

# Covid 19 Risk Assessments September 2021

## Abbey Court School

(Risks assessments added/updated as and when needed: this update as per Gov.uk Schools COVID-19 operational guidance, July 2021 and SEND and specialist settings: additional COVID-19 operational guidance Updated 27 August 2021) and is subject to change if guidance is updated or aspects of implementation are delayed)

To continue to manage the risks Abbey Court will carry on implementing the range of control measures that have been in place.

Essential measures continue to include:

- the requirement that people who are ill should stay at home
- robust hand and respiratory hygiene (Hand washing and the 'catch it, bin it, kill it' approach).
- the importance of ventilation (keeping occupied spaces well ventilated).
- enhanced cleaning arrangements
- Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Individuals are **NOT** required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years 6 months
- they have taken part in, or are currently part of, an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We strongly encourage all individuals to take a PCR test if advised to do so and pupils should not attend school while they await their PCR result.

### Use of Touch

<b>Spread/risk of contracting COVID-19 due to physical contact to a person who may have symptoms of the disease or may be asymptomatic, but potential remains.</b>
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Use of Touch during COVID 19 Pandemic
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Due to the level of need of pupils in their personal care needs and the support needed to facilitate learning, staff will be required to interact with pupils physically at periods throughout the day. In line with the school Learning policy, all pupils will be enabled to be as independent as appropriate with staff encouraging personal development in self-care.
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· Entry into school

On arrival at school, pupils will require support to remove a mask, (if they are wearing one), and to use alcohol gel to wash their hands and equipment. Pupils will be enabled to do as much for themselves as possible, for instance, carrying their own bags.

· Arrival into class

Pupils will be guided into class and their personal belongings stored as required. Pupils will be enabled to do as much for themselves as possible.

· Supporting learning activities

Pupils will require levels of physical support appropriate to their needs (see Learning Policy) This will include support required to access interventions as well as curriculum learning, for example, MOVE and physiotherapy programmes.

· Personal Care needs

Eating

Individual Eating plans and Dysphagia risk assessments will be followed with physical support given as recommended in the documents. Pupils will be enabled to meet their own needs as much as appropriate.

Toileting

Toileting programmes will be followed to support pupils as appropriate to their needs.

Dressing/undressing

Pupils may require support with dressing and undressing, including putting coats on and off.

· Physical activity

Pupils taking part in physical development activities, such as, riding bikes or accessing playground equipment may require support to ensure their safety.

· Manual Handling

Some pupils will require physical support to access equipment, meet their personal care need and provide changes of position as documented in their manual handling risk assessments. Supporting staff will follow guidance from the risk assessment.

· Behaviour management support

To ensure the safety of pupils, their peers and staff, some pupils may require physical interventions when demonstrating challenging behaviour. Touch support, one and two person escorts will be used in line with the schools Behaviour Policy. Physical interventions will be used as a last resort and for the minimum amount of time required. Behaviour Support plans will be followed for relevant pupils

3/9/2020; 23/9/20; 4/1/21; 4/3/21; 23/03/21; 1/4/21; 9/7/21; 1/9/21

**Social Distancing**

Hazard	Score
<b>Spread/risk of contracting COVID-19 due to proximity to a person who may have symptoms of the disease or may be asymptomatic, but potential remains.</b>	
Additional information	
Score 3 Severity 4 Likelihood	12

