

School Risk Assessment- Coronavirus

DATE OF ASSESSMENT	March 2021	REVIEW DATE:	July 2021 (or earlier when required)
ASSESSOR NAME/ ROLE:	Anna Owczarek/ Education Manager	VERSION:	5

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

Risk Value = Likelihood of incident multiplied by severity. (Likelihood and Severity graded 1-5 with one being low and five- high)

Potential risk/hazard	Value of Risk (Likelihood X Severity)	Control Measures	Risk Value after Control Measure
National guidelines are updated daily but school lapses in following advice	8 Medium	<p>Senior Leadership Team will ensure daily checks are made with Government updates:</p> <ul style="list-style-type: none"> The Risk Assessment will be automatically updated Pupils will be updated via class teachers Any change in information will be shared with the Board of Trustees and passed on to parents and staff by email/ phone/school website <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p>	4 Medium
Guidelines in place but are not being followed in school	8 Medium	<ul style="list-style-type: none"> Posters with guidelines on display around school including reception, dining hall, in classrooms and in corridors will be introduced. Staff will remind pupils of expectations. Coronavirus presentations will be provided to help pupils understand the measures to be taken e.g. Cover your cough or sneeze with a tissue, then throw it in a bin. Avoid touching your eyes, nose and mouth with unwashed hands. Keep safe distance.). Specific hygiene lessons in class will be delivered. Any screening measures e.g. use of a thermometer will be considered and/or used at school by a school nurse. Lateral Flow Device Tests are to be provided for all staff and appropriate pupils following government guidelines Site Manager will get advice from NHS on the cleaning products used at school to ensure that these meet necessary standards. Hand sanitisers will be provided for staff and pupils to use if necessary. Cleaning staff will ensure that all toilet/bathroom facilities are well stocked and that all the resources are adequate and are effective against Coronavirus. Door handles, doors and toilets will be cleaned regularly and students will be reminded about the importance of hand washing. <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>	4 Medium

<p>Staff (or a member of their household) do not report travelling outside the UK (risk updated 29/03/21)</p> <p>Staff do not report a member of their household has been confirmed positive for virus</p>	<p>10</p> <p>High</p>	<ul style="list-style-type: none"> Staff will be reminded of National Guidelines regarding Covid-19: <p>It is illegal to travel abroad without a reasonable excuse. Travel abroad for holidays is not permitted.</p> <ul style="list-style-type: none"> People who have returned from abroad must self-isolate for 10 days in their setting, take a coronavirus test on or before day 2 and on or after day 8 of self-isolating and follow the national restrictions. People who have returned from red list travel ban countries must quarantine in a government approved hotel for 10 days, take a coronavirus (COVID-19) test on or before day 2 and on or after day 8 of quarantining and follow the national restrictions <p>People who are symptomatic (Dry cough, Fever, breathlessness) after travelling abroad should self-isolate and should not attend work or any education or pupil-care setting and should ring NHS 111 or access NHS 111 online for advice.</p> <ul style="list-style-type: none"> SLT will communicate to staff the importance of following national guidelines in regular emails They will remind staff to follow the sickness policy during lock down period/staff self-isolation <p>As a result: risk of staff passing virus reduced</p>	<p>4</p> <p>Medium</p>
<p>Staff are not displaying symptoms but have virus</p> <p>Staff do not report sickness</p> <p>Staff are unwell but attend school</p> <p>Staff fail to inform leaders if there is a household member with a positive test result for Covid 19.</p> <p>Staff absence increases</p>	<p>15</p> <p>Extreme</p>	<ul style="list-style-type: none"> SLT will communicate to staff the importance of following national guidelines that people who feel unwell should stay at home and should not attend work or any education or childcare setting in staff briefings, email and share copies of risk assessment with staff. Staff will be reminded of the sickness policy during any lock down period or staff self-isolation Staff will inform SLT immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice School will bring in Supply Staff to cover absence if needed If appropriate, classes will be joined together. SLT will review this in the event of changing guidelines from DfE. Staff have access to two Lateral Flow Device Tests weekly which indicate negative result. Any staff who test positive leave the premises immediately and follow NHS guidance. <p>As a result: risk of staff passing virus reduced, pupils continue education</p>	<p>6</p> <p>Medium</p>

