

Risk Assessment – Lighthouse Bubble Coronavirus Precautions: National Lockdown January 2021

PLEASE NOTE: THIS RISK ASSESSMENT MUST BE READ IN CONJUNCTION WITH GUILDFORD GROVE’S UPDATED RISK ASSESSMENT AND CODES OF CONDUCT

A SEPARATE RISK ASSESSMENT REMAINS IN PLACE FOR A LIGHTHOUSE PUPIL IN THE EXTREMELY VULNERABLE CATEGORY WHO CANNOT SOCIALLY DISTANCE BECAUSE OF VISUAL/PHYSICAL NEEDS [SC] PLEASE READ PRIOR TO WORKING IN THE LIGHTHOUSE BUBBLE

Hazards	Identified Hazard/Risk	Who is at risk?	Control Measure
Increased stress in working/ learning environment	Negative impact on mental health and well-being	All	<ul style="list-style-type: none"> • Children will have the opportunity to share information, presented through visual aids/SSE/BSL, that explains coronavirus precautions in a way they understand and aims to reassure them. • Teachers of the Deaf to remind children of our ‘code of conduct’ on first day of return to school in January. Posters displayed in classrooms. • Teachers of the Deaf will continue to plan PSHE-focus sessions that allow the children time to talk about their experiences of Lockdown/new school arrangements and any worries they might have. • Lighthouse team will be careful and positive at all times when modelling and explaining about our updated safety rules around hygiene and social-distancing. • Lucy Richardson to take guidance from School’s SLT/HR manager in how to support colleagues’ well-being. Lucy to monitor colleagues’ workloads and facilitate regular contact for all members of the teaching team (in collaboration with the other Teachers of the Deaf). • Lucy Richardson to signpost staff and parents to Government-recommended mental health provision set-out in: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Lucy Richardson will offer a video call/phone call for any members of the team who are anxious about returning to work, to check they are comfortable with the new arrangements for the Lighthouse Bubble and discuss any further reasonable adjustments needed in the workplace. • Staff with existing physical or mental health conditions who could be adversely affected by working in school will be allowed the option to work from home. • All staff will have the option to wear a mask and gloves in addition to their visor if they so choose. • All colleagues will wear visors throughout the school day. • All colleagues will endeavour to maintain 2m social distancing from each other at all times. • If children need to stay at home because they have to self-isolate (see Coronavirus Outbreak

			guidelines), The Lighthouse will provide a home-learning package on-line (Seesaw).
Fire	Fire drill/fire alarm activated: adults or children unaccounted for.	All	<ul style="list-style-type: none"> • Class register will be taken on SIMS each morning. • Teacher of the Deaf/Teaching Assistant to write up the total number of pupils and staff in the Lighthouse on a clipboard in Dolphin Room. This <u>must</u> be updated if anyone enters/leaves the Lighthouse during the school day (including lunch breaks). • This whiteboard will be taken outside if fire alarm sounds, along with Teacher of the Deaf's mobile phone containing phone numbers of Sean McGaulley, Lucy Ryder, Rona Mackie, Zoe Jones, Taruna Peacock [SLT]. The list is kept on a clipboard next to Dolphin Room fire door exit. • Staff to carry out usual fire drill routines: Teaching Assistants to take children out to muster point via the Dolphin room fire exit; Teacher of the Deaf to check all rooms and toilets. • Muster point: Lighthouse Class Bubble to assemble on KS2 playground next to the front fence. • Teacher of the Deaf to check numbers of staff and pupils and to immediately report any missing staff/pupils to SLT & Sean McGaulley.
Unlocked classroom doors/FS gate.	Intruder	All	<ul style="list-style-type: none"> • All staff to swipe-in at satellite room door each morning. • Dolphin room door to be kept locked at all times. One member of staff will remain in Dolphin Room when children are collected from taxis each morning, so that children arriving with parents can gain entry to the Lighthouse. • Turtle room door to be kept locked when the FS area gate is open (start/end of each day). • When the FS gate is locked, Turtle Room door can be unlocked, allowing children access to the outdoor play area. • If an intruder gains entry, staff to activate intruder alarm and follow lockdown procedures (taking children to sensory room and phoning school office for help).
Coronavirus	Carrying coronavirus into school from home/locality. Minimising contact with mainstream parents/children arriving or leaving school.	All	<ul style="list-style-type: none"> • Staff to be familiar with the school's Coronavirus 'Code of Conduct'. • Lighthouse staff will keep the taxi log, signing children in and out. It will not be handed to the taxi drivers as previously done. • When collecting children from taxis, this should be staggered so that Lighthouse Bubble children do not come into direct contact with children from other Class Bubbles. Staff to lead deaf children at a safe distance from other mainstream children arriving. Staggered arrival/pick-up times will minimise contact with other class groups. • Staff to be ready at taxi pick-up point for 8.40 am. • Children to be collected by taxis at 3.10 pm. • If members of other school bubbles are using the satellite room at these times, Lighthouse staff will politely request that they leave the room for a short time while the deaf children are safely escorted to/from taxis.