Adherence to social distancing rules when unexpected visitors/unforeseen events arrive at school	
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• The school has informed parents, staff not to enter the school if they are displaying any symptoms of coronavirus</li> <li>• Parents/Transport receive guidance on school times for their child and protocols set out for arrival at school i.e. should follow staff members instruction, one vehicle at a time and should not congregate inside the school foyer;</li> <li>• Parents issued school risk assessment so they understand risks and protocols</li> <li>• Staff are briefed and consulted on school procedures and the plans for school reopening;</li> <li>• Staff have had sufficient training and briefing regarding infection control and school protocols which is continually updated in briefings as guidance changes;</li> <li>• Staff are up to date on other related guidance and support in relation to stress and wellbeing including:</li> <li>• Care First support and details are available to staff including confidential employee help lines;</li> <li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively and key leaders have been identified</li> <li>• Briefings with staff about the planned changes (E.g. safety measures, timetable changes and direction of movement around school), continue to take place when guidance is updated, including additional training.</li> <li>• Increased cleaning protocols in place</li> <li>• Increased cleaning protocols in place in the event of a symptomatic pupil/staff on site</li> <li>• <b>If it is confirmed that someone has been present in school and is tested positive for Covid-19 NHS test and trace will now carry out the identification of close contacts and the school will only act on the advice if contacted. (PHE will then carry out a risk assessment and work with the school to agree the next steps but this is unlikely to be the closure of parts of the school unless there is a significant outbreak)</b></li> </ul> <p>Score 3 severity 3 likelihood</p>	9

20/7/20; Updated 25/8/20; 3/9/20; 23/9/2021/10/2020; 4/1/21; 4/3/21; 1/4/21; 17/5/21; 9/7/21

#### Arrival and Departure from school

<b>Hazard</b>	<b>Score</b>
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<b>Spread/risk of contracting COVID-19 due to lack of social distancing measures during the school day including:</b>	
<ul style="list-style-type: none"> <li>• <b>Arrival/Departure to/from the school.</b></li> </ul>	
Additional information	
Avoidance of groups gathering for arrival/home times <i>Face coverings are no longer advised for pupils, staff or visitors</i>	
Score 3 Severity 4 Likelihood	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Protocol for arrival departure at school (Two vehicles at a time), this information has been shared with parents via the risk assessment.</li> <li>• Parents/Escorts are instructed not to linger in the foyer</li> <li>• Staff on duty remind parents/transport staff to leave the site once their children have entered the building;</li> <li>• All pupils to be supported to use hand sanitiser on arrival/departure</li> <li>• It is not expected that pupils will wear face masks but any face coverings worn by pupils on arrival at school must be removed and disposed of (If Reusable, tied in a plastic bag and sent home at the end of the day)</li> </ul>	
Score 3 severity 3 likelihood	9

20/7/20 Updated 25/8/20; 3/9/20; 23/9/20; 23/10/2020; 4/1/21: 12/02/21; 4/3/21; 1/4/21; 17/5/21; 9/7/21;

### Staffing

Hazard	Score
<b>Spread/risk of contracting COVID-19 due to lack of social distancing measures during the school day by staff including:</b> <b>Lack of staffing / insufficient staff ratios</b>	
Additional information	
<p>The headteacher, supported by senior leaders, formally reviews weekly (informally as information comes to light) the staff availability; including the specific range of staff needed in school and the skills/training of staff to meet specific needs.</p> <p>Ventilation: open high level ventilation for comfort; ventilate rooms/spaces when they have been vacated (eg when the class has gone to lunch); move seating away from the ventilated area if cold. If an area is inadequately ventilated it should only be used if necessary and by minimal numbers of staff</p> <p>Staff shortages: Where possible supply staff will be employed to support classes that are short staffed, but for the safety of staff and pupils it may be necessary to redeploy staff from other classes. (If insufficient staff remain available to safely keep a parts of the school open then some classes will</p>	

have to be temporarily closed until staff are available again. Parents/Carers will be called to collect their children asap).	9
Score 3 Severity 3 Likelihood	
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Self-isolating if staff have symptoms – or departure from school immediately symptoms arise (and access test for virus)</li> <li>• Increased regularity of hand cleaning following the NHS advice</li> <li>• Follow ‘Catch it, bin it, kill it’ protocol for coughs and sneezes</li> <li>• Avoid as much as possible touching your face</li> <li>• Follow cleaning protocols including regular wiping of surfaces etc with diluted Milton provided by the site team (Continue to adhere to storage of Milton to prevent access by pupils)</li> <li>• Staff will be provided with and wear PPE when required in accordance with government guidance and school policy. These are available in the pertinent areas (eg Isolation room; changing rooms etc)</li> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Children are suitably supervised at all times</li> <li>• Staff will take every opportunity to maximise ventilation whilst rooms are in use without compromising fire security or staff/pupil comfort (temperature)</li> </ul>	9
Score 3 severity 3 likelihood	

