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| **Coronavirus (COVID-19): Risk Assessment for schools from the beginning of the Autumn Term 2021 (Phase 4)**  **for The Linden Centre** | | |
| Assessment conducted by: Darren Lennon | Job title: Headteacher | Covered by this assessment: **Colleagues, Pupils and visitors** |
| Date of assessment:01/09/2021 | Date of next review: 01/01/2022 | This document was written on 01/09/2021 and you must ensure you are completing the newest format |

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| **Key:** | |  | | | | | | |
| Level of risk prior to control | | Identifies the risk before any steps to reduce the risk have been taken | | | | | | |
| Risk Description: | | Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs. | | | | | | |
| Risk Controls: | | The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. | | | | | | |
| Impact: | | Could be L/M/H or numeric, depending on what is used in the school setting. | | | | | | |
| Likelihood: | | Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOLD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE. | | | | | | |
| Responsible person: | | The identified staff member(s) responsible for implementing the risk controls  Head Teacher Sign : D.Lennon Date 01/09/2021 | | | | | | |
| Completion Date: | | The date by which required plans for controls will be in place.. | | | | | | |
| **Risk Description/Area of Concern** | **Level of risk prior to control**  **<>** | | **Risk Controls** | **Level of risk is now**  **<>** | **Likelihood**  **<>** | **Responsible person** | **Planned completion Date** | **Comments / Actions needed** |
| The school lapses in following national guidelines and advice, putting everyone at risk | M | | Headteacher to disseminate information from Department for Education and HSE to all colleagues and ensure that these actions are followed up. Headteacher to review all controls applied to ensure they are still effective. | **M** | **L** | **DL** | **Daily** | **To update all stakeholders as situation changes.** |
| Clinically Extremely vulnerable (CEV) individuals | H | | Individual risk assessment to be completed/reviewed for staff in CEV category exposure to Coronavirus    CEV has now ceased with phase 4. Headteacher should be made aware of any colleagues that feel they need a separate risk assessment.  If deemed appropriate, Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced. Clinically vulnerable staff can continue to attend school. While in school they should follow the control measures the school has put in place to minimise the risks of transmission.  This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing | **M** | **M** | **DL** | **08/02/2021** | **1x CEV now WFH** |
| Poor hygiene practice in school - **General** | M | | Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents  Points to consider and implement:   * putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: * more frequent cleaning of rooms and shared areas that are used by different groups * frequently touched surfaces being cleaned more often than normal * toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it * Ensuring that you understand contact time for cleaning chemicals * That any cleaning chemical is appropriate for the task being used for * Undertake a COSHH assessment if using new products | **L** | **L** | **Colleagues**  **Pupils**  **Cleaners** | **Daily** | **Centres to be cleaned hourly** |
| Hand Hygiene | M | | Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including :   * when they arrive at school, * when they return from breaks, * when they change rooms * before and after eating.   Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:   * whether your school has enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly * supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative * building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them | **L** | **L** | **Parents**  **Pupils**  **Colleagues** | **Daily** |  |
| Poor hygiene practice – **specific – school entrance** and office spaces | M | | Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. | **L** | **L** | **Colleagues**  **Visitors** | **Daily** |  |
| System of Controls - **Prevention** | M | | **Prevention**  1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.  2) Clean hands thoroughly more often than usual.  3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.  4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.  5) Maintain social distancing wherever possible.  6) Ventilation in rooms. | **L** | **L** | **Parents**  **Children**  **Colleagues** |  |  |
| System of Control **- Responsive** | H | | **Response to any infection**  Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Follow guidance received from HPH or PHE  Contain any outbreak by following local health protection team advice. Take part in Incident Management Team meetings as requested by HPH or PHE | **M** | **L** | **DL** | **If required** |  |
