

**Pens Meadow School
COVID-19 Risk Assessment
effective from 1st November 2021**

In its guidance updated on 27th August 2021 the government states it “continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.”

This version of Covid-19 Risk Assessment’s purpose is to establish mitigating factors to the spread of the coronavirus.

It is considered a working document and will be reviewed in line with the Government Guidelines. Staff will be informed of the changes and latest copy will be saved on the school website.

It must be read and adhered to by all staff and visitors.

It should be read in conjunction with all other school’s policies and procedures.

Covid-19 Risk Assessment takes into consideration following publications:

[Mass asymptomatic testing in specialist settings](#)

[Special schools and other specialist settings: coronavirus \(COVID-19\)](#)

[Actions for schools during the coronavirus outbreak](#)

Further advice can be found in Appendix 1.

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Documents available on request from School:

- Test, Trace and Isolate SOP for educational settings
- Covid-19 Individual Risk Assessment Template
- MyHR Risk assessment Process
- PHE Update regarding wider symptoms

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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">Severity</td> <td style="width: 15%; text-align: center;">Likelihood</td> <td colspan="5"></td> <td style="width: 15%; text-align: center;">Severity</td> <td colspan="5"></td> </tr> <tr> <td></td> <td style="text-align: center;">1- Nil</td> <td style="text-align: center;">1- Never</td> <td colspan="5"></td> <td></td> <td colspan="5" style="text-align: center;">Likelihood</td> </tr> <tr> <td></td> <td style="text-align: center;">2- Minor</td> <td style="text-align: center;">2- Unlikely</td> <td colspan="5"></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: center;">3- Significant</td> <td style="text-align: center;">3- Possible</td> <td colspan="5"></td> <td></td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td style="text-align: center;">6</td> <td style="text-align: center;">8</td> <td style="text-align: center;">10</td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: center;">4- Severe</td> <td style="text-align: center;">4- Likely</td> <td colspan="5"></td> <td></td> <td style="text-align: center;">3</td> <td style="text-align: center;">6</td> <td style="text-align: center;">9</td> <td style="text-align: center;">12</td> <td style="text-align: center;">15</td> <td colspan="4"></td> </tr> <tr> <td></td> <td style="text-align: center;">5- Death</td> <td style="text-align: center;">5- Certain</td> <td colspan="5"></td> <td></td> <td style="text-align: center;">4</td> <td style="text-align: center;">8</td> <td style="text-align: center;">12</td> <td style="text-align: center;">16</td> <td style="text-align: center;">20</td> <td colspan="4"></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="5"></td> <td></td> <td style="text-align: center;">5</td> <td style="text-align: center;">10</td> <td style="text-align: center;">15</td> <td style="text-align: center;">20</td> <td style="text-align: center;">25</td> <td colspan="4"></td> </tr> </table>										Severity	Likelihood						Severity							1- Nil	1- Never							Likelihood						2- Minor	2- Unlikely							1	2	3	4	5						3- Significant	3- Possible							2	4	6	8	10						4- Severe	4- Likely							3	6	9	12	15						5- Death	5- Certain							4	8	12	16	20														5	10	15	20	25				
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Coronavirus spread – prevention	Pupils, staff and visitors	4	3	12	With further restrictions being eased we continue maintaining appropriate and necessary risk mitigating system of control: a) all staff, secondary age pupils and all parents of all our pupils are encouraged to take advantage of rapid testing at home using LFD. b) all staff and pupils, who have been offered the vaccine, have been encouraged to be vaccinated c) the school will deliver full provision across the key stages, however some additional measure may be considered if there are any positive cases of Covid-19 (see Covid-19 contingency plan) d) staff are not required to wear face coverings whilst working with pupils but they may choose to	3	3	9																																																																																																																						