20/7/20 Updated 25/8/20; 3/9/20; 23/9/20; 23/10/20; 24/11/20; 4/1/21; 1/4/21; 17/5/21; 9/7/21

### Attendance

Hazard	Score
<b>Attendance figures – likely to be affected by pupil absence</b>	
Additional information	
Score 3 Severity 4 Likelihood School attendance is mandatory for all pupils. Full absence management protocols are in place. Where pupils are not able to attend school as parents/carers are following clinical or public health advice the absence will not be penalised.	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Register will be taken</li> <li>• Parents will be held to account for keeping their children home without sufficient reason.</li> <li>• Protocols will continue – if a pupil who is expected in school does not attend, the usual monitoring phone calls will take place.</li> </ul>	
Score 3 severity 12 likelihood	12

22/7/20 Updated 25/8/20; 3/9/20; 4/1/21; 4/3/21; 01/4/21; 01/4/21; 17/5/21; 8/7/21;  
1/9/21

### Hazardous Substances

Hazard	Score
<b>Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.</b>	
Additional information	
Score 3 Severity 4 Likelihood	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Suitable storage and management of flammable hand sanitizer is in place;</li> <li>• All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>• Material safety data sheets are held for all chemicals and readily available to site and cleaning staff;</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>• COSHH safety training has been completed by site staff</li> </ul> <p>Appropriate PPE is available for all cleaning including face masks for cleaning of potential coronavirus event</p> <p>Score 3 severity 3 likelihood</p>	9

22/7/20 Updated 25/8/20; 3/9/20; 23.9.20; 4/1/21; 4/3/21; 01/4/21; 17/5/21; 8/7/21

### Large groups

Hazard	Score
<b>Spread/risk of contracting COVID-19 due to lack of social distancing measures during the school day including Large group gatherings (eg assemblies) Class groupings Pupil interactions</b>	
Additional information Ventilation: open high level ventilation for comfort; ventilate rooms/spaces when they have been vacated (eg when the class has gone to lunch); move seating away from the ventilated area if cold. The latest advice is that it is no longer recommended to keep pupils in 'bubbles'. Also see hygiene risk assessment	
Score 3 Severity 4 Likelihood	12
<b>Controls</b>	

<ul style="list-style-type: none"> <li>• Windows/openings will be used to maximise ventilation. Staff will take every opportunity to maximise ventilation whilst rooms are in use without compromising fire security or staff/pupil comfort (temperature)</li> <li>• Hand washing protocols remain in place and pupils supported with this</li> <li>• Respiratory hygiene (the 'catch it, bin it, kill it' approach remains a key control and pupils supported with this).</li> </ul>	
Score 3 severity 3 likelihood	9

22/7/20 Updated 25/8/20; 3/9/20; 23/9/20; 23/10/20; 24/11/20; 4/1/21; 4/3/21; 17/5/21; 8/7/21; 1/9/21

### Hygiene

Hazard	Score
<b>Spread/risk of contracting COVID-19 due to lack of hand-washing and general poor hygiene.</b>	
<b>Additional information</b> Staff will build the following routines into the school culture, supported by behaviour expectations and helping pupils to understand the need to follow them or follow them out of habit.	
Score 3 Severity 4 Likelihood	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Hand sanitizing is supported by staff at the doors at the start and end of the day for children (Staff use the washing facilities in these locations)</li> <li>• All those entering the school are required to wash (staff)/sanitise (Pupils) their hands;</li> <li>• Hand washing sinks are located within each toilet;</li> <li>• Signage is in place reminding staff (and pupils) to wash their hands and how to do it effectively;</li> <li>• Pupils and staff have been shown how to wash hands properly (and ongoing);</li> <li>• Hand washing is regular throughout the day and required at the following times: (Do not use sinks intended for food hygiene/washing plates/cutlery to wash hands)</li> </ul> <ol style="list-style-type: none"> <li>1. Arrival and departure to/from the school;</li> <li>2. After using the toilet;</li> <li>3. Before and after eating;</li> </ol>	

