

Title: Tettenhall Wood School Covid-19 Risk Assessment

Date and version: 1st September 2020 V1

14th September 2020 V2

25 September 2020 V 3



Significant Hazards	Persons Affected	Controls	Risk Rating L/M/H	Action Required	Action By & Date
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<p>Spread of Covid-19 Coronavirus</p>	<p>Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations</p>	<p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and warm water in place. • Posters to be displayed throughout the school and on entrance doors reminding pupils, staff and visitors to wash their hands • Staff, pupils and visitors MUST adhere to stringent handwashing when arriving and leaving the school and use hand sanitizer on entry and exit • Stringent hand washing taking place. (in accordance with this guidance). • Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 second. The use of total communication approach (verbal, visual, gestures and signing – to support this) • Classes to teach and or support children with their hand washing techniques. • Pupil hand washing record sheets completed and handed into reception daily. • Drying of hands with disposable paper towels. – to be placed into foot pedal controlled bins where these are available and in classrooms in the large bin provided • Children and staff to wash hands before and after eating a snack and before and after eating dinner and after transitioning from another area of school e.g. outside play areas • Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it’s available to buy) sited in any area where washing facilities not readily available <i>(Note; hand gel is no substitute for thorough and effective handwashing)</i> • Employees, visitors and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and supported where possible to avoid touching face, eyes, nose or mouth with unclean hands. • Catch it, Bin it, Kill it signs are placed around school 	<p>Medium</p>	<p>Debra Swaine in charge of IPC to check these</p> <p>Stock is available in changing room store room. BT to</p>	<p>Weekly</p>
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		<ul style="list-style-type: none"> • Tissues for each class and other areas such as offices and specialist rooms available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. • Appropriate receptacles for disposal of tissues– in classrooms, large bins are in place with no lids to aid pupils to be independent. When half-full these will be tied and disposed of throughout the day. In offices, staff toilets and pupil toilets, the use of foot pedal controlled bins are to be used • Pupils discouraged from sharing cutlery, cups or food. • If dishwasher not in place, e.g. classrooms, all cups, cutlery and plates etc. to be soaked in the recommended dilution of Milton fluid daily. • Parents informed of hygiene expectations and to advise it's discussed with their children. • Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. • Areas are kept well ventilated using natural ventilation where possible. Internal fire doors are not propped open. <p>Cleaning</p> <ul style="list-style-type: none"> • Cleaners are employed via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. • Additional cleaning in place from 11.30-2.00pm each day. Cleaning will include: <ul style="list-style-type: none"> ○ All toilets areas ○ Touch points at start and end of the shift ○ Playground equipment 1.30 ○ Staff room at 1.50 • Meet with cleaning contractors to review cleaning arrangement and make any necessary changes. 		<p>complete a weekly stock check and report to SLT to review stock levels</p> <p>Purchase more bins</p> <p>5L containers of Milton fluid stored in LOCKED cupboard with measuring jugs in classrooms for access to daily use</p>	<p>In place by 5.10.2020</p> <p>Daily</p>
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- A NEW disposable cloth to be used in each area (office/classroom etc.)
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- End of school day reduced by 15 mins for children to allow of disinfecting of toys and equipment such as iPads by class teams
- Increase focus cleaning and disinfecting objects and surfaces that are touched regularly **by school staff** (touch points) particularly in areas of high use - using appropriate cleaning products and methods. These include:
 - door handles,
 - door panels,
 - light switches,
 - tablets eg iPads
 - toys
 - chewys
 - tables
 - back of chairs
 - PE equipment after use
 - Music equipment after use

viricidal cleaner to be used rather than “antibac” because the infectious agent in C19 is virus rather than a bacterium



- Increase focus cleaning and disinfecting objects and surfaces that are touched regularly **by cleaning staff** (touch points) particularly in areas of high use - using appropriate cleaning products and methods. These include:
 - door handles,

