

## Risk Assessment

**NAME OF ASSESSOR(S):** Lynn King and Bradley Taylor

**DATE OF ASSESSMENT:** 22<sup>nd</sup> May 2020

**TYPE:** Covid 19 Risk Assessment

Applies to all staff, pupils, therapists– especially vulnerable people include those with pre-existing illness, people shielding, and pregnant women.

What are the hazards?	What are you already doing? (Current control measures, including those for people at special risk)	What further action is necessary? (Further control measures)	Action by whom	Risk Level <b>High</b> – danger to life likely <b>Medium</b> – risks can be managed <b>Low</b> – risk low considering control measures
Spread of Covid 19 throughout school community	<ul style="list-style-type: none"> <li>All aspects of school life have been discussed by HT, DHTs, SLT, governors and other key staff</li> </ul>	Staff handbook with current working practice has been made available to all staff	All staff	
	<ul style="list-style-type: none"> <li>Reference has been made to advice from the government, Health &amp; Safety Executive, Public Health England</li> </ul>	Social distancing and hand washing rules will apply at all times where possible	SLT, governors, dept leads	
	<ul style="list-style-type: none"> <li>Both sites to be divided into bubbles so that pupils and staff mix with the least number of people possible . Pupils will be with known adults.</li> </ul>	Maps and signage to be displayed in all areas Signage to be child friendly – eg. Using symbols	All staff and pupils	
	<ul style="list-style-type: none"> <li>Each bubble has a designated entrance, class rooms, staff and pupil toilets, play area and staff room. No one should cross into any other bubble unless invited at which time they will wear gloves or other PPE as required</li> </ul>		All staff and pupils	
	<ul style="list-style-type: none"> <li>Visitors, contractors, parents will not be allowed in the school during this time</li> </ul>	As many meetings as possible will be done virtually or by phone.	Admin, site staff, SLT	
	<ul style="list-style-type: none"> <li>Deliveries will be received outside by</li> </ul>		Admin, site staff	

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	the admin team			
	<ul style="list-style-type: none"> <li>Staff will enter the building via their designated entrance and go straight to their classroom. As soon as all staff and pupils are in a member of the class team will phone the office to report attendance of staff and pupils. The Inventory system will not be used.</li> </ul>		All staff Admin staff pupils	
	<ul style="list-style-type: none"> <li>Staff from each bubble will meet pupils on arrival outside the school</li> </ul>	Signage in place to guide people to the correct areas	All staff pupils	
	<ul style="list-style-type: none"> <li>First aid facilities will remain in place with as many first aiders in school as possible. In extreme emergency an ambulance will be called</li> </ul>		All staff	
	<ul style="list-style-type: none"> <li>Usual safeguarding practice will be adhered to – each site has a Designated Safeguarding Lead and all staff will continue to use the CPOMS reporting system</li> </ul>		DSLs SLT All staff	
Cleaning and disinfecting areas around school	<ul style="list-style-type: none"> <li>Each classroom, toilet, staff room and offices will have a supply of antibacterial wipes, disinfectant spray, disposable cloths, hand gel, gloves and aprons</li> </ul>	Signage will be in place to remind staff to clean areas	All staff	
	<ul style="list-style-type: none"> <li>Staff in their bubbles will be expected to keep areas disinfected at regular intervals</li> </ul>	School cleaners will be allocated to designated bubble when cleaning outside school hours	All staff	
	<ul style="list-style-type: none"> <li>Some shared areas such as the adventure playground will be cleaned</li> </ul>		Site staff	

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	<p>each morning and lunchtime by the site staff</p> <ul style="list-style-type: none"> <li>Specific bins will be used in each bubble and will be emptied regularly by staff in the bubble. Caretakers will dispose of rubbish following current guidelines</li> </ul>		All staff Site staff	
Classroom layout and equipment	<ul style="list-style-type: none"> <li>Classrooms will have excess furniture and equipment removed so that social distancing is possible.</li> </ul>	Consider whether soft toys are hazardous and should be removed	All class staff	
	<ul style="list-style-type: none"> <li>Coloured tape on the floor may be used to help guide people to around their bubble and act as a visual guide for pupils and staff</li> </ul>	Children should work/play outside as often as this is possible	Identified staff	
	<ul style="list-style-type: none"> <li>Classrooms to have soap, water, handtowels, hand gel available for regular handwashing</li> </ul>	Correct handwashing technique signage above all handwashing areas	All staff Site staff	
	<ul style="list-style-type: none"> <li>Avoid bringing in any additional items from home into the school environment unless these are absolutely necessary and are appropriately treated</li> </ul>		All staff and pupils	
	<ul style="list-style-type: none"> <li>Pupils to have their own equipment provided and remain with this equipment, for instance, pencils, books, glue. These need to be cleaned frequently</li> </ul>	Shared resources such as computers, tablets and whiteboards will have to be cleaned after each use	Class staff and pupils	