<p>Specific guidelines regarding school trips aren't followed</p>	<p>5 High</p>	<ul style="list-style-type: none"> • Education visits are cancelled during national lockdown and essential travel only advice is followed. • Pupils must wash hands after any travel on public transport or visits to public places– this is to be adhered to by all staff leading trips • Usual risk assessments will apply • Staff will follow updated national guidelines on travelling to busy places • Staff and pupils will use the provided hand sanitiser on return • In delay phase, school trips will be assessed on a case by case basis and may be cancelled if risk is high <p>As a result: pupils and staff are protected from risk</p>	<p>2 Low</p>
<p>Kitchen staff absent – lunch no longer available</p>	<p>12 High</p>	<ul style="list-style-type: none"> • School catering not operating and all staff/pupils bring their own lunch with them from home. • Kitchen staff will ensure precautions are in place for all staff on site: <ul style="list-style-type: none"> • Washing hands • Use of sanitizer • Wearing gloves and hair nets and uniform • Thorough cleaning of kitchen at the end of every service • The Principal/SLT will be informed of any staff off sick with associated symptoms and, if necessary, redirect site team to support canteen. • If no kitchen staff available: <ul style="list-style-type: none"> • kitchen will close, and emergency sandwiches will be bought from local supermarkets on day 1. • Parents will be informed that pupils will need packed lunches from day 2. <p>As a result: pupils and staff are protected from risk, students are provided with something to eat.</p>	<p>3 Low</p>
<p>Cleaning staff absent – cleaning no longer available</p>	<p>10 High</p>	<ul style="list-style-type: none"> • If cleaning staff are absent, the Principal/SLT will: <ul style="list-style-type: none"> • redirect team to support site • use external cleaning services • If site cannot be cleaned, the Principal/SLT will contact the Board of Trustees to recommend school closures on health and safety grounds • If the Principal is sick, a designated person (the Pupil or Education Manager) will lead the school <p>As a result: risk of passing virus reduced</p>	<p>4 Medium</p>

<p>Pupils are not displaying symptoms but have virus Pupils do not report sickness Pupils are unwell but attend school Pupils absence increases</p>	<p>12 High</p>	<p>All staff will follow procedures regarding reporting and supporting a child who is unwell and displaying symptoms – see below.</p>	<p>6 Medium</p>
<p>Pupil or adult shows symptoms whilst at school (updated 29/03/21)</p>	<p>12 High</p>	<ul style="list-style-type: none"> • All staff are to understand the symptoms of COVID-19 (and any new variance of the virus) and follow school agreed process • Staff will report to the Principal/SLT. Admin team will notify parents for collection. • Pupil will be moved to identified clean & ventilated rooms, such as medical room, until collected and 2 metre distance will be maintained from all other staff and pupils • Staff will supervise unwell pupil to wear PPE and explain why it is important. • A window should be opened for fresh air for ventilation if it is safe to do so • If pupil needs to go to the bathroom while waiting to be collected, he/she should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else • Deep clean of safety rooms once evacuated will take place • PPE must be worn by staff caring for the child or young person while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or those with complex needs) • In exceptional circumstances, if parents or carers cannot collect their child, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms. • Site Manager will advise on rubbish which may have been contaminated: • All waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. • Staff are to self- isolate – they are to go home by car and 	<p>6 Medium</p>

