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: | Nia Hinton | | |
| Date of assessment: | 20th April 2020 | Reviewed: 13th May 2020, 20th May 2020, 1st June 2020, 15th June 2020, 14th July 2020, 1st Sept 20**,** 5 Nov 20, 16th Nov,19th Nov,30th Nov, 04Jan 2021**, 7 Jan** | |
| 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 / 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.  School will continue to follow the zone model, this will incorporate the following features:   * Minimum movement of staff/students between the zones * Staff / pupil movement to be recorded with TINA in the office * *~~(HLTAs allocated to a zone and will undertake PPA for the teachers in that zone)~~* * Resources in the zone, e.g. swimming pool, can only be used by students in that zone during their rota time slot. Poolside is a clean zone due to chlorinated atmosphere. * Staff rooms, toilets and smoking areas will be allocated to each zone * Students to have meals in their classrooms except for the blue zone, who will continue to use the main dining room * SSPs allocated to specific zones   The school from 06/01/2021 will operate a reduced provision catering for up to 24 students in six class groups staffed according to need and number. This is in response to rapidly rising COVID infections nationally and locally, and reduced availability of staffing as a direct result of these infection rates.  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 social distance from school staff wherever possible.  These staff will be advised to be rigorous about hand washing and respiratory hygiene and to change their PPE every time they move between zones.  Equipment used in delivery of therapies is cleaned between each use.  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.  The school is part of a local high risk area in Tier 4; all adults 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.  Classrooms and work areas will be 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.  Enhanced cleaning of toilet blocks.  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 blue and red zone only. 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.  Pupils to be dressed in the blue zone (Boys Changing Room)by class team and SSP support. The child will then be transferred to poolside and placed in the care of poolside staff. When the session is over the child will be given to their class team to be changed.  Staff meetings will be held virtually where practicable | 3 | 4 | 12 | 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 at least 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, PHE and Sandwell’s incident management team, school will close to children and staff whilst they are required to self-isolate.  Staff are advised to wear face coverings in class wherever possible.  A log will be kept by the admin team, recording the movement of staff /MAT between zones and detailing which staff/students they came into contact with  Reduced numbers of people in the building, reduced movement between classes.  Most vulnerable learners prioritised along with essential and key worker children.  A log will be kept by the admin team, recording the movement of staff /MAT between zones and detailing which staff/students they came into contact with  WBA/ Open Orchestra/ Forest school timetables are available to show when contact has been made and zones working with them.  SLT offices in each of the zones, to have additional supplies of PPE available for staff moving between zones. Additional bins to be located by the zone doors, to allow for ease/timely disposal of PPE when moving between zones.  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.  Site staff to clean static playground equipment.  Class teams to clean and wipe bikes, balls and mobile resources following use in lessons, break times. | 2 | 4 | 8 |  |
| 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.  **If a designated room is not possible or available**, an AGP can be undertaken within a classroom if all other staff and pupils are at least 2 metres distance away (as recommended by [infection prevention and control guidance](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control) and follow the controls listed as if it was a designated room with a window opened for ventilation.  Where possible, all other pupils and persons should leave the room prior to undertaking an AGP. This ensures the privacy of the young person receiving an AGP, and safety for all those within proximity.  **Dependent on local situations a room may be identified as single or multi-use.**  If using a multi-use room to undertake an AGP:   * there should be clear signage on the timing of the last AGP * the room should be left for an hour for aerosol settle time post procedure * the room must be cleaned before being used by another pupil or accessed without PPE   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. | 2 | 4 | 8 |  |  |  |  |  |
| 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 |
| Lateral Flow Testing | Staff | Staff to self-administer the lateral flow test on arrival into school each week. For part-time staff, this would be their first day of work.   * LFT will be carried out in a designated room away from the classroom * Only staff needed to undertake the procedure are present * Only trained staff will be able to support the LFT process * The test area will be cleaned immediately after each test has been conducted, by staff wearing PPE * Test results will be recorded on the NHS site * NHS test & trace will contact members of staff with their results   Any staff testing positive to be sent home to isolate immediately and close contact protocol followed for anybody in contact over previous 48 hours. | 2 | 4 | 8 | Staff to give written consent before they undertake testing.  Testing to incorporate nasal swabs only to reduce the risk of vomiting, under the supervision of a trained member of staff  Room to be set up in accordance with NHS guidelines to aid reduction of cross contamination  Key staff to undertake NHS training and receive confirmation Certificate.  Sufficient clinical waste bins to be available in the test site | 1 | 4 | 4 |  |
| 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 are shielding, and those who are vulnerable, have the option to request 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 |  |  |  |  |  |

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.