<p>4. Before and after supporting primary care needs (Including feeding, medical needs, supporting pupils at lunchtime)</p> <p>5. Before and after food technology and snack times</p> <p><b>(Class teachers to create visual class timetables on display to show regular times for hand cleaning through the day including the times above).</b></p> <ul style="list-style-type: none"> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind pupils to use tissues and bin them once used. (and If tissues are not readily available when needed occupants are reminded to cough or sneeze into their arm);</li> </ul> <p>Score 3 severity 3 likelihood</p>	9
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22/7/20 Updated 25/8/20; 3/9/20; 4/1/21; 4/3/21: 01/4/21; 17/5/21; 7/7/21

### Cleaning measures

Hazard	Score
<b>Spread/risk of contracting COVID-19 due to lack of adequate cleaning measures.</b>	
Additional information	
See 'Cleaning Protocols' document Score 3 Severity 4 Likelihood	12
<b>Controls</b>	
<p>Implementation of additional cleaning protocols will continue – see 'Cleaning Protocols' for detail. Supported by all members of staff in addition to cleaning team. This includes the following:</p> <ol style="list-style-type: none"> <li>1. Frequent cleaning of classrooms, Toilets, and frequently used areas of the school</li> <li>2. Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> </ol> <ul style="list-style-type: none"> <li>• Classrooms will be wiped down before lunch breaks and (Before and after school);</li> <li>• Common areas will be cleaned twice a day;</li> <li>• Equipment used by the students and staff will be suitably cleaned at the end of each day.</li> <li>• If an area is suspected to have been contaminated by coronavirus (a pupil has developed symptoms and isolated to minimise spread), the room will be deep cleaned as per 'protocol after a pupil is showing symptoms'</li> <li>• In addition to the cleaning of the school minibuses/MPVs by site staff, school support staff will wipe down door handles, seats and other regularly touched areas after use.</li> </ul> <p>Score 3 severity 3 likelihood</p>	9



**First Aid**

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to lack of First aid measures. Including:</b></p> <ul style="list-style-type: none"> <li>• First aid resources</li> <li>• trained first aiders;</li> <li>• <b>Dealing with a suspected case of Covid- 19;</b></li> <li>• Inappropriate handling / removal of clinical waste</li> </ul>	
<p><b>Additional information</b></p> <p>Treating any casualty properly should be the first priority. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands</p> <p>The latest advice is that If an individual tests positive for COVID-19, contact from school will be traced by NHS Test and Trace rather than by the school. This is likely to be a small number of individuals who are most at risk of contracting COVID-19.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years 6 months</li> <li>• they have taken part in, or are currently part of, an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We strongly would encourage all individuals to take a PCR test if advised to do so. Pupils should not attend school while they await their PCR result.</p> <p>Ventilation: open high level ventilation for comfort; ventilate rooms/spaces when they have been vacated (eg when the class has gone to lunch); move seating away from the ventilated area if cold.</p> <p>Managing individuals with Covid-19 symptoms in school: see below</p>	
<p>Score 3 Severity 4 Likelihood</p>	<p>12</p>
<p><b>Controls</b></p>	
<ul style="list-style-type: none"> <li>• Sufficient first aiders for the school including paediatric First Aid (14 are paediatric first aiders)</li> <li>• Where a pupil shows symptoms of COVID-19 they will be isolated in a room* supported by a member of staff until the parents/carers collect - Windows should be opened for ventilation where possible.</li> </ul>	

