

## Covid-19 Workplace Risk Assessment: Special Provision Partnership

Completed: 11/04/2021

As we enter the third stage of the government's [roadmap](#) out of lockdown this risk assessment has been updated to reflect the most recent [Operational Guidance for Schools](#) and [Special Schools](#). This risk assessment applies to all those working in and visiting our schools and satellites. Our system of controls is as follows:

### Prevention

You must always:

- Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- Ensure face coverings are used in recommended circumstances.
- Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Consider how to minimise contact across the site and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.

In specific circumstances:

- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- Promote and engage in asymptomatic testing, where available.

### Response to any infection

You must always:

- Promote and engage with the NHS Test and Trace process.
- Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice.

Risk Area	Hazard	Mitigation	RAG
Keeping the Workplace Clean	<ul style="list-style-type: none"> <li>• The virus can be transmitted by touching contaminated surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• OPs Manager to work with clearing operatives to ensure enhanced cleaning measure are maintained in line with government guidance</li> <li>• Cleaning operatives to ensure frequent cleaning of objects and surfaces that are touched regularly, including:                             <ul style="list-style-type: none"> <li>○ Door handles</li> <li>○ Keyboards</li> </ul> </li> <li>• For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items.</li> <li>• Resources that are shared between classes or bubbles, such as sports, arts, and science equipment will be cleaned frequently</li> <li>• When sharing equipment between different bubbles items will be cleaned before they are moved</li> </ul>	
Cleaning and Disinfection After a Known or Suspected Case of COVID	<ul style="list-style-type: none"> <li>• The virus may be present where a symptomatic individual has been present</li> </ul>	<ul style="list-style-type: none"> <li>• Senior staff onsite to close areas where symptomatic staff or pupils have been present</li> <li>• OPs Manager to inform cleaning and site staff where symptomatic person has passed through</li> <li>• Site staff to ensure corridors and surfaces are cleaned thoroughly, including:                             <ul style="list-style-type: none"> <li>○ Objects that are visibly contaminated with bodily fluids</li> <li>○ All potentially contaminated high-contact areas such as bathrooms, door-handles, telephones, banisters</li> </ul> </li> <li>• Cleaning operatives to follow their own risk assessment when cleaning a potentially infected area and dispose of waste appropriately</li> </ul>	
Effective Infection Protection and Control	<ul style="list-style-type: none"> <li>• Coronavirus can be transmitted when individuals are in close contact</li> </ul>	<p>Minimising contact</p> <ul style="list-style-type: none"> <li>• HoS to share updated guidance related with staff, pupils, parents, carers and partners</li> <li>• Staff and pupils to work within a designated bubble when possible</li> <li>• Each bubble to be limited, where possible, to a specific part of the building</li> <li>• Where possible, each bubble to have a designated outside area for play</li> <li>• Classrooms to be well ventilated with staff and pupils advised to wear additional clothing if required</li> <li>• Where it is necessary to use supply staff they will be expected to comply with the settings arrangements for managing risk and minimising risk</li> <li>• New parent tours will continue to be held virtually or on a 1:1 basis after school</li> <li>• Pupils will continue to eat in designated areas</li> </ul>	