| Ill health in school. | M | | Staff are informed of the symptoms of possible coronavirus infection,   * A high temperature * A new continuous dry cough * A change to their normal sense of taste or smell (anosmia) * Children may also display gastrointestinal symptoms   They must be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19).  Schools should use the notification form to notify the HPH of any positive cases within staff members.   * Staff who don’t have the symptoms above but have other symptoms such as headache /sore throat/aches and pains/ feeling very tired for no good reason/ runny nose/ sneezing etc can book a PCR [test](https://www.gov.uk/get-coronavirus-test) by selecting the option “ local Authority required me to test”   If schools doesn’t have its own Rapid testing facility then **asymptomatic** staff members can book a rapid test using this link below. This can be done weekly  <http://orlo.uk/Y5LBC> | **L** | **L** | **Colleagues**  **Pupils** | **Daily** |  |
| Personal Protective Equipment | M | | Review your provision of PPE  PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).  More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](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) guidance. | **M** | **M** | **Centre Leads** | **Weekly** |  |
| Mental Health and Wellbeing for pupils | H | | To monitor the Mental Health and Wellbeing of pupils regularly within tutor time and utilise the support of Pastoral team / YMHFA. | **L** | **M** | **Centre Leads**  **Pupils**  **Parents** | **Daily** |  |
| A pupil is tested and has a confirmed case of coronavirus. | H | | In line with government advice: Follow guidance from the Test and Trace team in the Health Protection Hub | **M** | **M** | **Centre Lead**  **DL**  **Pupils**  **Parents**  **Colleagues** | **As required** |  |
| Insufficient staff to run face-to-face sessions for pupils.  Supply teachers and temporary staff | M | | Try to prevent external colleagues where possible to prevent spread and contacts. | **M** | **L** | **DL** | **Day to day** |  |
| Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection. | M | | School to act as one bubble | **L** | **L** | **Centre Lead**  **Pupils**  **Colleagues** | **Daily** |  |
| Spread of infection in classrooms/ shared areas. | M | | Review any equipment that is frequently used and how it is cleaned after use  Ensure you are applying the 2m social distancing in all areas of the school  Review ventilation within the school | **L** | **M** | **Colleagues**  **Centre Lead**  **Pupils** | **Daily** |  |
| Ventilation Keeping occupied spaces well ventilated | M | | Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.  Review ventilation within the school  See further information in Ventilation guidance  This can be achieved by a variety of measures including:   * mechanical ventilation systems) * natural ventilation | **L** | **M** | **Colleagues**  **Centre Lead**  **Pupils** | **Daily** |  |
| Poor pupil behaviour increases the risk of the spread of the infection. | H | | Encourage de-escalation from a distance before the need to restrain. If restraining, try to remain within classes to prevent spread. | **M** | **H** | **Colleagues**  **Pupils** | **Daily** |  |
| Pupils with complex needs are not adequately informed or safely supported. | L | | To ensure individual risk assessments for pupils are up to date. | **L** | **M** | **A** | **Daily** |  |
| Vulnerable pupils and pupils with SEND do not receive appropriate support. | M | | To ensure individual risk assessments for pupils are up to date. | **M** | **L** | **Centre Lead** | **Weekly** |  |
| Emergency evacuation due to fire etc. | H | | Continue to monitor impact on school. | **H** | **L** | **All** | **As required** |  |
| Cleaning is not sufficiently comprehensive. | H | | Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.  Points to consider and implement:   * putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: * more frequent cleaning of rooms / shared areas that are used by different groups * frequently touched surfaces being cleaned more often than normal * different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet   See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).  Review what cleaning products you use, know the contact time of the products and ensure the products are appropriate for the task.  Review any equipment that is frequently used and how it is cleaned after use  Ensure that you have sufficient staff on site to undertake all cleaning identified in this RA | **H** | **L** | **Cleaners**  **Colleagues** | **Daily** |  |
| Contractors, deliveries and visitors increase the risk of infection. | M | | Deliveries are left at the front door for collection by office colleagues. | **M** | **M** | **Centre Lead** | **Daily** |  |
| Professional Visitors | M | | To remain social distanced with pupils and colleagues. Face masks are provided if these are preferred. Choice will be given to vistors. | **M** | **M** | **Centre Lead** | **Daily** |  |
| Transport | M | | Follow the transport guidance | **M** | **M** | **Centre Lead** | **Daily** |  |
| First Aid Care | M | | Ensure appropriate PPE is worn when giving first aid to children and review all controls you previously applied to ensure they are still effective. | **M** | **M** | **First Aider**  **Pupils** | **Daily** |  |
| Environmental and building risks if your school does partially/ completely close | M | | Thoroughly clean all equipment/areas before reopening.  Review any maintenance requirements  Test fire alarms and evacuation procedures  Flush through taps and other equipment with water systems (Consider Legionella risks) to reduce risks  Playground equipment  For further advice check with the BiT team | **M** | **L** | **DL** | **As required** |  |