Class teams to complete daily checklist for disinfecting. BT to log they have received the checklists on a daily basis and chase up missing forms

		<ul style="list-style-type: none"> ○ door panels, ○ light switches, ○ reception area ○ staff facilities ○ banisters ○ toilets ○ tables ○ back of chairs <ul style="list-style-type: none"> ● Rigorous checks to be carried out by IPC accountable person (Deb Swaine) to ensure that the necessary procedures are being followed. ● All cutlery, cups and plates in the classroom are thoroughly cleaned before and after use. If dishwasher not in place, e.g. classrooms, all cups, cutlery and plates etc. to be soaked in the recommended dilution of Milton fluid daily. ● Cleaning of computer keyboards using virabac spread onto blue role. ● Pupils to have the same tray/pencil case of resources and these are cleaned at the end of each day <div data-bbox="1025 869 1272 1066" data-label="Image"> </div> <ul style="list-style-type: none"> ● If pupils play with the same toys these need to be disinfected between use ● <u>Social Distancing</u> ● School sends out regular clear messages that staff, children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they or anyone in their household are displaying any symptoms of coronavirus (COVID-19). ● Signage on the door telling all staff, visitors etc. not to enter if they display any COVID 19 symptoms ● Group children and staff into bubbles and avoid contact between bubbles. 			
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		<ul style="list-style-type: none"> • To cover staff absence, staff from another bubble may be used. They will only cover one bubble in any one week. E.g. Ladybirds to support Acorns and vice versa only. • Staff and pupils avoid walking around school where possible • Boxes for registers to be placed at Reception doors opposite Soft Play • Pupils are not to access Reception or upstairs unless they are using the medical room • Only two people allowed in Reception area at any one time. Waiting outside the main door in socially distanced space of two meters • Social distancing tape added to floors to remind pupils and staff to walk to the left of corridors • Social distancing tape added to all office areas and reception area • Staff leave the school through these designated routes and DO NOT CONGREGATE AROUND DOORS : Reception • Admin, ICT and site team • Outreach • SLT • Acorns • Ladybirds • Bees • Rabbits • Foxes • Deer Pupil entrance • Sparrows • Robins • Doves • Swifts • Momentum 			
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		<ul style="list-style-type: none"> • Horizon <p>Green Gate:</p> <ul style="list-style-type: none"> • Fusion • Vision • Quest <ul style="list-style-type: none"> • Maintaining a distance between people whilst inside and reduce the amount of time they are in face to face to contact • Staff to staff contact to be at 2m where possible and at all times • Staff not to enter offices upstairs and in Reception area and site office where social distancing of 2m cannot be in place. Social distancing tape in place • Desks and tables are forward facing where possible • Groups to be kept as a “bubble“ to minimise social interactions. Staff from other bubbles should not be entering rooms of other bubbles unless in an emergency • Classroom Chill Out room to limit number of children to two per session. • All staff, visitors, contractors and pupils age 12 and above (where they can do so safely and following guidelines) are to wear their own face coverings when entering, leaving the building, walking in social areas and corridors and play areas. • Staff to wear face coverings in staffrooms until they are seated • As we see visors as a poor second substitute they should not be used instead of a face coverings because they don't cover nose and mouth. However in situations where people cant wear face coverings because their exempt for example, then a visor would be useful and should be added to individual staff risk assessments 			
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- Interventions such as Music Therapy, Motional Programmes, Intensive Interaction, Sensory Integration sessions can be delivered by specialist but they should wear suitable PPE equipment such as face mask if social distancing cannot be maintained
- Follow PPE risk assessment advice and use of PPE equipment inc Aprons, gloves, face masks and eye guards - the correct way of wearing the facemask is with the blue facing outward unless advised otherwise by a health professional
- Staff to complete the donning and doffing of PPE equipment
- For children who access specialist rooms staff are to follow the risk assessment for these rooms on pupil numbers and disinfecting of the area before and after use.
- Avoid mixing of bubbles on the playground – staff to support continued social distancing in this area
- Avoid mixing of bubbles in specialist areas. For example, only one bubble to use the therapy gym at any one time and cleaning must take place at the end of the session. Radios should be used alert bubbles when it is in use and when it has been vacated
- All staff to ensure they radio when they enter and vacate the specialist rooms and areas. On the radio message state which bubble is using the room /area
- Toilets used by pupils limited to one bubble at a time where possible
- Rotas for playtime and lunches to be in place
- Removal of soft furnishings and seated area around school where possible
- The same teacher / staff members are assigned to each group and stay the same during the day.



