

Risk Assessment

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

DATE OF ASSESSMENT: 14th July 2020

TYPE: Revised Covid 19 Risk Assessment

Applies to all staff, pupils, therapists, visitors, contractors

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 High – danger to life likely Medium – risks can be managed Low – risk low considering control measures
Spread of Covid 19 throughout school community	<ul style="list-style-type: none"> All aspects of school life have been discussed by HT, DHTs, SLT, governors and other key staff 	Staff handbook with current working practice has been made available to all staff	All staff	
	<ul style="list-style-type: none"> Reference has been made to advice from the government, Health & Safety Executive, Public Health England 	Social distancing and hand washing rules will apply at all times where possible	SLT, governors, dept leads	
	<ul style="list-style-type: none"> Both sites to be divided into bubbles so that pupils and staff mix with the least number of people possible . 	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"> 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 		All staff and pupils	
	<ul style="list-style-type: none"> Visitors, contractors, parents will only be allowed in the school when absolutely necessary. 	As many meetings as possible will be done virtually or by phone.	Admin, site staff, SLT	
	<ul style="list-style-type: none"> Deliveries will be received outside by the admin team 		Admin, site staff	

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	<ul style="list-style-type: none"> Staff will enter school via their designated entrance. Staff will be able to sign in using the Inventory system as normal. Badges should be used to minimise touching of the screen. Admin staff will regularly clean the screens with antibacterial wipes. 		All staff Admin staff pupils	
	<ul style="list-style-type: none"> Staff from each bubble will meet pupils on arrival outside the school from 8.45 a.m. Teachers will be expected to update the SIMS attendance register for pupils 	Signage in place to guide people to the correct areas	All staff pupils	
	<ul style="list-style-type: none"> First aid facilities will remain in place with as many first aiders in school as possible. In extreme emergency an ambulance will be called 		All staff	
	<ul style="list-style-type: none"> 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 		DSLs SLT All staff	
Cleaning and disinfecting areas around school	<ul style="list-style-type: none"> Each classroom, toilet, staff room and offices will have a supply of antibacterial wipes, disinfectant spray, disposable cloths, hand gel, gloves and aprons 	Signage will be in place to remind staff to clean areas	All staff	

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	<ul style="list-style-type: none"> Staff in their bubbles will be expected to keep areas disinfected at regular intervals 	School cleaners will be allocated to designated bubble when cleaning outside school hours	All staff	
	<ul style="list-style-type: none"> Some shared areas such as the adventure playground will be cleaned each morning and lunchtime by the site staff 		Site staff	
	<ul style="list-style-type: none"> 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 		All staff Site staff	
Classroom layout and equipment	<ul style="list-style-type: none"> Classrooms to have soap, water, handtowels, hand gel available for regular handwashing 	Correct handwashing technique signage above all handwashing areas	All class staff	
	<ul style="list-style-type: none"> Avoid bringing in any additional items from home into the school environment unless these are absolutely necessary and are appropriately treated 		All staff and pupils	
	<ul style="list-style-type: none"> Pupils to have their own equipment provided and remain with this equipment, for instance, pencils, books, glue. These need to be cleaned frequently 	Shared resources such as computers, tablets and whiteboards will have to be cleaned after each use	Class staff and pupils	
	<ul style="list-style-type: none"> If not outside pupils should be in well ventilated areas seated in spaces with 		Class staff and pupils	

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	at least 1 metre between them if possible			
PMLD classrooms	<ul style="list-style-type: none"> Staff to take outdoor shoes off when entering the classroom 	Written PMLD guidelines in place	All PMLD staff	
	<ul style="list-style-type: none"> Wash hands immediately on entering classroom 		All PMLD staff	
	<ul style="list-style-type: none"> Caretaker/contractors/cleaners should wear blue overshoes when entering the class 		Site staff, Admin, DSL	
	<ul style="list-style-type: none"> Dispose of blue overshoes in bins located outside corridors 		Site staff, Admin, DSL	
	<ul style="list-style-type: none"> Staff to regularly disinfect areas where pupils have been All blankets/soft furnishings used will be washed at a high temperature daily 		All PMLD staff	
	<ul style="list-style-type: none"> Pupils will have boxes of toys/equipment specific to them 		All PMLD staff	
Toilets/hygiene areas	<ul style="list-style-type: none"> Each bubble has own hygiene/toilets for pupils and staff 	Cleaning of toilets/hygiene rooms to include toilet seat, taps, sink, door handles	All class staff	
	<ul style="list-style-type: none"> 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 	Signage showing correct handwashing technique and cleaning process	All class staff	
	<ul style="list-style-type: none"> Hygiene beds will use paper rolls as normal and will ensure usual high standard of cleanliness is maintained 		All staff	

