

**Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022**

In the SEND and specialist settings: additional COVID-19 operational guidance, from 24th January 2022, the Introduction section reads:

“On 21 February the Prime Minister set out the next phase of the Government’s Coronavirus COVID-19 response.

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains.

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

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.

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

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks																																													
		S	L	Risk		S	L	Risk																																											
<table><tr><td>Severity</td><td>Likelihood</td></tr><tr><td>1- Nil</td><td>1- Never</td></tr><tr><td>2- Minor</td><td>2- Unlikely</td></tr><tr><td>3- Significant</td><td>3- Possible</td></tr><tr><td>4- Severe</td><td>4- Likely</td></tr><tr><td>5- Death</td><td>5- Certain</td></tr></table> <table><tr><td rowspan="6">Severity</td><td colspan="5">Likelihood</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr><tr><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr><tr><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr><tr><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr></table>									Severity	Likelihood	1- Nil	1- Never	2- Minor	2- Unlikely	3- Significant	3- Possible	4- Severe	4- Likely	5- Death	5- Certain	Severity	Likelihood					1	2	3	4	5	2	4	6	8	10	3	6	9	12	15	4	8	12	16	20	5	10	15	20	25
Severity	Likelihood																																																		
1- Nil	1- Never																																																		
2- Minor	2- Unlikely																																																		
3- Significant	3- Possible																																																		
4- Severe	4- Likely																																																		
5- Death	5- Certain																																																		
Severity	Likelihood																																																		
	1	2	3	4	5																																														
	2	4	6	8	10																																														
	3	6	9	12	15																																														
	4	8	12	16	20																																														
	5	10	15	20	25																																														
Coronavirus spread – prevention	Pupils, staff and visitors	4	3	12	Pens Meadow School continues to maintain appropriate, proportionate and necessary risk mitigating system of control: a) all staff, secondary age pupils and all parents of all our pupils continue to be encouraged to take advantage of twice weekly testing at home 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 no longer required to wear face coverings, but they may choose to do so e) all staff and pupils must follow good hand and respiratory hygiene f) all staff must engage in maintaining cleanliness of the school g) all areas of the school must be well ventilated	3	3	9																																											

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks		
		S	L	Risk		S	L	Risk
					h) staff and visitors to wear the appropriate protective equipment routinely, i.e. during personal care i) All staff are required to attend work unless they are unwell.			
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. manage confirmed cases of coronavirus (COVID-19) amongst the school community as outlined in Dudley SOP 2. contain any outbreak by following local health protection team advice <p>The main symptoms of COVID-19 are a recent onset of any of the following:</p> <ul style="list-style-type: none"> – a new continuous cough – a high temperature – a loss of, or change in, your normal sense of taste or smell (anosmia) – <p>From 24th February 2022, anyone who displays one or more main COVID-19 symptoms should order a PCR test. They should stay at home and avoid contact with other people while they are waiting for the result.</p> <p>Should the result of the PCR test be positive, staff and pupils are advised to remain at home for at least 5 days. They can come back to school following 2</p>	3	3	9

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks		
		S	L	Risk		S	L	Risk
					<p>consecutive negative results of LTD taken at least 24hrs apart from day 5.</p> <p>The same advice relates to someone, who does not have symptoms but received a positive result using LFD test.</p> <p>From 24th February 2022, absence with COVID-19 falls within sickness monitoring procedures.</p>			
Asymptomatic spread of Coronavirus	Pupils and staff	4	3	12	<p>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 testing programme twice a week using Lateral Flow Devices.</p> <p>Testing availability:</p> <ul style="list-style-type: none"> ✓ Home testing ✓ Local pharmacies 	3	3	9
Passing on and contracting Covid-19	Pupils and staff	4	3	12	<p>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.</p> <p>It is recommended that all school staff and eligible pupils take up the offer of a vaccine. All adults have been offered booster jab and they are encouraged to do that too.</p> <p>Vaccination offer has been extended to anyone over the age of 5 years of age since</p>	3	3	9

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks		
		S	L	Risk		S	L	Risk
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	<p>The school will continue to ensure safety of all pupils, students, parents and carers by following the protocols established last academic year:</p> <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</p>	3	3	9

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks		
		S	L	Risk		S	L	Risk
					and wait outside away from pedestrian gate and await a member of staff receiving the pupil. Both sites: Members of staff may wear face covering whilst meeting and interacting with people they do not normally meet. 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 should not enter the building unless it is absolutely necessary and agreed by the SLT. Each pupil should clean their hands using hand gel supported by a receiving member of staff when they enter the school.			
Pupils with Covid-19 symptoms spreading the virus.	Pupils and staff	3	3	9	Parents should 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. <u>The main symptoms of coronavirus are:</u> <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 	3	3	9

