#### RISK ASSESSMENT FORM - PART 1

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Reference No | CV19 – 11/12/2020 |

|  |  |
| --- | --- |
| 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 and Lisa Negus | Date: 28/02/2020 |
|  | 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:137 | Number of pupils:103 |
| 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>
* <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf>

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:28.02.2021

**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: arrival at school - lack of safe social distancing and pupils / staff who may be infected entering
 |  |  |  |  | **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 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.

**Testing of Asymptomatic Staff and Secondary Pupils*** Staff members will be asked to take a lateral flow test twice a week at home. If they test positive, they will immediately call the school and will be given a PCR test to take. They will not return to school until they have completed the necessary period of self-isolation.
* Full time staff will test before school on Monday and Thursday. If their test is negative they will attend school and note that they have taken the test on the signing in sheet.
* Part time staff will take the test on the first morning they are due to attend school and then three days later, they will record on the signing in sheet if they take the test on a day they are in school.
* Secondary pupils will be invited to complete a lateral flow test on return. This will be repeated 3 times with a gap of 3 to 5 days in between each test. Pupils who are likely to require additional support or reasonable adjustments will be tested with support from the test team or school nursing team. Pupils will not be tested unless informed consent has been given by the appropriate person and the young person is willing to be tested. If they test positive, they will go to an isolation room ,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.
* Where a pupil cannot tolerate a LFT test at school, but can be tested at home by a suitably competent adult, home testing kits will be provided to families from the outset- without the pupil being tested at school on return. If necessary, the school nursing team will demonstrate the use of the lateral flow tests at home.
* After the first three tests in school, secondary aged pupils’ families will be asked to use home testing kits to test their children at home twice-weekly.
* Rapid home testing kits are also available for families of staff and pupils throughout the school. Each family member and child will be able to access two asymptomatic lateral flow tests every week.
* A small testing team with nursing support will be available at school to test pupils where home testing is not possible

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 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 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 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.
* Teachers and TAs will continue to be able to access booked space in school for PPA. If possible, they can take their PPA at home.
 |  |  |  |  |  |  | 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 half hour. Rooms will be ventilated at the same time by opening a window wide for 2-3 minutes.
 |  |  |  |  |  |  | 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 least twice a 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
* Computers
* 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
 | √ |  |  | √ | * 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 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,
* Blue class will keep the door into the communal / conservatory area open and use the door out onto the playground to vent the room every half hour for 2-3 minutes.
* 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.
* Skylights will be kept slightly open in rooms which do not have windows. A pole for adjusting the skylights will be kept locally. These rooms will have C02 monitors to support the monitoring of air quality. If rooms have C02 above recommended levels additional ventilation procedures will be undertaken including opening doors and skylights wider and reviewing air quality after 15 minutes to check the air quality is acceptable for the room to be used.
* Rooms with limited ventilation will be allocated C02 monitors to support staff in monitoring air quality.
 |  |  |  |  |  |  | Tolerable |
| 1. Hazard: Spreading infection due to excessive contact and mixing between pupils and staff groups
 |  |  |  |  | * The school will be divided into smaller bubbles as follows:
	+ **Bubble 1**

