



Dorchester Learning Centre: Risk Assessment

February 2021

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).

DLC will act accordingly following the Department for Education's instruction to reopen all schools from 8th March. Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

Prevention

DLC must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

9) Promote and engage in asymptomatic testing, where available.

Response to any infection

DLC must always:

10) Promote and engage with the NHS Test and Trace process.

11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

12) Contain any outbreak by following local health protection team advice

Many of the protocols and procedures that all already implemented will remain the same with the expectation that all stakeholders will continue to follow this risk assessment and apply the control measures.

All protocol and procedures are aligned to the Risk Assessment of Schools document below following 'Guidance for full opening: schools' (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf) 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	25.2.21 (updated),
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. DFE hotline now setup 08000468687

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 which will now be given via email.</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. The same protocol will be used if information is received throughout the day about a positive close contact through a phone call.</p> <p>Year 11 students will still not be allowed their phone and track and trace will be optional for staff, they must however remember safeguarding protocol and not be on their phone whilst with students. If a teacher is contacted by track and trace they will see PM/DD and leave site immediately, following national guidelines.</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</p>	Medium	SLT/Headteacher/G overnors	Weekly or at every guidance change.

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		<p>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 when full. • 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. DFE hotline now setup 08000468687. 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 10 days. House hold contacts do not need to self isolate at this point. If someone who has been sent home develops symptoms within that 10 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. 			

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		<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 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>Staff, visitors and secondary students must wear face masks in all areas where 2 metre safe distancing is not possible this will include classrooms.</p> <p>Face masks will not be mandatory when playing sport, visiting the gymnasium or students are outside.</p> <p>Masks must be worn correctly, information shared with parents. When not being worn they must be stored in a sealed plastic bag-provided by DLC. DLC has a supply of masks and visors.</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 scan our track and trace bar code.</p> <p>There will be no visitors to school during opening hours. All visitors (if an emergency i.e police) to remain socially distant at all times and meetings to be only held virtually. 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 scan our track and trace bar code.</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>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. They will also be advised that a mask must be worn.</p>			
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>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. 	M	P&D Taxi Company/SLT/Governing Body	Weekly or at every guidance change.

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		<p>- no food or drink is to be consumed in any vehicle.</p> <p>-Engagement & conversation with passengers is to be limited to when social distancing (2 metres) can be achieved.</p> <p>In addition to the daily vehicle safety checks, listed below: Vehicle preparation: (Within duty period)</p> <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 			

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		<p>questions. Keep conversation limited to essential information only.</p> <p>DLC will only use taxi companies who can abide by this 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. Pupils will need to wear a face mask in their taxi.</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		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 all areas of the school. All PPE products have COSHH data sheets in the cleaning baskets in the relevant classrooms. Furthermore, in each classroom there will be a hand sanitizer dispenser.	M	SLT/Caretaker/Governors	Weekly or at every guidance change.

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		<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, 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> <p>Staff, visitors and secondary students must wear face masks in all areas where 2 metre safe distancing is not possible this will include classrooms.</p> <p>Face masks will not be mandatory when playing sport, visiting the gymnasium or students are outside.</p>			

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<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>The 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) • Door handles and fob points. • Furniture • Light switches <p>This will occur before school and twice throughout the day. Staff/Students will follow this procedure for cleaning of tables/computer equipment:</p> <p>At following intervals, students wipe desk with antibacterial wipe. 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>High</p>	<p>SLT/Caretaker/Cleaning company/Governors</p>	<p>Weekly or at every guidance change.</p>

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		<p>Each individual pod area will have its own art resources and sport equipment. They should not be used with other 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 will follow the new assessment policy and verbal feedback will given as a priority. Staff will not mark books unless they are key assessments and have been left untouched for 72 hours.</p> <p>Deep clean completed using Zoono, fogging and deep clean agent will be used every 6 weeks.</p> <p>Visitors will not be able attend school. In exceptional circumstances this maybe necessary 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</p>			