			<ul style="list-style-type: none"> • All deaf children to be collected from taxis via the satellite room door. • Staff and children to continue to wear their masks as they walk down the corridor to the Lighthouse. • Teachers of the Deaf/TAs to demonstrate how to remove and store masks/face coverings safely and remind children of this as needed. • Children must remove masks worn in the taxi, handling them by the tapes. To put these into a plastic bag and leave in their school bags ready for the return journey home. • Children to immediately hang up their lunch bags and coats on designated pegs. • Turtle group children to use hand sanitiser on first entering the Lighthouse, then to take turns washing their hands while having audiology checks. This is to minimise the number of children using the toilets at the same time. Dolphin group will wash their hands straight away in toilets. • Children to bring in a coat and water bottle that will be kept in school. Each day they will bring a snack and packed lunch (if needed). • Children to come into school wearing their PE kit on Wednesdays. • Any toys/books children bring in from home should remain in their bags. • There will be no paper home-school book for messages. • Teachers of the Deaf and parents will message each other via email. • Staff must sanitise hands before and after handling any paperwork or items being passed between home-school. These items must be kept to a minimum.
Coronavirus	Visiting professionals contaminating Lighthouse Bubble	All	<ul style="list-style-type: none"> • Visiting professionals include BSL interpreters, Specialist SALTS, physiotherapists, PSS Teachers for MSI/VI/PD. Visits will be kept to a minimum, with the majority taking place remotely via video-call. • Visiting professionals are asked not to enter the school if they have any symptoms of coronavirus or are unwell. • Visitors will be signed-in by office staff at the reception desk and given a visitor's badge. This log will also record who they are visiting. They will be asked to fill out a Track-and-Trace form. • Teachers of the Deaf to send out the staff Code of Conduct and Lighthouse Risk Assessment prior to in-school appointments. • Visitors must wash hands on entering the building and come equipped with their own cup/water bottle, stationery. Any bags/equipment to be stored in the Lighthouse Office. • Visiting professionals must follow the guidelines in this risk assessment regarding use of equipment. • 2-metre social-distancing from all members of the Lighthouse Bubble must be maintained. • Visiting professionals must wear a mask and visor, and when 1m+ distancing from a child is

			<p>required (e.g. for physiotherapy), contact must be for a maximum of 15 minutes with gloves and apron also worn.</p> <ul style="list-style-type: none"> • A visitors log will be kept on the Outlook calendar by Lighthouse ToDs for test-and-trace purposes. • It will be the responsibility of Lighthouse Staff to ensure visitors maintain 2-m social-distancing or wear appropriate PPE. • Any reports/presentations/hand-outs will be emailed between professionals to minimise the need to handle paper documents. • If paper documents need to be provided (e.g. for interpreters), Lighthouse staff must adhere to photocopying protocol, sanitising hands before and after handling paper documents. • If visiting professionals experience coronavirus symptoms after visiting the Lighthouse, they must inform the school as soon as possible. They must share the results of a coronavirus testing with the school. • Guildford Grove’s procedures for coronavirus contamination to be set in motion. • Visiting professionals will be given the use of the Lighthouse Kitchen/Sensory Room for any 1:1 interventions. All surfaces to be wiped clean immediately after use. • SALT team to use the SALT room for 1:1 interventions, wearing a visor throughout the session and wiping down surfaces between each child. The SALT room door must remain open to provide appropriate ventilation.
Coronavirus	Contamination of surfaces and school equipment.	All	<p>General Hygiene Procedures</p> <ul style="list-style-type: none"> • Anti-bacterial spray, gloves, hand gel, visors, disposable masks and bins are available in each teaching area. Supplies to be checked on a daily basis by Sean McGaulley and Lighthouse staff will keep a log of these checks. • Windows in rooms to be opened at frequent intervals throughout the school day to provide good ventilation. • All interior door handles to be wiped and internal doors to be propped open at the start of each day. • Staff and children to wash/sanitise hands on arrival at school, at the end of break & lunchtimes, at the end of the day before going home. • Staff to wash/sanitise hands before handling shared resources (e.g. books, worksheets, kettle etc) • PPE visors and gloves <u>must</u> be used for any physical/medical support where social-distancing cannot be maintained. • PPE visors, disposable aprons and gloves <u>must</u> be used for intimate personal care including toileting and nappy changes as social-distancing cannot be maintained for these procedures. • Staff and pupils to wash hands before and after personal care, with individual risk

assessment guidelines followed.

