#### RISK ASSESSMENT FORM - PART 1

Generic Assessment - Adjust Locally

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|  |  | Reference No | CV19 – 28.8.20. |

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| Site or Location: **St Giles School** | Work activity: **Educational / Administrative activities on site during Covid Virus Pandemic** |
| Assessor: Kathy Lewis, Sarah Gray, Caroline Horgan, Charlotte Conway | Date: 28/08/20 |
|  | Review Date: Ongoing |

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| Employees considered:**Staff on site**Staff coming in direct contact with pupils | Non-employees affected:**Visitors****Parents****NHS and Therapy Staff**Pupils |
| Number of staff:137 | Number of pupils:103 |
| Out of hours? **No** |  |

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| Other documents to be read in conjunction with this assessment:* “How to work safely in care homes” <https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes> .
* the guidance in COVID-19: cleaning of non-healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>* Guidance for booking a test for C19

<https://www.acs.org.uk/sites/default/files/employer_referral_portal_user_guide_essential_worker_0.pdf>* Individual Pupil Information – levels of vulnerability, behaviour, education, access needs
* [Guidance for full opening: special schools](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
* [Actions for early years and childcare providers during the coronavirus outbreak](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures)
* [Actions for education settings to prepare for wider opening](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020)
* [Implementing preventative measures in education settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)
* [Planning guide for early years and childcare settings](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings)
* <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Individual risk assessments for vulnerable persons: Those at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME, those with disabilities that make them more vulnerable to coronavirus). - Individual risk assessments will be created so that we can implement more stringent measures for these members of staff. These will be shared with individual staff members before the return to school. |

SIGNED: K.L.Lewis

DATED:28.08.20

**RISK ASSESSMENT FORM – PART 2**

| **HAZARDS** | PERSONS AT RISK | CONTROLS PRESENT | **SEVERITY OF HARM** | **LIKELIHOOD OF HARM** | **RISK RATING** |
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|  | E | C | M | O |  | S H | H | E H | L | U | H U |  |
| 1. Hazard: lack of safe social distancing on arrival at school.
 |  |  |  |  | **Staff*** Staff informed that they must not enter the school if they are displaying any symptoms;
* Staff should enter via the car park entrance unless they are based in the Sensory Corridor or Admin Area
* Staff working in the Sensory Corridor and Admin Area will enter via the Reception Area
* All staff will sanitise the hands with alcohol sanitiser when they enter the building
* All staff will take their temperature (with hand held thermometer – sanitise with wipes before use) and record it on the signing in sheet. If the temperature is at or above 37.8, staff should return home without entering building and telephone the school,
* All staff will sign in where they enter the premises

**Non Employees Working On Site e.g. school nurses, therapists, kitchen staff, HCAs, Agency staff*** Non Employees informed that they must not enter the school if they are displaying any symptoms;
* Enter via agreed entrance
* They will sanitise the hands with alcohol sanitiser when they enter the building
* will take their temperature (with hand held thermometer – sanitise with wipes before use) and record it on the signing in sheet. If the temperature is at or above 37.8, they should return home without entering building and telephone the school,

**Visitors / Parents on Site*** Visitors informed that they must not enter the school if they are displaying any symptoms;
* Enter via Reception Area
* They will sanitise the hands with alcohol sanitiser when they enter the building
* will take their temperature (with hand held thermometer – sanitise with wipes before use) and record it on the signing in sheet. If the temperature is at or above 37.8, they should return home without entering building and telephone the school,
* Write name, post code and phone number on signing in record,

**Pupils – on school transport*** Clear shared information between transport and school about procedures for managing arrangements during pandemic.
* Parents informed that pupils must not go to school if they are displaying any symptoms;
* School buses will come on site to be met by staff team. Children will stay on bus until staff team arrive. Buses will be decanted from 9.00 onwards;
* Taxis will park at agreed times and in designated spaces
* Drivers and guides will remain outside the school building. They can only come inside by invitation or prior appointment.
* Drivers and guides can only use external toilet.
* Pupil transport will wait in car park with pupils on board until school staff are available to receive pupils
* Drivers and guides to unload pupils safely when class teams arrive in car park. Class teams and pupils to use varied entrances into school.
* Pupils wearing any sort of face covering when arriving to school will wear the face mask to class where they will wash their hands (as all pupils will) and will dispose of/store the covering as agreed.
* Staff will sanitise hands and wear face masks when collecting the children from their transport.

