

# The SPACE

## RISK ASSESSMENT AND PLAN FOR REOPENING SEPTEMBER 2020

Three principles which we base all our decisions on:

1. **SAFETY/ SAFEGUARDING:** Safety and protection of our Company Members, staff and community
2. **WELLBEING:** Mental health, physical health and wellbeing of our pupils, staff and community
3. **LEARNING:** Education quality for our Company Members

This risk assessment has been written for a the return of all Company Members on 07.09.20. It should be read alongside the safeguarding policy and all other relevant school policies.

Reviewed : 3rd September 2020

Likelihood of Harm Rating	x	Severity of Injury Rating		Risk Rating	Action required
1 Unlikely	x	1 No injury		> 9 [Low Risk]	Maintain control measures
2 Possible	x	2 Minor injury		9-14 [Medium Risk]	Review control measures
3 Very Possible	x	3 Serious		15+ [High Risk]	Suspend and immediately reconsider the activity
4 Likely	x	4 Critical Injury			
5 Very Likely	x	5 Death			

Aspect	Hazard	Controls and Actions	Risk Findings
Wellness checks for staff prior to work	Transfer of the virus	<p>Staff to ensure they are symptom free before entering The SPACE. They ensure they do not have a temperature above 37.8C, a continuous cough or a loss of, or change, in their normal sense of taste or smell.</p> <p>Staff members will inform the Course Director as soon as symptoms are identified.</p> <p>Staff who show symptoms and the family members who they live with will self-isolate until a result of a test is confirmed. Until the test result is confirmed then the staff member showing symptoms has to self-isolate for 7 days (starts on the day symptoms are first shown) and the family members they live with need to self-isolate for 14 days. If somebody in the family begins to show symptoms in the second week of self-isolation then the family have to continue to self-isolate for 7 days from this date.</p> <p>Staff and Company Members who show symptoms of the virus will be given further details of how they can be tested.</p> <p>To access testing staff and parents will be able to use the 119 phone number or the online coronavirus service <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</a></p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>

Wellness checks for Company Members prior to attendance	Transfer of the virus	<p>Parent/carers will ensure both themselves and their child/children are symptom free before attending The SPACE. They ensure they do not have a temperature above 37.8C, a continuous cough or a loss of, or change, in their normal sense of taste or smell. Each staff and Company Member's temperature will be taken on arrival.</p> <p>Anyone who shows symptoms and the family members who they live with will self-isolate until a result of a test is confirmed. Until the test result is confirmed then the Company Member showing symptoms has to self-isolate for 7 days (starts on the day symptoms are first shown) and the family members they live with need to self-isolate for 14 days. If somebody in the family begins to show symptoms in the second week of self-isolation then the family have to continue to self-isolate for 7 days from this date.</p> <p>Staff and Company Members who show symptoms of the virus will be given further details of how they can be tested. To access testing staff and parents will be able to use the 119 phone number or the online coronavirus service <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</a></p>	Severity:3 Likelihood:2 Risk Rating:6
Positive Test Result	Transfer of the virus	<p>If someone tests positive then they should follow the stay at home: guidance for households with positive or confirmed case of COVID-19 infection. They must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of taste/smell. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>Other members of their household should continue self-isolating for the full 14 days.</p> <p>Anybody who tests positive must inform the school immediately so others can be informed and the Test and Trace process can be followed.</p>	Severity:3 Likelihood:2 Risk Rating:6

<p>Managing a confirmed case of Coronavirus (COVID-19) amongst the school community</p>	<p>Transfer of the virus</p>	<p>The SPACE will take swift action when they become aware that someone who has attended school has tested positive for coronavirus (COVID-19). The SPACE will contact the local health protection team (0300 303 8162). This team will also contact the school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) has attended the setting – as identified by NHS Test and Trace.</p> <p>The local health protection team will work with the school to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with the school in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, the school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</li> <li>- proximity contacts - Extended close contact (within 1-2m for more than 15 minutes) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, The SPACE administrator of the school will keep a record of:</p> <ul style="list-style-type: none"> <li>- children and staff in specific groups/rooms (where applicable)</li> <li>- close contact that takes places between children and staff in different groups/rooms</li> </ul> <p>Staff must inform the administrator if they become aware of any pupil who has had close contact with somebody from a different year group.</p> <p>A template letter will be provided to the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those who are sent home do not need to self-isolate unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
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<p>Managing a confirmed case of Coronavirus (COVID-19) amongst the school community</p>	<p>Transfer of the virus</p>	<p>group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> <li>- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days</li> <li>- if the test result is positive, they should inform the school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</li> </ul> <p>The school will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation of 14 days.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p>Containing any outbreak by following local health protection team advice</p>	<p>Transfer of the virus</p>	<p>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school may have an outbreak, and will contact their local health protection team (0300 303 8162) who will be able to advise if additional action is required.</p> <p>In some cases, the health protection team may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a group. As the school will be implementing the control measures as stated in the Government Guidance for full opening –Schools, a whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of the health protection team.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p>Negative Test Result</p>	<p>Transfer of the virus</p>	<p>If someone tests negative, they feel well and they no longer have symptoms similar to COVID-19 they could stop isolating.</p> <p>They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of the household can stop self-isolating.</p> <p>For children of families who have been tested the school will ask for a copy of the negative test result before they will allow the child back into school. The school must also have a conversation with the parent/carer regarding the pupils health at that point before they will be allowed back into school.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>

