#### RISK ASSESSMENT FORM - PART 1

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Reference No | CV19 – 7.1.21 |

|  |  |
| --- | --- |
| Site or Location: **Nursery site, Malling Close** | Work activity: **Pupil activities on site during Covid Virus Pandemic** |
| Assessor: Kathy Lewis, Sarah Gray, Caroline Horgan, Charlotte Conway | Date: 28/08/20 |
|  | Review Date: Ongoing |

|  |  |
| --- | --- |
| 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:14 | Number of pupils:11 (2 part time) |
| Out of hours? **No** |  |

|  |
| --- |
| **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.[**Checks to the premises**](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)These will take place to make sure the school is up to health and safety standards before opening in September.Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. |

SIGNED: K.L.Lewis

DATED: 7.1.21

**RISK ASSESSMENT FORM – PART 2**

| **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. Hazard: lack of safe social distancing on arrival at school.
 | √ |  |  | √ | **All staff, pupils, parents and visitors** will be informed that they must not enter the school **if they feel unwell**. This includes having the three main coronavirus symptoms:* **A new, continuous cough** - where you cough a lot for more than an hour, or have three or more coughing episodes in 24 hours
* **Fever**- where your temperature is above 37.8C
* **Loss of smell or taste**

 They might also include:* Unusual tiredness
* Unusual aches and pains
* Sore throat
* Diarrhoea
* Conjunctivitis
* Headache
* A rash on skin, or discolouration of fingers or toes

**All staff, pupils, parents and visitors** will be informed that they should not enter the school if they have contravened the Tier 5 rules e.g. Household mixing, car sharing.**STAFF*** Staff should arrive via the playground N.B first member of staff onsite enters via the Health Centre reception area wearing a mask
* 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, they should return home without entering building and telephone the school,
* All staff will sign in

**Non Employees Working On Site e.g. school nurses, therapists, kitchen staff, HCAs, Agency staff*** Enter via the Health Centre reception area wearing a mask
* 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*** Enter via the Health Centre reception area wearing a mask
* They will sanitise the hands with alcohol sanitiser when they enter the building
* They 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*** All vehicles carrying pupils will phone from car park and await a member of staff who will come to the vehicle to collect the child.
* Nominated staff members will collect the pupil and take pupils straight to the designated classroom through the external doors leading onto the playground.
* Staff will wear face masks when collecting the children from their transport.

**Testing of Asymptomatic Staff and Secondary Pupils*** Staff members will be asked to take a lateral flow test once a week. If they test positive, they will immediately leave the site and take a PCR test. They will not return until they have completed the necessary period of self-isolation.
* Secondary pupils will be invited to complete a lateral flow test every 3 - 5 days. If they test positive, their parents will be contacted so that they can immediately leave the site and take a PCR test. They will not return until they have completed the necessary period of self-isolation.

Taking a test is not compulsory for staff or children.When undertaking the tests, the school will follow the guidance in: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf> |  |  |  |  |  |  | Tolerable |
| 1. Hazard; lack of appropriate measures for safe social distancing on departure from school.
 | √ |  |  | √ | **Staff*** Staff should leave via the playground
* All staff will sanitise hands and sign out where they leave the premises.

**Non Employees Working On Site*** Depart through Health Centre wearing face mask,
* They will sign out where they leave the premises

**Visitors / Parents On Site*** Depart via Health Centre wearing face mask
* They will sign out where they leave the premises

**Pupils*** Pupil transport will wait in 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.
* Pupils will depart from their classrooms via external doors via the playground
* Parents will have a designated pick up time and will phone reception to alert us when they are here. Staff will take the pupil out to the parent
* Staff will sanitise hands and wear face masks when taking the children to their transport
 |  |  |  |  |  |  | Tolerable |
| 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 for;
	+ Personal care
	+ Any medical procedures
	+ Feeding
* Staff will wear face masks provided by the school at all times on site. Aprons or agreed clothing / covering will be worn for 1:1 work with extremely clinically vulnerable children and children with secretions. Visors will be worn with pupils if pupils have secretions or spit.
* With agreement from the Headteacher, staff who have a medical reason for wearing an alternative mask, may do so.
* Face masks must be replaced every three hours.
* Spaces are allocated (yellow bin in toilets) 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 hubs, if they are alone, 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

**Space in class**Maximum pupil class size will be 3 pupils. This will be reviewed on a weekly basis and in line with advice re-Tier 5. Staff allocated to classes will be kept to a minimum. |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Spreading infection as a result of classroom environment
 | √ |  |  | √ | **Classroom Organisation*** Maximum pupil class size will be 3 pupils. This will be reviewed on a weekly basis and in line with advice re-Tier 5. Staff allocated to classes will be kept to a minimum.
* Classrooms have been organised so that no loose equipment is stored on surfaces. Any loose equipment will be stored 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 half hour. Rooms will be ventilated at the same time for 2-3 minutes.
* The class team may identify an area of the classroom that the teacher can direct the class / read a story / lead a phonics session with a face mask lowered. The area must be at least 2 metres away from learners. The class teacher will check this area with a member of LMT and it will then be demarcated with tape.
 |  |  |  |  |  |  | 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 beginning of the day by cleaners. Additional cleaning will be undertaken in the middle of the day Enhanced cleaning of equipment and the school environment will take place every half term following agreed protocols.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
* Hand rails
* Bathroom facilities (including taps and flush buttons)
* Door and window handles
* Office desks
* Telephones