 **Pupils – with parents*** Parents informed that pupils must not enter the school if they are displaying any symptoms;
* Parents to arrive at arranged arrival times and locations at the front of the school and in the car park. Adult to adult contact will be minimised by staff teams /meet and greet team coming out to meet the parents who should stay in or beside their car.
* Parents should not enter the site unless they have a pre-arranged appointment or are invited in. If they have arranged to bring their child to the front door, they should wait outside for a member of staff to collect their child.
* Pupils wearing any sort of face covering when arriving to school will wear the face mask to class where they will wash their hands (as all pupils will) and will dispose of/store the covering as agreed.
* Staff will wear face masks when collecting the children from their transport.
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard; lack of appropriate measures for safe social distancing on departure from school.
 | √ |  |  | √ | **Staff*** Staff should leave via the car park entrance unless they are based in the Sensory Corridor or Admin Area
* Staff working in the Sensory Corridor and Admin Area will leave via the Reception Area
* All staff will sign out where they leave the premises

**Non Employees Working On Site*** Depart via agreed entrance
* They will sign out where they leave the premises

**Visitors/Parents On Site*** Depart via Reception Area
* They will sign out where they leave the premises

**Pupils – leaving by school transport*** Pupils will be taken out to the car park from 3.30 pm in a set order.
* Drivers and guides will wait in the car park until school staff bring pupils to their bus
* Nominated staff members will take the pupils at the allocated time and take pupils straight to the designated buses/taxis.
* Staff will wear face masks when taking the children to their transport.
* Some pupils may depart from their classrooms via external doors – these classrooms include Hawking, Kahlo, Orange, Yellow and Purple who have doors that open on to the playground and via the rear carpark.
* PPE will be disposed of in line with guidelines

**PUPILS – leaving with parents*** Parents will have a designated pick up time and will phone reception to alert us when they are here, a member of staff will take the pupil out to the parent
* Staff will wear face masks when taking the children to their transport.
* Parents should not enter the site unless they have a pre-arranged appointment or are invited in. If they have arranged to collect their child at the front door, they should wait outside for a member of staff to bring their child to them.
* PPE will be disposed of in line with guidelines
 |  |  |  |  |  |  | Tolerable |

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| 1. Hazard: Spreading infection as a result of lack of social distancing - PPE
 | √ |  |  | √ | **PPE*** Pupils are not required to wear face masks. If parents and / or pupils wish the pupil to wear a face mask, this should be discussed with the head teacher.
* All staff must wear full PPE (apron, face mask, gloves and eye covering if appropriate for;
	+ Personal care
	+ Any medical procedures
	+ Feeding
* Staff will wear clinical face masks provided by the school if working with or entering a room containing extremely clinically vulnerable children, young people or adults with risk factors that place them in the medium high / high category. Aprons or agreed clothing / covering will be worn for 1:1 work with extremely clinically vulnerable children.

