

**Risk Assessment May 2020: COVID-19
Whole School**

1. Activity date:	Continuous	2. Assessment Date:	22 nd 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. Belmont School 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 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 Weekly SLT/MLT staff meetings – to include Site Manager (where possible) Staff required to read and sign to confirm they will abide by whole school risk assessment and guidance documents Close monitoring of national and local Covid-19 cases Ongoing and comprehensive access to regular testing for children and staff</p>			
5. Persons at risk:			
Staff and pupils		Others: Essential visitors to the school Parents 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 & sports equipment will be wiped down after use by each class group.	
2. Potential spread of virus	2. Medium	Staff and pupils to regularly and thoroughly wash their hands. Posters displayed promoting hand-washing. On arrival to and departure of school all staff and students will wash or sanitise hands. Staff and pupils can access places where they can wash hands with soap and warm water. Staff and pupils to follow	

		<p>good respiratory hygiene (i.e. covering the mouth and nose when coughing and sneezing).</p> <p>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> <p>Pupils will be closely monitored for signs and symptoms of the virus. If a pupil or a staff member presents any symptoms a temperature will be taken by a first aider. Pupils who are not able to communicate how they feel will have a visual chart to help tell staff if they are unwell. Any child with symptoms or a high temperature will be housed in the isolation area and parents contacted to collect their child immediately.</p>
3. Physical contact with pupils	3. High	Staff to limit physical contact with pupils as much as possible. Staff to wash their hands following any physical contact with a pupil.
4. Interaction with pupil's bodily fluids	4. Low	<p>Staff to wear Personal Protective Equipment (PPE), 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>
5. Pupil displaying challenging behaviour	5. Medium	<p>Staff to use de-escalation techniques to support a pupil displaying challenging behaviour.</p> <p>Staff to radio the lead staff member from MLT/SLT team 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	6. High	<p>It is acknowledged that it is not possible to adhere to social distancing guidance within special schools:</p> <ul style="list-style-type: none"> - Not all corridors are not wider than 2 metres - Not all pupils 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>

7. Lack of Personal Protective Equipment	7. Low	<p>Staff to wash their hands following any physical contact with a pupil.</p> <p>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>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 access to a personal, disposable face mask. Staff have been provided with clear guidance on the use of PPE. (Please see EK if more guidance required).</p>
8. Staff mental health and anxiety levels leading to increased staff absences	8. Medium	<p>Where possible, the Senior Leadership Team (SLT) 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 SLT.</p> <p>Where possible, SLT 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)
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> <p>Transport staff are not allowed into the building. For parents attending essential meetings, these will be held in the office</p>

12. Multi-agency staff	12. Low	<p>behind the Unit 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. Other essential meetings will be booked into the office behind the Unit.</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. 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. Whole School Emails with guidance and updates are sent to staff as necessary (copied to Governing Body). 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:
Acceptable (Risks under control)	YES	X	NO		22 nd May 20
11. Assessor Details:					
Name	Kevin Day	Address			
Title	Head Teacher	Belmont School, Warden Hill Road, Cheltenham GL51 3AT			
Signature	<i>K. Day</i>	Telephone number			01242 216180
12. Confirmation:					
Contents of Risk Assessment briefed to relevant staff and pupils?				Yes x	No
13. Verification by SLT:			Name: Kevin Day		
Signed: <i>K. Day</i>				Dated:	22 nd May 20
14. Verification by Staff Member:			Name:		
Signed:				Dated:	