- **Staff to double-check children's tables, seats, and any shared computer keyboards are wiped down with anti-bacterial cleaner** before the start of school, at break time, lunchtime and at the end of the day. Shared computer keyboards and mouse, iPads and touch screens will be cleaned before-and-after every use.
- Children will be asked to bring a water bottle into school that will be kept in the Lighthouse. This will remain in school and will be re-filled each morning by staff. **Staff to wash/sanitise hands before handling bottles.**
- Staff to bring in covered cups/water bottles that will be kept in the Lighthouse. To have their own set of stationery in a labelled pencil case/pot, that is not to be shared with others.
- Children to use the Y1 toilets/disabled toilet in the LH corridor.

Resource/Equipment Preparation and Handling

- Children to have named trays. In these trays will be all the stationery, worksheets, workbooks, reading books they need for the week.
- Staff and children can take books home. When children return reading books to school, they must be wiped clean/stored for 72 hours. Staff to wash hands before and after handling children's workbooks (e.g. for marking purposes).
- **When preparing resources to go into learning packs, staff must sanitise hands before handling any worksheets, books or equipment.**
- **Staff must sanitise hands when using the photocopier and avoid queuing for the photocopier with adults from other Bubbles.**
- **Staff must endeavour to not touch the children's table or chair surfaces or the children's personal equipment including school bags, packed lunch bags, reading books, pencil cases etc. They must endeavour to maintain a 2m distance from the children at all times. If this is not possible for a genuine reason, staff must wear PPE face visor and sanitise hands before and after close interaction.**
- **Staff to support each other by remaining vigilant and reminding each other of guidelines and distancing needed.**
- Children do not need to social distance from each other.
- Decontamination boxes will be clearly labelled so staff can see which apparatus is needed for each day/needs to be left for 72 hours. Playtime equipment to be stored in the Lighthouse playground shed.
- Any extra shared equipment (e.g. a dictionary) to be kept on each child's desk for that day. At the end of the day, items will either be spray-cleaned if possible (e.g. a rubber ball) or will be put in a labelled box in SALT room and left for 72 hours.
- Any shared equipment that can't be cleaned (e.g. soft toys or playdough) will not be used.
- The sensory room will be reserved for specific physiotherapy/OT sessions (as set out in

			children's EHCPS). Mats and any equipment used must be wiped down at the end of each session.
Coronavirus	Not maintaining 2-metre social distancing rules between staff-and-pupils, in classroom/outdoor play area.	All	<p>General Social-Distancing Precautions</p> <ul style="list-style-type: none"> • Staff will model social-distancing to the children through their own behaviour, and will explain the reasons why adults continue to need to do this, even when children do not. • Staff will explain to the group why we need to use PPE for giving any close personal care (e.g. nappy changes or medication), so as not to alarm them. [For PPE use, please refer to individual risk assessments for specific children] <p>Corridors</p> <ul style="list-style-type: none"> • To be cleared of any furniture or obstructions. • Staff and children to keep to the left at all times. <p>Classrooms</p> <ul style="list-style-type: none"> • All unnecessary equipment will be removed from the rooms in order to create maximum space between desks and maintain a good standard of hygiene. • All surfaces to be kept clear. • Staff will aim to maintain a 2-metre distance from the children as much as is possible, through use of large-screen teaching, spaced-out seating, and careful classroom management when children/staff need to enter or leave the room safely. • Children will have named desks set-out at least 1-metre apart. Desks to face the front with enough space for adults to support at a safe distance. • Staff and children to use radio aid devices throughout the day, so that they can communicate more successfully at a distance. • A portable soundfield will be used in Turtle Room to further improve acoustics. • At the end of each school day, children will be accompanied to their taxis in their taxi-groups. Adults and children must wear a mask when moving through the school. Adults will maintain a 2-metre distance from the children when walking to the taxi, and wear a face mask when liaising with taxi staff. <p>Break and Lunchtimes</p> <ul style="list-style-type: none"> • 3 members of staff on playtime supervision. [2 x 1:1 for children with MSI/physical disability and 1 member of staff overseeing the rest of the group] • Children will always wash/sanitise hands at the end of each play session. • Lighthouse children will eat their packed lunches at their designated work tables. • The Lighthouse has a designated outdoor play area segregated from the FS/N play area. • When it is 'Wet Play', a DVD and colouring activities to be provided. Large construction/washable toys available for younger children. <p>Kitchen (Staff Room)</p> <ul style="list-style-type: none"> • Keep windows open.