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		<p>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. 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 3 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, Medical all years (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>Staff, visitors and secondary students must wear face masks in all areas where 2 metre safe distancing is not possible this will include classrooms.</p> <p>Face masks will not be mandatory when playing sport,</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>visiting the gymnasium or students are outside.</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.</p> <p>Students will enter at different entrances to stop large crowds of students.</p> <p>Pupils will stand in their pods whilst awaiting taxi's and collecting phones.</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 with guidance and a rota. This will be cleaned between uses and only accessed by external access. Reduce use of recipes where close guidance is needed (i.e use of knives). The kitchen will be cleaned following this guidance:</p>	<p>Medium</p>	<p>SLT/Governors</p>	<p>Weekly or at every guidance change.</p>

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		<p>-Aprons and tea towels to be put in wash machine (these are refreshed every day).</p> <p>-All cutlery to be cleaned in the dishwasher</p> <p>-Other cooking items to be hand washed, wiped up and put back in the cupboard</p> <p>-Sink emptied at all times.</p> <p>-When students have left, antibacterial spray to be used to clean worktops used and sinks, including taps and cupboard/draw handles (gloves are available)</p> <p>-Dishwasher is placed on twice a day by CS.</p> <p>-All surfaces to be cleaned throughout practical work.</p> <p>-Kitchen will only be accessed from outside.</p> <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 			

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		<p>(i.e microwave etc)</p> <ol style="list-style-type: none"> 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 can use the staffroom at once. 9. Staff will have different areas where they can eat their lunch. <p>Staff not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</p> <p>Staff, visitors and secondary students must wear face masks in all areas where 2 metre safe distancing is not possible this will include classrooms.</p> <p>Face masks will not be mandatory when playing sport, visiting the gymnasium or students are outside.</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</p>	Medium	SLT/Governors	Weekly or at every guidance change.

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		<p>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> <ul style="list-style-type: none"> -Primary- Through primary gate -SEMH/Behaviour- Through staff entrance (side door). -Year 7,8,9,10, 11 Medical/Nurture- (Back entrance around YOS). <p>Windows and doors will be kept open where appropriate.</p>			
Spreading infection due to excessive contact and mixing in meetings		<p>All meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, SLT, visitors and governors.</p> <p>All staff meetings and training to be completed online.</p> <p>SLT members will meet via phone and teams not in person.</p>	Low	SLT/Governors	Monthly/guidance change.
Individuals vulnerable to serious infection coming into school		<p>Staff who are clinically extremely vulnerable- CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required) will work from home. Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good</p>	Medium	SLT/Governors	Weekly/guidance change.

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		<p>prevention practice in the workplace and home settings. The shielding guidance is reviewed regularly.</p> <p>Staff who are clinically vulnerable CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>Pregnancy</p> <p>DLC follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</p> <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as the system of controls set out in this guidance are in place. Staff who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.</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. If RPI is needed masks to be worn by all staff.</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 of students/staff leads to a</p>	<p>Staff/Students</p>	<p>Support offer for staff in place including counselling and COPD on sleep and wellbeing.</p> <p>The SLT considers requests made by staff who wish to make changes to their working environment or working</p>	<p>Low</p>	<p>SLT</p>	<p>Daily/throughout provision</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>staffing crisis or extreme behaviour that leads to accident/injury or risk of infection.</p>		<p>hours in the interest of health and safety.</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. Staff to be off-site as soon as students leave school, where possible.</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 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</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>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 environment, students to be grouped in podded area groups only. No external students will be able to access bikes. There will be a maximum number of 3 students at any time and these will remain constant for fortnightly periods.</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. Students will wear a face mask during their bikes sessions.</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>The garage will be ventilated through keeping the doors open at all times.</p>	<p>Medium</p>	<p>SLT/Steve C</p>	<p>Weekly</p>
<p>Trips and Visits Abroad for staff leading to staffing crisis</p>	<p>Staff, Students,</p>	<p>Due to the current lockdown travel to other countries is discouraged and unlikely. The government are currently developing a COVID-19 testing system upon 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>Low</p>	<p>Staff/SLT</p>	<p>Following government guidance</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>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 this term, schools cannot resume non-overnight domestic educational visits. DLC will comply with this advice.</p>	Low	SLT/Staff/EVC/External companies	Before each trip.
Spreading infection through 1:1 intervention working.	Staff/Students	<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. 	Low	Staff/Students	Weekly

