

Inclusion Hampshire - Pre 16 Specialist Education provision - Partial Opening Spring term 2021  
 Inclusion Learning Centre, Chineham

**RISK ASSESSMENT: Covid-19**

<b>Assessors name:</b> Emma Barnard, Business Manager	<b>Date of Assessment:</b> Date of original assessment August 2020 Updated 25.09.2020 Updated 21.12.2020 Updated 19.01.2021	<b>Activity/Task:</b> Partial opening during Lockdown 3.0 (5th January 2021 >)
<b>Site address:</b> Office 5, The Clock Tower, Chineham Shopping Centre, Chineham, Basingstoke, RG24 8BQ	Source of reference: Gov.UK - Guidance for full opening: Schools 15.12.2020 <a href="#">Guidance for full opening: schools - GOV.UK</a> The Key: Guidance for Partial schools opening 19.01.21	<b>Head of Provision: Matthew Atkinson</b> <b>Deputy Head of Provision: Ele Murphy</b>

Activity / Hazards	Who may be harmed & How	Initial Controls	Risk Rating	Further Controls	Actions by whom & when
Contingency planning in event of an outbreak	Learners / Staff	Inclusion Hampshire has drawn up comprehensive planning based on 4 possible scenarios at the beginning of the Autumn term, ranging from 1) being National Lockdown to 4) the virus is no longer present.  For individuals who are self isolating or who cannot still attend the setting a full home learning and therapeutic package is available to continue their provision.	Low	This updated RA is based on scenario 3), this RA follows the Governments 'Systems of Controls' (Appendix 1) and will be reviewed in line with any further Government guidance.  All new learners to be set up and familiar with the virtual learning platform to ensure ease of transition should the need arise.	SLT to review National and Local Guidance and implement changes as required.  During Lockdown 3 (as of 05.01.21) schools remain open for Key workers children and those that are vulnerable. As this accounts for all our learners we will operate under Scenario 3, with partial opening, as per this original

					<p>assessment with any changes highlighted</p> <p>Tutors to ensure learners are comfortable with the virtual learning platform.</p>
<p>Exposure to COVID-19 / Contact with someone suffering from coronavirus</p>	<p>Anyone exposed to the virus or an infected person may contract Covid-19 – with associated range of health outcomes</p> <ul style="list-style-type: none"> <li>-Staff</li> <li>-Learners</li> <li>-Contractors</li> <li>-Visitors</li> </ul>	<p>SLT to check the latest Government guidance on a daily basis.  <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p>Any staff member or learner experiencing symptoms of Covid are to remain at home, not attend site and follow self isolation guidance, access testing and engage with the NHS Test and Trace process.</p>	<p>Medium</p>	<p>Parents to be advised that no learner is not to attend site if unwell (as we are a small site we would ask learners to stay home if they feel unwell at all with any symptoms, home learning can be provided)</p> <p>Parents to contact the Head of Provision if their child is unwell in anyway prior to the session.</p> <p>Staff members to contact the Head of Provision if they feel unwell before they are due to attend site.</p> <p>If a symptomatic person comes onto site, they will be sent home immediately or isolated until they can be picked up. Please see appendix 6</p> <p>In-school testing: If consent is not given to participate in asymptomatic testing and is considered a 'close-contact' of a positive case, they will need to self-isolate in line with current guidance. Further details on In-School testing: please see below.</p>	<p>SLT - ongoing</p> <p>To be clearly explained in the learners handbook sent home at the beginning of the year, to all new starters and available on the website.</p> <p>Regular reminders to be given as appropriate.</p> <p>If required, Head / Deputy Head of Provision to discuss individual circumstances.</p>
<p>Government Guidance - Underlying Health Conditions</p>	<p>Learners / Staff</p>	<p>During Lockdown 3: Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come onto site, and instead will work from home if they can.</p>	<p>Medium</p>	<p>To be outlined to staff and parents.</p> <p>For those children whose doctors have confirmed they are still clinically extremely vulnerable and are advised not to attend</p>	<p>If required, Head / Deputy Head of Provision to discuss individual circumstances.</p>

