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, 1st September 2020**,** 9th September 2020, **15th September 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 |
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| COVID-19  Transmission of infection between users | Students  Staff  Members of the public / visitors to school site  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.  Advised to call 119 or book a test at [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus)  School will 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 Local Authority and Public Health England recommendations**.**  Enhanced use of PPE for personal care, in close contact tasks, or where individual students pose an increased risk. IRAs updated as appropriate.  If the school becomes part of a local lockdown area, all staff will be asked to put on face coverings when moving around the school, unless they are exempt from wearing one. They will be given instructions about how to put on, remove and store/dispose of face coverings safely.  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 surface 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 operated within the bubble of the whole school community; large indoor gatherings such as assemblies will be avoided.  Classrooms and work areas rearranged where practicable, in line with DfE guidelines to maintain distancing and reduce face-to-face contact.  Windows and external doors to remain open where this does not pose a risk to student group based on their IRAs.  Roof ventilation windows open around school.  Reduced, 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.  Timetabled lunchtimes over two sittings in two separate dining areas. Tables wiped down between sittings.  Lessons that involve singing, chanting, shouting or playing instruments will be limited to small groups, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments will not be shared.  For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.  Swim England COVID guidance consulted. Swimming pool operated on a rota basis with students and staff from the same class using each session. Reduced group size or one-to-one sessions. Visors worn by swim staff when in the water supporting students, where close contact is required. PPE worn by staff during changing; changing beds cleaned between use. Ball beds and equipment alternated and cleaned between use.  Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. MAT staff, supply staff, peripatetic teachers and support staff from outside agencies will minimise contact with, and maintain distance from school staff.  These staff will be advised to be rigorous about hand washing and respiratory hygiene.  Equipment used in delivery of therapies is cleaned between each use.  Staff meetings kept to a minimum; virtual meetings will be used where practicable; where necessary they will be conducted in the largest space available and whole-staff meetings split across venues to allow for distancing. | 2 | 4 | 8 | Government guidelines, as well as School and LA policies consulted; updates as advised; RA reviewed in accordance with any guidance issued.  In the case of a symptomatic pupil who needs to be supervised before being picked up:   * Supervising staff will wear a face mask * If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron * If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection   Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.  Isolation room will be deep cleaned after use and all PPE disposed of properly, following decontamination guidance.  If there is a confirmed case of COVID-19, following advice from local health protection team, school will close to children and staff whilst they are required to self-isolate.  Notification through the group text system to minimise contact.  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. | 1 | 4 | 4 |  |
| COVID-19  Visitors on site | Members of the public / visitors to school site  Students  Staff  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.**  Limited access to site for essential visitors only  Visitor protocol sent out in advance with clear guidelines in place  Visitor paperwork completed on arrival; contact details required for track and trace  All visitors logged through INVENTRY  Hand sanitiser on main reception  Visitors will be advised to be rigorous about hand washing and respiratory hygiene.  Visitors will minimise contact with, and maintain distance from school staff. | 2 | 4 | 8 | If there is a confirmed case of COVID-19, following advice from local health protection team, school will close to children and staff whilst they are required to self-isolate.  Visitors will be contacted and notified if they have been in contact; planned visits will be cancelled |  |  |  |  |
| Transmission of COVID through AGPs  (Aerosol Generating Procedures) | Students  Staff  Increased risk of transmission through droplets transferred between students with complex medical needs and the caregiver | IRAs completed for all students who may require AGP care  AGP (unless in an emergency) will be carried out in a designated ventilated room away from the classroom; only staff needed to undertake the procedure are present; no other students will be present. The room will be cleaned immediately after use by staff wearing PPE, then remain empty with the windows open to allow for air change to clear airborne particles.  Staff performing AGPs in school will follow PHE’s personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is:   * a FFP2/3 respirator * gloves * a long-sleeved, fluid repellent gown * eye protection   Training will be provided for any staff who are required to complete this procedure.  In the absence of trained staff, the school nurse will be called to complete the procedure.  If no nurse is on site, staff will call 999. | 2 | 4 | 8 |  |  |  |  |  |
| Contact with coronavirus when travelling to / from school | Students  Staff  Members of the public / visitors to school site  Cross contamination of the coronavirus which is a respiratory virus:  Anosmia (loss of taste / smell)  Cough  Fever  Difficulty in breathing  Hospitalisation  Fatality | All staff encouraged to use a private car, to walk or to use a bicycle to come to school if possible; those who need to use public transport to follow government guidance; those who car share are advised to wear face coverings.  Dedicated local authority school transport guidelines shared with staff and families and available on school website. | 2 | 4 | 8 |  |  |  |  |  |
| 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 | Staff who have returned after shielding and those who are vulnerable offered an individual risk assessment.  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.  Open door policy for any staff to raise concerns with the HT.  Mental Health and wellbeing programme and enhanced INSET in place for staff.  Educare wellbeing and mental health modules available for all staff.  Recovery curriculum in place for all students.  Mental Health and wellbeing schemes of work and resources in place for all 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. | 1 | 3 | 3 |  |

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.