		<p>Entering and Leaving Site</p> <ul style="list-style-type: none"> <li>Staff and pupils will arrive and leave via designated routes</li> <li>Meetings will continue to be held virtually where social distancing cannot be maintained</li> </ul> <p>Visitors and Deliveries</p> <ul style="list-style-type: none"> <li>Visitors will only be allowed onto the school site if preplanned and where social distancing can be maintained</li> <li>All food deliveries will be taken directly to the kitchen, with social distancing guidelines being maintained at all times</li> <li>External organisations will not be able to use the premises unless essential for the health and wellbeing of pupils</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>Specialist learning spaces will now reopen but be accessed by individual bubbles on a rota basis</li> </ul> <p>Educational Day Visits</p> <ul style="list-style-type: none"> <li>Schools can resume educational day visits from 12 April</li> <li>All educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time</li> <li>This includes our system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination</li> <li>Leaders should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely</li> <li>Leaders should consult the <a href="#">health and safety guidance on educational visits</a> when considering visits</li> </ul>	
	<ul style="list-style-type: none"> <li>Coronavirus can be transmitted if hands are not washed regularly</li> </ul>	<ul style="list-style-type: none"> <li>Signage throughout school to remind staff and pupils to wash hand thoroughly for 20 seconds with running water and soap or alcohol hand rub or sanitiser</li> <li>Teachers to supervise young children to ensure effective hand washing</li> <li>All staff to ensure good respiratory hygiene and promote the 'catch it, bin it, kill it' approach</li> </ul>	
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>Staff may come into contact with asymptomatic (or possibly symptomatic) children</li> </ul>	<ul style="list-style-type: none"> <li>There is no change to our guidance on wearing PPE</li> <li>Wearing a face covering or face mask in schools is recommended in specific circumstances</li> <li>Specific updated details are set out in a document relating to PPE</li> </ul>	
Continuity of Supplies	<ul style="list-style-type: none"> <li>Demand for key items may restrict supply</li> </ul>	<ul style="list-style-type: none"> <li>OPs Manager and Office Manager to ensure a continuous supply of key items including using the PPE portal when required</li> </ul>	
Workforce Management	<ul style="list-style-type: none"> <li>Staff may require individual risk assessments or circumstances because they:                             <ul style="list-style-type: none"> <li>Are CEV</li> <li>Are pregnant</li> <li>Have exhibited symptoms and are awaiting test results</li> <li>Received a positive test result and are self-isolating</li> <li>Have been advised by an NHS contact tracer to isolate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Staff who are clinically extremely vulnerable to work in school according to their individual risk assessment</li> <li>Leaders to update individual risk assessments with staff members</li> <li>Staff are reminded regularly to inform their line manager if their circumstances have changed</li> <li>Staff to utilise the school's absence management systems to report changes in status</li> <li>Senior leaders to coordinate staff who are required to work from home due to a period of self-isolation</li> <li>Staff to liaise with their line-managers to organise home working</li> </ul>	
Asymptomatic Staff	<ul style="list-style-type: none"> <li>Staff are infectious but do not display symptoms</li> </ul>	<ul style="list-style-type: none"> <li>All staff to take a lateral flow test at home on a Monday and Thursday morning before work</li> <li>Individual staff members to report test result via the NHS app</li> <li>Staff with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the member of staff can return to school. Those with a negative LFD test result can also continue to attend school and use protective measures.</li> </ul>	
Symptomatic Staff	<ul style="list-style-type: none"> <li>Staff may display symptoms</li> </ul>	<ul style="list-style-type: none"> <li>All staff to follow the NHS guidance relating to the onset of symptoms and test and trace process</li> </ul>	