Purple Class, Dalzell Class, Green Class – DT Room* + **Bubble 2**

Silver Class, Gold Class, Test and Admin Team – Main staff room* + **Bubble 3**

Yellow Class, Orange Class – Art Room* + **Bubble 4**

Kahlo Class, Wonder Class, Keller Class – Music Room* + **Bubble 5**

Hawking Class, Christy Class – School House staffroom* + **Bubble 6**

Blue Class, Pink Class – Kitchen / Conservatory* + **Bubble 7**

Red Class, Sky Blue Class – Existing staff room Malling CloseClassroom, personal care staff and MSAs will not move between these bubbles. 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 on a daily basis. 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, an identified member of staff will come out of their bubble for three days. They will have a lateral flow test and provided it is negative they will be able to join the bubble experiencing staff shortages.
* 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. They may work with children across teams, but they will be wearing full PPE and will keep crossing bubbles to a minimum.
* Specialist staff may cross bubbles to support individual pupils with specific support but full PPE and/or social distancing will be required. The date and time of any interaction will be recorded and sent to the office to be kept as a record in case of positive Covid infection and close contact. These will only occur in exceptional circumstances and be agreed with HT/DH
* The leadership team and LMT will also form additional bubbles which may also cross established bubbles. All additional contacts will be recorded and necessary precautions taken re PPE, social distancing and ventilation.
* A daily, timed record will be kept on every door in the school of who has entered the room for tracking processes.
* 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.
* 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 remotely with a maximum of one class in the hall if the space is available. 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. 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.
* Visits to the school from prospective parents will happen virtually or after school when school is closed.
* Suggested PE and music activities will be provided for pupils to complete in class or outside. There will be no PE, swimming or music lessons that would involve a specialist teacher crossing class bubbles.
* Primary and Secondary Singing sessions will be pre-recorded and shared in class. 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. Singing or instrument playing won’t take place in large groups such as choirs or assemblies.
* The school house will be used as a staff room to enable greater social distancing of staff.
* The school house will also be used for occasional clinics, it will be cleaned after use and alternative space will be allocated to staff who would have used this space for breaks.
* If emergency classroom space is required, the music room allocated as a staff room will be used and alternative arrangements made for staff
* Teachers and TAs will continue to be able to access booked space in school 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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | √ |  |  | √ | 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 Caretaker or cleaning staffProvision 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:Children (RTOM) developing continence in Middle/Lower will share the individual toilet with the small toilet (this is also used by allocated staff)* Bubble 6 - Pink and Blue Classes HG Room 3 will be used. This room can be for multiple occupancy.
* Bubble 1 - Purple, Dalzell and Green Classes HG Room 2 will be used. This room can be for multiple occupancy.
* Bubble 3 - Orange and Yellow Class HG Room 1 will be used. This room is for single use occupancy. Bubble 3 may have to use hygiene room 3 as an additional hygiene room – this will need to be timetabled with Bubble 6 to avoid both bubbles using this space at the same time. Usual cleaning procedures will be followed.
* Bubble 2 - Gold Class - Room 13A in HG Room 14 will be used.
* Bubble 2 - Silver class Room 13 in HG Room 14 will be used.

Bubble 2 may use either room depending on pupil needs* Bubble 5 - Christy and Hawking Class will use HG Room 4 and WC3. HG Room 4 can be a multiple occupancy.
* Bubble4 - Kahlo Class and Wonder Class will use HG Room 5. These rooms are for single use occupancy.
* Care Team + identified boys will also use E1. These rooms are for single use occupancy.
* Bubble 4 - Keller class Rooms A5 and A10 will be used.
* The Caretaker or cleaning staff will regularly clean each bathroom following the guidance in COVID-19: cleaning of non-healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> * 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. Pupils must be in the same bubble if using hygiene rooms at the same time.
* Occasionally a toilet or hygiene room not allocated to a bubble will be required in an emergency. Following guidance re PPE, hand washing and ventilation the risk will be minimal but if the room has been used at the same time as another bubble this should be recorded on the door sheet.
* Staff and pupil will wash their hands thoroughly after using the bathroom. soap, alcohol gel and paper towels will be provided
* Each member of the personal care team will be allocated to a bubble and work within the bubble.

**Staff Toilets**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
* Testing Staff will use the toilet in swimming pool area.
* Staff in Yellow, Purple, Dalzell, Pink, Green and Orange will use either Room 106a WC1 or 104 WC 2
* Staff in the secondary area and Blue 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 bubbles. Each staffroom will have a maximum number of staff allowed in on the door.* The school will be divided into smaller bubbles as follows:
	+ **Bubble 1**