This means that face masks will be worn by staff in;* + - Blue class
		- Yellow class
		- Orange class
		- Pink class
		- Purple class
		- Silver class
		- Gold class
		- Green class
		- Dalzell class
		- Christy class
		- Wonder class
		- Kahlo class
		- Keller class
		- Hawking class
* Spaces are allocated outside the class for the safe removal / putting on of face masks.
* Face masks may not be fully removed until the member of staff has left the room.
* Staff may bring their face mask down to rehydrate or cool down without replacing it if it is not contaminated provided this is done when 2 metres from pupils.
* Each classroom has PPE provided and this will be removed and disposed of in line with agreed guidelines. Lidded bins will be emptied daily by the class team.
* Staff and visitors will wear face masks in the corridors and communal areas including staff toilets. This is in line with the practice of Health colleagues.
* When staff are working in offices and staff rooms where they are socially distanced masks are optional.
* All staff and visitors must wear masks in the medical corridor.
* Personal masks may be worn in staff communal areas if preferred by staff members
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Spreading infection as a result of classroom environment
 | √ |  |  | √ | **Classroom Organisation*** Classrooms have been organised so that no loose equipment is stored on surfaces. Any loose equipment will be in a lidded plastic box
* Wherever possible pupils will be positioned so that they do not face each other.
* Each class has a sink, soap, alcohol gel and paper towels for handwashing or a sanitising station.
* Toys/equipment used by one pupil will be kept separate for them to reuse and cleaned at the end of each day
* If equipment is shared it must be sanitised before another pupil uses it.
* Staff required to wash their hands and surfaces before and after handling pupils’ equipment,
* Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.
* Timers will be used as prompts to remind adults to wash hands and use wipes on pupils’ hands every hour.
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Spreading infection due to potential contamination of the school environment
 | √ |  |  | √ | **Enhanced cleaning** Classrooms will be thoroughly cleaned at intervals by the class team and at the end of the day by the cleaning team following the guidance in COVID-19: cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>Cleaning hours have been extended and there will always be a cleaner on site.Enhanced cleaning of equipment and school environment will take place every half term following agreed protocols.Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. detergent), including:* Hand rails
* Bathroom facilities (including taps and flush buttons)
* Door and window handles
* Reception desks
* Telephones

They will undertake thorough cleaning of classrooms and communal areas at the end of the day;Class teams will be encouraged to regularly clean frequently touched surfaces using standard cleaning products (e.g. detergent) after each learning session including:* Classroom desks and tables
* Furniture
* Light switches
* Teaching and learning aids
* Books and games and other classroom-based resources
* Computer equipment (including keyboards and mouse)
* Sports equipment
* Hard toys
* Outdoor play equipment

These cleaning protocols will be built into the school day. Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between children between washes.Pupils and parents/carers will be asked to provide an adequate change of clothing as school communal clothing will not be readily available. In the event of an emergency the school will make an individual arrangement with the parent.Any resources shared between groups, such as sports, art and science equipment, will be either:* Cleaned between users by the departing class team; or
* Put out of reach for 72 hours

The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.Individual and very frequently used equipment, like pens and pencils, will not be shared.Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:* Cleaned between users by the class team or
* Put out of reach for 72 hours

If a person presents with symptoms that could be coronavirus in school, the area where the person has been will be cleaned by staff wearing PPE – see <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area>* Once a week checks on cleaning and management will be carried out:
	+ Department Leaders – classrooms and teaching areas
	+ Head and Deputy Head - communal areas.
	+ Site Manager – kitchen and external area
	+ Personal care manager - toilets
	+ Business Manager – office and work areas
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Spreading infection due to the school environment -ventilation
 | √ |  |  | √ | * Windows can be opened and doors propped open where it is safe and warm enough to do so to encourage natural ventilation (bearing in mind fire safety, pupil temperature regulation and safeguarding considerations).
* Desk fans can be used to improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces where it is possible to have a window open,
* Blue class will keep the door into the communal / conservatory area open,
* Air conditioning is safe to use as the school does not have a centralised system that recirculates air to different rooms
* Outdoor space will be used for exercise, breaks and for education where possible.
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Spreading infection due to excessive contact and mixing between pupils and staff groups
 |  |  |  |  | * Where pupils are able to understand, they will be taught and reminded to maintain their distance and not touch staff or peers.
* All staff will be rigorous about hand washing and respiratory hygiene.
* Wherever possible, pupils will be kept in the same class groups each day and will be kept separate from other groups.
* Movement between these staff teams will be dependent on circumstances e.g. for specialist teaching / supply cover. It will be always be recorded.
* Staff will wear PPE appropriate to the task – see section on PPE
* Entrance in and out of school will be staggered to avoid crowding.
* Break times will be set to avoid too many pupils and staff being in one place at the same time.
* School assemblies will take place with a maximum of one class in the hall. Other classes will take part in their classrooms via Zoom.
* Lunches will be eaten in class rooms so that groups are kept separate.
* Non-Employees and visitors to the site, such as contractors and agency staff, HCAs or temporary staff will have guidance on physical distancing and hygiene explained to them on or before arrival. They will be advised of procedures including risk assessments in line with their role. A record will be kept of where they have worked or visited. They will be expected to wear PPE in line with school guidance.
* Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will wear full PPE and be advised to be rigorous about hand washing and respiratory hygiene.
* Visits will happen outside of school hours or virtually wherever possible.
* The hall will be used for sports for one group at a time with equipment either kept specifically for each group or cleaned thoroughly before the arrival of the next group.
* Music lessons will take place in classrooms. Primary and Secondary Singing sessions will be pre-recorded and shared in class. Extra care will be taken if children are singing to limit face to face contact, limit the period of time for singing and to ensure the room is well ventilated. Pupils and adults will be positioned either back-to-back or side-to-side at an appropriate distance. Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 people. Singing or instrument playing won’t take place in any larger groups such as choirs or assemblies.
* The school house will be used as extra office space and therapy space to enable greater social distancing of staff.
* The music room is available as an emergency classroom space.
* Spaces for teachers / TAs to take PPA will be booked. If there is an issue, this will be reviewed.
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Lack of appropriate outdoor space to allow safe exercise, to meet cleaning and social distancing expectations.
 | √ |  |  | √ | * The use of the outdoor spaces will be on a rota to ensure that social distancing between class groups can be maintained.
* Staff will monitor safe social distancing between class groups at all times so each pupil can stay in their designated group
* All equipment touched by the child will be cleaned after use by member of staff team.
* No masks will be worn outside unless there is specific guidance in an individual pupil’s risk assessment.
 |  |  |  |  |  |  | Tolerable |

