RISK ASSESSMENT: COVID -19

Review Date: 1st June 2020
Reviewed by: Neil Toplass/SLT

Overarching principle:

The following risk assessment is aimed to reduce the risk of potential infection of the Coronavirus COVID-19.

The control measures to be implemented are subject to ongoing review and are designed to reduce the 'viral load' or exposure that any individual may have to the virus in the unlikely event that a colleague or student is COVID-19 positive.

It must be understood that staff need to act to manage risks dynamically whilst in school, as we are unable to consider every eventuality within this document. Our environment cannot be risk free. Staff will continue to act within the 'best interest principle' and in line with their best endeavours and what is reasonable and practicable.

The school recognises that there are many sources of information, which refer to the levels of risk that the Coronavirus presents both in our homes and in the community. Shenstone Lodge School is drawing its overarching scientific advice and risk position from the DfE and Central Government data sets.

HAZARD	RISK (example)	RISK GROUP	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Likelihood with controls	Severity with Controls	Risk level	Are Existing Controls Adequate?	
							Yes	No*
Transmission of the virus COVID-19	Staff and students unable to socially distance	Students/staff and all associated family members	**Staff and students** Restrict the number of people on-site to essential staff only. Visitors should only be permitted if essential during the school day (eg to attend to a pupil's specific medical needs). Other visitors (eg related to student referral, interview, groundsmen etc) will be able to access school when most staff have left and they follow social distancing/hygiene protocols	**2**	**4**	**8**	**Yes**	

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			Staff rota in place to reduce number of people expected on site. Staff who are considered clinically vulnerable or are living with someone who is clinically vulnerable (due to certain medical conditions, age (ie. Over 60) or pregnant should not be on school. **Staff should ensure that the Head of School is aware of this and are working from home where possible**. Please see the following website for further guidance and specific condition lists: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 To reduce the number of hours school is open to students and therefore potential exposure to infection. Restrict the number of students on the site as appropriate to the available staffing and space. School will make 15 places per day available to students on the Shenstone Lodge site The Brades Lodge site will be closed to students until 22.6.20 at the earliest.					

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			School to risk measure students who are able to attend against national and LA priorities for Special Schools: children of keyworkers, those with CP plans, CIN, LAC and other children that the school considers to be at risk if they were not in school. Students are 'visually' screened and a risk checklist is complete by taxi transport operatives prior to student getting on the taxi and coming into school. When staff and students are on site, as far as possible, operate social distancing, taking into account the needs of the child. Make seating arrangements that allow for two metres space (especially when food is being consumed), careful storage and labelling of water bottles if used, consider staggering break and lunchtimes to reduce numbers of people in an area if necessary. Students enter, leave and move around the school following specific routes to reduce potential over-crowding of corridors etc. Spilt activity groups appropriately to reduce the number of students and staff in the space they occupy to maintain social distances.					

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	Staff do not identify potential cases of COVID-19		Use the largest classroom and school spaces for activity as far as possible Avoid activities and games that involve prolonged physical or close face to face contact Avoid high fives/hugs/other positive touches If student/staff member requires first aid, the injured/affected person is to be prioritised. If the injury/condition allows, then 2m social distancing is not required and attending staff should (as far as is reasonable depending on the circumstances) wear appropriate PPE (eg gloves, face mask). **Early Identification of potential symptoms** Staff and students to have their temperature checked on entry to school to ensure it sits **below 37.8C** Staff and students visually 'screened' for overt symptoms on entry to school (new continuous cough/ high temperature/ anosmia (loss of sense of smell and taste) If any Covid-19 symptoms are seen follow protocol below.	**2**	**4**	**8**	**Yes**	

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	Student behaviour involves physical contact with staff or peers		**Behaviour Management Strategies** All behaviour management assumes 'defensive' protocol and staff continue to act in the best interest of the children. In line with current practices, staff should continue to avoid using any physical intervention/contact with a child unless it is necessary for safety reasons 2m social distancing is not required when attending to emergency situations. This includes the provision of first aid. Safety of the injured/affected person is to be prioritised during incidents. There will be no requirement for staff whilst on site to deliver any 'formal curriculum offer' Activities will be offered which will prioritise student engagement to reduce overall anxiety and demand. This will reduce the potential for negative behaviour. Student groups are arranged to reduce known and potential negative relationships/combinations If a child requires staff physical intervention then their placement may be terminated that day and future attendance will be considered by SLT. Short fixed term exclusion and or the termination of the place (for the duration of 'lockdown' will	**3**	**4**	**12**	**Yes**	

