



## Covid 19 SAOS Staff Risk Assessment and Guidance



The following document sets out safety procedures to protect staff and pupils, whilst maintaining pupils' rights to receive appropriate support. This document should be read in conjunction with Springwell School Guidance and Risk Assessment as well as guidance for visitors provided by host schools. It will be reviewed regularly in order to respond to internal and local updates.

Risk Assessor:  
Clare Belli

Date: 04.01.21  
Review date:  
Reviewed fortnightly

### Review

In line with current national lockdown, as from 4<sup>th</sup> January 2021, SAOS staff will work remotely, supporting their current caseloads and providing support for home learning. Staff may come into the Hub on a rota basis if they need to collect/make essential resources or model resources via Zoom. This will be reviewed in line with the currently evolving situation and face to face visits will be resumed as soon as it is safe to do so. In rare circumstances it may be possible to visit a pupil in school but this will be subject to an individual risk assessment. Zoom meetings with Head of Outreach will continue to go ahead on a weekly basis to support staff wellbeing.

### SECTION A: Guidance for working within the Hub

*This guidance must be read alongside Springwell School Guidance and Risk Assessment.*

What are the hazards?	Risk	Control measures	Residual Risk	Rag rating	Additional notes for staff
<p>Increased risk of illness, through close contact with other individuals.</p> <p>Risk of passing on infection to vulnerable persons.</p> <p>Social distancing difficult to maintain due to level of</p>	High	<p>In order to reduce numbers within the Hub and on site, all SAOS staff will work remotely. All case supervision with SSAs will take place using Zoom or mobile phones. Weekly teacher meetings will continue to take place on Tuesdays after school via Zoom.</p> <p>Increased cleaning in The Hub will take place across the school day.</p>	Medium	Whilst all efforts to reduce the risks have been made, due to the needs and understanding of the children at school, social distancing will remain difficult to maintain at all times.	*Where working from home and not out on appointments, SAOS staff will need to list work completed on their calendars using <i>Add description</i> .

<p>understanding of children.</p> <p>Staff required to support pupils in a range of schools across the city.</p>	<p>Staff are responsible for their own social distancing (especially greetings, goodbyes, meetings) and ensure that they abide by recommendations put in place by school and as advised by the DFE.</p> <p>The Hub will have minimum furniture/resources and equipment will be cleaned at the end of each day.</p> <p>There will be training for staff on Covid 19 related school protocols including social distancing, hand hygiene, use of PPE etc.</p> <p>The maximum capacity of staff within the Hub during this period is 3. Staff will follow a one-way system within the Hub for exiting and entering. Increased signage will be in place to encourage social distancing, advice on maximum numbers in room, reminders to wash hands.</p> <p>Staff will ensure that handwashing remains a priority at all times. Handwashing directions will be placed at all sinks.</p> <p>Alcohol gel will be available at stations within the Hub, including the kitchen and at all entry and exit points.</p> <p>Where possible staff will not use shared equipment e.g. stationery. If this is not possible, equipment will be sanitised after use.</p> <p>All staff will bring their own food, drinks and cutlery to work and these should be taken home for washing. The microwave will not be available for use. Staff may use the kettle for hot drinks and cups should be placed</p>			
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	<p>in the dishwasher after use. Hands should be sanitised before using the kitchen or toilets.</p> <p>Staff may eat their packed lunch at their distanced computer station.</p> <p>Staff will wipe down computer keyboards and desk spaces after use.</p> <p>PPE will be available for staff as appropriate.</p> <p>Established protocol for suspected cases of Covid 19 will be adhered to strictly at all times based on government advice. Protocol will be available in all rooms and staff to familiarise themselves with the process.</p> <p>Welfare and first aid protocols will be in place to support staff with sickness related to non Covid 19 illness. SAOS staff working within the Hub will go to the nearest isolation room or sit in their car.</p> <p>School will comply with 'Track and Trace' scheme as directed by Central government and will record and track contact with those confirmed to have Covid 19.</p> <p>Staff will be supported to self-isolate at home where this has been advised.</p> <p>Staff wellbeing will be taken into consideration at all times. Line Manager available to support staff when needed and weekly well being contact will be available through remote meetings.</p> <p>Weekly OAT and SSA meetings will be delivered remotely via Zoom .</p>			
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## SECTION B: Guidance for working within Springwell school

*This guidance must be read alongside Springwell School Guidance and Risk Assessment.*

What are the hazards?	Risk	Control measures	Residual Risk	Rag rating	Additional notes for staff
<p>Increased risk of illness, through close contact with other individuals.</p> <p>Risk of passing on infection to vulnerable persons.</p> <p>Social distancing difficult to maintain due to level of understanding of children.</p> <p>The need to be close to pupils for behaviour management</p> <p>The need to be close to pupils for personal care</p>		<p>Staff should not attend school if they are experiencing any Covid 19 symptoms. Staff will follow isolation protocol and advised to go home if they develop any symptoms whilst in school.</p> <p>Movement within zones will be limited.</p> <p>Updated behaviour risk assessments and behaviour plans will be completed and shared with staff working with the children.</p> <p>PPE to be available and worn as directed in behaviour plan.</p> <p>Appropriate staffing ratios considered as a result of risk assessments</p> <p>Handling plans to be read and followed when providing intimate care.</p> <p>PPE to be available and worn at all times.</p> <p>To limit interaction with children and adults around the school, staff will be allocated to one of three zones. Each zone will have access to an outside area.</p> <p>Following a review period, in the event of cancelled appointments or gaps in schedules, SSAs will report to their</p>		<p>Whilst all efforts to reduce the risks have been made, due to the needs and understanding of the children at school, social distancing will remain difficult to maintain at all times.</p>	<p>* At this time, SAOS staff will not be required to support in class. However, where the need arises, staff must be available to support in school, sometimes at short notice. This will be within an allocated school zone.</p>