<p>(Where a Member of staff develops symptoms, they will immediately leave school to self-isolate and arrange to be tested for covid-19)</p> <ul style="list-style-type: none"> <li>• If the pupil needs to go to the toilet whilst waiting to be collected they must use a separate toilet area and this room must also be cleaned and disinfected following the guidance below.</li> <li>• <b>Engage with the NHS Test and Trace process:</b> Parents instructed to have child tested for covid-19 and to advise the school of the outcome of the test if positive</li> <li>• Names of anyone who has or may have covid-19 are confidential.</li> <li>• Staff required to assist the pupils will wear full PPE including, apron, gloves, and face mask these are located in the isolation rooms;</li> <li>• Staff will take every opportunity to maximise ventilation whilst rooms are in use without compromising fire security or staff/pupil comfort (temperature)</li> <li>• Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, <b>do not</b> need to go home to self-isolate unless: <ul style="list-style-type: none"> <li>○ They develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>○ They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated).</li> </ul> </li> <li>• Follow guidance in school document 'Protocols after a pupil has shown symptoms of Covid-19' to be adhered to. This includes guidance on <b>waste disposal measures</b></li> </ul> <p><b>*Medical Treatment room at Primary and Therapy room at Secondary</b></p> <p>Score 3 severity 3 likelihood</p>	9
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22/7/20 Updated 25/8/20; 3/9/20; 22/10/20; 23/10/20; 24/11/20; 4/1/21; 4/3/21; 01/4/21; 17/5/21; 8/7/21; 1/9/21

### Personal Care

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to meeting primary care needs of pupils</b></p>	
<p>Additional information</p> <p>Where a pupil may require suction or an aerosol generating procedure this is included on the individual pupil's risk assessment.</p>	
<p>Score 3 Severity 4 Likelihood</p>	12

<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Staff wear single use disposable gloves and aprons as per the school H&amp;S policy</li> <li>• Staff adhere to the intimate care policy and H&amp;S policy</li> <li>• Staff carrying out intimate care do so following the safeguarding and behaviour policies</li> <li>• Staff carrying out intimate care are trained in Manual Handling</li> <li>• Staff will take every opportunity to maximise ventilation whilst rooms are in use without compromising fire security or staff/pupil comfort (temperature)</li> <li>• Staff will adhere to the school's covid –19 'Cleaning Protocols' and in the 'Protocol after a pupil is showing symptoms' document.</li> </ul>	
Score 3 severity 3 likelihood	9

22/7/20 Updated 25/8/20; 3/9/20; 24/11/20; 4/1/21; 4/3/21; 01/4/21; 17/5/21; 8/7/21

### Visitors

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to lack of social distancing measures for <u>visitors</u> to the school, including:</b></p> <ul style="list-style-type: none"> <li>• <b>Parents;</b></li> <li>• <b>Maintenance contractors;</b></li> <li>• <b>Visiting Teachers and Therapists;</b></li> <li>• <b>Deliveries</b></li> <li>• <b>Other visitors</b></li> </ul>	
<p>Additional information</p> <p>Ventilation: open high level ventilation for comfort; ventilate rooms/spaces when they have been vacated (eg when the class has gone to lunch); move seating away from the ventilated area if cold.</p>	
Score 3 Severity 4 Likelihood	12
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Parents are not permitted to enter the school without an appointment;</li> <li>• Parents have been informed to call the school office or email if they have any questions or concerns;</li> <li>• If parents need to drop off/Collect items for pupils, they will be left at the foyer for staff to collect (following handling/Wiping down protocols);</li> <li>• For those who have to enter the school foyer, counter-top reduces the risk to school staff (hands free telecom system also available to talk to visitors remotely)</li> <li>• Visitors will only be permitted into the school if they have an approved appointment</li> </ul>	