		<p>Clinically vulnerable staff will come into work if they can't work from home. If on site, they will: - Where possible, maintain 2-metre distance from others.</p> <p>- Avoid close face-to-face contact and minimise time spent within 1 metre of others</p> <p>Staff that live with someone who's extremely clinically vulnerable or clinically vulnerable will come into work if they can't work from home and will follow good prevention practices.</p> <p>Staff who are pregnant will work from home where possible. If home working isn't possible, we will follow the guidance for pregnant staff in all tiers.</p> <p>Staff who may be otherwise at increased risk of coronavirus - can come onto site, if they can't work from home. Consider putting specific protective measures in place. Staff that live with those at increased risk can also come into school if they can't work from home</p>		<p>education, appropriate arrangements to enable them to continue their education at home the full remote learning and pastoral care package will be put in place.</p> <p>Parents to be asked to complete an updated Medical form if necessary - to include whether their child has an existing condition that could present as a cough e.g. allergies / hay fever.</p> <p>Individual risk assessments for learners and staff have been updated in accordance with the new guidelines following a meeting with Provision Heads / Line Managers and appropriate arrangements implemented.</p> <p>Those staff members that are CV should take particular care to social distance, practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p>Further guidance please see appendix 2a &amp; <a href="https://www.gov.uk/government/publication/s/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publication/s/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>	<p>SLT to monitor Government changes.</p>
<p>Asymptomatic testing of learners / staff</p>	<p>Staff / learners</p>	<p><b>At the start of spring term 2021:</b> We will ask <b>all staff and learners attending the site</b> to take a lateral flow test. Staff will be tested once a week on an ongoing basis. If the test is <b>positive</b>, we will follow the same steps as if that learner/staff member were</p>	<p>Low</p>	<p>Completed consent forms, including privacy information, to be obtained prior to returning to Inclusion Hampshire. Although we encourage the testing to take place we respect the right of any staff member or young person to refuse or withdraw consent at any time.</p>	<p>SLT to implement in line with government guidance.  Testing Team Leaders to oversee</p>

		<p>displaying symptoms, including asking them to take a standard coronavirus test at home. If the test is <b>negative</b>, we will ask them to take another lateral flow test between 3 and 5 days later. If this second test is positive, we will ask them to do as above.</p> <p>All staff on site have undertaken the NHS/ DfE training to be able to deliver the Lateral Flow Device testing with ongoing quality assurance to ensure all robust processes remain.</p> <p>For guidance following a positive test, please follow advice in appendix 7a.</p>		<p>Videos and description of what the testing process is and the PPE staff are required to wear are available to learners to see beforehand, these are emailed to them and available on our website</p> <p>Due to the size and nature of our provision close contacts of those that test positive will be asked to self isolate. More details on the criteria for close contacts can be found in appendix ?</p> <p>To give reassurance to learners, we will be offering weekly tests to everyone that attends on site.</p> <p>Full risk assessment for the Testing process available on request.</p>	<p>the delivery of testing and recording results on site.</p>
Shortage of staff	Staff / Learners	<p>To enable a full remote learning provision to take place for learners that are unable to attend the centres. Some staff will be working from home to be able to support this. This gives us capacity to bring other staff in (other than those who are needing to shield) if we had people off ill or isolating.</p> <p>In the event of multiple cases we will follow advice given by PHE on whether the site should be closed.</p>	Low	<p>Monitor numbers to ensure adequate staffing levels. If this cannot be met, Head of Provision to oversee communications with parents as to the closure of the provision.</p> <p>Weekly Lateral flow tests to be done by all staff.</p>	SLT - ongoing
Staff providing support to teaching	Staff / Learners	<p>Minimal non delivery staff on site to ensure effective running of the centre.</p> <p>Non delivery staff to maintain social distance at all times.</p> <p>Those staff who share desks, to ensure the workspace is kept clear and to be cleaned at the end of each day.</p>	Low	Barrier protection installed to the main admin desk.	<p>Business manager.</p> <p>SLT to determine support required on site.</p>