		<ul style="list-style-type: none"> <li>If at work, staff who display symptoms will be asked to go home immediately and book a test at a drive-through or walk-through test site</li> <li>Staff who are unable to travel will be quarantined as per the guidance for children until they can be collected</li> </ul>	
Positive Test Result - Staff	<ul style="list-style-type: none"> <li>A member of staff receives a positive test result</li> </ul>	<ul style="list-style-type: none"> <li>Senior leaders follow the Trust notification flowchart to ensure effective and timely communication with all stakeholders</li> <li>Senior leaders to follow instructions provided by the PHE Health Protection Team</li> <li>Identified staff to self-isolate for 10 days</li> <li>Senior leaders to undertake contact tracing and report to the NHS's new hotline</li> <li>Close contacts to work remotely and support online learning</li> <li>Please note, settings must not share the names of people with coronavirus (COVID-19) unless essential to protect others</li> </ul>	
Essential Travel	<ul style="list-style-type: none"> <li>Staff may be required to travel for work purposes</li> </ul>	<ul style="list-style-type: none"> <li>Where possible, staff should use their own vehicle and should not share cars to get to work</li> <li>Staff should only share a vehicle as an <b>absolute last resort</b>, and minibuses should be used in these circumstances to assist with social distancing guidelines. During these circumstances the following actions should be taken:                             <ul style="list-style-type: none"> <li>Use PPE</li> <li>Use of an antiviral spray, all surfaces in the vehicles should be wiped before and after use</li> <li>Wipes should be disposed of using double bagging</li> <li>Vehicle windows should remain open during transit</li> <li>Where possible social distancing should be maintained during all aspects of the essential travel</li> <li>Hand sanitiser should be used between visits</li> </ul> </li> </ul>	
Staff Emotional Well-Being	<ul style="list-style-type: none"> <li>Staff may struggle with their emotional well-being</li> </ul>	<ul style="list-style-type: none"> <li>SLT to ensure regular communication with staff members via online meetings and 1:1s</li> <li>Leaders to reshared details of the school well-being service</li> <li>MindSpace continues to be available to offer counselling as required</li> <li>A virtual well-being offer is available via the Wellspring website</li> </ul>	
Pupil Management	<ul style="list-style-type: none"> <li>Pupils will require different kinds of support depending on their level of vulnerability</li> </ul>	<ul style="list-style-type: none"> <li>SLT and in particular the Pastoral Manager to work with parents and address anxieties relating to pupils' return to school</li> <li>Pupils who are CEV to attend school with individual risk assessments</li> <li>The pastoral team to maintain vigilance with safeguarding</li> <li>Relevant referrals to be made when required</li> </ul>	
Asymptomatic Pupils	<ul style="list-style-type: none"> <li>Pupils are infectious but do not display symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Secondary aged pupils to be provided with test kits and take a test at home on a Monday and Thursday morning before school</li> <li>Parents to report positive test results to school</li> <li>Family members to take lateral flow tests when provided by the government (as indicated in the media on the 28th February)</li> <li>Pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school. Those with a negative LFD test result can also continue to attend school and use protective measures.</li> </ul>	
Symptomatic Pupils	<ul style="list-style-type: none"> <li>Pupils may start to display symptoms during the school day</li> </ul>	<ul style="list-style-type: none"> <li>If a child is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door</li> <li>Ideally, a window should be opened for ventilation.</li> <li>If it is not possible to isolate them, move them to an area which is at least 2 meters away from other people</li> <li>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible</li> <li>The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>Senior leaders will communicate the to the Trust, the LGB, parents and other relevant members of the school community as appropriate</li> <li>Once at home parents should be asked to follow the Stay at Home guidance</li> <li>Staff should be mindful of individual pupil's needs – for example it would not be appropriate for younger children to be alone without adult supervision</li> </ul>	
Positive Test Result - Pupils	<ul style="list-style-type: none"> <li>A pupil receives a positive test result</li> </ul>	<ul style="list-style-type: none"> <li>Senior leaders follow the Trust notification flowchart to ensure effective and timely communication with all stakeholders</li> <li>Senior leaders to follow instructions provided by the PHE Health Protection Team</li> <li>Close contacts to self-isolate for 10 days</li> <li>The pastoral team to provide advice and guidance to families where required</li> </ul>	

		<ul style="list-style-type: none"> <li>• Please note settings must not share the names of pupils unless it is essential to protect others</li> <li>• SLT to contact The Department for Health and Social Care’s new Self-Isolation Service Hub (020 3743 6715), which allows a school to provide contact details of those individuals who have been asked to self isolate and are likely to be eligible for the Test and Trace Support Payment or discretionary payment</li> </ul>	
Pupil Transport	<ul style="list-style-type: none"> <li>• The LA is responsible for transporting with pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Senior leaders to liaise with the LA regarding their risk assessment for school transport</li> <li>• Pupils to wash their hands with sanitiser when they exit the taxi and to wash their hands with soap and water when they enter their designated area</li> <li>• Where possible, pupils to resume normal transport arrangements</li> </ul>	
Pupil Welfare	<ul style="list-style-type: none"> <li>• Pupils may struggle with their emotional well-being</li> </ul>	<ul style="list-style-type: none"> <li>• The pastoral team to maintain contact with parents and pupils to offer support where we are able</li> <li>• Staff to listen to and acknowledge children’s stressors</li> <li>• Staff to look out for and report changes in behaviour</li> <li>• Staff to plan activities and share resources such as MindEd to support well-being and resilience over time</li> <li>• Staff to provide clear information about the situation using words and or explanations they can understand</li> <li>• Staff to use reliable sources of information including .gov.uk and the NHS website</li> <li>• Staff to be mindful of their own reactions</li> <li>• Leaders to seek support from additional service if required</li> <li>• The Pastoral Team will work collaboratively with parents/carers to identify those children accessing an online offer in need of additional support</li> </ul>	
Pupil Learning	<ul style="list-style-type: none"> <li>• Many pupils have experienced significant disruption to their education during the last academic year</li> </ul>	<ul style="list-style-type: none"> <li>• SLT to implement the COVID catch up plan</li> </ul>	
Communication	<ul style="list-style-type: none"> <li>• Effective implementation of this risk assessment depends on all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Leaders to share risk assessment with Trust and LGB</li> <li>• Leaders to share risk assessment with the LA and Union representatives</li> <li>• Leaders to share risk assessment at full staff briefing and follow-up in team meetings</li> <li>• Leaders to communicate key elements to parents via letters, FAQs and phone calls home</li> </ul>	