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 the two class groups, such as sports, art and music 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
 | √ |  |  | √ | * Staff, pupils and visitors will be advised to wear warm clothing. Foil blankets will be used in the bathrooms.
* Windows should be kept open a small amount continuously 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).
* All rooms should be vented every half hour for 2-3 minutes by fully opening a window to allow turnover of oxygen in the room. A timer will be used as a prompt.
* Use of rooms will be prioritised according to the ability to ventilate the room
* 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,
* Outdoor space will be used for exercise, breaks and for education where possible.
* Maximum pupil class size will be 3 pupils. This will be reviewed on a weekly basis and in line with advice re-Tier 5. Staff allocated to classes will be kept to a minimum.
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Spreading infection due to excessive contact and mixing between pupils and staff groups
 |  |  |  |  | * + **Bubble 7**

Red Class, Sky Blue Class – Existing staff room Malling CloseClassroom, personal care staff and MSAs will not move between these bubbles on a daily basis. If there are insufficient staff in the bubble to cover a class**, the class will be closed and pupils sent home.** Staff will not be moved from one bubble into another. Short term agency staff will not be employed to cover absence.* Should there be a shortage of staff in a bubble for an extended period that impacts on the offer to pupils, the school will look to see whether there are any bubbles that have surplus staff. If this is the case, they will take a member of staff out of a bubble for three days before testing them and placing them in the bubble experiencing staff shortages.
* Where pupils are able to understand, they will be taught and reminded to maintain their distance and not touch peers.
* All staff will be rigorous about hand washing and respiratory hygiene.
* Pupils and staff will be kept in the same bubble each day
* Movement within this bubble will be dependent on
* 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 in the classrooms via Zoom.
* Lunches will be eaten in class rooms with appropriate social distancing where possible
* The bubble will play on the playgrounds.
* 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. Wherever possible, they will not be on site at the same time as the pupils. If they are on site at the same time as the pupils, the rooms they are working in, will be emptied of staff and pupils before they enter. 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.
* Music lessons will take place in classrooms. Extra care will be taken if children or adults are singing to avoid 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 3 people. Singing or instrument playing won’t take place in any larger groups such as choirs or assemblies.
* Teachers and TAs will continue to be able to access space at the nursery for PPA. If possible, they can take their PPA at home.
* EHCP review / meetings cover will be organised within a bubble.
 |  |  |  |  |  |  | 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.

Masks will be worn outside while working with pupils. |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Lack of Toilets/

bathrooms to meet individuals personal care needs including cleaning and social distancing for:Independent pupilSupported pupila) Minimal supportb) Full personal Care | √ |  |  | √ | All bathrooms 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 the cleaning staff**Pupils**Provision of disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply;Bathrooms will be identified for use specific to a pupil’s needs:* All staff involved with personal care will wear full PPE, including a fluid resistant mask and eye protection. 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**Staff will use the toilets in Crossfield Children’s Centre with toilets that are at the office end of the main delivery room if the adult toilet in the nursery is being used for aerosol generating procedures.The staff will take cleaning materials to the toilet 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
 | √ |  |  | √ | To support social distancing in the staff rooms;* Break and lunchtimes will be staggered
* Tables are positioned away from each other and away from the desk.
* Face masks may be worn.
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Lack of safe and appropriate arrangements for eating on site:
 | √ |  |  | √ | * Lunches will be eaten by pupils in the individual classrooms
* 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,
 | √ |  |  | √ | * 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
 |  |  |  |  |  |  | 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 when pupils are on school premises.
* Nurse 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
 |  |  |  |  |  |  | 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 socially distanced from other pupils while being checked and while waiting to go home.
* Nurse will alert Department leader and 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.
 |  |  |  |  |  |  | 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 |
| 1. 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 |
| 1. Hazard Children and young people with complex medical needs, such as tracheostomies who require aerosol generating procedures (AGPs)
 | √ |  |  | √ | * Pupils who require this procedure will receive a detailed individual risk assessment.
* These procedures will be carried out by school nursing staff and / or HCAs fully equipped with fit tested PPE that 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 to an adjoining 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 an assigned HCA, a member of the class team or a cleaner 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.
 |  |  |  |  |  |  | Tolerable |
| 1. 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
* Medical interventions will be administered by nursing staff in line with agreed procedures and they will wear PPE in line with NHS guidelines
 |  |  |  |  |  |  | Tolerable |
| 1. 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 Headteacher 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 |
| 1. Hazard: Children and young people extremely vulnerable to serious infection coming into school
 | √ |  |  | √ | * The shielding advice for children having been paused on 1 August due to the continued decline in the rates of community transmission of coronavirus (COVID-19), is now back in place, however it is up to parents and carers’ discretion whether they choose to follow this advice.
* 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 |
| 1. Hazard: Lack of protection for Adults vulnerable and extremely vulnerable to serious infection coming into school
 | √ |  |  | √ | * Staff who are extremely clinically vulnerable will work from home.
* clinically vulnerable will have updated risk assessments.
* All staff who would like an individual risk assessment will be provided with one.
 |  |  |  |  |  |  | Tolerable |
| 1. 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 |
| 25. 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 |
| 26. 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 |

|  |  |
| --- | --- |
| SIGNED: K.Lewis | DATE:28.08.20  |

 **RISK ASSESSMENT FORM – ACTION SHEET**

|  |
| --- |
| 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.  |