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| **HAZARDS** | **PERSONS AT RISK** | **CONTROLS PRESENT** | **SEVERITY OF HARM** | **LIKELIHOOD OF HARM** | **RISK RATING** |
|  | E | C | M | O |  | S H | H | E H | L | U | H U |  |
| 1. **PUPILS**

Hazard: Lack of Toilets/bathrooms to meet individuals personal care needs including cleaning and social distancing for:Independent pupilSupported pupila) Minimal supportb) Full personal CareAdult Toilets | √ |  |  | √ | Provision of disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply;Bathrooms have been identified for use specific to a pupil’s needs:**Independent*** For Pink and Green Classes HG Room 3 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff
* For Purple, Dalzell and Yellow Classes HG Room 2 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff
* For Orange Class HG Room 1 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff
* For Secondary girls in Christy and Hawking Room 60a WC 3 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff. This room can only be single use occupancy.
* For secondary boys in Christy, Wonder, Hawking and Kahlo Class HG Room 5 and E1 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff. These rooms can only be single use occupancy.

**Minimal and Full Support*** For Pink and Green Classes HG Room 3 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff. This room can be for multiple occupancy.
* For Purple, Dalzell and Yellow Classes HG Room 2 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff. This room can be for multiple occupancy.
* For Orange and Blue Class HG Room 1 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff. This room can be for multiple occupancy.
* For Gold Class - Room 13A in HG Room 14 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff
* For Secondary girls in Christy, Wonder, Hawking and Kahlo HG Room 4 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff. This room can be a multiple occupancy.
* For secondary boys in Wonder, Hawking and Kahlo Class HG Room 5 and E1 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff. These rooms are for single use occupancy.
* For Keller class Rooms A5 and A10 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff
* For Silver class Room 13 in HG Room 14 will be used and cleaned after each use with disinfectant by staff member after each use and thoroughly at the end of each day by Caretaker or cleaning staff
* The Caretaker or cleaning staff will thoroughly clean each bathroom after use following the guidance in COVID-19: cleaning of non-healthcare settings
* <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> Signage will be used to signal when a bathroom requires cleaning and when it has been cleaned.
* All staff involved with personal care will wear full PPE, including a fluid resistant mask. Goggles will be worn if there is a risk of droplets or secretions reaching the eyes. PPE will be correctly disposed of immediately after personal care.
* Cleaning provisions will be provided so that bathrooms can be disinfected after use.
* Clinical waste bins will be provided for the safe disposal of PPE and clinical waste from personal care. A staff member attached to that hygiene room will empty them daily. It will be 2 meters away from the pupil
* If pupils are using the hygiene rooms at the same time modesty screens will be used.
* Staff and pupil will wash their hands thoroughly after using the bathroom. soap, alcohol gel and paper towels will be provided