Contractors working on site	Staff / Learners / Contractors	<p>Only essential maintenance work or repairs to take place within the centre.</p> <p>Contractors to work out of session hours where possible.</p> <p>Contractor's operatives use social distancing or appropriate PPE if tasks being undertaken cannot be completed out of session time.</p>	Low	<p>Business Manager to arrange any essential works.</p> <p>Any contractors to be sent the site visitors guidance before attending the site.</p> <p>Contractors must follow Covid-19 safety guidance and be responsible for ensuring premises are left adequately clean.</p> <p>To be kept informed of any Chineham Shopping Centre maintenance and contractors due in the communal areas. Landlord to ensure all work commissioned by them is Covid-19 safety compliant.</p>	Business Manager - as required.
Virus entering premises	Staff / Learners and their families.	Parents & Staff issued with guidance on what to look out for to ensure everyone who is attending is well.	Medium	<p>Parents to be advised that the learner is not to attend site if unwell (as we are a small site we would ask learners to stay home if they feel unwell at all, home learning can be provided)</p> <p>Staff members to contact the Head of Provision if unwell before they are due to attend site.</p> <p>Parents to contact the Head of Provision if their child is unwell in any way prior to the session.</p>	<p>To be clearly explained in the learners handbook sent home at the beginning of the year, to all new starters and available on the website.</p> <p>Regular reminders to be given as appropriate.</p> <p>If required, Head / Deputy Head of Provision to discuss individual circumstances.</p>

Transmission between groups	Staff / Learners	<p>Due to the size and nature of the provision, we work as one 'bubble' across each provision, with groups remaining in 'sub bubbles' within their session times.</p> <p>Adequate time and staff allocated to cleaning at session changeover.</p> <p>Staff to manage the session changeovers to ensure minimum interaction between groups with arrivals and leaving processes in place.</p>	Low / Medium	<p>Cleaning plan to be followed.</p> <p>Contractor cleaners on site after learners have left to fully clean the centre.</p>	<p>Head of provision to timetable to ensure learners stay within 'sub bubbles'</p> <p>Arrival and leaving explained in the learners handbook issued at the beginning of term, to all new starters and available on the website.</p>
Cleaning	Learner / Staff	<p>Cleaning plan in place.</p> <p>Spot cleaning of highly used areas e.g handles and handrails to be completed before learners arrive, during and at the end of the session.</p> <p>Touch points in the toilets to be cleaned at the end of each session.</p> <p>Contract cleaners clean the centre out of hours on days used by learners. Contractors adhere to all current guidance when cleaning educational premises.</p> <p>Foyer, entrance hall and toilets cleaned daily by contract cleaners employed by Chineham Shopping Centre. Contractors adhere to all current guidance.</p>	Low	<p>Continual monitoring of effectiveness of the cleaning and amendments made as required.</p> <p>Suitable cleaning products available on site.</p> <p>Disposable gloves available for use whilst cleaning.</p> <p>Follow up with contractors to ensure all latest guidance is followed.</p> <p>Main contact points in communal areas to be cleaned 3 times a day by Chineham Shopping Centre operations team.</p> <p>Separate cleaning spray, paper towels and wipes to be kept in the following areas: Teaching area Kitchen Cleaning of communal areas.</p>	<p>All staff</p> <p>Business Manager.</p> <p>Business Manager</p>
Staff and Learner competency in effective handwashing.	Learners / Staff	<p>Regular hand washing - in particular: On arrival/before leaving the centre.; Before eating; After using the toilets.</p> <p>Staff - Before / after any cleaning. Staff -Before donning PPE/after removing PPE;</p>	Low / medium	<p>Handwashing tutorial available to ensure everyone is aware of the correct standard of cleaning required.</p> <p>Easy to understand guidance on handwashing to be displayed in the</p>	<p>Business manager to ensure proper signage in place</p> <p>All staff to monitor that handwashing is taking place.</p>