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			be considered against the nature and intensity of the incident, any emerging trends and overall pattern of behaviour demonstrated by the student). If a student is involved in instigating, sustaining or engaging in violent disorder with peers or any other behaviour which disrupts the good order and running of the school under COVID-19 protocols their placement will be considered as above. If physical intervention is required staff will as far as possible use techniques which position the child's face away from the person(s) who are holding. These would include Elbow guides, T-Wrap, Full and Half Shield (including escort) and Front Ground Recovery					
	Insufficient cleaning provision/poor hygiene promotes transmission		**Hygiene Processes** A daily check of soap and handwash by site team to ensure constant availability of products. Hand sanitizer, spray cleaners and anti-bacterial wipes to be available around the school for all staff to use to wipe door handles, tables and resources after/before use. Ensure students wash hands on arrival in school.	**2**	**4**	**8**	**Yes**	

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	No plan in place to address a potential infection increases spread of virus		Ensure students and staff follow national guidance for handwashing. Between activities, before and after eating for 20 seconds etc.... Encourage good hygiene practices amongst students. Additional cleaning of toilets and bathrooms by cleaning staff and others. When cleaning, special attention should be paid to handles, table-tops, switches, computers, chairs and any other equipment that is likely to have been regularly touched during the day. Use signage around school as hygiene reminders. Staff to remain as hygienic as possible and consider showering immediately on returning home and washing clothes worn etc. **If a child or member of staff display COVID-19 symptoms** If a member of staff displays symptoms, they should go home as soon as possible and follow the government's self-isolation guidance.	**2**	**4**	**8**	**yes**	

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	Staff and students suffer raised levels of stress and anxiety		If a child displays symptoms, they should be immediately isolated from other pupils and be placed in the nominated 'safe room'. Staff should also try to ensure they remain two metres away while providing reassurance and care for the child. Staff will need to wear available face masks and gloves for before further interaction takes place with the child. The management lead in school should ensure parent/carer is contacted and the child should be returned home as soon as possible and adopt self-isolation protocols. Any member of staff who has been supervising a child with suspected symptoms should immediately wash their hands in line with current guidance. The room that a child has used in this circumstance (including bathrooms) should be fully cleaned before anyone else uses them. Staff undertaking this duty should wear PPE (gloves and face masks). **Well Being Management** All staff have access to SLT and should raise initial concerns and anxieties with them as they arise. Staff working from home should have regular breaks and are encouraged to pay regard to their work/life balance School staff have 24/7 access to the Sandwell employee assistance scheme 0800 107 6147	**2**	**2**	**4**	**Yes**	

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			Staff can use the following additional resource for support https://www.educationsupport.org.uk/helping-you/coronavirus-supporting-education-staff The school has made a generic contact email address available to parents/carers and students to request additional work or to contact specific staff members Students will be supported by staff on site as required. Others will receive a welfare call at least once a week to 'touch base'. This will also be a supportive process for families as required. The school has Safeguarding leads available each day of opening in the event an issue needs escalating The school has made available SD to make additional home calls to families and students and can be arranged through CHu					

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Utilities, plant, safety processes & equipment have not been inspected/ serviced or reviewed within the recommended timescales	Legionella, electrocution, CO^2 exposure, burns, cuts, bruises, broken bones etc		School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment. Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly/will be flushed prior to school reopening. Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before coming back into use. Fire risk assessment kept under constant review and fire drills are maintained as required and reviewed in the context of Covid-19 protocols.	**2**	**4**	**8**	**Yes**	

Likelihood (Probability)	**Consequences** (Impact)
5. Almost Certain	5. Fatality
4. Probable	4. Major Injury, resulting in disability
3. Possible	3. Injury Requires, Doctor’s or Hospital attendance
2. Possible (under unfortunate circumstances)	2. Minor Injury, 1st Aid required
1. Rare	1. Minor Injury, 1st Aid not required

5 x 5 Risk Matrix

LIKELIHOOD					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5
	CONSEQUENCES				

Risk Rating
High
Medium
Low

Risk Rating is calculated by multiplying the likelihood against the consequences, e.g. taking a likelihood of 4, which is classified as Probable, and multiplying this against a consequence of 2, which is classified as a Minor Injury 1st aid required, would give you and overall risk rating of 8, which would be risk rated as a low risk.

High risk equals 16 to 25.
High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.

Medium risk equals 9 to 15.
Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced so far as reasonable practicable

Low risk equals 1 to 8.
Low Risks are largely acceptable, subject to reviews periodically, or after significant change etc...