

Pens Meadow School

COVID-19 Risk Assessment

The sole purpose of this risk assessment is to prepare for the possibility of providing face-to-face contact with pupils while reducing the risk of coronavirus transmission.

For the purpose of this risk assessment, the term 'COVID-19' to refer to coronavirus disease 2019 (COVID-19).

This risk assessment is considered to be a working document, reviewed on a daily basis in accordance with Government guidelines and can be changed at any time.

For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:

- [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
- [Details on phased wider opening of schools, colleges and nurseries](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
- [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
- [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May\)](#)

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Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks																																																							
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Severity</th> <th style="width: 15%;">Likelihood</th> <th colspan="6"></th> </tr> </thead> <tbody> <tr> <td>1- Nil</td> <td>1- Never</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> <td></td> </tr> <tr> <td>2- Minor</td> <td>2- Unlikely</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> <td></td> <td></td> </tr> <tr> <td>3- Significant</td> <td>3- Possible</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> <td></td> <td></td> </tr> <tr> <td>4- Severe</td> <td>4- Likely</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> <td></td> <td></td> </tr> <tr> <td>5- Death</td> <td>5- Certain</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> <td></td> <td></td> </tr> </tbody> </table>									Severity	Likelihood							1- Nil	1- Never	1	2	3	4	5			2- Minor	2- Unlikely	2	4	6	8	10			3- Significant	3- Possible	3	6	9	12	15			4- Severe	4- Likely	4	8	12	16	20			5- Death	5- Certain	5	10	15	20	25		
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Pupils' entry to school	Pupils and staff	3	4	12	<p>Pupils to wait in their vehicles until they are called to school by a Senior Member of staff. Transport staff to follow their social distancing rule on the taxi. Admin assistant will also be present to ensure safe arrival.</p> <p>SLT staff to receive a young person from their parent or PA.</p> <p>Parents and PAs not allowed to enter the building unless absolutely necessary and agreed by the SLT.</p> <p>Each pupil to be observed for apparent symptoms. Each pupil to clean their hands using hand gel supported by a receiving member of staff as soon as they enter the school.</p>	3	3	9																																																					
<p>Potential spread of the virus through not observing 2 m social distancing on entry.</p>																																																													

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Pupils with cold or flu-like symptoms spreading the virus.	Pupils and staff	3	3	9	Parents to refrain from sending pupils to school when they show any cold or flu-like symptoms. Pupils at school who develops cough and/or fever is encourage to be tested against COVID-19. If staff notice cold of flu-like symptoms, parents will be called immediately to pick them up. Pupils who display any symptoms of being unwell, however small, will be directed to a therapy room by Yellow class room and parents will be required to pick them up as soon as practicable. Staff will check pupils' temperature when it is practicable. Staff who will supervise them need to wear a face mask provided by SLT and use hand gel and wash their hands regularly and before going to the other area of the school.	3	3	9
Pupils' departure at the end of the day	Pupils and staff	3	3	9	Each pupil to be taken out to their parent/PA individually and only one at a time by a staff member. All parents and taxis to wait in a queue until called.	3	3	9
Social distancing in school - general	Pupils and staff	3	3	9	There will only be maximum of 12 pupils on site and any given time. Pupils groups and staffing to remain consistent as much as it is practicable.	3	2	6

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Social distancing in class rooms	Pupils and staff	3	3	9	To reduce further the risk of spreading the virus pupils to be in groups of no more than 8 when outside of the class room at any given time in other areas, including outside. Groups of maximum of 4 pupils in one class room. Wherever practicable pupils to be working on consistent individual work stations to observe social distancing. Pupils to be provided individual resources ie. pencil case to reduce the use of shared resources.	3	3	9
Social distancing during personal care, including hoisting.	Pupils and staff	3	4	12	Staff to wear gloves and aprons routinely. Pupils to be supported in the toilets appropriately and all staff attending their personal care must wear face masks when undertaking the task. When attending personal care of pupils that may present with challenging behaviours and/or spitting and spreading bodily fluids, staff to wear face masks and face shields. All PPE to be used only for one pupil and then needs changing, except face shields which must be wiped clean with alcohol wipe after each use. Staff and pupils to wash their hands using PHE guidelines as well as use hand gel before leaving the toilet.	3	2	6

