

1. Activity date:	Continuous	2. Assessment Date:	April 2022
<b>3. Assessment Subject &amp; Venue:</b>			
<p>Having assessed risk, Battledown Centre for Children and Families we will continue to work through a system of controls, adopting measures that:</p> <ul style="list-style-type: none"> <li>• addresses the risk identified in our assessment</li> <li>• works for the school setting, school staff, and the individual, often complex, needs of the children and young people we teach</li> <li>• allows us to deliver a broad and balanced curriculum, including full educational and care support for our pupils</li> </ul> <p>COVID-19 can make anyone seriously ill, but there are some people who are at a higher risk. Taking into account guidance from PHE, Battledown Centre for Children and Families consider staff, pupils, parents or visitors may be at a high risk from COVID-19 if they fall into the following categories:</p> <ul style="list-style-type: none"> <li>- have had an organ transplant</li> <li>- are having certain types of cancer treatment</li> <li>- have blood or bone marrow cancer, such as leukaemia</li> <li>- have a severe lung condition, such as cystic fibrosis or severe asthma</li> <li>- have a condition that makes them much more likely to get infections</li> <li>- are taking medicine that weakens the immune system</li> <li>- are BAME</li> <li>- are pregnant</li> <li>- have a serious heart condition</li> <li>- over 60</li> </ul> <p>This list is not exhaustive: the school will monitor Government guidance for updates / amendments to this list. (see hazard no. 15) Staff falling into vulnerable categories and working on site are subject to individual risk assessments.</p>			
<b>4. General Management Control Measures:</b>			
<p>Relevant standards, codes of practice, Government, DfE and Local Authority guidance followed, including: recent and upcoming changes Gov.UK <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Good operating procedures based on experience and risk assessment Staff briefed and monitored on appropriate Government guidance: staff briefing ongoing. Clearly instruct all safety rules. School to follow Coronavirus Response Stages document. Staff required to read and confirm they will abide by whole school risk assessment and guidance documents Risk assessment published on school website and updates to the LAB at all meetings. Risk assessment maintained as a live document on 365, available to all staff. Specific departmental guidance as appropriate. Guidance provided to parents via parent-e mail &amp; class Do-Jo Essential measures include:</p> <ul style="list-style-type: none"> <li>• a requirement that people who display symptoms including a temperature should stay at home and avoid contact with other people.</li> <li>• robust hand and respiratory hygiene.</li> <li>• enhanced cleaning arrangements.</li> </ul>			

- active engagement with Public Health England and DfE in the event of an outbreak.
- Safety measures continue to be in place with regular cleaning, hand washing to minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the setting's circumstances and will (as much as possible) include:

- Thermometers are available in school.
- Face masks available for anyone choosing to wear one.

**5. Persons at risk:**

Staff Pupils	Others: parents visitors to the school multi-agency staff (also subject to agency risk assessments)
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6. Details of Hazards:	7. Risk Rating: Low – Medium – High	8. Hazard Management Controls:
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1. Exposure to potentially contaminated surfaces	Medium	1.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.) Before outdoor activities pupils and staff with wash hands and again when returning to the classroom Additional daily sanitise clean taking place.
2. Potential spread of virus	High	2.Staff to regularly and thoroughly wash their hands. Posters displayed promoting hand-washing and social distancing. Staff can access places where they can wash hands with soap and water. Access to PPE if required. 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. Face masks are no longer necessary however staff can wear if they choose to do so if feeling anxious. <i>Non-contact and ear thermometers are available if required.</i> Alcohol-based hand sanitiser is available on entering the school and around school including class. To be kept out of reach from pupils at all times. PPE is available in each class for carrying out intimate personal care. ‘Grab bags’ containing emergency PPE are available in reception if required. Children will continue eat lunches in classrooms wherever possible.

3. Physical contact with pupils	Medium	<p>Open windows/doors where possible to allow adequate ventilation</p> <p>3. Staff to wash their hands following any physical contact with a pupil. PPE should be worn for planned physical contact such as medical interventions, gastro feeds etc.</p>
4. Interaction with pupil's bodily fluids	Low	<p>4. Staff to wear Personal Protective Equipment (PPE), where available, when coming into contact with a pupil's bodily fluids.</p> <p>Staff to shield themselves, where possible, from contact with a pupil's bodily fluids.</p> <p>Staff to immediately wash any area of the body that has come in contact with a pupil's bodily fluids.</p> <p>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> <p>Staff to immediately wash any area of the body that has come in contact with a pupil's bodily fluids.</p>
5. Pupil displaying challenging behaviour	Medium	<p>5. Staff to use de-escalation techniques to support a pupil displaying challenging behaviour.</p> <p>Staff to radio for the SLT to support the pupil if the pupil or staff are in danger.</p> <p>Staff to use approved Team Teach methods as a last resort and only as a means to prevent imminent harm.</p> <p>Staff to immediately wash any area of the body that has come in contact with a pupil.</p>
6. Social distancing	Medium	<p>6. It is acknowledged that it is not possible to adhere to social distancing guidance within schools:</p> <ul style="list-style-type: none"> <li>- corridors are not wider than 2 metres</li> <li>- pupils do not understand social distancing</li> <li>- personal care for some pupils means that close contact is essential</li> <li>- if pupils display challenging behaviour, positive handling techniques may need to be used</li> <li>- social distancing in shared spaces such as toilets, is not possible. Staff and pupils are allocated facilities within bubbles.</li> </ul> <p>Pupils will eat within their own classrooms.</p> <p>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>

