



Risk Assessment May 2020: COVID-19
Whole School
Battledown Centre for Children and Families

1. Activity date:	Continuous	2. Assessment Date:	May 2020
3. Assessment Subject & Venue:			
<p>COVID-19 can make anyone seriously ill, but there are some people who are at a higher risk. Battledown consider staff may be at a high risk from COVID-19 if they fall into the following categories:</p> <ul style="list-style-type: none"> - have had an organ transplant - are having certain types of cancer treatment - have blood or bone marrow cancer, such as leukaemia - have a severe lung condition, such as cystic fibrosis or severe asthma - have a condition that makes them much more likely to get infections - are taking medicine that weakens the immune system - are pregnant - have a serious heart condition 			
4. General Management Control Measures:			
<p>Relevant standards, codes of practice, Government, DfE and Local Authority guidance followed, including: 'Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)'</p> <p>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</p> <p>Daily Government and DfE updates included in risk assessments and staff guidance Good operating procedures based on experience and risk assessment Staff briefed and monitored on appropriate Government guidance Clearly instruct all safety rules School to follow Coronavirus Response Stages document Daily SLT / SMT meetings – to include Site Manager Staff required to read and sign to confirm they will abide by whole school risk assessment and guidance documents Guidance provided to parents via Teacher 2 Parent</p>			
5. Persons at risk:			
Staff and pupils		Others: visitors to the school multi-agency staff	
6. Details of Hazards:	7. Risk Rating: Low – Medium – High	8. Hazard Management Controls:	
1. Exposure to potentially contaminated surfaces	1. Medium	Rooms will be cleaned according to the cleaning schedule. Surfaces (e.g. desks, tables, handles, light switches etc) and objects (e.g. telephones, keyboards, toys, equipment etc.) will be wiped with disinfectant regularly. Additional daily sanitise clean taking place. Where possible, play equipment will be wiped down after use by each class group. High risk / hard to	

2. Potential spread of virus	2. Medium	<p>clean items such as soft toys and soft furnishings will be removed from classrooms.</p> <p>Staff to regularly and thoroughly wash their hands. Posters displayed promoting hand-washing. Staff can access places where they can wash hands with soap and water. Staff to follow good respiratory hygiene (i.e. covering the mouth and nose when coughing and sneezing). Tissues are available for staff, especially for those who develop a runny nose or cough. If staff cough/sneeze, disposal of used tissues should occur, followed by immediate hand washing.</p>
3. Physical contact with pupils	3. High	<p>Staff to limit physical contact with pupils as much as possible. Staff to wash their hands following any physical contact with a pupil.</p>
4. Interaction with pupil's bodily fluids	4. Low	<p>Staff to wear Personal Protective Equipment (PPE), where available, when coming into contact with a pupil's bodily fluids. Staff to shield themselves, where possible, from contact with a pupil's bodily fluids. Staff to immediately wash any area of the body that has come in contact with a pupil's bodily fluids. Staff to clean and wipe surfaces (e.g. desks, chairs, tables etc.) and objects (e.g. telephones, keyboards, toys, equipment etc.) that have come into contact with a pupil's bodily fluids.</p>
5. Pupil displaying challenging behaviour	5. Medium	<p>Staff to use de-escalation techniques to support a pupil displaying challenging behaviour. Staff to radio for the Support for Learning team to support the pupil if the pupil or staff are in danger. Staff to use approved Team Teach methods as a last resort and only as a means to prevent imminent harm. Staff to immediately wash any area of the body that has come in contact with a pupil.</p>
6. Social distancing	6. High	<p>It is acknowledged that it is not possible to adhere to social distancing guidance within schools:</p> <ul style="list-style-type: none"> - Corridors are not wider than 2 metres - Pupils do not understand social distancing - Personal care for some pupils means that close contact is essential - If pupils display challenging behaviour, positive handling techniques may need to be used - social distancing in shared spaces such as toilets, is not possible <p>Where possible, staff should follow government social distancing guidelines. Staff have been issued with clear guidance on social distancing within the school building. Staff to limit physical contact with pupils as much as possible.</p>