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Playgrounds	<ul style="list-style-type: none"> 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 	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"> Office staff will join a bubble and use the same toilets and staff room areas 		Office staff	
	<ul style="list-style-type: none"> Desks should not face each other and 1 metre distance should be kept at all times 		Office staff	
	<ul style="list-style-type: none"> No pupils should enter the offices 		Office staff	
	<ul style="list-style-type: none"> Office staff to regularly disinfect keyboards, telephones, desks, and other items in the office and reception area 		Office staff	
	<ul style="list-style-type: none"> Don't share equipment such as pens, staplers etc 		Office staff	
Reception/ entrances	<ul style="list-style-type: none"> Caretaker will ensure regular cleaning of door handles, entrance area and key pads 	Hourly cleaning	Site staff Office staff	
Photocopiers/ printers	<ul style="list-style-type: none"> A minimal number of staff in photocopying area at a time. Clean before and after use. 		All staff	
Staff rooms	<ul style="list-style-type: none"> Staff only use their designated staff areas and ensure regularly cleanliness as needed 		All staff	
	<ul style="list-style-type: none"> If staff bring pre-packaged food from supermarkets the outside packaging 		All staff	

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	and wrapping should be discarded and hands washed before eating food.			
PUPILS				
Safety of vulnerable pupils	<ul style="list-style-type: none"> Vulnerable pupils identified and Health Care plans in place 		All staff nurses	
	<ul style="list-style-type: none"> Staff to wear protective equipment – gloves, aprons, masks- if necessary for the task 	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"> Parents of pupils who need regular or emergency medication must ensure this is sent into school complete with signed consent forms 	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"> 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 immediately after child has been collected 	Advice and guidelines in Handbook PPE Guidance chart	All staff	
	<ul style="list-style-type: none"> 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 	Parents have signed Home-School agreement which covers this happening Protocol in place pupil tests positive following guidelines	Class teacher	

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	<ul style="list-style-type: none"> If a pupil has a test the class may be sent home until results are through 		Class staff and pupils	High
	<ul style="list-style-type: none"> Bubble area and sick bay areas should be thoroughly clean and disinfected by staff wearing full PPE 		Site staff	High
Confirmed case of covid 19 in pupil's family	<ul style="list-style-type: none"> Children in the family to remain at home for 14 days 	Parents will be asked to re-sign 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	Medium
	<ul style="list-style-type: none"> Deep clean of the classroom and school 		Site staff Class staff	Medium
Pupils with challenging behaviour	<ul style="list-style-type: none"> Strategies should be used as far as possible Team Teach used as little as possible If pupil's behaviour is extreme they may not be able to stay in school if it is unsafe 	Guidance in staff handbook	All staff	Medium
Pupil's anxiety	<ul style="list-style-type: none"> Teachers will try to prepare pupils for a return to school under new rules Pupils may need to get used to people wearing PPE Regular contact between staff and parents 	Staff handbook	All staff	Medium
STAFF				
Staff with health issues	<ul style="list-style-type: none"> Staff who are unable to work due to health issues will be contacted 			High