		<ul style="list-style-type: none"> • Lunch time supervisors may work in more than one bubble in the same pathway. They must adhere to regular handwashing. • Lunches to take place in the classroom • Staffroom facilities allowing for distance to be maintained located in: <ul style="list-style-type: none"> ○ Staff room (15 People) ○ Workroom (10 people) ○ Classrooms (maintaining bubble) ○ Patio area ○ Food Tech room (4 people) • Staff to wear face coverings until they are seated in staff areas • Staff are not to congregate around microwaves, sink etc - social distancing to be maintained • Each staff member to virabac the microwave touch points after use • Staff to clean down tables in staff areas after use • Teachers Workroom limited to 10 staff. • Teachers to complete PPA/management time at home where possible • Conference calls to be used instead of face to face meetings where possible • This is a non-smoking site and if staff leave premises to smoke then social distancing measures to be maintained • Parents and transport operators not to gather on school premises and maintain adequate social distancing. Signs in place to remind all. • Floor markings in place in carpark; parents to wear face coverings when dropping off and collecting pupils • Transport assistants to remain at vehicles • Pupils to enter school at the start of the day via the following routes : Reception entrance (with Reception window closed): • Acorns (then via main hall) 			
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- Ladybirds
- Bees
- Rabbits
- Foxes
- Deer

Pupil entrance

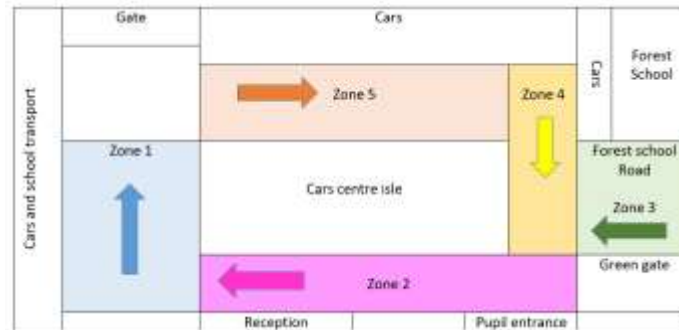
- Sparrows
- Robins
- Doves
- Swifts
- Momentum

Own classroom

- Horizon

Green Gate:

- Fusion
- Vision
- Quest
- Pupils to be encouraged to hand sanitize hands on arrival and departure
- Handwashing must take place on arrival to classroom
- All buses and vehicles will be parked on site. The site will be split into five zones.



		<ul style="list-style-type: none"> • A member of SLT will be in charge of gate, one member of calling zones 1 and 2 and one member in charge of 3, 4, and 5. Teacher in charge of parents • Pupils should walk to and from buses by allocated entrance and exit maintaining a social distance • School bubbles are shared with transport so the transport department can ensure the same bubbles are on the transport • Pupils aged 12 and above will be encouraged to wear face coverings when on transport and moving around school and in communal areas <p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> • School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc. • School will cease hand shaking of children and visitors. • Promotion of touching due to a sensory element / Intensive Interaction should be temporarily taken down. • Teeth cleaning not allowed. • During PE and playtime – No contact sports allowed <p><u>Use of outdoor play equipment/outdoor space</u></p> <ul style="list-style-type: none"> • The play equipment to be used for exercise and breaks • Staff and pupils to wash hands before and after use. • Limit pupils in outdoor areas to allow distancing to maintain. • Follow the rota for lunch time play • Pupils to use own /alternative playareas if they cannot maintain social distancing or want to mix with other bubbles • During play, face coverings to be worn by pupils age 12 and above (if they can safely) and staff members • Mixing with other bubbles is not allowed 			
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- Outside classroom areas to be managed the same way as classrooms and groups are not to mix in these areas. They are to be treated as an extension the classroom.
- Staff members MUST clean any signs of bodily fluids if seen on play equipment and not leave it. Cleaning box and bin is located on the playground