		<p>follow the national guidelines.</p> <ul style="list-style-type: none"> If any adult or pupil tests positive, Principal/SLT informs PHE and follows advice <p>As a result: risk of passing virus reduced</p>	
Vulnerable pupils & adults in the school are exposed to illness	9 Medium	<ul style="list-style-type: none"> School will communicate appropriately with their most vulnerable pupils (PECS, letter and number charts, assistive technology, social stories will be provided) Health care plans will be updated and instructions from GPs will be followed School nurse will monitor students' and adults' wellbeing. 	3 Low
School nurse absent	10 High	<p>School nurse, when on site, will ensure precautions are in place for all staff on site:</p> <ul style="list-style-type: none"> Washing hands Use of sanitiser Wearing gloves while supporting unwell pupils / staff Thorough cleaning of nurse's room at the end of every service Monitoring body temperature, if necessary The Principal/SLT will be informed if the nurse is off sick with associated symptoms and, if necessary, redirect trained site team to support. If no staff available, the Principal/SLT will use external nursing services or stay in touch with DfE and PHE to ensure the guidelines have been followed. <p>As a result: Students' and Staff's wellbeing is being monitored and the risk of catching virus is reduced</p>	4 Medium
Siblings at another school report unwell and family confused as to appropriate action	9 Medium	<ul style="list-style-type: none"> The school will have the most recent information from the government, and this will be distributed throughout the school community. Current guidance states all household must self-isolate if any member of the household tests positive for Covid-19 The SLT will obtain updated advice from Public Health England and Coronavirus hotline and inform family immediately. The SLT will communicate with families and reiterate the message of gaining advice from NHS 111 <p>As a result: families are clear about what action to take</p>	Low

<p>Virus confirmed as positive in a Hope House adult or child</p>	<p>15 Extreme</p>	<ul style="list-style-type: none"> All staff will understand the symptoms of COVID-19 and follow agreed process in line with DfE & PHE guidance The Principal/SLT will call PHE immediately Lateral Flow Device Tests available for staff to check their current status, follow guidelines to have daily tests for a period of 7 days. If they display symptoms to immediately self-isolate at home with their household and have a Covid test. Secondary aged pupils (in line with current government guidelines) can access Lateral Flow Device Test at school to check, as for staff if appropriate. <p>As a result: appropriate control measures can be taken</p>	<p>6 Medium</p>
<p>Significant staff absence School closure resulting in disruption of the learning process</p>	<p>12 High</p>	<ul style="list-style-type: none"> - In the event of significant staff absence, the Principal/SLT will review the viability of school remaining open. The Principal/SLT will consult with the Board of Trustees. - If school is to be closed, then this will be communicated to staff and parents via email, letter and phone. - Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, etc) - In the event of a school closure with staff and pupils at home who are well and still able to access education, work will be set electronically via email. Home Learning Packs will be provided, and students will have easy access to printable resources and online programmes. - Follow the remote learning policy information for delivery of learning when it can not be delivered face-to-face/on site. - Virtual learning will be offered where possible - A presentation explaining the pandemic will be sent to pupils to enable them to understand the necessary measures to be taken - Pupils will be encouraged to complete tasks at home and parents/ carers will provide school with the feedback if willing to do so. - Staff will continue monitoring and encouraging students to use the resources. - Staff will be available to discuss pupils learning process and needs and wishes at all times. - The consistency of the learning process will be maintained, and students will be able to get support and contact staff. - Face to face learning to continue once staff return to work. <p>As a result: pupils will continue to access education</p>	<p>3 Low</p>
<p>Needs included in EHCP are not met</p>	<p>9 Medium</p>	<ul style="list-style-type: none"> The Principal, the Education and Pupil Managers will keep in touch with parents/ carers/ social workers of the students and monitor their needs and wishes. Appropriate measures will be taken in order to fulfil students' needs. 	<p>3 Low</p>

