medium	SLT/Governors	Weekly/guidance change.

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		<p>them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>Currently DLC don't have any staff members who are clinically extremely vulnerable.</p> <p>Staff who are pregnant</p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. DLC will follow this guidance if this is the case.</p> <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. DLC SLT will continue to monitor these reports and act accordingly.</p>			
Spreading infection due to behaviour of students including students absconding from site.	Staff/Students	<p>Staff/students to follow behaviour policy amendment including use of praise/sanctions such as fixed term exclusion, discussion with parents.</p> <p>Information on importance of social distancing/behaviour expectations shared with parents/students on regular occasions.</p>	Medium	SLT/Teachers/Students/Parents	When an incident occurs that causes concern.

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		<p>Individual risk assessments for students with infection spreading behaviours.</p> <p>Staff reminded to only use RPI as last resort and to follow non contact policy.</p> <p>Students to work in pods.</p> <p>Guidelines issued to staff for safe working practice in certain situations such as kitchen.</p> <p>School will ensure that mag-locked doors at entrances and exits remain closed for the majority of the school day as they usually are.</p>			
<p>Insufficient staffing levels lead to a potential crisis, accident, injury or potentially death to adults or pupils.</p>	<p>Staff/Students/Visitors</p>	<p>No rota to be used at any time.</p> <p>Staff offered mental health wellbeing support due to anxiety concerns about return to work.</p> <p>Within the LA there are staff that could potentially support through re-deployment.</p> <p>Supply staff will be used as per government guidance but only as needed. The visitors will be expected to comply with the school's arrangements for managing risks. The school will try to use long term arrangements where possible.</p>	<p>Low</p>	<p>SLT/Governors</p>	<p>Daily/throughout provision- if a staff member has to leave due to illness.</p>
<p>Mental Health and Wellbeing</p>	<p>Staff/Students</p>	<p>Support offer for staff in place including counselling and training day session on resilience and stress.</p>	<p>Low</p>	<p>SLT</p>	<p>Daily/throughout provision</p>

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<p>of students/staff leads to a staffing crisis or extreme behaviour that leads to accident/injury or risk of infection.</p>		<p>The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</p> <p>If required, staff can adjust their working hours, as agreed by the SLT.</p> <p>The headteacher ensures that the school can be adequately and safely staffed at all times.</p> <p>The headteacher and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school.</p> <p>The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</p> <p>The headteacher 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 when the school reopens.</p> <p>Staff and pupil bereavement is managed in line with the Dorset County Council policy and compassionate leadership is used.</p> <p>Additional 1:1 support for students in terms of ELSA/Thrive-employment of additional TA to allow this to happen.</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>It is important that planning builds in the need to avoid</p>			

HAZARD	WHO MIGHT BE HARMED	CURRENT CONTROLS MEASURES IN PLACE	WITH CONTROL MEASURES RISK LEVEL (H/M/L)	WHO IS RESPONSIBLE FOR ACTIONS	WHEN WILL THE RISK BE RE-ASSESSED
		<p>increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and DLC may wish to draw on DfE's workload reduction toolkit.</p> <p>DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing- DLC SLT staff will investigate these.</p>			
<p>Spreading infection due to the school environment</p> <p>-Individual Area Mechanics.</p>	<p>Staff, Students,</p>	<p>Due to high risk environment, students to be grouped in podded area groups only. No external students will be able to access bikes.</p> <p>Students will wash hands on arrival at bikes and put on a pair of disposable gloves. These will be worn at all times and disposed of at end of session.</p> <p>Students will have their own overalls and these will be washed and not used by others during this time. They will be stored in separate boxes.</p> <p>All bikes to be cleaned between uses using antibacterial spray.</p> <p>Students will have their own helmet and this cannot be used by any other student.</p> <p>Students will only travel in the school minibus using small numbers, from students within the same pod and will wear masks when social distancing is not possible.</p> <p>Students will not eat or drink whilst in the garage.</p>	<p>Medium</p>	<p>SLT/Steve C</p>	<p>Weekly</p>
<p>Trips and Visits Abroad for staff</p>	<p>Staff, Students,</p>	<p>We recognise that school staff have been working extremely hard throughout the coronavirus (COVID-19) outbreak and will be working hard to prepare for all pupils</p>	<p>Low</p>	<p>Staff/SLT</p>	<p>Following government guidance</p>

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leading to staffing crisis		<p>to return from the start of the autumn term. Many staff will want to take a holiday over the summer period, which may involve travelling abroad. The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK.</p> <p>As would usually be the case, staff will need to be available to work in school from the start of the autumn term. DLC SLT will discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> <p>Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p>			
External school trip increases chance of infection due to contact with surfaces or other individuals	Staff/Students	<p>Government advice states that in the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</p>	Low	SLT/Staff/EVC/External companies	Before each trip.

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		<p>DLC will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, DLC will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.</p>			
<p>Spreading infection through 1:1 intervention working.</p>	<p>Staff/Students</p>	<p>Due to the smaller environment and mixing of groups there are concerns about 1:1 intervention working.</p> <p>The school has made plans for specialist staff providing 1:1 support (e.g. as part of an EHCP) as follows:</p> <ul style="list-style-type: none"> • Staff wash hands before and after working with a pupil • A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart • All equipment needed for the child is set up in the space before the start of the session • Staff go to the child's pod area. • The child follows the staff member (at a distance) to the identified area. • The intervention is provided at a distance • After the child has returned to class, the member of staff cleans the desk area and any equipment used by that student is placed back in the room pencil case for that student. <p>Where possible, specialist teaching rooms will be cleaned between use by different pod groups. To ensure adequate supervision of children remaining in classrooms, while teachers move, the school is planning to ensure that a</p>	<p>Low</p>	<p>Staff/Students</p>	<p>Weekly</p>

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		member of SLT is present in each corridor during lesson change-over, with classroom doors left open and hand washing/sanitising as above.			