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		S	L	Risk		S	L	Risk
					<p>do so ie. if they may come into contact with people they don't normally meet</p> <p>e) all staff and pupils must follow good hand and respiratory hygiene</p> <p>f) all staff must engage in maintaining cleanliness of the school</p> <p>g) all areas of the school must be well ventilated</p> <p>h) staff and visitors to wear the appropriate personal protective equipment (PPE) where necessary</p> <p>i) Promote and engage in asymptomatic testing on a voluntary basis</p> <p>All staff are required to attend work unless they are unwell or have been advised otherwise by PHE or Test and Trace.</p> <p>The Government recommends that pupils that fall into Clinically Extremely Vulnerable category can attend the school unless they have been specifically advised against it by medical professional.</p> <p>Staff members, who are identified as CEV should attend the school.</p>			
Coronavirus spread – response to any infection	Pupils, staff and visitors	4	3	12	<p>In order to reduce the risk of the spread of coronavirus the school will:</p> <ol style="list-style-type: none"> 1. promote and engage with the NHS Test and Trace process 2. manage and report confirmed cases of coronavirus (COVID-19) amongst the school community as outlined in Dudley SOP 3. contain any outbreak by following local health protection team advice 	3	3	9

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					Pupils and students who remain at home as they have been advised to do so by PHE or Test and Trace will receive home learning packs each week they are absent with differentiated activities that will allow them to work towards their targets. These packs will also include activities for them to work towards their EHCP outcomes. Learning packs will not be provided for short absence or when it is not linked to Coronavirus guidance.			
Asymptomatic spread of Coronavirus	Pupils and staff	4	3	12	All staff and secondary age pupils are encouraged to take advantage of using home testing kits. Further information can be found by accessing this link or within Rapid Testing – home testing kits document. School staff and secondary age pupils are advised to engage in Mass Testing programme twice a week using Lateral Flow Devices. Testing availability: ✓ Home testing ✓ Community Testing centres	3	3	9
Passing on and contracting Covid-19	Pupils and staff	4	3	12	All staff, including long term supply, have been offered vaccination against Covid-19. Everyone has been encouraged to take up an offer to be vaccinated. Young people from the age of 12 have now been offered vaccination and they are encouraged to take it up. This, however, is not a limiting factor in regards to the EHCP provision.	3	3	9

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					In accordance with government guidance, staff, who are over 50 years old and the ones that fall into the vulnerable category, are encourage to get a booster jab as soon as they become eligible.			
Spread of coronavirus throughout the school population	Pupils, staff and visitors	4	3	12	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and water or hand sanitiser. Staff and pupils must clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at school or college • when they return from breaks • when they change rooms • before and after eating <p>Should there be a positive case of Covid-19 identified, the school will use Covid-19 Contingency Plan to effectively manage individual cases.</p>	3	3	9
<p>Well-being, Anxiety and Mental Health</p> <p>Pupils and staff may be anxious and fearful of returning to work and being alongside other people. Worries about transmitting virus to family members.</p>	Pupils and staff	2	3	6	<p>Staff are encouraged to talk to SLT should they have any worries.</p> <p>Staff have access to counselling from Dudley.</p> <p>Staff have completed well-being modules online.</p> <p>Staff will be regularly updated on any upcoming developments.</p> <p>Pupils will have opportunity in form times as well as lessons to discuss their worries if appropriate.</p> <p>Pupils to have opportunities to talk to their preferred member of staff about their worries.</p> <p>Pupils' routines to be maintained as much as practicable.</p>	2	2	4
Pupils' entry to school	Pupils and staff	3	4	12	The school will continue to ensure safety of all pupils, students, parents and carers by following the protocols established last academic year:	3	3	9

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					<p>Parents walking pupils into Pensnett 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 pedestrian gate and await a member of staff receiving the pupil.</p> <p>Both sites: Members of staff <u>may</u> wear face covering whilst meeting and interacting with people they do not normally meet.</p> <p>All vehicles to wait in the queue until called to a parking spot.</p> <p>Pupils to wait in their vehicles until they are called to school by a supervising member of staff.</p> <p>Class staff to receive a young person from their parent or PA.</p> <p>Parents and PAs should not enter the building unless it is absolutely necessary and agreed by the SLT.</p> <p>Each pupil to be observed for apparent symptoms.</p> <p>Each pupil to clean their hands using hand gel supported by a receiving member of staff as soon as they enter the school.</p> <p>Each pupil to go directly to their designated rooms.</p>			
Pupils with Covid-19 symptoms spreading the virus.	Pupils and staff	3	3	9	<p>Parents must not send pupils to school when they are not well enough to engage in learning or show any of the main symptoms of Covid-19.</p> <p>Pupils at school who develop one or more of Covid-19 symptoms must be tested against Covid-19 and engage with NHS Test and Trace. This is outlined in Covid-19 Contingency Plan.</p> <p>Individual pupils may be supported by the school nurse in accordance with Covid-19 SOP.</p>	3	3	9

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					<p>School has home PCR testing kits and these may be used 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 immediately.</p> <p>Pupils who display any symptoms of Covid-19 will be directed to an isolation room and remain there until they are picked up by parents:</p> <p>Ridge Hill site: – therapy room by the playground</p> <p>Pensnett site: – meeting room</p>			

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					<p>Should the pupil need to use a bathroom, when they are in isolation, 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, must wear a face mask, apron 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. Staff will check pupil's temperature if it is practicable.</p>			
Wider symptoms	Pupils and staff	4	3	12	<p>Dudley Council's Public Health team and the school are keen to make sure we are doing all we can to prevent any further cases and are therefore recommending that all children and staff in education settings should get a Covid-19 test as a precaution if they display any of these wider symptoms:</p> <ul style="list-style-type: none"> • Loss of Appetite • Extreme Tiredness • Headaches 	3	3	9

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				<ul style="list-style-type: none"> • Joint Pain or Muscle Ache • Nausea • Sore Throat Sneezing • Diarrhoea (must be clear of symptoms for 48hrs before returning to school) • Vomiting (must be clear of symptoms for 48hrs before returning to school) • Runny Nose or Congestion <p>Pupils and staff may still attend the school, if they are well enough, until they receive the result of the PCR test and self-isolate if it is positive.</p> <p>Parents may order a PCR test online or it can be given out to a pupil to be tested at home.</p> <p>If an individual has tested positive for Covid-19 in the last 90 days, they should not get tested for other symptoms. This is because it is possible for tests to remain positive for some time after infection. However, they must self-isolate and seek a new test if they display any of the three main Covid-19 symptoms</p>				
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 who <u>may</u> wear face covering.</p> <p>At Pensnett Site students who are on transport should gather in Willow Room at their designated table (route number)</p> <p>Pensnett Site students who are not on transport will depart through the back door to the visitors' car park.</p> <p>At Ridge Hill site:</p>	3	3	9

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					All parents and taxis in a queue will wait until called to park in a designated space. All parents must follow the transport protocol. Pupils will be brought out to them by a member of staff.			
Social distancing in school – general	Pupils and staff	3	3	9	The guidance on social distancing has been withdrawn by the government from 19 th July 2021. However, further measures may be reintroduced in the circumstances when this is recommended by PHE or HPT.	3	2	6
Social distancing in class rooms	Pupils and staff	3	3	9	As above	3	3	9
Risk of spreading the virus 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 may wear surgical face masks when undertaking the task. Fabric face coverings must be replaced by an IIR face masks provided by the school. When attending personal care of pupils that may present with challenging behaviours and/or spitting and spreading bodily fluids, staff may wear face masks and face shields in addition to a face mask. All PPE to be used only for one pupil and then changed, 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 wiped with a paper towel and a detergent when it is practicable.	3	2	6

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					Care rooms to be wiped clean after each use.			
Spread of coronavirus during dinner time	Pupils and staff	3	3	9	Staff who support feeding should wear aprons and gloves routinely. Staff may wear face masks and face shields in addition to the face covering – 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 a detergent by staff supporting individuals.	3	2	6
Off-site learning	Pupils and staff	3	4	12	Off-site learning is delivered as part of the school's provision. Residential visits are allowed from 17 th May 2021 but the school has no such events planned for this academic year. Staff must conduct the risk assessment prior to the visit. This includes familiarising themselves with venue's risk assessment. All general safety measures as well as good hand and respiratory hygiene must be followed.	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. Specialist provision from the therapists is considered a necessary visit. Therapists may wear face covering at all times and must maintain very good hand and respiratory hygiene at all times. When necessary, when working with pupils who may present additional risk of spitting or other possible contact with bodily fluids, therapists should decide if they need to wear additional PPE accordingly to the	3	2	6