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks		
		S	L	Risk		S	L	Risk
					<p>taste anything, or things smell or taste different to normal</p> <p>If staff notice any of these symptoms, parents should be called immediately to pick them up.</p> <p>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:</p> <ul style="list-style-type: none"> – therapy room by the playground <p>Pensnett site:</p> <ul style="list-style-type: none"> – meeting room <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>			

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks		
		S	L	Risk		S	L	Risk
					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. Pupils and students who are identified as close contacts of someone who tested positive for covid, can continue to attend the school.			
Wider symptoms	Pupils and staff	4	3	12	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: <ul style="list-style-type: none"> • Loss of Appetite • Extreme Tiredness • Headaches • 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 Pupils and staff may still attend the school, if they are well enough, unlessl they receive the result of the COVID-19 test and follow appropriate guidance.	3	3	9

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks		
		S	L	Risk		S	L	Risk
Pupils' departure at the end of the day	Pupils and staff	3	3	9	Each pupil to be taken out to their parent/PA by a staff member who may wear face covering. At Pensnett Site students who are on transport should gather in Willow Room at their designated table (route number) Pensnett Site students who are not on transport will depart through the back door to the visitors' car park. At Ridge Hill site: All parents and taxis should 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.	3	3	9
Social distancing in school – general	Pupils and staff	3	3	9	The guidance on social distancing has been withdrawn by the government. 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 should wear surgical 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 may wear a face shield in addition to a face mask.	3	2	6

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks		
		S	L	Risk		S	L	Risk
					Toilets and other bathroom equipment to be wiped with a paper towel and a detergent when it is practicable. 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 and/or the face covering in agreed circumstances. 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 but the school has no such events planned for this academic year. Staff must conduct the risk assessment prior to the visit in line with the policy. 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. "Specialists, therapists and other health professionals who support children and young people with SEND (for example speech and language therapists, physiotherapists, occupational therapists, educational psychologists and specialist teachers), should provide interventions as usual." 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

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks		
		S	L	Risk		S	L	Risk
					risk. This may include visors, goggles, aprons and gloves. When entering the school all visitors will be required to sign in as per Visitors Policy. All visitor must also sign an agreement presented to them on entry on the building. Any meetings regarding pupils should be in person, unless it has been agreed otherwise by SLT.			
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	Crockery and cutlery to be washed with a detergent under running hot water or in a dish-washers on at least 65°C cycle. Pupils should use individual drink bottles/cups that will be washed daily as above.	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. 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. Everyone using the facilities should ensure cleanliness after it's used.	3	3	9
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.	3	2	6

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks		
		S	L	Risk		S	L	Risk
					<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. Avoid creating splashes and spray when cleaning. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, should be put away and not be used for 72hrs.</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>			
Aerosol Generating Procedures	Pupils and Staff	3	4	12	<p>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.</p> <p>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.</p> <p>The school does not have a designated room for delivering AGPs. If practicable, these should be</p>	3	2	6

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

Hazard	Who might be at risk and how?	Identified risks			Safety measures to mitigate the risks	Assessed risks		
		S	L	Risk		S	L	Risk
					<p>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.</p> <p>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.</p>			
Staff who are unwell.	Pupils and staff	3	3	9	<p>Staff to remain at home if they are unwell or develop at least one of the main symptoms of Covid-19 and follow PHE guidelines regarding checking the symptoms, isolation.</p> <p>Staff are encouraged to engage in LFT in line with the testing programme.</p> <p><u>Close contacts of a positive case</u></p> <p>From 24th February 2022, staff members who have been in contact with someone who has received positive result of a COVID-19 test, are no longer required to self-isolate or take daily tests. This includes staff members who have not been vaccinated.</p>	3	1	3
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

**Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022**

Completed by:	Job Title:	Date:	Signature:
Michal Pawlowicz	Deputy Headteacher	27/02/2022	<i>Michal Pawlowicz</i>
Checked by:	Job Title:	Date	Signature:
Alison Austin	School's EHS Officer		
Approved by:	Job Title:	Date	Signature:
Marie Hunter	Headteacher	27/02/2022	<i>Marie Hunter</i>
Approved by:	Job Title:	Date	Signature:
Paul Leyshon	Chair of Governing Body		

Pens Meadow School
COVID-19 Risk Assessment
effective from 28th January 2022

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>