Test and Trace Process	Transfer of the virus	<p>The school will inform both staff and parents of the importance of the Test and Trace process and support them understanding that for the process to be successful that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>- Book a test if either they or their family are displaying symptoms. These can be booked for all children, including those under 5. If a home kit is being used for a child in our school then they will need help and support from their parent/carers.</li> <li>- Provide details of anyone they have been in close contact with if they were to test positive for Coronavirus or if asked by NHS Test and Trace</li> <li>- Self-isolate for 14 days if they have been in close contact with somebody who has tested positive for Coronavirus.</li> </ul>	Severity:3 Likelihood:2 Risk Rating:6
Attendance of Staff	Transfer of the virus	<p>Staff will be expected to attend for work each day unless there are specific reasons that have been discussed and agreed with the Course Director. It is understood that staff will have some anxieties and leaders will continue to offer support.</p> <p>If a staff member is unable to attend work in school for a particular reason then they will inform the Course Director (Assistant Course Director in his absence)</p> <p>As The SPACE is following the measures set out in the Government Guidance for full opening – school first published on 2<sup>nd</sup> July 2020 the risk to all staff will be mitigated significantly including those who are extremely vulnerable and clinically vulnerable.</p> <p>As a general principle, pregnant women are in the ‘clinically vulnerable’ category and the relevant guidance available for clinically-vulnerable people will be followed. Any pregnant members of staff will have an individual risk assessment completed.</p>	Severity:3 Likelihood:2 Risk Rating:6
Symptoms shown in the timetabled day	Transfer of the virus	<p>Staff who show symptoms will be sent home immediately and will be supported to book a test</p> <p>Company Members who show symptoms will be self-isolated immediately until their parent/carer collects them.</p> <p>The Heathfield Community School allocated room will be used for self-isolation and the door will be opened for ventilation. A member of staff will monitor them from a safe distance wearing full PPE equipment (gloves, apron, face visor and face mask). The room will be cleaned and disinfected before the room can be used by anyone else.</p> <p>Personal care can be given but full PPE must be worn by the supervising adult. The adult will need to dispose of the gloves, apron and face mask using the provided lidded bin and then clean the face visor. They will also need to thoroughly wash their hands for at least 20 seconds. This member of staff will remain in school once the child has been collected. They will replenish the PPE box so it is available if needed again.</p>	Severity:3 Likelihood:2 Risk Rating:6

First Aid	Transfer of the virus	<ul style="list-style-type: none"> <li>•Any member of trained staff can administer first aid</li> <li>•There will always be at least one first aider onsite</li> <li>•A cautious approach will be taken and services and parents will be called if needed. If a serious incident occurred advice would be sought through the 999 operator while waiting for an ambulance.</li> <li>•There will be good communication between the school and parent/carers</li> <li>. First aid packs contain disposable gloves, disposable aprons, a fluid resistant mask and contain eye protection (safety glasses). The first aid boxes in both Rockets and the school office contain a face visor if needed. If staff use the PPE in the first aid packs then they need to ensure it is replaced or cleaned if appropriate.</li> <li>•If first aid has to be administered gloves and an apron will be worn. A face visor and a fluid resistant mask is available if needed. These are protection from fluid expelling from the body of the person being treated.</li> <li>•The first aid given will be recorded using the normal procedures</li> <li>•Social distancing is observed as much as possible when administering first aid</li> <li>•When first aid is being administered others not involved are asked to stay at least two metres away</li> <li>•The Course Director will be contacted and informed of any serious first aid incident</li> </ul>	Severity:3 Likelihood:2 Risk Rating:6
Visitors	Transfer of the virus	<p>We ask that in person visits to The SPACE are kept to an absolute minimum. Any visit will need to be booked in advance so that an appropriate room can be allocated, the staff required notified and cleaning before and after the meeting will need to be carried out. We are asking that the majority of meetings will be virtual or by telephone. If you would like to arrange an in person visit, then please liaise with our Staff to book an appropriate room.</p> <p>All visitors will wash their hands on arrival using either the toilet or the hand sanitiser that is positioned next to the office hatch. Current safety procedures will be shared with visitors. Initial conversations will happen through the glass screen. Further discussions will happen in an alternative location and outside if possible so risk is minimised.</p> <p>When signing in visitors are given this risk assessment to read and sign to say they have read and understood the Visitor risk assessment.</p>	Severity:3 Likelihood:2 Risk Rating:6

