

## Summary risk assessment

Government guidelines link:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Mount Tamar school are working hard to ensure the safety of both pupils and staff during Covid. We have a full school risk assessment that has been developed with staff, pupils, Governors and the local authority, this is available on request. This document is a summary of the full risk assessment. The overall aim is to effectively minimise the risk, whilst offering a quality school curriculum.

1. Pupils and staff to work in five discrete Bubbles  
a.Primary b.Seymour c.Darwin d. Secondary/Prospect/Wolseley/Farm e.Admin
2. These Bubbles will act as separate mini schools with as little as possible mixing across bubbles, hygiene and social distancing
3. Primary taxis to drop off and collect from inside Row Lane site
4. Taxis will be organised on a rota basis in order to have a smooth system
5. When using school vehicles the staff and pupils are to wear PPE and the pupils are to spread out as much as possible
6. Staff and pupils to wash hands at start of the day and on at least two other occasions during the day
7. Break times and lunchtimes will be timetabled on a rota to reduce the number of pupils out at any one time. Play equipment will be cleaned between use across bubbles and or allocated to groups e.g. bikes / scooters?
8. Pupils and staff not to attend if they have any Covid symptoms
9. If a child shows symptoms whilst in school parents/carers will be asked to take them home and take for a test. A room has been allocated on each site for the pupils to wait. The child and or staff member will not be readmitted to school until a test result has been discussed
10. In the case of a positive test result, all the adults and pupils in the class will remain at home to isolate for 14 days. The Headteacher will then work with Public Health England to decide through track and trace which other staff and pupils may be at risk
11. Pupils not to bring anything in from home. In school coats and science lab coats for example, to be stored in individual labelled plastic bags, not on hooks
12. A one way system is in place to reduce the amount of face to face contact
13. The canteen to be thoroughly cleaned between different Bubbles
14. Staff to have temperatures checked at the start of the day

1. Two new external handwashing stations in place
2. Staff briefings and training will be held in Bubbles, video conference and outdoors where possible
3. Staff movement across bubbles will be reduced as far as possible
4. Secondary bubble to have main staffroom and learning room with a maximum number of 4 at a time, toilets will be in that building also
5. Primary staff to use Drake's kitchen and toilets and the Track room for their learning room
6. SLT to be divided up into the Bubbles; Tania Sargent and Jackey Cook will now be based in the Primary office. Shaughn Lewis and Chris Holl will be based in secondary
7. Drake's staff will be split into primary and secondary teams operating over different nights and will work with lower numbers
8. Visitors to the school will be by appointment only
9. Rooms and vehicles will be ventilated as much as possible
10. Shared resources will be cleaned after use
11. School assemblies will be via video
12. Signs in place to support pupils with handwashing and social distancing
13. Increased levels of cleaning will continue, such as washing hands, toilets and classrooms
14. Staff to wear facemasks unless 2 m and teaching in own room and pupils can choose to wear PPE, anyone turning up with PPE must remove this and be given a new one to ensure no spread
15. Pupils to be educated to socially distance by 1m from each other and 2m from adults, this may be difficult with our more complex students
16. Adults should remain socially distanced from the pupils and each other where possible - 2m
17. Adults having to work closer to others than 2m should wear PPE
18. PPE stations allocated around the school
19. Classrooms to remain as clear as possible to assist with cleaning
20. Where equipment has to be shared this will be cleaned after each use e.g PE, Forest, Science