			<ul style="list-style-type: none"> • Staff can prepare drinks and food only in this room. • Kitchen surfaces to be wiped down at the end of break and lunch times. <p>Dolphin Room</p> <ul style="list-style-type: none"> • Dolphin room will be used as a ‘break-out’ staffroom during break and lunchtimes, so that staff can sit at a safe distance of 2m+. • A lunch break rota will be maintained to stagger the amount of adults taking a break at any one time. • ‘No Entry to Children’ signs to be displayed on Dolphin room doors during break and lunchtimes. Adults will be allowed to use mobile phones in the ‘break-out’ room during these times. • Staff must not sit at the children’s desks. Please find a space in the room where you can sit on an adult’s chair. <p>Office</p> <ul style="list-style-type: none"> • Keep windows open. • 2 people only allowed in this room at any one time. • Masks must be worn in addition to visors. • Staff to use alternative work spaces where they can be solo in a room (e.g. Lighthouse kitchen computer/SALT room)
Coronavirus	Staff or children are exposed to coronavirus because a member of their household is displaying symptoms.	All	<ul style="list-style-type: none"> • Parents are asked not to send their child into school if someone in their household has suspected coronavirus symptoms. They should remain at home until that person receives a negative coronavirus test result. If that person receives a positive result, the child should stay home for 10 days from the date when that person first developed symptoms. • Staff are asked not to come into school if someone in their household has suspected coronavirus symptoms. They should remain at home until that person receives a negative coronavirus test result. If that person receives a positive result, the member of staff should stay home for 10 days from the date when that person first developed symptoms.
Coronavirus	Staff notice symptoms developing in themselves or children.	All	<ul style="list-style-type: none"> • Cough, fever, headache, loss of taste/smell are all symptoms. • If a child complains of feeling tired/unwell, is displaying any of the symptoms above, or seems unusually tired, please follow the school’s procedures for suspected Covid-19. • Staff to alert Teacher of the Deaf. Teacher of Deaf to send Teams Message to school office. • Staff member wearing PPE to escort child to the ‘isolation room’ (Butterfly Room opposite 1T). Child to have all their belongings ready to go home. To remain in this room until parents are able to collect. • Adults to self-report any fever/cough symptoms to teacher of the deaf, to wash their hands, and leave the school building immediately. Adult to phone/text Jo Steele in the school office. • Staff member/parents of child need to book a coronavirus test straight away.

Coronavirus	Confirmed case of coronavirus in a member of staff or pupil.	All	<ul style="list-style-type: none"> • Staff or pupils who receive a positive test result for coronavirus must remain at home for 10 days from the date when they first developed symptoms. • Staff/child’s parents to notify the school of the positive test result immediately. • The Lighthouse teaching rooms will be deep-cleaned in accordance with the school’s health and safety guidelines. • The school will contact the Health Protection Team for advice on the number of staff/children who need to self-isolate. • Anyone sent home to self-isolate as a result of a member of staff/child receiving a positive test result does not need to ask other members of their household to self-isolate. This only changes if you also start to develop symptoms.
Review:			

Assessed by Lucy Richardson in consultation with Mel Harrington and Siobhan Walsh 31.05.20 .

Updated by Siobhan Walsh on 17.06.20 in consultation with Lucy Richardson and Mel Harrington.

Updated by Lucy Richardson on 24.07.20 & 20.08.20 in accordance with the main school Full Opening Plan for September 2020.

Updated by Lucy Richardson on 15.10.20 in accordance with Full Opening Plan and to reflect altered daily routines/visits from outside professionals.

Updated by Lucy Richardson on 05.01.21 in accordance with Full Opening Plan and to reflect increased precautions regarding 2m distancing and wearing of masks around the school premises.