Lunchtimes

- Lunchtimes to be staggered and rotas are to be followed
- Children and staff should clean their hands beforehand and change PPE equipment if they are wearing it.
- Lunches are served in the classrooms

After School Club

- Pupils remain in bubbles with staff from the same bubbles where possible.
- Club finishes 15 minutes. Depp clean of touch spots and equipment such as iPads, toys etc.

Dealing with a suspected case (staff and / or pupil)

- Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss or change to sense of smell or taste, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.
- If anyone becomes unwell with a new continuous cough or a high temperature or sudden loss of taste or smell in school, they are to be brought to the medical room or isolated in classroom with member of staff. SLT to be called along with three day first aider. All staff members present are to wear FULL PPE of gloves, apron, face mask. The person with symptoms will be isolated and kept in an area where they can be at least two metres away from others (preferably outside) and sent home and advised to follow the stay at home

		<p>guidance. The SLT will complete the “TRACE AND TRACK” sheet together with the information that Public Health may require</p> <ul style="list-style-type: none"> • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal. • Home testing kits are available in school to send home with a child if it is suspected that they will be unable to access local facilities • Parents must arrange tests for their child <p><u>Waste Management</u></p> <ul style="list-style-type: none"> • All areas and touch points where the suspected case has been present must be cleaned down thoroughly with designated cleaning materials. All cleaning wipes and PPE equipment must be double bagged and stored safely in designated store locker for 72 hours. This is located by the site office. Floors must be cleaned using floor cleaning solution in cleaners cupboard and correctly diluted. • If the individual tests negative, this can be put in with the normal waste. • If the individual tests positive, then store it for at least 72 hours and put in with the normal waste. • Special schools that generate clinical waste should continue to follow their usual waste policies • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • Items that cannot be cleaned using detergents or laundered, for example upholstered furniture, are steam cleaned • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of. • If the child with symptoms has clothing that is soiled, it will be double bagged for the child to take home. 			
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Clothing will not be shaken, and once bagged, air will not be expelled from the bag with force, and it will be kept away from the face. Wearer will wear PPE when handling soiled clothing.

Communication

- The school understands the NHS Test and Trace process and ensures that staff members and parents/carers understand that they will need to be ready and willing to:
 - book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
 - Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
 - self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19).
- Public Health must be informed of any suspected cases and following negative or positive test results as per their guidance.
- Parents and staff are to inform school immediately on the results of the test.
- If a member of staff becomes symptomatic, a member of SLT maintains in regular remote contact with them during this time.

- If someone in the household of a pupil or staff member becomes symptomatic then the pupil or staff member **DOES NOT** come into school until the results of the test have been confirmed.
 - If any member of staff has helped someone with symptoms or any pupil or staff has been in close contact with them they do not need to self-isolate unless:
 - They develop symptoms themselves (in which case they should arrange a test)
 - Symptomatic person subsequently tests positive
 - Required to do so by the NHS Test and Trace
 - If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. At this point the Bubble will be asked to self-isolate for 14 days.
- Controlling other users of building (visitors / contractors)**
- The school will contact every user and inform them of usage expectations:
 - Compulsory handwashing / use of gel before entering school.
 - Restrictions or suspensions of building usage
- Emergency procedures**
- All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.
 - All visitors must be by appointment only and are to sign in to school on the visitor management system. This information will be used for NHS Test and Trace as required