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	individually			
Staff showing signs of any illness including covid 19	<ul style="list-style-type: none"> Staff member will leave the building and go home immediately. They will be instructed to be tested for Covid 19 	Staff handbook guidelines Follow government guidelines	Staff showing symptoms	
	<ul style="list-style-type: none"> Staff and pupils in that class should also be sent home until results of employee's test have come through 		Class staff and pupils	
	<ul style="list-style-type: none"> Bubble area will be deep cleaned and disinfected wearing full PPE 		Site staff	
Confirmed case of covid 19 in employee's family	<ul style="list-style-type: none"> Employee to remain at home for 14 days following NHS guidance 		Affected staff member	
Staff shortages due to illness or other reasons	<ul style="list-style-type: none"> Staff shortages may mean that it is not feasible to run a class group 		All staff	
Keeping staff safe	<ul style="list-style-type: none"> Provide effective PPE as needed and training on how to use it 	Social distancing and regular handwashing PPE guidance chart Staff handbook	All staff	
	<ul style="list-style-type: none"> Provide hygiene advice 	Staff handbook Posters and signage	All staff	
	<ul style="list-style-type: none"> PPE Guidance chart available to help ascertain which PPE to use 		All staff	
	<ul style="list-style-type: none"> Staff members should shower when they get home and wash clothes in hot wash 		All staff	
Staff anxiety and stress	<ul style="list-style-type: none"> Wellbeing advice on school website SLT to support staff 		All staff	

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	<ul style="list-style-type: none"> Mental Health first aiders Employee Assistance Programme 			
TRANSPORT				
Pupils travelling to school on SEN transport/public transport	<ul style="list-style-type: none"> Encourage parents to bring pupils to school Staff to have minimal contact with transport staff Staff and pupils wash hands immediately upon getting into school 	Follow social distancing guidelines	All staff	
Staff travelling to school on public transport	<ul style="list-style-type: none"> Follow government guidelines Consider wearing a mask and gloves on public transport Follow social distancing guidelines 	Dispose of gloves and wash hands when arriving at school	All staff	
SHARED AREAS				
Corridors	<ul style="list-style-type: none"> Staff will have access to all corridors as needed. Care should be taken to not touch any unnecessary surfaces. These areas will be cleaned daily by the cleaners 	Encourage pupils not to touch wall and displays	All staff	
Sensory room	<ul style="list-style-type: none"> Sensory rooms should be cleaned after use using spray and wipes 	Following cleaning regime if using this area	All staff	
Rebound	<ul style="list-style-type: none"> Rebound therapy will be available for small PMLD groups 		PMLD staff	
	<ul style="list-style-type: none"> Trampoline and equipment will be cleaned and sprayed with antibacterial spray after every pupil. 		PMLD staff	
Soft Play	<ul style="list-style-type: none"> Soft play rooms will be out of bounds as it is too difficult to keep the ball 		All staff	

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	pools hygienic.			
Pool	<ul style="list-style-type: none"> Following advice from PWTAG on safe use of pools. All testing and maintenance is done regularly 		Site staff	
	<ul style="list-style-type: none"> Changing rooms limited to small number of pupils and staff who will socially distance 		Staff using pool	
	<ul style="list-style-type: none"> All equipment including changing beds, hoists, door handles, sinks, benches, toilets will be cleaned by staff after use 	Follow cleaning routine Wash slings daily	Staff using pool	
	<ul style="list-style-type: none"> Swim teacher will ensure all swimming equipment is cleaned after use 		Staff using pool Swim teacher	
	<ul style="list-style-type: none"> Staff will stay behind pupils in the pool as far as is reasonably practicable. 		Staff using pool	
	<ul style="list-style-type: none"> The pool will not be used by Cressex staff and pupils due to issues using the minibus for transportation and cross contamination of sites. 		All staff	
Dining hall/kitchen	<ul style="list-style-type: none"> Pupils will continue to eat in their classrooms. Staff will collect hot meal and bring to classrooms. 		All staff	
	<ul style="list-style-type: none"> The hall will may be used for PE sessions in small groups following social distancing rules. In Downley only half of the hall will be available. 	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"> Pupils and staff must wash their hands after use and clean surfaces. 		All staff	

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CONTRACTORS, VISITORS, LETTINGS				
Safety of having contractors in school	<ul style="list-style-type: none"> Contractors will only be in school when essential. As far as practicable work will be done when pupils are not in school. 		Admin and site staff	
	<ul style="list-style-type: none"> Contractors will be managed by the site staff if they do need to attend and social distancing and hand washing will be a priority 		Site staff	
Safety of excess people on the school site	<ul style="list-style-type: none"> 		Lettings officer	

Reviewed as required

Read, understood and signed by:

Name:

Signature:

Date: