

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 or after 11th May 2020:

- [Guidance for full opening: special schools and other specialist settings](#)
- [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 \(updated 12 May \)](#)
- [Supporting children and young people with SEND as schools and colleges prepare for wider opening](#)
- [Check if you or your child has coronavirus symptoms – NHS advice](#)

Further Guidelines and additional information can be found in Appendix 1.

Documents available on request from School:

- [Test, Trace and Isolate SOP for educational settings](#)
- [Covid-19 Individual Risk Assessment Template](#)
- [MyHR Risk assessment Process](#)
- [Dudley SEND FAQs \(1/06/2020\)](#)
- [Outdoor Learning and Off-Site Visits during the Pandemic \(5/07/2020\)](#)

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<p>Pupils' entry to school Potential spread of the virus through not observing social distancing on entry.</p>	<p>Pupils and staff</p>	3	4	12	<p>Parents walking pupils into Post 14 site only shall park in the visitors' car park and remain in vehicles until the starting time. They must follow the protocol and wait outside away from the entrance to the school and await a member of staff receiving the pupil. All vehicles to wait in the queue until called to a parking spot. Pupils to wait in their vehicles until they are called to school by a Supervising Member of staff. Class staff to receive a young person from their parent or PA. Parents and PAs not allowed to enter the building unless absolutely necessary and agreed by the SLT. 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																																																					

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		S	L	Risk		S	L	Risk
					Each pupil to go directly to their form room.			
Pupils with cold or flu-like symptoms spreading the virus.	Pupils and staff	3	3	9	<p>Parents to refrain from sending pupils to school when they show any cold or flu-like symptoms. Pupils at school who develops one or more of Covid-19 symptoms must be tested against COVID-19 and engage with NHS Test and Trace supported by the school nurse in accordance with Covid-19 SOP.</p> <p>School has received home testing kits and these may be used at home when a pupil displays the symptoms of Covid-19 and parents cannot otherwise access testing.</p> <p><u>The main symptoms of coronavirus are:</u></p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature unless pupils require AGPs) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>If staff notice any of these symptoms, parents will be called immediately to pick them up. NB. A child who coughs every now and again and/or if this is a normal situation for them, staff will liaise with parents but it may not be necessary for the child to be picked up</p>	3	3	9

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					<p>immediately.</p> <p>Pupils who display any symptoms of being unwell, however small, will be directed to an isolation room for observation and assessment:</p> <p>Ridge Hill site:</p> <ul style="list-style-type: none"> - therapy room by the playground <p>Post 14 site:</p> <ul style="list-style-type: none"> - meeting room <p>Should the pupil need to use a bathroom they should be directed to the closest one (opposite Green and Willow on respective sites). This bathroom will be subject to the same cleaning procedure as the isolation room.</p> <p>Following the use of the room, it will be locked until appropriate cleaning has occurred, but no longer than for 72 hours to minimise the risk of staff becoming infected.</p> <p>Staff who will supervise them need to wear a face mask and a visor provided by SLT and use hand gel and wash their hands regularly and before going to the other area of the school.</p> <p>Parents will be required to pick them up as soon as practicable. Parents will not enter the building when they arrive to pick up their child. The staff who supervises the child will bring them outside to the parent wearing appropriate additional equipment.</p>			

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					Staff will check pupil's temperature when it is practicable.			
Pupils' departure at the end of the day	Pupils and staff	3	3	9	<p>Each pupil to be taken out to their parent/PA individually and only one at a time by a staff member.</p> <p>At Post 14 students who are on transport:</p> <ul style="list-style-type: none"> - from Elm and Oak forms are to be waiting in Willow for the departure. - from Birch and Maple to wait in their form rooms and leave through main exit by reception <p>Post 14 students who are not on transport will depart from their respective locations through the back door to the visitors car park.</p> <p>At Ridge Hill site:</p> <p>All parents and taxis in a queue will wait until called to park in a designated space. All parents must follow the transport protocol.</p>	3	3	9
Social distancing in school – general	Pupils and staff	3	3	9	<p>Pupils groups and staffing to remain consistent as much as it is practicable.</p> <p>To reduce further the risk of spreading the virus pupils to be in class/form groups when outside of the class room as much as practicable.</p> <p>Windows to be kept open wherever and whenever that is practicable.</p> <p>When using communal areas there should not be more than 2 class groups in the same environment at the same time.</p> <p>Assemblies to be conducted in the class rooms.</p>	3	2	6

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					<p>All SOPs regarding legal compliance to be followed in accordance with policy.</p> <p>Splash pool – 1 group of pupils allowed each day, 2 pupils at a time.</p> <p>Sensory room – 1 group of pupils allowed each day with designated group resources</p> <p>Staff room – staff to maintain at least 1 metre distance at all times</p> <p>Use of photocopier RH – staff to use hand gel before and after operating the photocopier.</p> <p>Use of photocopier Pensnett – staff are permitted to use the photocopier as long as:</p> <ul style="list-style-type: none"> • only one person in there at a time • accessed from Willow • wait in Willow not in corridor • Pupils should not be sent alone • Wipes/antibac etc to be located in photocopy room • Staff and pupils are not permitted to enter the office, they should use the reception window 			
Social distancing in class rooms	Pupils and staff	3	3	9	<p>Wherever practicable pupils to be working on consistent individual work stations to observe social distancing facing towards the lead member of staff.</p> <p>Pupils to be provided individual resources ie. pencil case to reduce the use of shared resources.</p> <p>Blowing bubbles are not allowed. Use of bubble machines, however is permitted.</p> <p>Any shared resources must be cleaned before and straight after use.</p>	3	3	9

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Risk of spreading the virus during personal care, including hoisting.	Pupils and staff	3	4	12	<p>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 with soap and running warm water. Toilets and other bathroom equipment to be cleaned with a detergent at breaks and lunch times but designated members of staff. <u>Toilets checks</u> allocation at Ridge Hill site: Green – inside classroom bathroom Orange and Purple – end of corridor bathroom Yellow – corridor bathroom Blue – opposite Green class room Pink – two care rooms by Pink class room Red – bathroom opposite the class room</p> <p>Post 14: Oak and Elm – corridor toilets Maple – toilet opposite Willow Care rooms to be wiped clean after each use</p>	3	2	6

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Aerosol Generating Procedures	Pupils and Staff	3	4	12	The school has worked with LA and PHE to develop SOPs for AGPs. This is now in place. All staff that will be required to administer the procedure have had the FFP3 masks fit-tested. All staff who work with these children must read and sign the risk assessment and SOPs for administration of AGPs.	3	2	6
Social distancing during dinner time	Pupils and staff	3	3	9	<p><u>Ridge Hill – staggered lunch</u> 12:00 Green in Class Purple, food tech Orange in Dining hall</p> <p>Break – 2 classes outside and one in a sports hall</p> <p>Rebound RH – not available in September, Review by the end of September</p> <p>12:30 – Yellow in Food Tech, Blue in Hall, Red in class room</p> <p>Break – Green in EYFS area, Orange and Purple on a playground</p> <p><u>Post 14</u> 12:00 – Birch, Maple 12:30 – Oak, Elm</p> <p>Pupils to sit at the tables keeping appropriate distance from others, form groups separately Staff who support feeding must wear aprons and gloves.</p>	3	2	6

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					Staff may be required to wear face masks and face shields – this is to be identified in an individual risk assessment for individual pupils. Pupils to wash their hands before and after dinner. Tables and chairs to be wiped clean with the detergent by staff supporting individuals.			
Social distancing during play time, using sporting equipment	Pupils and staff	3	3	9	Maximum of 2 class groups outside on a playground at any given time. Therapy rooms to be used only for 1:1 work. Maximum of 2 pupils in a sensory room at any given time from one class each day. Maximum of 1 class group in a sports hall at any given time. Staff to clean the resources used with the detergent after each use. During breaks at RH each class group will have their own equipment that only these pupils will be using. Each class group will get a “flexi bucket” to keep their equipment in. At Post 14 the storage in the sports hall to be organised with each group having designated area for equipment. Trampoline to be used only by “bubble” pupils at Pensnett Site that are confident and do not require physical support. Pupils to wear track suits to avoid skin contact with the trampoline. Supporting staff to maintain distance.	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 a 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	Off-site learning to be risk assessed in EVOLVE in line with Covid 19 guidelines (Outdoor Learning and Off-Site Visits during the Pandemic (5/07/2020)) Off-site visits to open spaces preferable. Social distancing and adherence to current (at the time of the visit) guidelines must be in place.	3	3	9
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. When entering the school all visitors will be required to fill in Track and trace note with their contact details. Their contact details will be discarded after 21 days. All visitor must also sign an agreement presented to them on entry on the building. Multiprofessionals meetings to be conducted via online conference. Annual reviews of EHCPs, EH, TAC etc. to be conducted via telephone or online conference. Therapist must adhere to the school risk assessment but may need to take further measures in accordance with their service's risk assessment as well.	3	2	6

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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 on at least 65°C cycle. Pupils to use individual drink bottles/cups that will be washed daily as above.	3	2	6
Staff who are unwell.	Pupils and staff	3	3	9	Staff to remain at home and follow PHE guidelines regarding checking the symptoms, isolation. Staff must actively engage in Test and Trace system and keep SLT informed on daily basis.	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	Staff are encouraged to talk to SLT should they have any worries. Staff have access to counselling from Dudley. Staff have completed well-being modules online. Pupils will have opportunity in form times as well as lessons to discuss their worries if appropriate. Pupils to have opportunities to talk to their preferred member of staff about their worries. Pupils' routines to be maintained as much as practicable.	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 cleaning detergent, alcohol wipes and hand gels. Equipment used by pupils to be cleaned immediately after use by class staff. Toys and equipment that cannot be cleaned may not be used or should be assigned to only one individual.	3	3	9

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					Cleaners to attend the school regularly outside of the school operating hours as much as practicable to ensure general cleanliness of the school.			
Cleanliness of school following the suspected case of COVID-19 – immediate response.	Pupils and staff	3	3	9	<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>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of in clinical waste bags.</p>	3	2	6

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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

Completed by:	Job Title:	Date:	Signature:
Michal Pawlowicz	Deputy Headteacher	13/10/2020	
Checked by:	Job Title:	Date	Signature:
Chris Smith	School's EHS Officer		
Approved by:	Job Title:	Date	Signature:
Marie Hunter	Headteacher		
Approved by:	Job Title:	Date	Signature:
Paul Leyshon	Chair of Governing Body		

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Appendix 1 – Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

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- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>