		<p>Staff to wash their hands following any physical contact with a pupil.</p> <p>Class “bubble” system established. Pupils will eat within their own classrooms and have access to an allocated outdoor play area at specific times.</p> <p>Interim measures / procedures for morning drop –off and afternoon collection of pupils have been agreed in liaison with the Integrated transport Unit and transport providers.</p> <p>NO SAND TO BE USED BY CLASSES OR BEACH AREA, SAND TO BE COVERED.</p>
7. Lack of Personal Protective Equipment	7. Low	<p>Supplies of PPE have been provided and will be subject to on-going monitoring. The school will prioritise all available PPE for staff working directly with pupils.</p> <p>The school will endeavour to ensure there are adequate levels of PPE available for staff to use.</p> <p>All staff have been offered a personal, re-useable face mask.</p> <p>Staff have been provided with clear guidance on the use of PPE</p>
8. Staff mental health and anxiety levels leading to increased staff absences	8. Medium	<p>Where possible, the Senior Management Team (SMT) will support staff with their mental health and anxiety levels.</p> <p>Staff will report any concerns about their mental health and anxiety to a member of SMT.</p> <p>Where possible, SMT will place staff on a rota that ensures they have a break to support social distancing, self-isolation mental health and anxiety levels.</p> <p>SLT will monitor staffing levels on a daily basis.</p>
9. Staff illness	9. Medium	<p>Staff will be asked to stay at home, or be sent home, and self-isolate for 7 days if they display either:</p> <ul style="list-style-type: none"> - a high temperature – hot to touch on the chest or back (staff do not need to measure their temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (staff who usually have a cough, it may be worse than usual). Other symptoms as identified in Government guidance.
10. Staff member living with someone with COVID-19 symptoms	10. Medium	<p>Staff will self-isolate for 14 days from the day the symptoms started.</p> <p>If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.</p> <p>If staff get symptoms, self-isolate for 7 days from when the symptoms start, even if it means they are self-isolating for longer than 14 days.</p> <p>If staff do not get symptoms, they can stop self-isolating after 14 days.</p>
11. Visitors to the school	11. Low	<p>Where possible, all visitors to the school are discouraged.</p> <p>Where visitors need to be on site, they will be asked to adhere to the schools prevention and containment measures.</p>

12. Multi-agency staff	12. Low	<p>Transport staff are not allowed into the building. For parents attending essential meetings, these will be held in the Training Centre so that access to the school is not needed. Visits to pupils in relation to safeguarding concerns are considered a priority and will be accommodated within social distancing and hygiene guidelines.</p> <p>Other essential meetings will be booked into the Training Centre (away from the main building).</p> <p>Multi-agency staff should work from home / off site wherever possible. Should multi-agency staff need to work directly with a pupil, they will provide school with 72 hours' notice so that this can be worked into the pupil rota and a suitable, sanitised room can be made available. Therapists will conduct their own individual risk assessment and/or triage the need to have face to face pupil contact according to the Trusts Policy. Therapists will provide and wear their own PPE equipment according to the Trusts Policy. Therapists will obtain parental permission for the direct contact to take place in school prior to the visit.</p>
13. Staff information	13. Low	<p>This risk assessment and appendices will be emailed to all staff members. All staff members will be required to sign the risk assessment and its appendices to state that they have understood, and agree to abide by its contents.</p> <p>The risk assessments and its appendices will be emailed to multi-agency staff who are required to sign the risk assessment and its appendices to state that they have understood, and agree to abide by its contents.</p> <p>Whole School Emails with guidance and updates are sent to staff as necessary (copied to Local Advisory Board).</p> <p>This risk assessment and its appendices will be posted on the school website and made available to all visitors.</p>

9. Risk Assessment:					10. Date of Review:
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Acceptable (Risks under control)	YES	✓	NO		On-going in line with updated guidance Next review Sept 2020
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11. Assessor Details:					
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Name	Nikki Teague	Address Battledown Centre for Children and Families Harp Hill, Cheltenham GL52 6PZ			
Title	Head Teacher				
Signature		Telephone number			01242 525472

12. Confirmation:		
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Contents of Risk Assessment briefed to relevant staff and pupils?	Yes	No
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13. Verification by SLT:	 Name:
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Guidelines for staff working in school

PPE

- At the staff entrance to school there is a table in the foyer with hand sanitiser. You must sanitise your hands on entering and leaving the building. Hand sanitiser is also available on each dept trolley. Government guidelines state that PPE is not necessary whilst working with pupils who are not displaying any symptoms, unless you are carrying out personal care / hygiene procedures. If you are carrying out personal care / hygiene procedures you will require an apron, gloves. Used PPE must be disposed of as hazardous waste.
- Government guidance also states that wearing a face mask in schools is not necessary: wearing a face mask may increase the risk of cross -contamination if a pupil grabs it and / or pulls it off.
- If you would like to wear a face mask whilst in school, the school has been provided with re-usable face masks for every class-based member of staff.