<ul style="list-style-type: none"> <li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until the meeting can go ahead eg interviews (Staff need to attend reception in good time to meet an agreed visitor);</li> <li>• Staff will take every opportunity to maximise ventilation whilst rooms are in use without compromising fire security.</li> <li>• Maintenance contractors only access the school with prior agreement and, unless in an emergency, out of pupil hours.</li> </ul> <p>Score 3 severity 3 likelihood</p>	9
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22/7/20 Updated 25/8/20; 3/9/20; 23/9/20; 21/10/2020; 23/10/20; 24/11/20; 4/1/21; 4/3/21; 01/4/21; 17/5/21; 8/7/21

### Fire procedures

Hazard	Score
<p><b>Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.</b></p>	
<p><b>Additional information</b> The Fire and evacuation procedures have been updated to account for the context of the pandemic</p>	
<p>Score 3 Severity 4 Likelihood</p>	12
<p><b>Controls</b></p>	
<p>Fire drill procedure (updated to take account of covid measures) in place including:</p> <ol style="list-style-type: none"> <li>1. Safe assembly of occupants;</li> <li>2. Safe exit via the nearest exit;</li> <li>3. Training occupants of any changes to evacuation via briefings and fire drill;</li> <li>4. Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> </ol> <ul style="list-style-type: none"> <li>• All other fire system testing and maintenance is maintained as normal.</li> </ul> <p>Score 3 severity 3 likelihood</p>	9

22/7/20 Updated 25/8/20; 3/9/20; 23/9/20; 4/1/21; 4/3/21; 01/4/21; 8/7/21

### Pupil behaviour

Hazard	Score
<p><b>Pupil behaviour likely to increase due to their lack of understanding of the current constraints particularly pupils with challenging behaviour. Temporary changes in school that may have an impact on pupils (See updated behaviour policy)</b></p>	

Additional information	
Score 3 Severity 5 Likelihood	15
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Updated behaviour policy which identifies the changes likely to impact upon pupil behaviour (Positively or negatively)</li> <li>• Updated behaviour policy which identifies the approaches to the support of pupil behaviour</li> <li>• Staff trained in PROACT-SCIPr-UK</li> <li>• Staff trained in approaches to supporting Mental Health and Wellbeing</li> <li>• Flexibility in timetable to support pupil need</li> <li>• Additional teaching space to effectively manage teaching groups</li> <li>• Individual behaviour support plans in place will be monitored according to any changes in behaviour</li> <li>• Pupil behaviour reported and monitored on Behaviour Watch</li> <li>• All staff provided with the updated behaviour policy</li> <li>• All staff provided with updated safeguarding policy</li> <li>• Pupils who spit or use saliva as a sensory stimulant will need more opportunities to wash their hands as will staff working with them (Build these into a routine so that these pupils come to accept and expect it).</li> </ul> <p>Score 3 severity 3 likelihood</p>	9

22/7/20 Updated 25/8/20; 3/9/20; 4/1/21; 4/3/21; 01/4/21; 8/7/21

## Hydrotherapy

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to lack of social distancing measures during <u>Hydrotherapy</u> sessions including:</b></p> <p><b>Lack of staffing / insufficient staff ratios</b></p> <p><b>Access to changing room</b></p> <p><b>Cleaning regimes</b></p> <p>The Pool Water Treatment Advisory Group (PWTAG) and Public Health England advise, 'it is generally safe to go swimming at this time as water and the chlorine within swimming pools will help to kill the virus'. (21.9.20)</p>	
Additional information	
<p>Spread/risk of contracting COVID-19 due to lack of adequate cleaning measures.</p> <p>See 'Cleaning Protocols during pandemic'</p> <p>Score 3 Severity 4 Likelihood</p>	12