		<ul style="list-style-type: none"> The SLT will contact Speech and Language and Occupational Therapists and discuss pupils needs with them. SALT and OT reports will be sent by email to parents/ carers/ social workers and the guidance will be provided. <p>As a result: students' needs included in EHCP will be met</p>	
Neglect/ abuse at home	15 Extreme	<ul style="list-style-type: none"> The SLT will keep in touch with pupils, parents/ carers/ social workers and staff to ensure pupils' safety and wellbeing. School Admin Officer will ensure students' home contact details are accurate and confirmed. Contact with Designated Safeguarding Lead will be available all the time during term time, personally or via post/ email or phone. The list of emergency contact numbers will be provided on school website to be used during school holidays. The DSL will monitor the situation and put appropriate measures in place should they need so. <p>As a result: The risk of neglect/ abuse at home will be reduced</p>	6 Medium
School visitors	15 Extreme	<ul style="list-style-type: none"> General visits to school will not be available during school hours to minimise the exposure of our pupils and staff. <p>Other visitors to school can be admitted provided:</p> <ul style="list-style-type: none"> The visit is essential for the education, health or wellbeing of the child The visit is to carry out essential urgent maintenance on school property, if non-urgent- maintenance should be carried out when children are not present in school. The visitor has made an appointment <ul style="list-style-type: none"> Taxi drivers and external agency workers escorting pupils to school will not be allowed to leave the vehicle, they will wear face masks at all times when transporting the pupils and when on site. <p>On entering site:</p> <ul style="list-style-type: none"> You sign in on arrival – sanitising your hands before and after using the pen/or use your own pen You must follow the hand washing / sanitisation requirements. For the avoidance of potential embarrassment, we would also like to advise you that the school is currently operating a 'no handshake' policy for all members of its community. You must carry a mask or face covering and wear it as required and directed to by the member of staff accompanying you. You maintain a safe distance (at least one metre, and ideally two metres) from other people at all times 	6 Medium

		<p>Please remember do not attend school site if:</p> <ul style="list-style-type: none"> • You are showing any symptoms that would require 'self-isolation' under the current government guidance. • You have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days. • You have developed a fever (above 37.8C) or a new, continuous cough within the last seven days. • Anyone in your household is required to self-isolate in accordance with Government guidelines 	
Staff moving between areas and rooms on the school site	12 High	We will ensure as much as possible that staff remain in the bubble they have formed with the pupils they work with. All co-ordinators can operate across different areas to facilitate the delivery of the school timetable. However, they must adhere to wearing the correct PPE and tracking the areas they have been into. Staff will keep their distance from pupils and other staff as much as they can, wash and sanitise hands as well as wear face mask and shield to protect themselves and others from the spread of the virus.	6 Medium
Mixing of pupils	6 Medium	<p>Pupils will stay in consistent groups ('bubbles') which will reduce the risk of transmission of the virus by limiting the number of pupils and staff in contact with each other to only those within the group.</p> <p>Bubbles will not mix.</p> <p>Staff will be able to operate across different areas in order to facilitate the delivery of the school timetable and the daily management of the provision. As part of the curriculum pupils will learn about the measures to be taken to prevent the spread of the virus and complete a range of practical and formal based learning tasks to support their understanding.</p>	3 Low
New variant of the virus Full Lockdown 3 from Wednesday 6 th January 2021 (risk updated 29/03/21)	12 High	<p>The very latest data from the Department of Health indicates that the new variant of the virus has been detected in most of the regions of the UK and has been spreading quickly across all age groups.</p> <p>There is no current evidence to suggest the new strain causes more serious illness or a higher mortality rate or that it affects vaccines and treatments. Urgent work is underway to confirm this.</p> <p>The above indicates that Hope House School staff, and pupils need to continue to adhere to the rules already in place about SOCIAL DISTANCING, CLEANING OF HANDS AND SURFACES, KEEPING AS FAR AS POSSIBLE TO THE EXISTING BUBBLES OF</p>	6 Medium