Staff will have allocated toilets linked to their working area* Staff in Finance Office will use Finance toilet
* Therapy Staff will use toilets in the medical corridor Room 49 and Room 50
* Swimming Staff will use the toilet in swimming pool area.
* Staff in Yellow, Purple, Dalzell, Pink, Green and Blue will use either Room 106a WC1 or 104 WC 2
* Staff in the secondary area will use either Room 61a WC 4 or the toilet outside Kahlo Class Room E6
* Staff in the Reception area, Admin Offices and Sensory corridor will use Room 8 women, Room 9 men

**Non Employees Working On Site*** Therapy Staff will use toilets in the medical corridor Room 49 and Room 50

**Visitors and Parents on site*** They will use the nearest adult allocated toilet to where they are based

**Transport Staff*** They will use the outside toilet on the loading bay

All toilets have cleaning materials for adults to use. Adults are advised to use the sanitiser spray to clean toilet are and handles and dry with toilet paper which can then be flushed. All adults are advised to wash their hands with soap for the necessary time as part of hand washing training and use alcohol hand sanitiser when they leave the toilet/bathroom. |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Lack of adequate space for staff in communal Areas
 | √ |  |  | √ | * Staff have been allocated to staffrooms in their working area these have identified maximum staff spaces which are on the door of each staffroom
* Original Staffroom is for sensory corridor staff, swimming staff, admin / reception staff and therapy staff if required
* DT room Staffroom is for Primary corridor staff and Blue class
* Art room Staffroom is for secondary corridor staff
* Admin Staff will use the original staffroom when Sensory corridor staff are not using the room.

There are also working spaces for staff on site:* Sensory hub maximum 3 staff
* Purple workspace – office can only be used before school or one hour after school. Working space next door to be used.
* Green Office maximum 2 staff
* Secondary hub maximum 3 staff
* School House maximum 3 staff if timetabled
* Finance Office maximum 2 staff
* Admin Office maximum 2 staff
* EAL maximum 1 staff if timetabled
* DH Office maximum 1 staff\*
* HT Office maximum 1 staff\*
* Reception maximum 1 staff

\* Staff may meet briefly in these spaces if they maintain appropriate distancesMeetings will be on Zoom and teams will meet in classWhere ever possible when working in shared spaces, the room should be ventilated and staff should work so they do not have to directly face a colleague. |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Lack of safe and appropriate arrangements for eating on site:

Independent eatersSupported eatersGastro fed childrenStaff food and breaks | √ |  |  | √ | * Lunches will be eaten by pupils in individual classes
* Staff will wear PPE appropriate to the task. Staff member working with pupil to wear a mask as a minimum. If feeding, to wear gloves, apron and mask.
* Gastro fed children will be fed by nursing staff following their agreed NHS protocols
* Bolus and water will be fed by trained education staff following agreed NHS protocols and wearing PPE
* All staffrooms have hot water, kettles, microwaves and fridges with facilities to heat food, make drinks, and store food. Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily.
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Fire
 | √ |  |  | √ | * Fire procedures will be reviewed to make sure they can still be followed with changes to how the school space is being used.
* Updated PEEPS
* Staff have explained fire arrangements to pupils via classroom talks, etc
* Staff check classroom fire doors open easily and are not jammed
* Fire assembly point will still be upper playground but social distancing will be maintained and masks will be worn by staff as a minimum
* Fire drills will happen every term.
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard lack of Safe Provision for therapy - physio, SaLT and OT programmes, including application of splints, gaiters, standing frames, walkers, lycra suit, body brace
 | √ |  |  | √ | * Where possible physio, SaLt and OT programmes and interventions will still continue
* Full PPE will be worn by therapists and teachers / TAs assisting, this includes a fluid resistant visor and may include goggles depending on the pupil and task i.e. if there is a risk from droplets or secretions reaching a staff member’s eyes
* OT to use OT room for clinics / splinting. Other OT staff to use physio rooms or school house office space while these activities happening.
* SaLT may use speech and language therapy room to see pupils wearing full PPE. If visiting class, SaLT will wear full PPE.
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Lack of safe Provision for ELSA / Dramatherapy
 | √ |  |  | √ | * ELSA TA / Dramatherapist to be able to access music room, but to be ready to vacate should the room be required for a class that has had to be relocated.
 |  |  |  |  |  |  |  |
| 1. Hazard: Lack of safe provision for Community Paediatrician
 | √ |  |  | √ | * Community Paediatrician to book and use school house to meet parents if it is not appropriate to use Microsoft Teams for meeting
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Lack of First Aider and social distancing safety measures in the event of an accident
 | √ |  |  | √ | * A first aider risk assessment has been completed and appropriate numbers of first aiders appointed and trained
* A first aider at work is always on site when staff are on site.
* A paediatric first aider will be on site if pupils under 7 are on school premises.
* General first aiders are on site when the school has pupils and staff present.
* Nurses will be called on in an emergency
* Well maintained and appropriately equipped portable first aid kit is readily available for all first aiders
* Clear procedures are in place for summoning the emergency services
* First aid notices are displayed in corridors
* The first aider will wear full PPE, this includes a fluid resistant mask and if there is a risk of contamination from droplets or secretions into staff eyes, goggles will also be worn
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Lack of ability to isolate a suspected COVID19 case
 | √ |  |  | √ | * A nurse will be called to check a pupil’s symptoms. Nurse will wear full PPE,
* If the pupil is displaying severe symptoms which puts them at greater risk of harm, then an ambulance will be called.
* Pupils with suspected COVID 19 symptoms will be moved on the advice of the nurse to the ELSA Room for isolation while their parent / carer is being contacted,
* Nurse will alert Head Teacher
* Staff who display symptoms should advise their line manager and go straight home and arrange a test immediately. They should follow Government guidance. If a member of staff is too unwell to go home unaided, they should self-isolate in the music room until arrangements have been made for them to get home,
* If it is not possible to remove the pupil to the isolation area, then pupils sharing the class space will remain socially distanced while the other pupil is being checked
* Parent will be advised to get the pupil tested immediately. If a test is available in school, it should be passed to the parents. Parents should monitor them and inform school of how they are and if Covid 19 is confirmed.