PPE	Transfer of the virus	<p>'The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.'</p> <p>Staff will have the opportunity to wear a face mask / visor if it makes them feel more comfortable. This protects the whole face and children are still able to see the facial expressions of the adult. It also does not impact on communication or the quality of teaching.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
Face Coverings/ Masks	Transfer of the virus	<p>The government guidance which was released on the 26th August relating to facial coverings states that students are only required to wear a face covering where a school was within a local lockdown area, due to an increase in community transmission of Covid 19. Under normal circumstances the government are leaving decisions around the wearing of facial coverings to individual schools.</p> <p>We are currently recommending the wearing of facial coverings whilst working in the Core &amp; Drum, as social distancing cannot be maintained. However, should a student or member of staff wish to wear a facial covering at any other time, they would be welcome to do so.</p> <p>Government guidance recommends that a facial covering is kept within a resealable plastic bag or container between uses and that if it becomes wet it should be replaced.</p> <p>If a Company Member uses public transport, which they should avoid if possible, they should wear a mask. If possible they should arrive by car or, better still, walk or cycle.</p> <p>When both wearing it and removing it avoiding touching the front of it is vital so as not to increase the risk of transmission. Pupils and staff will then have a choice of putting the face covering in a plastic bag they have brought with them or placing it the lidded bin that will be situated at the school entrance. They will then need to apply the hand sanitiser that will be positioned on the table next to the lidded bin before they touch any surfaces on entering school. They will then still need to wash their hands with soap and water when entering The SPACE.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
Company Members in contact at The SPACE	Transfer of the virus	<p>Start times, break times, lunch times and finishing times of the Year 1 and Year 2 bubbles have been staggered. If they arrive early, they are to wait in their allocated teaching space for that day. This means that the 2 bubbles will not mix at all.</p> <p>The ventilation in each teaching space will be maximised by having the ventilation systems on, doors and windows open where necessary.</p> <p>Each teaching space will have hand sanitiser points for use on entry &amp; exit of the space.</p> <p>Practical spaces will be mopped with antibacterial solution half-way through the day.</p> <p>Tissue boxes have been installed to help promote "Catch it, Bin it, Kill it".</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>

Staff in contact at The SPACE	Transfer of the virus	<p>All staff members will have their temperature on arrival. All staff are to be asked to maintain 2m apart from each other and from Company Members at all times.</p> <p>Staff will be only be working with one year group bubble.</p> <p>Staff areas have been arranged to promote social distancing.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
Changing Rooms & Lockers	Transfer of the virus	<p>These will not be used as changing spaces. Company Members are asked to arrive in clothes they are able to move around in and must leave their belongings at the edge of the teaching spaces, or under their desks.</p> <p>Lockers will not be in use for the time being until further notice.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
Corridors	Transfer of the virus	<p>Staggered times allow for reduced traffic in corridors. They should also walk 2m apart.</p> <p>Items in corridors will be kept to a minimum to give the most width possible.</p> <p>Doors will be propped open to avoid the risk of transfer from keypads.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>