7. Lack of Personal Protective Equipment	Low	7. 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. The school will endeavour to ensure there are adequate levels of PPE available for staff to use. Staff have been provided with clear guidance on the use of PPE
8. Staff mental health and anxiety levels leading to increased staff absences	Medium	8. Senior Leadership (SLT) will support staff with their mental health and anxiety levels. Staff will report any concerns about their mental health and anxiety to a member of SLT. All staff have access to confidential counselling services and GCC occupational health managers referral. Staff well-being team has been put in place which has been added to staff meeting calendar each term.
9. Staff illness/Covid 19	Medium	9. Staff with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature. For more guidance please follow this link:  <a href="https://www.nhs.uk/conditions/coronavirus/coronavirus-symptoms-in-adults/">Coronavirus (COVID-19) symptoms in adults - NHS (www.nhs.uk)</a>
10. Testing	Low	Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend  10. If staff chooses to purchase a LFT test and test positive it is advised that adults with a positive COVID-19 test result should stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days. Regular asymptomatic testing is no longer recommended in any education or childcare setting, including in SEND, alternative provision and children's social care settings. We are continuing to test staff in classes where there are clinically vulnerable staff/children whilst we have supplies.

11. Visitors to the school	Medium	<p>Therefore, settings will no longer be able to order test kits or issue test kits to staff or pupils. Test kits will be available at local pharmacies at a small cost.</p> <p>11. Where visitors need to be on site, they will be asked to adhere to the school's prevention and containment measures:</p> <ul style="list-style-type: none"> <li>- use of antibacterial hand cleaning</li> <li>- face masks will be made available if it is their personal choice to wear them as no longer a requirement.</li> </ul>
12.First Aid / Hospital protocols	Low	<p>12.Should a child require close contact first aid, or need to be taken to hospital, staff may wear PPE and then follow usual protocols. Masks and gloves will be available if required together with a 'grab bag' in reception. The staff member should then follow hygiene protocols.</p>
13. Vulnerable staff / pupils	Low	<p>13. Staff and pupils who fall into vulnerable categories will be subject to individual risk assessments. Individual cases will be discussed with the staff member and SLT / HR and will be confidential.</p>
14. Confirmed case within school	Medium	<p>14. If a confirmed case in school, all relevant people will be informed including staff and parents/carers. Adults with a positive COVID-19 test result should stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days, providing they are well with no temperature. See point 9</p>
15.Trips off site	Low	<p>15. Organised trips offsite must be within the government guidelines and separate risk assessment to be completed with current Covid 19 measures in place.</p>
16. Safeguarding	Low	<p>16. Staff will continue to report safeguarding concerns using existing procedures. A DSL will be on site at all times. A DSL or FSW, will attend safeguarding, CIN, CP meetings virtually. The parents / carers of all children not attending school will be contacted twice weekly by phone call.</p>

17. Intervention sessions	Low	17. Intervention sessions are essential in supporting our pupils and where possible should be run as normal with face-to-face sessions.
18. Staff meetings and daily briefing	Low	18. Meetings will be carried out in the hall or Family room ventilated with open windows/doors. Staff can choose to wear face coverings but not a requirement. Staff morning briefing will continue to be in the hall on a Monday with one member for each class and by radio Tuesday to Friday.
19. Cleaning Resources	Low	19. Liquid soap, cleaning spray and paper towel are stocked and available in toilets. Alcohol based hand sanitiser is available in meeting rooms and reception at an accessible point. Cleaning spray and paper towel are stocked and available in classrooms. COSHH sheets are held for all cleaning products used and all staff and visitors must follow manufacturer's instructions for safe use of these products. Airborne disinfection is available to sanitise rooms where necessary.
20. Ventilation	Low	20. Staff will ensure that rooms are well ventilated. Rooms where effective ventilation is not possible, will be avoided. It is impractical to use CO <sub>2</sub> monitors in every room.

9. Risk Assessment:					10. Date of Review:	
Acceptable (Risks under control)	YES	√	NO		On-going according to updates in Gov guidance	
11. Assessor Details:						
Name	Nikki Teague		Address			
Title	Head Teacher		c/o Battledown Centre for Children and Families Harp Hill Cheltenham GL52 6PZ			
Signature			Telephone number		01242 525472	
12. Confirmation:						
Contents of Risk Assessment briefed to relevant staff and pupils?					Yes √	No
13. Verification by SLT: (Principal)				Name: Nikki Teague		
Signed: 					Dated:	April 2022

## Appendix 1

# 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 in each classroom. 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, a mask and goggles or a visor. Please contact the Site team for supplies of PPE. Please watch the video below so that you are aware of how to put on and take off your PPE. Used PPE must be disposed of as hazardous waste.
- If staff are considered at increased risk, they will be subject to an individual risk assessment.

The WHO guidance on wearing face masks states:

- 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>

## Hand Washing

- On entrance to school there is 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.

## 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 use and the wipe disposed of. This may mean cleaning the surfaces multiple times an hour.
- Black bin bags which contain used cleaning equipment and used PPE should be placed into another bin liner, securely tied and placed in the corridor to be collected by cleaning staff.

## Isolation

- Should it be needed the upstairs breakout room has been designated as an isolation room.
- If a child displays symptoms, they should be taken immediately to the isolation room 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.
- Isolation should occur if any child or member of staff develops a high temperature whilst on site. Thermometers are available and should be used, with the temperatures recorded.

## Safeguarding

- Please ensure you bring your ID / fob access to school with you.
- Safeguarding concerns must be reported promptly in the usual way using CPOMS.
- There will always be a DSO on site and any concerns can be discussed with them.
- Staff must make themselves aware of the Covid -19 appendix to the Child protection Policy.