		<p>PUPILS AND STAFF.</p> <p>School will follow the latest national guidelines once the lockdown rules are eased. SLT will monitor any changes and update the Risk Assessment accordingly. Staff will be informed of any updates.</p>	
<p>Conducting Covid-19 tests for staff and pupils on site.</p>	<p>6 Medium</p>	<ul style="list-style-type: none"> • Risk of choking on the testing stick. Trained staff will be issuing the tests and monitoring staff and pupils to prevent the risk of harm. • Risk of puncturing a blood vessel in your nose. Staff and pupils will be monitored at all times to minimise the risk of bleeding from the nose while conducting the test and will be advised/asked to blow their nose. • Risk of getting the test mixed up. Testing will be taken/ conducted in small groups and monitored by three trained members of staff. <p>If a member of staff or pupil tests positive after the half hour result time: Pupils will be in an isolated room until parents pick their child up from school. Staff/ pupils will then be advised to leave the school and have a Covid test conducted in a test centre and isolate for the duration of 10 days alongside the government guidelines.</p>	<p>2 Low</p>
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately (risk introduced 12.01.21)</p>	<p>10 High</p>	<ul style="list-style-type: none"> • School will provide water, soap and drying facilities at wash stations. • Information on how to wash hands properly will be shared and display posters about when and where staff and pupils need to wash their hands will be put up. • Hand sanitiser for the occasions when people can't wash their hands will be distributed • Signs reminding people to wash their hands will be put up. • If people can't wash hands, information about how and when to use hand sanitiser will be provided. • Hand washing/sanitising facilities will be replenished by the cleaner every day. • People will be encouraged to check their skin for dryness and cracking and report to the SLT if there is a problem. 	<p>4 Medium</p>
<p>Getting or spreading coronavirus through workers living together and/or travelling to work together (risk introduced 12.01.21)</p>	<p>12 High</p>	<ul style="list-style-type: none"> • SLT will identify groups of workers who live together and who travel to work together and group them into a work cohort. • SLT will discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus (being vigilant of the symptoms, frequent hand washing routine, disinfecting, wearing face masks/ shields when sharing the vehicle) 	<p>6 Medium</p>

<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time (risk introduced 12.01.21)</p>	<p>6 Medium</p>	<ul style="list-style-type: none"> • All people working at home using display screen equipment (DSE) will be provided with information on how to protect themselves: <ul style="list-style-type: none"> - taking regular breaks - setting the equipment up properly - breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) - changes in activity - avoiding awkward, static postures by regularly changing position - getting up and moving or doing stretching exercises - avoiding eye fatigue by changing focus or blinking from time to time • People working at home longer term will complete a DSE assessment and equipment to allow them to work safely at home will be identified. • Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on Health and Safety Executive's Protect homeworkers page https://www.hse.gov.uk/toolbox/workers/home.htm 	<p>2 Low</p>
<p>Poor workplace ventilation leading to risks of coronavirus spreading (risk introduced 12.01.21)</p>	<p>9 Medium</p>	<ul style="list-style-type: none"> • Fresh air is the preferred way of ventilating the workplace so opening windows and doors will be recommended. • Heating ventilation and air conditioning (HVAC) systems will be switched to drawing in fresh air where they can be, rather than recirculating air. • Air circulation systems will be maintained in line with manufacturers' recommendations. 	<p>3 Low</p>
<p>Increased risk of infection and complications for vulnerable workers (risk introduced 12.01.21)</p>	<p>12 High</p>	<ul style="list-style-type: none"> • SLT will identify which staff fall into one of the following categories: <ul style="list-style-type: none"> - Clinically extremely vulnerable - People self-isolating - People with symptoms of coronavirus • SLT will discuss with employees what their personal risks are and identify what they need to do in each case. • SLT will identify how and where someone in one of these categories will work in line with current government guidance. • If staff who fall into one of the categories are coming into work, SLT will identify how they will be protected through social 	<p>6 Medium</p>