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	<ul style="list-style-type: none"> <li>If not outside pupils should be in small groups in well ventilated areas seated in spaces with at least 2 metres between them</li> </ul>		Class staff and pupils	
PMLD classrooms	<ul style="list-style-type: none"> <li>Staff to take outdoor shoes off when entering the classroom</li> </ul>	Written PMLD guidelines in place	All PMLD staff	
	<ul style="list-style-type: none"> <li>Wash hands immediately on entering classroom</li> </ul>		All PMLD staff	
	<ul style="list-style-type: none"> <li>Caretaker/contractors/cleaners should wear blue overshoes when entering the class</li> </ul>		Site staff, Admin, DSL	
	<ul style="list-style-type: none"> <li>Dispose of blue overshoes in bins located outside corridors</li> </ul>		Site staff, Admin, DSL	
	<ul style="list-style-type: none"> <li>Staff to regularly disinfect areas where pupils have been</li> <li>All blankets/soft furnishings used will be washed at a high temperature daily</li> </ul>		All PMLD staff	
	<ul style="list-style-type: none"> <li>Pupils will have boxes of toys/equipment specific to them</li> </ul>		All PMLD staff	
Toilets/hygiene areas	<ul style="list-style-type: none"> <li>Each bubble has own hygiene/toilets for pupils and staff</li> </ul>	Cleaning of toilets/hygiene rooms to include toilet seat, taps, sink, door handles	All class staff	
	<ul style="list-style-type: none"> <li>Pupils will be accompanied to the toilet by a member of staff who will ensure the toilet area is cleaned using antibacterial wipes and/or sprays after each use. Staff will also ensure pupils wash their hands thoroughly</li> </ul>	Signage showing correct handwashing technique and cleaning process	All class staff	
	<ul style="list-style-type: none"> <li>Hygiene beds will use paper rolls as</li> </ul>		All staff	

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	normal and will ensure usual high standard of cleanliness is maintained			
Playgrounds	<ul style="list-style-type: none"> <li>Each bubble has designated playground area. Any equipment in that area (climbing frames, swings etc) will be cleaned after use with disinfectant spray by site staff</li> </ul>	Staff will carry hand size sanitisers in the playground to be used as needed	Site staff All staff	
Offices	<ul style="list-style-type: none"> <li>Office staff will join a bubble and use the same toilets and staff room areas</li> </ul>		Office staff	
	<ul style="list-style-type: none"> <li>Desks should not face each other and 2 metre distance should be kept at all times</li> </ul>		Office staff	
	<ul style="list-style-type: none"> <li>If staff need to make external phone calls office staff may need to make the call and put it through to classroom</li> </ul>	Only office staff will use office phones	Office staff	
	<ul style="list-style-type: none"> <li>No pupils or other staff should enter the offices</li> </ul>		Office staff	
	<ul style="list-style-type: none"> <li>Office staff to regularly disinfect keyboards, telephones, desks, and other items in the office and reception area</li> </ul>		Office staff	
	<ul style="list-style-type: none"> <li>Don't share equipment such as pens, staplers etc</li> </ul>		Office staff	
Reception/ entrances	<ul style="list-style-type: none"> <li>Caretaker will ensure regular cleaning of door handles, entrance area and key pads</li> </ul>	Hourly cleaning	Site staff Office staff	
Photocopiers/	<ul style="list-style-type: none"> <li>Only one member of staff in</li> </ul>		All staff	