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Social distancing during dinner time	Pupils and staff	3	3	9	<p>Pupils to bring lunch from home.</p> <p>Pupils to sit at the tables keeping appropriate distance from others.</p> <p>Staff who support feeding must wear aprons and gloves.</p> <p>Staff may be required to wear face masks and face shields - this is to be identified in an individual risk assessment for individual pupils.</p> <p>Pupils to wash their hands before and after dinner.</p> <p>Tables and chairs to be wiped clean with the alcohol wipe by staff supporting individuals.</p>	3	2	6
Social distancing during play time	Pupils and staff	3	3	9	<p>Play times to be staggered.</p> <p>Maximum of 8 pupils outside on a playground at any given time.</p> <p>Therapy rooms to be used only for 1:1 work.</p> <p>Maximum of 2 pupils in a sensory room at any given time.</p> <p>Maximum of 4 pupils in a sports hall at any given time.</p> <p>Staff to clean the resources used with the alcohol wipe after each use.</p>	3	2	6

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Social distancing during movement on the corridors	Pupils and staff	3	3	9	All pupils to be supervised whilst walking in corridors. Pupils to walk in line with 2m gap between them as much as it is practicable. Staff to instruct pupils and support them in letting others go first.	3	3	9
Off-site learning	Pupils and staff	3	4	12	All off-site learning remains cancelled for the foreseeable future.	3	1	3
Additional adults on site including meetings and contractors.	Pupils and staff	3	3	9	Any adult accessing the school must be authorised by Core SLT, though this will be limited to absolutely necessary visits. Multiprofessionals meetings to be conducted via online conference. Annual reviews of EHCPs, EH, TAC etc. to be conducted via telephone or online conference.	3	2	6
Application of creams on children's skin, including moisturisers and sun creams.	Pupils and staff	3	3	9	Staff to wear gloves for application of the cream. One pair of gloves must not be used for more than one child at one time!	3	2	6
Hygiene of pupil and staff crockery and cutlery	Pupils and staff	3	3	9	Arrangements made to wash everything in dish-washers at 70°C cycle. Pupils to use individual drink bottles/cups that will be washed daily as above.	3	2	6

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Staff who are unwell.	Pupils and staff	3	3	9	Staff to remain at home and follow PHE guidelines regarding checking the symptoms, isolation and getting tested.	3	1	3
Well-being, Anxiety and Mental Health Pupils and staff may be anxious and fearful of returning to work and being alongside other people. Worries about transmitting virus to family members.	Pupils and staff	2	3	6	Class assemblies. PSHE lessons. Circle time. "SMILE" activities on timetable. Lessons about COVID 19 - as appropriate to cognitive development of pupils. Lessons about hand-washing and why we keep our distance. Discussion with staff and pupils about their experiences from lock-down e.g. Thursdays 8.00pm clapping for NHS. Talking therapies Staff meetings that focus on Well-being during the adjustment period. Opportunities for time out.	2	2	4
Cleanliness of school Risk of virus remaining on the surfaces and equipment used	Pupils and staff	3	2	6	Each classroom to have a stock of alcohol wipes and hand gels. Equipment used by pupils to be cleaned immediately after use by class staff. Cleaners to attend the school regularly outside of	3	3	9

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Cleanliness of school following the suspected case of COVID-19 – immediate response.	Pupils and staff	3	3	9	<p>the school operating ours as much as practicable to ensure general cleanliness of the school.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time; such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> - objects which are visibly contaminated with body fluids - all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings using either a combined detergent available in the class room.</p> <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined</p>	3	2	6

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					below. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.			
Cleanliness of the school following the confirmed case of COVID-19.	Pupils and staff	3	3	6	Deep cleaning of the affected areas by cleaners using SafeZone detergents as agreed by Dudley MBC for use in schools.	3	2	6
Cash brought to school Contamination of notes and coins	Staff	3	2	6	Minimum cash payments acceptable.	3	1	3

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Paul Leyshon	Chair of Governing Body		