		<p>Warm running water available for hand washing, with liquid detergent and paper towels easily accessible in the Toilets and Kitchen.</p> <p>Hand sanitising available throughout the centre.</p> <p>Hand washing / Sanitising to take place before leaving at the end of the session.</p>		<p>kitchen, toilets and delivery area for staff and learners.</p> <p>Importance of handwashing to be discussed regularly with learners</p>	<p>To be clearly explained in in the learners handbook issued at the beginning of term, to all new starters and available on the website.</p>
<p>Use of PPE: Transfer of virus onto/off PPE</p>	<p>Staff and potential onwads transfer</p>	<p>PPE available: Disposable gloves, 3 ply face masks with nose adjustments, disposable aprons, full face visor.</p> <p>Disposable gloves available to be used when cleaning.</p> <p>Full level of PPE available to be used in the event a learner becomes unwell on site by the staff member looking after them. Level of PPE required depends on the needs of the learner and whether isolation and 2 meter distancing can be maintained.</p> <p>Wash hands before handling PPE. Don &amp; remove PPE in specified order. After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements. Wash hands after handling PPE.</p> <p><b>Please note:</b> learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of COVID-19 for anyone who does not have COVID-19 symptoms.</p>	<p>Medium</p>	<p>Further guidance on what to do if a learner becomes unwell on site, please refer to 'Suspected case of COVID-19 in the organisation' later in the RA.</p> <p>Please refer to the PPE guidance: Appendix 3</p> <p>Correct PPE guidance signage to be displayed where appropriate in the centre.</p> <p>PPE is stored in the cabinet in the Kitchen with instructions for use on the lid of the box.</p>	<p>Business manager to ensure adequate levels of PPE are available.</p> <p>All staff to familiarise themselves on how to wear PPE correctly.</p>
<p>Non delivery staff - Administration office</p>	<p>Learners / Staff</p>	<p>Administration staff to be timetabled as to when in the office and when to work from home to minimise staff numbers on site.</p>	<p>Low</p>	<p>Perspex protective barrier to be installed at the front admin desk, nearest to the office door and corridor.</p>	<p>Arranged weekly - depending on workload.</p>

		<p>Telephone calls: Calls to be transferred to a person who has a dedicated phone only to minimize handling of phones, messages to be taken for other staff.</p> <p>Printing / Photocopying: Any printing to be collected at the time of printing by the sender. The machine to be wiped down following any photocopying or maintenance i.e. paper or toner refills.</p>		<p>Regular cleaning of all phones in line with the cleaning plan.</p> <p>Regular cleaning of the photocopier in line with the cleaning plan.</p>	<p>Business Manager</p> <p>All staff</p>
Timetabling of learners on site.	Learners / Staff	<p>Social distancing is the main method of control available to education provisions to reduce the spread of the virus.</p> <p>Learners to be within a 'sub bubble' in their session times which will remain the same throughout the week.</p>	Low	Head and Deputy Head of provision to ensure learners are timetabled to best suit their needs whilst adhering to social distancing guidelines.	Head and Deputy Head to monitor this.
Remote Learning Provision		Google Classroom and the existing therapeutic support to remain in place for all those that are not able to attend site and for the days off site for all learners.	Low	Full information regarding the Remote Learning can be found in the Centres Remote Learning policy.	Head and Deputy Head of Provision to oversee delivery.
Safeguarding		<p>Safeguarding and child protection policies apply as always.</p> <p>DSL on site at all times and available for those that are remote learning.</p> <p>All staff have received training on safeguarding during remote learning and a senior member of staff / DSL is available all day to address any concerns.</p>	Low	<p>Reintegration of learners - safeguarding training for all staff.</p> <p>Staff training day - focussing on KCSIE 2020</p> <p>Polices updated re KCSIE 2020</p>	03.09.2020
Impact on Learner and their families wellbeing	Learners / families	<p>Strategies to be updated for each learner to ensure support / transition back is well managed and staff are aware of any particular difficulties.</p> <p>This will be monitored and amended throughout the term as appropriate.</p> <p>Welfare calls to learners and families of those who are unable to attend on site. Families made</p>	Medium	<p>Staff all received Reintegration training to aid with assisting learners post lockdown..</p> <p>Pastoral support to families parents and carers to continue as we are currently doing (via phone or video call) with some outside meetings if conditions are suitable.</p>	<p>All staff</p> <p>SLT to review this in line with current guidance.</p>