- Pupils' parents are contacted as soon as practicable in the event of an emergency.
- Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.
- The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy

Personal Protective Equipment (PPE)

Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. However, as TWS is a Special School, where required a child has their own PPE equipment Risk Assessment

where applicable if agreed as higher risk and these should be adhered to **and staff follow this for intimate care needs and for children where there is a risk of spitting/smearing.** These have been written in line with the NHS TABLE 4 matrix. Adequate supply is to be in place.

All staff working with an individual must read and follow a child' individual risk assessment for PPE

When supporting a child with personal hygiene – Facemask, gloves and aprons need to be worn. Gloves and aprons are to be changed between children

Use of Face Coverings

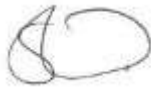
Face coverings should be worn by staff (and pupils above the ages of 11 that can use them correctly) where social distancing is difficult to maintain between staff/pupils and bubbles. Examples of this would be:

- Arrival and departure from school
- In corridors

		<ul style="list-style-type: none"> • At bus duty • reception areas • Medical room • Playground <p>Face coverings do not have to be the medical school issues ones (the medical ones are used as per the child's individual risk assessment.)</p> <p>Face coverings should be handled with care and placed in a sealed bag between use.</p> <p>Those wearing face coverings must wash their hands before and after use when they remove them.</p> <p>When face covering become damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Face coverings should not be touched when they are being worn.</p> <p>Response to Behaviour Calls)that could involves Physical Interventions) and First Aid calls</p> <ul style="list-style-type: none"> • Designated pupils have PPE risk assessments and staff working with the pupils must read and follow these. • Designated staff will be on call for behaviour call and first aid. • Staff on call provided with bags (bum bags) and these hold PPE equipment to use when the go to an emergency. Staff follow strident handwashing following incident and a change of clothes if required • Staff are to wear the PPE equipment when they go to a call as they will not be in their bubble • Staff and pupils are advised to have a change of clothing on site. 			
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Teacher / staff shortage		<ul style="list-style-type: none"> • School monitors daily any staff absence. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Daily report to the HT on number of absences and symptoms. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • All staff to complete the staff risk assessment using the LA risk assessment tool For any staff on amber or red these are discussed in a 1:1 meeting with the Headteacher in order for additional measures to be made available • If staff circumstance change or advice changes then the staff must arrange a meeting with the Headteacher to update the risk assessment • Staff to work between no more than two bubbles in one week to cover staff shortage. In the event of a positive test, both bubbles will be required to close. 	Low		
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Impact on physical and mental health	Staff Pupils Families	<ul style="list-style-type: none"> • Line managers will offer support to staff, pupils and families who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff, pupils and families during the Coronavirus outbreak and will offer whatever support they can to help. • Regular communication with staff members working from home or are ill and at home • Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. • Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. 	Medium		
PPE Equipment and cleaning equipment shortage	Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<ul style="list-style-type: none"> • Stock list of PPE equipment and school cleaning equipment is kept and shared with the Head Teacher weekly. • Suppliers are still delivering PPE and cleaning equipment as ordered and within a timely manner however if there is a delay the CWC have a central depot of PPE can be accessed. • School cleaners order own stock via CWC. Headteacher to be kept updated by the cleaning manager • Ensure all PPE equipment and cleaning equipment for school staff is ordered in timely manner • Facemasks are distributed daily from the SLT office • Staff using face shields will label their own mask, use anti-viral to clean it on after use on a daily basis and store it in their bubble 	Medium		

	Name	Position	Signature	Date	Review Date
Risk Assessor	Sarah Whittington	Head teacher		25.9.2020	
Line Manager	Peter Ward	Chair of Governors			

Additional considerations:

Effective communication is key and cannot be underestimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.