<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Adhere to the school swimming pool policy with regard to oversight of pupils, and health and safety protocols. Additionally:</li> <li>• Increased regularity of hand cleaning following NHS advice</li> <li>• Follow 'Catch it, bin it, kill it' protocol for coughs and sneezes (People who are unwell or exhibiting symptoms of the virus should not go swimming).</li> <li>• Avoid as much as possible touching your face</li> <li>• Follow cleaning protocols including regular wiping of surfaces etc with diluted Milton provided by the site team (Continue to adhere to storage of Milton to prevent access by pupils) it is the hard surfaces that are found around the pool and the proximity of other people that pose a risk rather than the pool water.</li> <li>• Read the updated policies including Safeguarding and Behaviour policies (These are also discussed in briefings).</li> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Children are suitably supervised at all times</li> <li>• Support pupils to use Hand gel / hand washing facilities on entry and exit of the changing rooms</li> </ul> <p>CLEANING</p> <ul style="list-style-type: none"> <li>• The Hydro pool has cleaning, sanitising and disinfection protocols along with the rest of the school premises (see 'Cleaning protocols during a pandemic')The cleaning, sanitising and disinfection protocols include:</li> <li>• Changing rooms including furniture and surfaces within the changing rooms or cubicles</li> <li>• Showers</li> <li>• Toilets</li> <li>• Handrails and Door handles</li> <li>• Poolside</li> <li>• A cleaner appointed for increased Hydro-pool cleaning – see cleaning protocols</li> </ul> <p>Score 3 severity 3 likelihood</p>	9

28/9/2020; 21/10/2020; 18/11/20; 4/1/21; 4/3/21; 01/4/21; 17/5/21; 8/7/21

### Face to face training

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to lack of social distancing measures during face to face training</b></p> <p><b>Large group gatherings (eg Face to face training)</b></p> <p><b>Physical interactions during training (eg Manual handling; PROACT)</b></p>	
Additional information	
Score 3 Severity 4 Likelihood	12
Also refer to the risk assessments for:	

<p>Hand Washing/Hygiene  Cleaning RA and Protocols  Visitors  Pupil Behaviour  Shared Equipment  Ventilation: open high-level ventilation for comfort; ventilate rooms/spaces when they have been vacated (eg when the class has gone to lunch); move seating away from the ventilated area if cold.</p>	
<b>Controls</b>	
<ul style="list-style-type: none"> <li>• Staff need to avoid touching their face as much as possible and wash hand using the correct protocols both immediately before and after using the equipment.</li> <li>• Staff will take every opportunity to maximise ventilation whilst rooms are in use without compromising fire security or staff comfort (temperature)</li> <li>• Staff need to adhere to hand hygiene and respiratory hygiene controls</li> </ul>	9
Score 3 severity 3 likelihood	

21/10/20; 23/10/20; 24/11/20; 4/1/21; 4/3/21; 01/4/21; 17/5/21; 8/7/21

Minibus

Hazard	Score
<b>Spread/risk of contracting COVID-19 due to lack of: adequate cleaning measures; social distancing; adherence to covid social distancing protocols etc.</b>	
Additional information	
See 'Cleaning Protocols' Score 3 Severity 4 Likelihood Also see RA003 School minibuses/MPV's risk assessment (below)	12
<b>Controls</b>	
<p>Implementation of additional cleaning protocols – see "Cleaning Protocols' for detail. Supported by all members of staff in addition to cleaning team.</p> <p>This includes the following:</p> <ul style="list-style-type: none"> <li>• Frequent cleaning of all touched surfaces, such as door handles, handrails, etc.</li> <li>• Equipment used by the students and staff will be suitably cleaned at the end of each day</li> </ul>	

<ul style="list-style-type: none"> <li>• In addition to the cleaning of the school minibuses/MPVs by site staff, school support staff will wipe down door handles, seats and other regularly touched areas after use</li> <li>• Cleaning: Cleaning equipment (wipes/Milton) should be available on the minibus for wiping down seats, clamps used, all frequently touched surfaces (handles; seat belts, steering wheel etc)</li> </ul> <p>Score 3 severity 3 likelihood</p>	9
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4/1/21; 4/3/21; 01/4/21; 23/4/21; 17/5/21; 8/7/21