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printers	photocopying area at a time. Clean before and after use.			
Staff rooms	<ul style="list-style-type: none"> <li>Staff only use their designated staff areas and ensure regularly cleanliness as needed</li> </ul>		All staff	
	<ul style="list-style-type: none"> <li>If staff bring pre-packaged food from supermarkets the outside packaging and wrapping should be discarded and hands washed before eating food.</li> </ul>		All staff	
<b>PUPILS</b>				
Safety of vulnerable pupils	<ul style="list-style-type: none"> <li>Vulnerable pupils identified and Health Care plans in place</li> </ul>		All staff nurses	
	<ul style="list-style-type: none"> <li>Staff to wear protective equipment – gloves, aprons, masks- if necessary for the task</li> </ul>	Staff who use PPE will be trained in safe usage. PPE guidance chart issued to all classes Handbook has guidance and advice on safe use of PPE	All staff	
	<ul style="list-style-type: none"> <li>Parents of pupils who need regular or emergency medication must ensure this is sent into school complete with signed consent forms</li> </ul>	Staff to ensure medication is kept in locked cabinet in class	All staff parents	
Pupils showing signs of any illness including covid-19	<ul style="list-style-type: none"> <li>Pupil to be taken to sick bay area. Staff to wear full PPE equipment including gloves, mask, visor and apron. Staff member to go home</li> </ul>	Advice and guidelines in Handbook PPE Guidance chart	All staff	

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	immediately after child has been collected			
	<ul style="list-style-type: none"> <li>Parents will be phoned and asked to collect their child immediately. They will be instructed to have their child tested for Covid 19 and to follow NHS 111 advice</li> </ul>	Parents have signed Home-School agreement which covers this happening  Protocol in place pupil tests positive following guidelines	Class teacher	
	<ul style="list-style-type: none"> <li>Staff and pupils in that bubble should also be sent home until results of pupil's test have come through.</li> </ul>		Class staff and pupils	
	<ul style="list-style-type: none"> <li>Bubble area and sick bay areas should be thoroughly clean and disinfected by staff wearing full PPE</li> </ul>		Site staff	
Confirmed case of covid 19 in pupil's family	<ul style="list-style-type: none"> <li>Children in the family to remain at home for 14 days</li> </ul>	Parents signed Home-School agreement Follow government advice Staff Handbook for protocol HT will report to parents if there are cases in school or people's families	Pupil	
	<ul style="list-style-type: none"> <li>Deep clean of the classroom and school</li> </ul>		Site staff Class staff	
Pupils with challenging behaviour	<ul style="list-style-type: none"> <li>Strategies should be used as far as possible</li> <li>Team Teach used as little as possible</li> <li>If pupil's behaviour is extreme they may not be able to stay in school if it is unsafe</li> </ul>	Guidance in staff handbook	All staff	
Pupil's anxiety	<ul style="list-style-type: none"> <li>Teachers will try to prepare pupils for a return to school under new rules</li> <li>Pupils may need to get used to</li> </ul>	Staff handbook	All staff	

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	<ul style="list-style-type: none"> <li>people wearing PPE</li> <li>Regular contact between staff and parents</li> </ul>			
<b>STAFF</b>				
Staff with health issues (shielding)	<ul style="list-style-type: none"> <li>Staff who are shielding are not expected to be in work but if they choose to do so they will follow all of the guidance given</li> </ul>		Shielding staff	
Staff showing signs of any illness including covid 19	<ul style="list-style-type: none"> <li>Staff member will leave the building and go home immediately. They will be instructed to be tested for Covid 19</li> </ul>	Staff handbook guidelines Follow government guidelines	Staff showing symptoms	
	<ul style="list-style-type: none"> <li>Staff and pupils in that bubble should also be sent home until results of employee's test have come through</li> </ul>		Class staff and pupils	
	<ul style="list-style-type: none"> <li>Bubble area will be deep cleaned and disinfected wearing full PPE</li> </ul>		Site staff	
Confirmed case of covid 19 in employee's family	<ul style="list-style-type: none"> <li>Employee to remain at home for 14 days following NHS guidance</li> </ul>		Affected staff member	
Staff shortages due to illness or other reasons	<ul style="list-style-type: none"> <li>Staff shortages may mean that it is not feasible to run a class group</li> </ul>		All staff	
Keeping staff safe	<ul style="list-style-type: none"> <li>Provide effective PPE as needed and training on how to use it</li> </ul>	Social distancing and regular handwashing PPE guidance chart Staff handbook	All staff	
	<ul style="list-style-type: none"> <li>Provide hygiene advice</li> </ul>	Staff handbook Posters and signage	All staff	