		<p>distancing and hygiene procedures.</p> <ul style="list-style-type: none"> • Current government guidelines will be followed for employers on the NHS Test and Trace service • Staff will notify SLT that they fall into one of these categories, e.g. they start chemotherapy or are pregnant. 	
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations (risk introduced 12.01.21)	10 High	<ul style="list-style-type: none"> • Every day all the surfaces, equipment and workstations will be fogged and sanitised by the school cleaner. • Antibacterial wipes will be available for staff to use throughout the day to ensure frequent cleaning and sanitising of surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc. • The need for people to move around the site will be reduced as far as possible. • Sharing of the work equipment will be avoided by allocating it for personal use or putting cleaning regimes in place to clean between each user. • Electronic documents rather than paperwork will be provided. • More bins will be provided and emptied more often. • Information and advice about mental health and wellbeing will be shared with staff and supportive strategies will be suggested if required. 	4 Medium
Contracting or spreading the virus by not social distancing (risk introduced 12.01.21)	12 High	<ul style="list-style-type: none"> • All staff and pupils will follow the guidance on social distancing. Social stories will be provided for pupils to understand the necessity of the control measures to be put in place and the need to follow the guidance will be highlighted. • Marker tape will be used on the floor and one-way systems will be introduced where possible. • Meetings will be held virtually rather than face-to-face. • The number of people in school areas at one time will be limited. Work areas and tasks will be rearranged to allow people to meet social distancing rules. • Physical screens and splash barriers will be installed in school cars to prevent the drivers from contracting or spreading the virus. The escorts of the pupils will be from the same bubbles where possible and face masks/ shields will be worn to minimise the risk. The cars will be disinfected regularly. • Enhanced cleaning regimes will be introduced in the areas where social distancing is not always effective e.g. common areas, high traffic areas. • Limiting the amount of time staff spend on the task and 	6 Medium

		<p>creating work teams so they consistently work together will constitute important measures to be taken to minimise the risk.</p> <ul style="list-style-type: none"> • Signs to remind everyone to socially distance and frequently wash their hands will be displayed. 	
<p>Getting or spreading coronavirus in common use high traffic areas such as corridors, break rooms, toilet facilities, entry/exit points and other communal areas (risk introduced 12.01.21)</p>	<p>12 High</p>	<ul style="list-style-type: none"> • High traffic areas and areas where people will congregate will be identified and appropriate measures will be put in place to avoid getting or spreading coronavirus: following hygiene procedures, washing hands, wearing face masks/ shields, following one-way systems, spacing out tables. • The areas will be monitored and supervised by the SLT to ensure people are following controls put in place. • The number of people in rooms will be limited so that social distancing rules can be met. • Facilities in communal areas will be reorganised so social distancing rules can be met. • Where possible, physical impervious barriers (e.g. Perspex in reception and resource area) will be put in place to reduce contact. • The use of online meeting facilities will be increased, even for people working in the same building, to reduce the number of people moving around. • If possible, one-way systems will be put in place in corridors to manage the flow of people moving around workplaces and to allow social distancing rules to be met. • Lockers for people to keep personal belongings in will be provided so that they are not left in the open. • Surfaces in communal areas will be kept clear to make cleaning easier. • Washing facilities, hand sanitiser and antibacterial wipes will be provided at accessible places near to where people will have contact with high traffic communal areas. • Signs to remind people to wash and sanitise hands and not touch their faces will be put up. • Cleaning regimes will be put in place to make sure high traffic communal areas are kept clean. 	<p>6 Medium</p>

Version:	Date of review:	Date of issue:	Reviewed by:	Signed:
1	July 2020	July 2020	Anna Owczarek	
2	November 2020	November 2020	Anna Owczarek	
3	06.01.21	06.01.21	Anna Owczarek	
4	15.01.21	15.01.21	Anna Owczarek	
5	29.03.21	29.03.21	Anna Owczarek	