The WHO guidance on wearing face masks states:

- If you are healthy, you only need to wear a mask if you are taking care of a person with COVID-19.
- Wear a mask if you are coughing or sneezing.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.
- If you wear a mask, then you must know how to use it and dispose of it properly.

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

Site Arrangements

- School is operating a “bubble” system to minimise possible spread of the virus. You must remain within the designated area for your bubble. You should eat in your classroom or designated area.
- If talking to staff members from other “bubbles” you should observe social distancing and wear the mask provided.

Hand Washing

- On entrance to school and in each “bubble”, there will be alcohol gel/hand sanitiser available for everyone entering the building. <https://www.youtube.com/watch?v=4xC-7ZiQoY>
- There are sinks and soap available in each classroom. Hands should be washed regularly and (if worn) gloves replaced, but essentially after any personal care, any reason for removing gloves, after using the toilet and before and after eating and drinking.
- Please watch the following video to ensure you sanitise your hands properly.
- <https://www.youtube.com/watch?v=lisgnbMfKvI>
- Pupils should be supported to wash their hands as far as possible.

Clothing

- No open toes
- Long hair should be tied back at all times
- No jewellery (especially rings, bracelets and watches which will prevent effective hand-washing)
- No false nails and trim nails short to allow for hands to be washed properly.

- Scrub tops are available from Rob if needed. These can all be washed at a high temperature and re-worn.

End of the day (best practice guidance)

- As soon as you get home, have a black bin liner ready just inside the front door or back door and ensure your washing machine door is open. People can help you get this ready but should stay away during procedure.
- Take off your clothes and place them all inside bin liner. Take the bin liner straight to the washing machine. Scrunch clothes into a ball. Do not touch ANY part of washing machine. Door should already be open. Carefully place clothes inside washing machine making sure you do not touch sides.
- Go straight to the shower. Do not touch door handles and if you have to, ensure they are wiped down after. Wash your body and HAIR thoroughly with soap/shampoo/shower gel.
- You should now be virus free. You can then go and shut the washing machine and put it on.

Cleaning

- Cleaning equipment is available in each room, including disinfectant spray and wipes. Wipes are SINGLE use and should be disposed of in a black bin liner after each use.
- Tables, surfaces, door handles or any equipment that is used should be wiped down after each day or where there is a change of pupil/staff member, and the wipe disposed of. This may mean cleaning the surfaces multiple times an hour.
- Specific zones of the school will be cleaned each evening by the cleaners, but staff should ensure they have cleaned surfaces, handles and equipment and identified equipment that has been used and so requires a full clean before leaving for the evening.

Isolation (see Appendix 2)

- Should it be needed the small SLT room has been designated as an isolation room.
- No member of staff or pupil should access this room during the day unless isolation is needed, and no resources should be taken from the room.
- If a child displays symptoms, they should be taken immediately to the isolation room with one member of staff and their parents contacted for immediate collection.
- If a staff member displays symptoms and they feel unable to make their own way home, they should stay in the isolation room until collected. If they are able to make their own way home, they should follow the end of day PPE procedures and go home immediately.
- Isolation should occur if any child or member of staff develops a cough or high temperature whilst on site. Thermometers are available in the isolation room and should be used with the temperatures recorded.

Shared areas

- Toilets will have a spray disinfectant and wipes in which we ask everyone to use to spray door handles, taps and toilet seat/flush after use, there will be a sign on the door for In Use so as only 1 member of staff will be in there at any time.
- Shared areas, including computers, surfaces and door handles should be wiped down after each use.

Safeguarding

- Pupil information sheet will be available in each class for contacting parents. This PPE should only be used if a child or adult develops symptoms during the school day.
- Pupil attendance will be monitored and collated by Holly or Nikki the usual attendance reporting / recording procedures have been waived.
- Safeguarding concerns must be reported promptly in the usual way.
- There will always be a DSL on site and any concerns can be discussed with them.

Appendix 2

What happens if someone becomes unwell whilst at school?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they should be moved, if possible, to the isolation room located in SLT where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. Ideally, a window should be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, they should use the toilet by the staffroom. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should 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).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available).

What happens if there is a confirmed case of coronavirus at school?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.