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
		<ul style="list-style-type: none"> 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 member of SLT is present in each corridor during lesson change-over, with classroom doors left open and hand washing/sanitising as above.</p>			

Appendix A Lateral Flow Testing

Risk Assessment for Lateral Flow Testing at Dorchester Learning Centre

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).

Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the school and testing operators. The following information has been used to complete this risk assessment. This risk assessment should be read in conjunction with the whole school risk assessment. **This risk assessment will remain in place but from 15th March the majority of staff and students will complete twice weekly testing at home.**

https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRgfrj_b5_P

Assessment Date-25.2.21	Lead Assessor Phil Midworth	Assessment Number 2	
Description of task / process / environment being assessed	Introduction of lateral flow testing at Dorchester Learning Centre.		
Activities Involved and location	Testing school staff and students at DLC		

Hazard	Associated Risks	Who might be harmed	Control Factors/Mitigating Factors	With Control Measures Risk Level (H/M/L)	Who is responsible for actions	When will the risk be re-assessed
Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	Staff/Students	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • PPE- Appropriate PPE to be worn by staff at all times. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be 	M	COVID-19 co-ordinator (headteacher)	Following every round of weekly testing

			<p>maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff.</p> <ul style="list-style-type: none"> • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Reduced number of students attending testing at one time through organisation of testing. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits. 			
<p>Contact between subjects increasing the risk of transmission of COVID19: Welcome and Registration</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<p>Staff/Students</p>	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times during registration process. • Requirement to wear face covering/mask to be reminded to all students/staff in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Hand hygiene: All subjects to use hand sanitiser 	<p>M</p>	<p>COVID-19 co-ordinator (headteacher)/Registration staff</p>	<p>Following every round of weekly testing</p>

			<p>provided on arrival & adherence to this enforced by reception staff.</p> <ul style="list-style-type: none"> • Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception staff. • Welcome and registration area to have enough space to allow social distancing-one way entry into registration area. • Reduced number of students attending testing at one time through organisation of testing. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Behaviour support team to support registration and welcome process to stop any behaviour issues. 			
Contact between subjects increasing the risk of transmission of COVID19: Sample Taking	Transmission of the virus leading to ill health or potential death	Staff/Students	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of 	M	COVID-19 co-ordinator (headteacher)/Sample staff	Following every round of weekly testing

			<p>all subjects to be visually checked on arrival by reception / security staff.</p> <ul style="list-style-type: none"> • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. Sampling staff to remain 2m away from subject when offering support. • Training for all sampling staff to be completed and appropriate PPE to be worn at all times. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Reduced number of students attending testing at one time through organisation of testing. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 			
Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &</u>	Transmission of the virus leading to ill health or potential death	Staff	<ul style="list-style-type: none"> • Hand hygiene: All sample testers to use hand sanitiser after each sample processed and waste disposed off. • All waste to be disposed of in a health waste bin and hand sanitized/ washed following this • Training for all processing staff to be completed and appropriate PPE to be worn at all times. Training to be followed at all times especially when completing processing such as touching “well” of test. 	M	COVID-19 Co-ordinator/Processor	Following every round of weekly testing