		<p>aware support is available from Provision Head and Pastoral Manager.</p> <p>Awareness of any families that may need additional assistance throughout this period and sensitive support given.</p>		<p>Home visits to be reintroduced when deemed safe to do so.</p> <p>Head of provision has completed a course in COVID-19 Psychological First aid by PHE.</p>	<p>Head / Deputy Head of provision to ensure staff are supported during this time via their 1-1 bi weekly, daily briefings or at any time, all staff made aware of the external support available to them in the internal Team Drive.</p>
Impact on Learner behaviour	Learners / Staff	<p>Learner risk assessments to be monitored.</p> <p>Dynamic risk assessments to be carried out throughout the sessions to ensure behaviours remain manageable.</p> <p>If a learners behaviour on site presents in such a way guidance is not being followed and deemed unsafe, staff will contact the parent to ask that the learner be collected.</p> <p>Usual Inclusion Hampshire strategies apply with consideration given to the impacts of the current situation.</p>	Medium	<p>Staff all received Reintegration training to aid with assisting learners post lockdown.</p> <p>Behaviour Policy addendum in place and available to staff in the policies folder.</p>	<p>Head and Deputy Head of Provision to monitor.</p> <p>All Staff</p> <p>Head / Deputy Head of provision to ensure staff are supported during this time via their 1-1 bi weekly, daily briefings or at any time, all staff made aware of the external support available to them in the internal Team Drive</p>

Learner absence	Learners	<p>During Lockdown 3, all alternative provisions and those who are vulnerable are able to attend face to face education, however, those learners who feel unable to attend and undertake remote learning, no action will be taken.</p> <p>Inclusion Hampshire will continue to follow our robust and thorough safeguarding procedure for any daily absence of those that are due to attend site.</p> <p>We will continue working with the referring schools and the families to assist in ensuring the learner feels comfortable to attend the setting and achieve good attendance.</p> <p>Contact will be made with parents of learners that do not respond to the remote learning plan.</p>	Low	<p>Our Pastoral Manager will be available to assist with those learners and families that may feel anxious about attending.</p> <p>Pictures and videos of what to expect at the centre sent to all learners and can be found on the website for them to visual any changes.</p>	<p>Expectation of attendance to be clearly explained in the learners handbook issued at the beginning of term, to all new starters and available on the website.</p> <p>Head / Deputy Head of Provision and Pastoral Manager to monitor throughout the term.</p>
Meetings / Visitors	Learners / Parents / Staff / agencies	<p>No visitors on site during session times.</p> <p>Visitors on site during session times will be considered only as a last resort in the event an urgent meeting needs to take place, numbers to be limited to ensure strict social distancing.</p> <p>Ensure that site guidance on physical distancing and hygiene is explained to visitors on or before arrival. .</p> <p>A record should be kept of all visitors and who they have seen.</p> <p>Any multi agency meetings previously having taken place at the centre e.g. EHCP reviews, school reviews or PEP's will be arranged as a conference meeting remotely.</p>	Low	<p>Staff will only attend remote conference meetings until deemed safe to do otherwise.</p> <p>Visitors to receive and complete the 'visiting the centre' guidance prior to coming onsite.</p> <p>An electronic visitors book will be completed to minimise use of shared stationery. Times of arrival and leaving and who was met and where to be recorded.</p>	<p>SLT to review this in line with current guidance.</p> <p>The person receiving visitors to log in the 'visitors book'.</p>

Session delivery		<p>Session delivery to be in areas of adequate size to allow for social distancing.</p> <p>Tables and seating areas to be 2 meters apart minimum and marked out to ensure distancing is maintained where possible.</p> <p>Teaching rooms to be used for 1-1 sessions only and be assigned to a particular learner and staff member.</p> <p>Windows to be opened to maximise ventilation.</p> <p>Separate resources packs, e.g. stationary, laptops, work books to be made for each group, to be cleaned and stored away at the end of each session, please see attached notes: Equipment and resources</p> <p>Corridors and stairs to be used by one person at a time when possible.</p>	Low	<p>Removal of excess furniture</p> <p>Designated rooms to be detailed on the timetable.</p> <p>Structured activities planned for each session. Only activities that can be cleaned thoroughly between use to be used..</p>	<p>SLT to set up areas to be able to maintain social distancing whilst being able to offer the support required.</p> <p>All staff to monitor throughout sessions.</p> <p>Staff to inform learners on how to use stairs and corridors effectively. Signs to be put up to remind all about use of stairs, corridors and rooms.</p>
Activity - Table Tennis		<p>Players must ensure they stay 2meters apart at all times and wash hands before playing.</p> <p>Windows to be open.</p> <p>All equipment must be cleaned thoroughly before being put away at the end of each game.</p>	Medium	<p>Keep seperate sets of equipment for each group.</p>	<p>One staff member to oversee the activity.</p>