Purple Class, Dalzell Class, Green Class – DT Room* + **Bubble 2**

Silver Class, Gold Class, Admin and Test Team – Main staff room* + **Bubble 3**

Yellow Class, Orange Class – Art Room* + **Bubble 4**

Kahlo Class, Wonder Class, Keller Class – Music Room* + **Bubble 5**

Hawking Class, Christy Class – School House staffroom* + **Bubble 6**

Blue Class, Pink Class – Kitchen / Conservatory* + **Bubble 7**

Red Class, Sky Blue Class – Existing staff room Malling CloseAdmin Team and Testing Team will use the main staff room at times when it is not being used by Bubble 2.**Working Spaces for PPA**Teachers and TAs will continue to be able to access booked space in school for PPA. If possible, they should their PPA at home.The working spaces will be timetabled and reflect bubbles and acceptable numbers. * Sensory hub
* Purple workspace
* Green Office
* Secondary hub
* School House
* EAL
* Staffrooms

When working in shared spaces, the room should be ventilated, staff should wear masks if there is another person in the room and staff should work so they do not have to directly face a colleague. Shared spaces should be occupied by people from the same bubble**Meetings**Meetings will be on Zoom or Microsoft Teams and teams will meet in class |  |  |  |  |  |  | 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
 | √ |  |  | √ | **Pupil*** 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
* 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 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.

**Staff*** 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. Any staff or groups working in the music room should be asked to vacate the room before the member of staff enters. The room should be cleaned afterwards.

**Visitors*** 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.

**Tracking contacts*** 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.
* 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 10 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 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 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 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,

The following areas / rooms with closed doors and ventilation will be used;* + 3 pupils - Keller, Gold and Silver class – End toilet opposite Keller in sensory corridor, second toilet in sensory hygiene room, AGP room in Physio.
	+ white sensory room will be used. For 2 pupils in Gold and Silver
	+ 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.
	+ 1 pupil – Hawking to use quiet room beside Hawking or playground / car park.
	+ 1 pupil Kahlo – library

If outside and requiring suctioning nurse will be called by radio and meet child outside. All staff and pupils present will move 6 metres away from the pupil and will stay out of air flow from the child being suctioned. Nurse will wear full PPE and fitmask.When completed nurse will wipe down the child’s equipment/wheelchair and place PPE in yellow sack and tieFor personal care, these pupils will use single use toilets with adequate ventilation. If suctioning is required during personal care the procedure will be the same as using an AGP designated roomAdditionally, 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
* 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, having been paused on 1 August due to the continued decline in the rates of community transmission of coronavirus (COVID-19), may now be 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 |
| 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 |
| 28. Hazard: potential for spread through food  | √ |  |  | √ | * Food items will not be shared amongst pupils or staff unless items are individually wrapped when purchased.
* Hands should be washed or sanitised (if washing facilities are unavailable) prior to eating food and washed / sanitised after eating food.
* Plates, glasses and cutlery should not be shared by staff or pupils unless they have been washed after each use.
 |  |  |  |  |  |  |  |
| 29. Hazard potential for spread of infection from transport staff at pupil arrival / departure times | √ |  |  | √ | * LA transport arrival and departure times have been staggered to ensure reduced number of visitors onsite.
* LA transport staff are not allowed to enter the school building.
* Class staff will be contacted via telephone in order to collect / deliver pupils to their allocated transport provider/
* Parents are allocated a drop off / pick up time. Parents should not enter the building but wait outside for their child to be collected or brought to them.
 |  |  |  |  |  |  |  |
| 30. Hazard – Contractor tests positive after visiting premises | √ |  |  | √ | * Routine buildings maintenance to be undertaken during school holidays or outside of general school hours (8:30 – 15:45) in order to limit exposure to staff and pupils
* Staff to maintain strict social distancing when talking to / instructing contractors
* In case of an emergency call out, reception staff/ SBM / Caretaker to ring class to advise them that they are bringing a contractor into class and allow enough time for the class to move to another classroom (i.e. Music room) before the contractor is brought down to the classroom.
* Once works have been completed the area will be sprayed / wiped down using an antibacterial spray.
 |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| SIGNED: K.Lewis | DATE: 28/02/2021 |

 **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/Sarah Gray 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.  |