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	<ul style="list-style-type: none"> <li>PPE Guidance chart available to help ascertain which PPE to use</li> </ul>		All staff	
	<ul style="list-style-type: none"> <li>It is recommended that staff change from outdoor shoes when arriving at school. Staff members should shower when they get home and wash clothes in hot wash</li> </ul>		All staff	
Staff anxiety and stress	<ul style="list-style-type: none"> <li>Wellbeing advice on school website</li> <li>SLT to support staff</li> <li>Mental Health first aiders</li> <li>Employee Assistance Programme</li> </ul>		All staff	
<b>TRANSPORT</b>				
Pupils travelling to school on SEN transport/public transport	<ul style="list-style-type: none"> <li>Encourage parents to bring pupils to school</li> <li>Staff to have minimal contact with transport staff</li> <li>Staff and pupils wash hands immediately upon getting into school</li> </ul>	Follow social distancing guidelines	All staff	
Staff travelling to school on public transport	<ul style="list-style-type: none"> <li>Follow government guidelines</li> <li>Consider wearing a mask and gloves on public transport</li> <li>Follow social distancing guidelines</li> </ul>	Dispose of gloves and wash hands when arriving at school	All staff	
<b>SHARED AREAS</b>				
Corridors	<ul style="list-style-type: none"> <li>Staff should stay in their bubble areas and keep the left of corridors. In some instances corridors may be marked with tape and signage to help pupils understand</li> </ul>	Encourage pupils not to touch wall and displays	All staff	

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Sensory room	<ul style="list-style-type: none"> <li>Not to be used unless in your bubble area</li> </ul>	Following cleaning regime if using this area	All staff	
Rebound	<ul style="list-style-type: none"> <li>Rebound therapy will be available for small PMLD groups</li> </ul>		PMLD staff	
	<ul style="list-style-type: none"> <li>Trampoline and equipment will be cleaned and sprayed with antibacterial spray after every pupil.</li> </ul>		PMLD staff	
Soft Play	<ul style="list-style-type: none"> <li>Soft play rooms will be out of bounds as it is too difficult to keep the ball pools hygienic.</li> </ul>		All staff	
Pool	<ul style="list-style-type: none"> <li>Following advice from PWTAG on safe use of pools. All testing and maintenance is done regularly</li> </ul>		Site staff	
	<ul style="list-style-type: none"> <li>Changing rooms limited to small number of pupils and staff who will socially distance</li> </ul>		Staff using pool	
	<ul style="list-style-type: none"> <li>All equipment including changing beds, hoists, door handles, sinks, benches, toilets will be cleaned by staff after use</li> </ul>	Follow cleaning routine Wash slings daily	Staff using pool	
	<ul style="list-style-type: none"> <li>Swim teacher will ensure all swimming equipment is cleaned after use</li> </ul>		Staff using pool Swim teacher	
	<ul style="list-style-type: none"> <li>Staff will stay behind pupils in the pool as far as is reasonably practicable.</li> </ul>		Staff using pool	
	<ul style="list-style-type: none"> <li>The pool will not be used by Cressex staff and pupils due to issues using the minibus for transportation and cross contamination of sites.</li> </ul>		All staff	

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Dining hall/kitchen	<ul style="list-style-type: none"> <li>Not to be used by pupils for activities</li> </ul>		All staff	
	<ul style="list-style-type: none"> <li>The hall will not be used for PE sessions.</li> </ul>	As far as possible PE should be outdoors. All equipment must be cleaned after every use	All staff	
ICT/library	<ul style="list-style-type: none"> <li>If this area is not within a bubble it is not to be used</li> </ul>		All staff	
<b>CONTRACTORS, VISITORS, LETTINGS</b>				
Safety of having contractors in school	<ul style="list-style-type: none"> <li>Contractors will not be in school when the pupils are in unless the work is urgent and is causing a health and safety breach.</li> </ul>		Admin and site staff	
	<ul style="list-style-type: none"> <li>Contractors will be managed by the site staff if they do need to attend and social distancing and hand washing will be a priority</li> </ul>		Site staff	
Safety of excess people on the school site	<ul style="list-style-type: none"> <li>There will be no lettings in school during this time.</li> </ul>		Lettings officer	

Reviewed as required

**Read, understood and signed by:**

**Name:**

**Signature:**

**Date:**