* If the school becomes aware that a pupil has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who’s been in close contact with the person, and these people will be asked to self-isolate.
* To help with this, records will be kept of:
	+ The pupils and staff in each group
	+ Any close contact that takes place between children and staff in different groups
* Close contact means:
	+ Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:
	+ Being coughed on,
	+ A face-to-face conversation, or
	+ Unprotected physical contact (skin-to-skin)
	+ Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
	+ Travelling in a small car with an infected person
* A template letter provided by the local health protection team, will be sent to parents, carers and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Any visitors to the site who becomes unwell on site and displays symptoms of Covid 19 will be advised to go home and get a test. Their name, post code and phone number will be recorded to support the track and trace requirements.* Staff / Parents / carers / Visitors should inform the school immediately if Covid is confirmed. School will follow procedures outlined on flow diagram by Croydon.
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Risk of infection from a suspected case of Covid 19 in School
 | √ |  |  | √ | * Any pupil or member of staff who has been in contact with someone who has confirmed Covid 19 will need to self-isolate for 14 days at home (in line with Government Guidelines).
* Any member of staff who has been in contact with a pupil or colleague who is displaying symptoms will continue in work unless the pupil or colleague has confirmed Covid 19 (in line with Government Guidelines).
* Pupils who have been in contact with someone at school who is displaying symptoms can continue to attend unless it is confirmed that they have had contact with someone with Covid 19 (in line with Government Guidelines).
 |  |  |  |  |  |  | Tolerable |
| 19. Hazard: Spreading infection due to touch, sneezes and coughs | √ |  |  | √ | Handwashing facilities including hand sanitiser and wipes for pupils will be provided in every classroom area.If there are no sinks in class, a hand sanitiser station and wipes for pupils will be provided.Where appropriate, staff are explicitly teaching and supervising health and hygiene arrangements, such as handwashing, tissue disposal and toilet flushing;All adults and pupils able to engage in school will:* Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using [NHS guidelines](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/), or use alcohol-based hand sanitiser to cover all parts of their hands
* Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing
* Be encouraged not to touch their mouth, eyes and nose
* Use a tissue or elbow to cough or sneeze, and use bins for tissue waste
* Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.
* Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they’re not close to running out.
* Timers will be used as prompts to remind adults to wash hands and use wipes on pupils’ hands every hour.
* Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Pupils unable to maintain good respiratory hygiene or who spit uncontrollably or use saliva as a sensory stimulant.
 | √ |  |  | √ | * Adults working with these pupils to continue with the existing routine use of PPE during the COVID 19 pandemic - use face visors or goggles, aprons and masks.
* Additional space and frequent cleaning of surfaces, objects and toys will be required.
 |  |  |  |  |  |  | Tolerable |
| 20: Hazard Children and young people with complex medical needs, such as tracheostomies who require aerosol generating procedures (AGPs) | √ |  |  | √ | There are 15 pupils across the school who require these procedures. Each of these pupils will receive a detailed individual risk assessment.* The majority of these procedures will be carried out by school nursing staff and / or HCAs fully equipped with fit tested PPE.
* Staff working with any child requiring an AGP will have a walkie-talkie so that the allocated school nurse can attend the pupil dressed in the correct PPE hat follows PHE’s [personal protective equipment (PPE) guidance on aerosol generating procedures](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#ppe-guidance-by-healthcare-context):
	+ a FFP2/3 respirator
	+ gloves
	+ a long-sleeved fluid repellent gown
	+ eye protection
* If any member of St Giles staff is required to perform an AGP, they will be fully trained, fitted and equipped to do this using the equipment listed above. The respirator required for AGPs will be fitted by someone trained to do so.
* Children and young people will be taken from the classroom or shared area for any AGP to be carried out in a designated space that is ventilated with a closed door while the procedure takes place.