		allocated zone to provide additional support. This information will be logged to support Track and Trace processes. Zones will have discrete entry points, with allocated toilets and break room.			
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### SECTION C: Guidance for visiting other schools

*This guidance must be read and followed alongside guidance provided by host school.*

What are the hazards?	Risk	Control measures	Residual Risk	Rag rating	Additional notes for staff
<p>Increased risk of illness, through close contact with other individuals.</p> <p>Risk of passing on infection to vulnerable persons.</p> <p>Social distancing difficult to maintain due to level of understanding of children.</p> <p>Staff required to support pupils in a range of schools across the city.</p> <p>The need to be close to pupils for behaviour management</p> <p>The need to be close to pupils for personal care</p>		<p>The majority of support to schools will be provided remotely. However, there may be individual circumstances where support can be provided within the host school. In these rare situations, the following protocols will be followed:</p> <p>Host schools to provide individual pupil risk assessments, including details on how the safety of visitors will be maintained.</p> <p>Host schools to sign Partnership Working Agreement, including Covid Safe practice.</p> <p>SAOS staff to be familiar with policy for visitors at host school and follow guidance.</p> <p>Staff to provide support at a social distance only (2 metres away) and within a well ventilated space/classroom away from other staff and children.</p>		<p>Whilst all efforts to reduce the risks have been made, due to the needs and understanding of the children at school, social distancing will remain difficult to maintain at all times.</p>	

	<p>Both SAOS staff and staff from the host school will be expected to wear a mask and visor. SAOS staff will wear disposable gloves on entering the school.</p> <p>Staff and children to be encouraged to wash hands regularly and/or use alcohol gel. Hands should be sanitised before starting and after finishing a session.</p> <p>In order to prevent cross infection, resources used for pupils during school interventions need to be single use or cleanable and able to withstand disinfection after each use.</p> <p>Cleanable items should be washed or wiped with anti- bacterial spray after use or before storing in the hub. Plastic items that cannot be cleaned should be left for 72 hours between each use.</p> <p>Paper and card materials should be laminated so that they can be wiped with anti- bacterial spray after use.</p> <p>Staff should follow individual school's Health &amp; Safety protocols on arrival. Staff should carry PPE, cleaning equipment and hand gel with them on all visits.</p> <p>The general use of PPE <i>should</i> only be required where staff would ordinarily use PPE for the pupil.</p>			
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## SECTION D: Guidance for schools receiving SAOS support

*This guidance must be read and followed alongside The Partnership Working Agreement*

What are the hazards?	Risk	Control measures	Residual Risk	Rag rating	Additional notes for staff
<p>Increased risk of illness, through close contact with other individuals.</p> <p>Risk of passing on infection to vulnerable persons.</p> <p>Social distancing difficult to maintain due to level of understanding of children.</p>		<p>The majority of support to schools will be provided remotely. However, there may be individual circumstances where support can be provided within the host school. Decisions about face to face support will need to be discussed and agreed with the Service Manager and based on i) the reasons that warrant on site support and ii) pupil behaviour that may increase risk.</p>		<p>Whilst all efforts to reduce the risks have been made, due to the needs and understanding of the children at school, social distancing will remain difficult to maintain at all times.</p>	

<p>Staff required to support pupils in a range of schools across the city.</p> <p>The need to be close to pupils for behaviour management</p> <p>The need to be close to pupils for personal care</p>	<p>Where on-site support is provided, the following protocols will be followed:</p> <p>Host schools to:</p> <ul style="list-style-type: none"> <li>- provide individual pupil risk assessments, including details on how the safety of visitors will be maintained.</li> <li>-provide school Covid 19 Risk Assessment.</li> <li>-sign SAOS Partnership Working Agreement, including Covid Safe practice.</li> <li>-provide a well-ventilated space for staff to work that is away from other staff and pupils and allows 2m social distancing to be in place.</li> <li>-ensure working space is cleaned before use by SAOS staff.</li> <li>-Ensure school staff wear a mask and visor whilst working with SAOS staff at all times.</li> <li>-Escort SAOS staff safely in and out of the school building.</li> <li>-Ensure school staff and children wash their hands regularly and/or use alcohol gel and sanitise hands before the start of the session.</li> <li>-Support SAOS staff with cleaning of resources after use.</li> <li>-Provide mask or PPE if needed.</li> </ul>			
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		-Provide a space for SAOS staff to write up and copy visit record safely.			
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I have read and understood the above guidance and agree to abide by procedures.	
SAOS Staff Print name: Signature:	Head of Outreach Service and Teaching School/ SAOS Line Manager Print name: Clare Belli Signature:
Host School Print name: Signature:	