#### Ventilation

Hazard	Score
<p><b>Spread/risk of contracting COVID-19 due to lack of adequate ventilation available in specific locations</b></p>	
<p>Additional information</p>	
<p>See 'Cleaning Protocols'</p> <p>Identified potentially poorly ventilated locations:  Cliff Road: Deputy Head's office (3); Suite of offices opposite school hall (2);  Covid isolation room (4); Meeting room 1 (5);  Rede Court Road: Music room (3); Staff changing rooms (4)</p> <p>(Maximum number of people in area for more than 15 minutes)  Score 3 Severity 4 Likelihood</p>	12
<p><b>Controls</b></p>	
<p>Implementation of additional cleaning protocols – see "Cleaning Protocols" for detail. Supported by all members of staff in addition to cleaning team.</p> <p>This includes the following:</p> <ul style="list-style-type: none"> <li>• Frequent cleaning of all touched surfaces, such as door handles, handrails, etc.</li> <li>• Equipment used by the students and staff will be suitably cleaned at the end of each day</li> <li>• Cleaning: Cleaning equipment (wipes/diluted Milton) should be available in areas with restricted ventilation for wiping down seats, all frequently touched surfaces (door handles)</li> <li>• Hygiene procedures (Risk assessment in place for hygiene)</li> <li>• Identified locations used by maximum number of people at any given time (in brackets) for more than 15 minutes</li> <li>• Door opened to maximise ventilation (taking account of confidentiality etc)</li> </ul> <p>Score 3 severity 3 likelihood</p>	9



8/7/21; 1/9/21

Individual develops coronavirus (COVID-19) symptoms flow-chart (Updated 9/7/21)

This icon ▼ means now check the box below

Is the individual a staff member or pupil?	
<b>Staff ▼</b> The member of staff is directed to go home to self-isolate and get tested for coronavirus <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a> or nhs.uk/coronavirus or call 119 (select option 1 and then option 1 again if you are calling as an organisation (option 2 for individuals calling about themselves) The Regional COVID-19 test centre is in Curtis Way, Rochester	<b>Pupil ▼</b> The pupil is taken to the designated isolation area (Medical Treatment room at Primary and Therapy Room at Secondary), where the pupil can be isolated behind a closed door, and where two-metre social distancing can be adhered to. The pupil uses a separate toilet if required, where possible. ▼
	The pupil's parents are informed and asked to collect their child. ▼ The pupil is supervised in the isolation area by a member of staff ▼
Can a two-metre distance be maintained between the supervising staff and the pupil within the isolation area?	
<b>Yes ▼</b>	<b>No ▼</b>
Social distancing rules can be followed. ▼	Social distancing cannot be followed due to the pupil's lack of understanding of the rules or their needs which require close contact with a member of staff, e.g. increased medical needs. ▼
▼	The member of staff supervising them wears PPE, i.e.. a face mask, apron and gloves, if a two-metre distance cannot be maintained whilst supervising the pupil. These are available in the isolation room ☒ PPE is safely disposed of once the pupil has been collected by their parents and the supervising staff member washes their hands for at least 20 seconds after caring for the pupil. ▼
The isolation area and any subsequent areas the pupil visited, e.g. the toilet, are cleaned by the supervising member of staff once the pupil has been collected. ▼	

Parents/Carers get their child tested for COVID-19; pupils should not attend school while they await their PCR result (advising them to book a test via <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name> or [nhs.uk/coronavirus](https://nhs.uk/coronavirus) or call 111. The Regional COVID-19 test centre is in Curtis Way, Rochester ▼

Any members of staff or pupils who have been in close contact with the individual wash their hands thoroughly for at least 20 seconds or use hand sanitiser. ▼

Members of staff or pupils who have been in close contact with the individual do not need to go home to self-isolate unless they develop symptoms themselves.

The school will contact the DFE helpline if they have 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period (DFE helpline: 0800 046 8687, option 1)

Parents: 22/7/20; 25/11/20; July 21; September 21

Governors: 25/9/20; 25/11/20; July 21; September 21

Staff 22/7/20; 25/11/20; July 21; September 21