It will be ensured that;* + only staff who are needed to undertake the procedure are present and that no other children or young people are in the room
	+ clutter is minimised to make the process of cleaning surfaces after each procedure as straightforward as possible,
	+ the room continues to be fully ventilated following a procedure,
	+ all surfaces are cleaned 15 minutes after each procedure by cleaners wearing PPE – face masks, visors or goggles, aprons and gloves,
	+ The area cannot be entered by anyone not wearing the appropriate AGP PPE for a minimum of an hour unless the room has been cleaned as detailed above,

The following areas / rooms with closed doors and ventilation will be used;* + 3 pupils - Keller, gold and Silver class – Small quadrangle in sensory corridor. Shelter erected with heater. In an emergency the white sensory room will be used.
	+ 1 pupil - Purple class – Office
	+ 1 pupil Purple class - playground / in an emergency, break out room.
	+ 1 pupil – Yellow class – office space – in an emergency, playground.
	+ 2 pupils – Hawking and Khalo – library – in an emergency to use quiet room beside Hawking or playground / car park.

Additionally, there are;* 3 pupils who have been issued with apparatus for suctioning at home. Their parents will not be sending in the equipment as these pupils only require this equipment if they are unwell. If these pupils are unwell, they will not attend school.

Should these pupils become ill during the course of the day, they will be sent home at once. Staff working with these pupils will carry a walkie-talkie to summon the school nurses.* 3 pupils who may require a nebuliser. This will take place in the nurses’ rooms in a ventilated space. Nurses will complete this in appropriate PPE.
 |  |  |  |  |  |  | Tolerable |
| 21.Hazard: Lack of social distancing when administering medications and medical interventions | √ |  |  | √ | * All medicines will be administered by nurses and they will wear PPE in line with NHS guidelines
* Any medical interventions will be administered by nursing staff in line with agreed procedures and they will wear PPE in line with NHS guidelines
* Create two separate medical room spaces to allow for multiple medical interventions without breaching social distancing bubbles.
* Waiting area to ensure social distancing is maintained for planned procedures.
* Nursing staff to work where possible with consistent classroom bubbles and interventions to be carried out in the classrooms with distancing from other staff members.
 |  |  |  |  |  |  | Tolerable |
| 22. Hazard Contact with pupil / family / staff member suffering from coronavirus at home | √ |  |  | √ | * Parent will not send a pupil into school if the pupil is unwell or presents with Covid 19 symptoms such as a persistent cough and/or high temperature – they will seek to have the pupil tested as soon as possible
* Parent / staff member will call school to let Head Teacher know if pupil, or family member develops COVID19 symptom and will not attend school until permission has been given.
* <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>
* Families self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.
 |  |  |  |  |  |  | Tolerable |
| 23. Hazard: Children and young people extremely vulnerable to serious infection coming into school | √ |  |  | √ | * Shielding advice for children paused on 1 August due to the continued decline in the rates of community transmission of coronavirus (COVID-19).
* PPE will be used to further safeguard those pupils who were shielding.
* Individual risk assessment will be written for these pupils and shared with school nursing service and parents.
 |  |  |  |  |  |  | Tolerable |
| 24. Hazard: Lack of protection for Adults vulnerable and extremely vulnerable to serious infection coming into school | √ |  |  | √ | * Staff who are extremely clinically vulnerable or clinically vulnerable will have separate risk assessments.
* All staff who would like an individual risk assessment will be provided with one.
 |  |  |  |  |  |  | Tolerable |
| 25. Hazard: Lack of Social distancing in school office and communal spaces | √ |  |  | √ | * IT workstations in use simultaneously are distanced at least 2 metres apart;
* Staff work back-to-back or side-to-side (rather than face-to-face) if 2-metre distance is not possible and dividing screens installed;
* Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users – wipes to be kept near all appliances.
* Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and Perspex screens installed;
* Reception staff instructed on how to deal with deliveries safely.
 |  |  |  |  |  |  | Tolerable |
| 26. Hazard: Home education – TAs supporting pupils off site. | √ |  |  | √ | * Where it is part of a pupil’s EHCP provision to be home educated, a detailed risk assessment will be discussed with the TA and parents before sessions begin. PPE will be worn.
 |  |  |  |  |  |  | Tolerable |
| 27. Hazard: Lack of monitoring effectiveness of measures | √ |  |  | √ | * Management checks to be undertaken regularly on the control measures in place and reported back to the Headteacher;
* Staff encouraged to report any breaches of health and safety protocol they have witnessed.
 |  |  |  |  |  |  | Tolerable |

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| SIGNED: K.Lewis | DATE:28.08.20 |

 **RISK ASSESSMENT FORM – ACTION SHEET**

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| Ref No: CV19 – 13.7.20.20  |
| Activity: Training and Implementation |

|  |  |  |
| --- | --- | --- |
| **COMMENTS/ ACTION REQUIRED**  | **TIMESCALE** | **RESPONSIBLE PERSON** |
| Training for staff teams in PPE | 1 hour session as each staff team comes onto site. | Caroline Horgan/SarahGray Louise Harris |
| Review of working with pupils | As required | Kathy Lewis/Caroline Horgan/Sarah Gray |
| Review and Update cleaning schedule | Ongoing | Kathy Lewis/ Lisa Negus/ Csaba Besze |
| Maintain PPE Stock | Ongoing | Csaba Besze/Sarah Gray |
| Update RA’s | Ongoing | Caroline Horgan/ Sarah Gray/Kathy Lewis/Claire Jewell (nurse)/Lisa Negus/Helen Oliver |

CALCULATING THE RISK

|  |  |
| --- | --- |
| Severity of harm | Examples: |
| Slightly Harmful  | Superficial injuries; minor cuts and bruises; eye irritation from dust. Nuisance and irritation e.g. headaches; ill health causing discomfort. |
| Harmful  | Lacerations; burns; concussion; serious sprain; minor fractures. Deafness; dermatitis; asthma; work related upper limb disorder; ill health leading to minor disability |
| Extremely harmful  | Amputations; major fractures; poisoning; multiple fractures; fatal injuries. Occupational cancer, other severely life shortening diseases; acute fatal diseases. |

|  |  |  |  |
| --- | --- | --- | --- |
| RISK RATING | Slightly harmful  | Harmful  | Extremely harmful  |
| Highly Unlikely  | Trivial  | Tolerable  | Moderate  |
| Unlikely  | Tolerable  | Moderate | Substantial |
| Likely  | Moderate | Substantial  | Intolerable  |

|  |  |
| --- | --- |
| RISK LEVEL  | ACTION AND TIMESCALE  |
| Trivial  | No action required. No records need to be kept  |
| Tolerable | No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure controls are maintained.  |
| Moderate | Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.  |
| Substantial  | Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.  |
| Intolerable  | Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.  |