Hand washing	Transfer of the virus	<p>Everyone will wash their hands thoroughly (for at least 20 seconds) and frequently. This includes:</p> <ul style="list-style-type: none"> <li>• On entry to The SPACE</li> <li>• Before eating a snack</li> <li>• After breaktime</li> <li>• After using the toilet</li> </ul> <p>Hand sanitiser can be used before and after entering / exiting each space.</p> <p>Staff will continue to educate the Company on the importance of hygiene and handwashing. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p> <p>Everyone will be informed to dry their hands thoroughly. This is really important as the key cause from skin getting damaged is not drying the skin thoroughly afterwards.</p> <p>Handwashing will also need to occur if Company Members sneeze. Company Members that do sneeze will be encouraged to follow the 'Catch it, Bin it, Kill it' with lidded bins being emptied each day.</p> <p>There are lidded pedal bins situated around The SPACE which will need to be disposed of in a double bag.</p>	Severity:3 Likelihood:2 Risk Rating:6
Ventilation	Transfer of the virus	<p>We will keep the studios / core and learning areas well ventilated. Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors. In good weather, we will try to leave windows and doors open or move activity outdoors where you can.</p>	Severity:3 Likelihood:2 Risk Rating:6
Use of the toilets	Transfer of the virus	<p>Staff and Company Members will be allocated a toilet and sink basin to use throughout the day. We'd like to encourage Company Members and staff to use a bacterial wipe to wipe the toilet seat flush etc. after use. They must be disposed of this in the lidded bin and not in the toilet.</p>	Severity:3 Likelihood:2 Risk Rating:6

Props	Transfer of the virus	<p>Props can be used and shared within the bubble. These will need to be cleaned at least once a week in each bubble either using anti-bacterial wipes, disinfectant spray and cloth or by soaking them overnight.</p> <p>Props that are used across bubbles can either be cleaned using anti-bacterial wipes/disinfectant spray and a cloth.</p> <p>Company Members will be informed that only essential equipment is needed for their attendance at The SPACE. They should bring their own water bottle.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
Increased cleaning	Transfer of the virus	<p>Cleaning has to be a high priority, increased and with high expectations. Cleaners have been booked for every morning at The SPACE. Staff members will communicate with the caretaker or cleaner if there are surfaces in the classroom that need cleaning.</p> <p>Staff will use an antibacterial spray mop at the end of practical lessons.</p> <p>Cleaning products will be available to staff members throughout the school day. A pack of anti-bacterial wipes is available for staff to use.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
Marking of work	Transfer of the virus	<p>All written work is completed and marked online using Google Classroom.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
Rehearsing in the studio	Transfer of the virus	<p>Company members will be encouraged to distance as much as practically possible in their practical sessions. Contact work will be avoided. Digital scripts will be used.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
Working in the Core & Drum	Transfer of the virus	<p>As it isn't possible to have students distanced or facing forward, we will be suggesting the use of face masks whilst working in the core &amp; Drum for written based lessons.</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>

Kitchen	Transfer of the virus	No Company Members are allowed in the kitchen, or to use any items from the kitchen (mugs, forks etc). There are to be no more than 4 staff in the kitchen at any one time. All mugs, etc must go through the full dishwasher cycle.	Severity:3 Likelihood:2 Risk Rating:6
Computer work	Transfer of the virus	All desk top computer keyboards/mouse to be cleaned after use using an anti-bacterial wipe. Laptops need to be lightly wiped using an anti-bacterial wipe after use.  Company members will be allocated a desktop/laptop to use, they should only ever use this number laptop/desktop. Company members will be sat in a seating plan.	Severity:3 Likelihood:0 Risk Rating:0
Communication	Transfer of the virus due to poor communication	The school risk assessment will be placed on the school website and The SPACE website when it is relaunched. Letters will be written to parents throughout the autumn term so there is clarity about the measures in place and to give them updated information regarding COVID-19.  We will actively review whether preventative & protective covid measures are effective, adding it to our meeting agenda.	Severity:3 Likelihood:1 Risk Rating:3
Behaviour	Transfer of the virus	Company Members will be expected to cooperate with all of the new measures in place and will be supported to understand these.	Severity:3 Likelihood:1 Risk Rating:3
Parents' & open evenings	Transfer of the virus	Whilst the current social distancing guidelines are in place we will be unable to run parents or open evenings in the usual way. We are considering a range of possible alternatives and will share these with you in due course.	Severity:3 Likelihood:0 Risk Rating:0
Wellness checks for staff through and at the end of the school day	Low esteem / Poor mental health of staff	Good staff wellbeing has a positive impact on children's experience in school and their progress across the curriculum. <ul style="list-style-type: none"> <li>- Staff reminded of who they can go to to talk if needed</li> <li>- Leaders to be high profile and supportive</li> <li>- Care First Phone Number: 0800 174319</li> <li>- The Education Support Partnership (<a href="http://www.educationsupport.org.uk/">http://www.educationsupport.org.uk/</a>) provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> </ul>	Severity:1 Likelihood:1 Risk Rating:1

