Risk Assessment

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| Service Area: | The Meadows School | | Ref: 070 |
| Name of area / activity to be assessed : | COVID 19 site risk assessment | | |
| Name of person carrying out the assessment: | Helen Rose | | |
| Others inputting to the assessment: |  | | |
| Date of assessment: | 20th April 2020 | Reviewed: 13th May 2020, 20th May 2020, 1st June 2020, 15th June 2020, **14th July 2020** | |
| Checked and signed by SLT: |  |  | |

| Description of Hazards | Persons at risk from harm and how | Existing control measures | L | S | R | Further actions / control measures required, by whom and when | L | S | R | Complete |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COVID-19  Transmission of infection between users | Students  Staff  Members of the public  Cross contamination of the coronavirus which is a respiratory virus:  Anosmia (loss of taste / smell)  Cough  Fever  Difficulty in breathing  Hospitalisation  Fatality | Minimal contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.  Follow school protocol if any staff or students develop symptoms or feel unwell during the day; vented  isolation room identified.  Manage confirmed cases of COVID amongst the school community.  Engage with NHS Test and Trace process and seek advice from local health protection team to contain any outbreak.  PPE provided and used in accordance with Public Health England recommendations  Good hygiene and increased handwashing, including:   * On arrival at school * Before and after any personal care * Before and after using the toilet * Before and after eating * Before leaving school * At 30 minute intervals throughout the day   Staff to support students with regular handwashing.  Hand sanitiser available to supplement handwashing, as an additional control where regular handwashing is not possible.  Hand sanitiser available at main reception and rear entrance for use by all visitors on arrival.  Good respiratory hygiene:  Cover any cough or sneeze with a tissue which is then binned and then wash hands; lidded bins in all classrooms; bins emptied securely at the end of the day by site team.  Good hygiene across the building   * daily cleaning using LA approved cleaning products and additional cleaning throughout the day as required * enhanced cleaning in the dining rooms between sittings * enhanced practices appropriate to COVID-19 including targeted contact surface cleaning * outdoor playground equipment cleaned frequently.   Staff to maintain social distancing between themselves in communal areas where possible. Staff encouraged to stagger breaks and use outdoor spaces where possible.  Students with less complex needs who are able to self-regulate their behaviours without distress will be encouraged and supported to maintain distance where possible.  Class groups will be operated within the bubble of the whole school community; contact between groups will be minimised where possible and large gatherings avoided.  Classrooms and work areas rearranged in line with DfE guidelines to maintain distancing where possible.  Windows and external doors remain open where this does not pose a risk to student group based on their IRAs.  Roof ventilation windows open around school.  Restricted, timetabled use of communal rooms including sensory room, sensory integration room, food tech room and sports hall and enhanced cleaning of communal areas and shared resources between use.  Enhanced cleaning of toilet blocks.  MAT staff minimise contact with, and maintain distance from school staff. Equipment used in delivery of therapies is cleaned between each use. | 2 | 4 | 8 | Government guidelines, as well as School and LA policies consulted; updates as advised; RA reviewed in accordance with any guidance issued.  Enhanced use of PPE for personal care, or where individual students pose an increased risk. IRAs updated as appropriate.  Soap and hand towels at all sink areas around the site; refilled daily by site team.  Hand dryers disabled to ensure use of paper towels as per guidance.  Hand sanitiser refilled daily by site team.  Tissues supplied and replaced as required by site team. |  |  |  |  |
| Wellbeing due to long term absence | Students  Staff  Impact on education  Impact on personal and social development  Feelings of isolation  Worry about return and reintegration | Wider SLT, MLT and Pastoral team have received mental health first aid training; leads have also attended further training from SIPs and Local Authority to develop their roles.  Mental Health and wellbeing programme and enhanced INSET in place for staff.  Recovery curriculum in place for all students.  Mental Health and wellbeing schemes of work and resources in place for students.  Employee counselling service available to support and advise. | 2 | 3 | 6 |  |  |  |  |  |
| Expiration of CPD due to missed INSET days | Students  Staff  Unqualified staff in classroom:  Injury to staff  Injury to students  Liability  Wellbeing | Staff training reviewed and CPD programme put in place for all staff for September return  Ensure all staff are up to date with training before students return.  Wellbeing support available for all staff and students on return; time allocated on INSET day and support network in place for students and staff. | 1 | 4 | 4 | Support from governing board and LA to secure required training days for the new academic year. |  |  |  |  |

L: Likelihood, S: Severity, R: Risk Rating.

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| **Likelihood** (Probability) | **Severity (consequences)** |
| 5. Almost Certain: More likely to occur than not | 5. Fatality: 1 or more persons |
| 4. Probable: Likely to occur | 4. Major injury or illness: more than 3 days absence |
| 3. Possible: Reasonable chance of occurring | 3. Moderate injury or illness: up to 3 days’ absence |
| 2. Unlikely to occur | 2. Minor injury or illness: requiring first aid |
| 1. Very unlikely: Will only occur in exceptional circumstances | 1. Insignificant: No injuries or illness |

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| **Likelihood** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
| Risk Matrix | | 1 | 2 | 3 | 4 | 5 |
| **Severity** | | | | |

High risk: Score between 16 and 25.

High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.

Medium risk: Score between 9 and 15.

Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

Low risk: Score between 1 and 8.

Low Risks are acceptable to adequate: ensure controls are maintained and keep it subject to review periodically, or after significant changes etc. Make improvements where possible.