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					<p>risk. This may include visors, goggles, aprons and gloves.</p> <p>When entering the school all visitors will be required to sign in as per Visitors Policy.</p> <p>All visitor must also sign an agreement presented to them on entry on the building.</p> <p>Visitors are no longer advised to wear a face covering. However, they may choose to do so when they are unable to maintain the social distance with others.</p> <p>Multi-professionals' meetings to be conducted in person if this is practicable.</p> <p>Annual reviews of EHCPs, EH, TAC etc. to be conducted face to face whenever possible.</p> <p>Therapists must adhere to the school risk assessment but may need to take further measures in accordance with their service's risk assessment as well.</p>			
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	<p>Crockery and cutlery to be washed with a detergent under running hot water or in a dish-washers on at least 65°C cycle.</p> <p>Pupils should use individual drink bottles/cups that will be washed daily as above.</p>	3	2	6
Cleanliness of school Risk of virus remaining on the surfaces and equipment used	Pupils and staff	3	2	6	Each classroom and any room used by groups to have a stock of cleaning detergent and hand gels. Equipment used by pupils to be cleaned immediately after use by class staff or whenever this is practicable.	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. Staff bathrooms are equipped with the cleaning detergents. Contact points should be sprayed and wiped with a paper towel after each use. Playground equipment to be wiped clean after use by departing staff. Staff to use classroom detergent spray and paper towels from the centrefeed by the exit to the playground. Sensory and splash pool rooms must be cleaned after use by departing staff members with the cleaning detergent and paper towels from their class rooms.			
Cleanliness of school following the suspected case of COVID-19 – immediate response.	Pupils and staff	3	3	9	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. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: – 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 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. Avoid creating splashes and spray when cleaning. When items cannot be cleaned using detergents or	3	2	6

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					laundered, for example, upholstered furniture and mattresses, should be put away and not be used for 72hrs. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of in clinical waste bags.			
Aerosol Generating Procedures	Pupils and Staff	3	4	12	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. Based on the latest guidance oral and nasal suctioning are not classed as AGPs therefore FFP3 masks are not required to be worn during this procedure, however it is necessary to wear at least a surgical mask. The school does not have a designated room for delivering AGPs. If practicable, these should be undertaken at least 2 metres distance away (as recommended by infection prevention and control guidance) with a window opened for ventilation. The classroom for pupils with complex medical need is equipped with air filtering system that should be turned on at all times. Where possible, all other pupils and persons should leave the room prior to undertaking an AGP. This ensures the privacy of the child, young person or student receiving an AGP, and safety for all those within proximity.	3	2	6
Staff who are unwell.	Pupils and staff	3	3	9	Staff to remain at home if they develop at least one of the main symptoms of Covid-19 and follow PHE	3	1	3

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					guidelines regarding checking the symptoms, isolation. Staff must actively engage in Test and Trace system and keep SLT informed on daily basis. Staff are encouraged to engage in LFT in line with the Mass Testing programme.			
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

Completed by:	Job Title:	Date:	Signature:
Michal Pawlowicz	Deputy Headteacher	28/10/2021	<i>M P</i>
Checked by:	Job Title:	Date:	Signature:
Alison Austin	School's EHS Officer		
Approved by:	Job Title:	Date:	Signature:
Marie Hunter	Headteacher	28/10/2021	<i>M Hunter</i>
Approved by:	Job Title:	Date:	Signature:
Paul Leyshon	Chair of Governing Body		

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Appendix 1 – Useful links:

- 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>
 - Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
 - 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>
 - Parents: <https://www.gov.uk/guidance/supporting-your-childrens-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>
 - 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/>
 - Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 - Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>