<u>analysis.</u> <u>Sample disposal and waste disposal</u>			<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages • Reduced number of students attending testing at one time through organisation of testing therefore limiting the amount of processing thus reducing change of poor practice. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Waste to be removed at regular times and guidelines followed for disposal. 			
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and	Staff/Students	<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. 	L	COVID-19 Co-ordinator/Processor	Following every round of weekly testing

	medical conditions aggravated by exposure.		<ul style="list-style-type: none"> Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 			
Incorrect result communication	Wrong samples or miscoding of results	Staff/Students	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay. Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station. 	L	COVID-19 Co-ordinator/Results/Registration staff	Following every round of weekly testing
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	Staff/Students	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within 1 hr of registration Subjects are called for a retest 	L	COVID-19 Co-ordinator/Results/Registration staff	Following every round of weekly testing
Manual handling	Injury to individual due to poor technique such as muscle strain	Staff	<ul style="list-style-type: none"> All items to only be lifted by staff members training in manual handling. Sensible approach to testing setup with time given to staff and overtime paid if needed. 	L	COVID-19 Co-ordinator	Following every round of weekly testing
Unauthorized access by members of the public	Safeguarding issues	Students/staff	<ul style="list-style-type: none"> Front office to be manned at all times regardless of testing activities. Normal safeguarding procedures followed for all visitors. Visitors discouraged during testing procedures. 	L	COVID-19 Co-ordinator	Following every round of weekly testing
Use of shared equipment	Transmission of the virus leading to ill health or potential death	Students/Staff	<ul style="list-style-type: none"> Staff to be fully trained in sample taking and processing. Low number of students/staff to be tested allowing staff to concentrate and reduce errors. Testing protocol followed rigorously including sampling and processing of test. Disposal of equipment at appropriate times. Sufficient amount of tests delivered to DLC by PH. 	L	COVID-19 Co-ordinator/Processor/Sampling assistants	Following every round of weekly testing

Spillage	Transmission of the virus leading to ill health or potential death	Students/Staff	<ul style="list-style-type: none"> • Staff to be fully trained in cleaning and wear appropriate PPE at all times. • If spillage does occur, area evacuated and cleaned using disinfectant as per government guidelines/training. • Low number of students/staff to be tested allowing staff to support students to reduce chance of vomiting. • Waste disposed appropriately at all times. 	M	COVID-19 Co-ordinator/cleaner	Following every round of weekly testing
Contact between subjects increasing the risk of transmission of COVID19 following positive result	Transmission of the virus leading to ill health or potential death	Staff/Students	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • If student returns positive result they will be taken to the medical room where parents will be contacted-staff transporting will wear a mask and remain at least 2m distance at all times. Parents will collect students or taxi will take home depending on circumstance. Student will be given PCR test to do at home. • If there are 2 students then the waiting room will be used as an overflow- both rooms will be cleaned with disinfectant before use again. • Student will be offered pastoral support by DD • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test 	H	COVID-19 co-ordinator (headteacher)	Following every round of weekly testing

			<p>booking.</p> <ul style="list-style-type: none"> • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • PPE- Appropriate PPE to be worn by staff at all times. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Reduced number of students attending testing at one time through organisation of testing. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits. 			
Disposal of Waste	Transmission of the virus leading to ill health or potential death	Staff/Students	<ul style="list-style-type: none"> • Appropriate amounts of bins to be available and waste to be deposited in correct bag. • All LFD packaging and General Waste into Black General Waste Bag. • Swabs and Tissues to be deposited into unmarked yellow/clear bag. • Cartridges to be deposited into unmarked 	L	COVID-19 co-ordinator (headteacher)/Caretaker	Following every round of weekly testing

			<ul style="list-style-type: none"> yellow/clear bag. PPE, Mob Heads and cloths to be deposited into Tiger Bag. LK to check with waste disposal contractor about removal of waste with DC. 			
Poor behaviour of students due to anxiety about COVID-19/Testing	Safeguarding issues/lack of social distancing/transmission of virus	Staff/Students	<ul style="list-style-type: none"> Behaviour support and SLT on call in hall to support testing process. Individual plans for certain students to be tested. Masks to be worn by all students apart from those that are exempt. Low numbers of students for testing at one time (bubbles only). Pre-conversations with parents/students to alleviate concerns. Exit route available for all students, students don't have to complete test if they withdraw consent. 	M	COVID-19 co-ordinator	Following every round of weekly testing

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.
Signed P.Midworth-agreed by Ian Roe (Chair of governors)
Date 25.2.21