		Area left to be well ventilated before the next people play.			
Activity - Music Session		Tables and seating areas to be 2 meters apart minimum and marked out to ensure distancing is maintained.  Music room to be used on a 1-1 basis with the music tutor.  Windows to be opened to maximise ventilation.	Low / medium	All equipment to be wiped and cleaned between individual learner sessions.  Learners to have their own microphone protector which will be washed between session,	
Activity - Counselling		Tables and seating areas to be 2 meters apart minimum and marked out to ensure distancing is maintained.  Counselling to be used on a 1-1 basis with therapeutic staff.  Windows to be opened to maximise ventilation.	Low	Arms of chairs to be wiped and cleaned between individual learner sessions.	
Kitchen	Learners / Staff	Social distancing to be adhered to at all times,  Learners only access the kitchen for handwashing. Handwashing guidance to be displayed.  All glasses, crockery and cutlery to be placed directly into the dishwasher and washed timely.  Any cleaning cloths / tea towels to be changed every session and washed daily. All touch points and surfaces to be cleaned after use and in line with the Cleaning plan.  Disposable gloves are available to be worn while making food, tea/coffee for groups of learners/staff	Medium	Only one person at a time to be within the marked boxes, no more than 3 people to be in the kitchen at any one time.  Sign on the door to this effect.  Designated place for used cloths.  Rota in place to ensure this happens.	Enforced by all staff on site.  To be clearly explained in the learners handbook issued at the beginning of term, to all new starters and available on the website.
Toilets	Learners / Staff	Social distancing to be adhered to at all times.  These facilities are to be used by only one person at a time. Staff to monitor toilet breaks throughout the session.	medium	Touch points cleaned during the day as per the Cleaning Plan and in between sessions.	Business manager to ensure adequate signage in place.

		<p>Liquid antibacterial soap and paper towels to be provided for mandatory handwashing. Everyone to use hand sanitiser on returning to the teaching area.</p> <p>Cleaned daily by Contract Cleaners.</p>		<p>Toilet touchpoints to be cleaned between sessions.</p>	<p>To be clearly explained in the learners handbook issued at the beginning of term, to all new starters and available on the website.</p> <p>All staff to monitor usage and implement the cleaning plan.</p>
<p>Arrival on site - Staff (to minimise use of entrance buzzers)</p>	<p>Staff</p>	<p>All staff are aware of the guidance to ensure they are well to attend the centre.</p> <p>Electronic sign in sheets on the staff drive for staff to sign themselves in and out.</p> <p>Handwashing on arrival.</p> <p>Hand sanitiser at entry / exit point.</p>	<p>Low</p>	<p>Intercom phone to be cleaned as per the Cleaning plan.</p> <p>Internal doors that are not fire doors and which are safe to do so to be propped open to minimise touching of door handles.</p>	
<p>Learners travelling to the centre</p>	<p>Learners / Parents</p>	<p>Parents / Carers to be asked to arrange to bring and collect learners from their sessions if possible.</p> <p>Those having to travel on public transport to ensure they follow current guidance on travelling.</p> <p>The learners whose travel is arranged for them, all operators have confirmed they are operating within the current guidance and increased cleaning is in place.</p>	<p>Low / medium</p>	<p>The importance of learners arriving and leaving for their sessions on time to be communicated to parents.</p> <p>Regular communication with taxi operators to ensure all current guidance is being followed.</p> <p>Further guidance on transport see appendix 4.</p>	<p>To be clearly explained in the learners handbook issued at the beginning of term, to all new starters and available on the website.</p> <p>Business Manager</p>
<p>Arrival on site - Learners (to minimise use of entrance buzzers)</p>	<p>Learners / Staff</p>	<p>Learners to be asked to arrive promptly for their session time.</p> <p>One designated staff member to be at the main door to welcome learners to minimise having to touch the entrance buzzer.</p>	<p>Low / medium</p>	<p>Parents and learners are advised before the start of term that only staff and learners are allowed on site and new arrival measures explained.</p> <p>Inclusion Hampshire mobile phone number is displayed on the door for parents /</p>	<p>To be clearly explained in the learners handbook issued at the beginning of term, to all new starters</p>

		<p>One staff member to be at the top of the stairs to sign in learners (in place of the sign in sheets) and ensure hand washing takes place.</p> <p>Handwashing on arrival.</p> <p>Hand sanitiser at entry / exit point</p>		<p>learners to text for late arrivals to avoid use of the intercom buzzer.</p> <p>Internal doors that are not fire doors and where it is safe to do so, to be propped open to minimise touching of door handles.</p>	<p>and available on the website.</p>
Face Coverings	Learners / Staff	<p>Inclusion Hampshire has made the use of face coverings mandatory at all times. There are reasons why some people cannot use face masks and we are mindful and accepting of that. However, the wearing of masks where possible will help to reduce the risk of the transmission of Covid-19.</p> <p>For those learners who are arriving by public transport it is recommended that they remove the mask they arrive wearing and bring with them a separate mask to wear on site and another to go home. As mentioned learners will be able to access free masks on site.</p> <p>Hands to be washed after handling face coverings</p>		<p>Face masks for learners and staff to use will be available on site. The masks are washable, therefore individuals will be responsible for washing their masks after each use. There will be disposable masks available if these are preferred or the washable mask has been left at home. See appendix 5 for further guidance.</p> <p>A designated pedal bin is situated at the entrance to the centre for disposal of face masks.</p>	<p>Business Manager</p> <p>To be clearly explained in the learners handbook issued at the beginning of term, to all new starters and available on the website.</p>
Learner breaks		<p>Session breaks are not to be taken and any essential breaks be kept to a minimum.</p> <p>If deemed necessary a break is required it will be 1-1 with a member of staff. These will be no longer than 10minutes and social distancing will remain in place at all times.</p> <p>To re-enter the building the staff member will follow the staff arrival procedure above and adhere to the handwashing guidance</p>	Medium	<p>.</p> <p>The staff member accompanying the learner should make the Head / Deputy Head of Provision and office staff know they are leaving site.</p>	<p>It will be communicated to each parent that breaks will not be allowed - To be clearly explained in information sent home prior to the start of term, with reminders as appropriate.</p>
Refreshments	Staff / learners	Learners to wash hands before eating.	Medium		

		Learners advised they can bring snacks if they wish. However there will be limited food available onsite. These will be prepared during the session by the designated member of staff.		Good hygiene and cleaning practices will apply, including handwashing and the use of gloves.	Business Manager to oversee this.
First Aid & administration of medicines	Staff / Learners	Learners to be directed to undertake their own first aid where applicable / possible (e.g washing grazes, application of self-adhesive dressings).  Learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of COVID-19 for anyone who does not have COVID-19 symptoms.  Any temperature checks to be made with disposable forehead thermometers.	Medium	First aider on site at all times.  Disposable gloves available.	
Immunisation		It is advised for Schools to engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the organisations control measures.	Low	Our Pastoral Manager to continue to liaise with the relevant team and arranged a suitable way to deliver the programme.  This has been planned for the Spring term 2021, but will be reviewed in line with current guidance - This will take place when deemed appropriate to do so.	Parents to be kept informed via the Pastoral manager.
Suspected case of COVID-19 in organisation	School Staff/Teachers/ Parents / Visitors to School	If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough, temperature or loss or change of taste and smell) then they should go home and follow the Government guidance on staying at home <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>  Where a learner becomes unwell and is waiting for collection they will be moved to a separate area identified for this use, please see appendix 6.	medium	Follow steps as detailed in Appendix 6  Ensure all staff are aware and are able to advise anyone with symptoms to engage with the NHS Test and Trace Service (see appendix 7)  School testing kits available to those who otherwise would have no access to testing. Please see additional guidance on the conditions these can be given in.	

A confirmed case of Coronavirus within the organisation		If a confirmed case of Covid-19 is declared within the organisation the lead member of staff to contact the school support line to assess those who need to isolate and follow advice given.	low	Further guidance please see appendix 8  A comprehensive list of 'close contact' within sessions to be referred to.	CEO, Head / Deputy Head of Provision & Business Manager to oversee the situation.
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