

Coronavirus (Covid-19) Pandemic Risk Assessment

This Risk Assessment will be updated regularly in light of new information from the Government, Public Health England and the Local Authority.

This Risk Assessment should be read in conjunction with the updated Risk Assessments we have in place for various locations and activities throughout school.

Underlying principles based on current government guidance

The August 2021 guidance from the DfE advises:

All Students should now be attending school. We ask that schools:

- review and where necessary,
- update your risk assessment make sure you are following the system of controls to minimise the risk of infection, including engaging with the asymptomatic testing programme,
- have a contingency plan in place for outbreaks in your school or changes in restrictions,
- communicate any changes in your processes to parents
- Any Students not attending their setting because they are following public health advice should receive remote education.

Context

All students at Pield Heath House School have learning disabilities and most have complex learning needs, which impact upon their understanding of personal space, social interactions and require significant personal contact with teaching and support staff. It is acknowledged that strict adherence to the 2m or 1m+ metre rule (depending on context) is not always going to be possible.

PHHS will adopt protective measures in a way that:

- addresses the risks identified in this risk assessment
- work for the setting and the individual, often complex, needs of the student and young people they teach
- allows them to deliver a broad and balanced curriculum, including full educational and care support for Students and students within the constraints outlined above
- in the spirit of co-production, risk assessments for student and young people with education, health and care (EHC) plans should involve parents and incorporate the views of the child or young person over 16

System of controls to minimise risk across the setting

This is the set of actions PHHS must take.

Prevention

You must always:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (Covid-19) symptoms, or who have someone in their household who does, do not attend school.
2. Where recommended, the use of face coverings in schools – Note that exemptions apply for certain groups of individuals including those who cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate
3. Clean hands more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as anti-bacterial detergents and bleach.
6. Maintain social distance where possible.
7. Always keeping occupied spaces well ventilated

In specific circumstances

8. Where necessary, wear appropriate personal protective equipment (PPE) in specific circumstances.
9. Promote and engage in asymptomatic testing.

Response to any infection

10. Engage with the NHS Test and Trace process.
11. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice.

Risk	Who might be affected	How might they be affected?	Risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Person/s responsible	When	Risk Reduction (L, M, H)
Changes to official COVID-19 guidance and advice	Staff, Students, visitors, contractors, parents	Potential spread of infectious disease		<ul style="list-style-type: none"> School regularly refers to official advice from the DfE, PHE, LA and HR Coronavirus (Covid-19): guidance for schools and other educational settings Schools and LA HR guidance HSE COVID-19 web page Head of School keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required; Arrangements are in place to comply with the Government and NHS requirements for rapid coronavirus testing of staff and Students; The School will contact the DfE Helpline (0800 046 8687) as required for support on what action to take when responding to a positive case or possible outbreak. 	https://www.gov.uk/coronavirus			
Poor uptake of COVID-19 vaccination	Staff, Students, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening		<ul style="list-style-type: none"> All staff are strongly encouraged to participate in the national vaccination programme and to take up the offer of the COVID-19 vaccine when they are invited to do so; All staff and Students who have had the COVID-19 vaccine will continue to follow all national and local COVID-19 prevention measures, including the use of face coverings in recommended circumstances, social distancing and regular hand washing; 	https://www.gov.uk/government/publications/covid-19-vaccination-uptake-plan/uk-covid-19-vaccine-uptake-plan			
Vulnerable & extremely vulnerable staff or students with pre-existing health conditions	Staff, Students, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening		<ul style="list-style-type: none"> Staff who are identified as clinically extremely vulnerable through a current letter from the NHS or specialist doctor are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. Most students originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents are advised to speak to their child's Doctor to clarify whether their child should still be classed as clinically extremely vulnerable; Students whose Doctor has recently confirmed they are clinically extremely vulnerable are advised to follow current government guidance on shielding and protecting people who are clinically 	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19			

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				<p>extremely vulnerable from COVID-19 or the specific advice of their Doctor;</p> <ul style="list-style-type: none"> School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff, visitors and students including those who are extremely clinically vulnerable and clinically vulnerable; The Associate Principal/Head of School will take steps to discuss the concerns of parents of students with possible risk factors and provide reassurance of the measures they are putting in place to reduce the risk in school. Staff members who are in these categories are reminded to take particular care; Where an employee expresses concerns or is identified as being in the clinically vulnerable categories the existing individual risk assessment is updated to include any new risks to that individual and identify ways to reduce these risks to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes; Pregnant women are categorised as 'clinically vulnerable' as a precautionary measure and are advised to follow the Government guidance Coronavirus (COVID-19): advice for pregnant employees. In accordance with the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff; Staff and students who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal; Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an 				

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				individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level;				
Safeguarding arrangements	Students	Signs and abuse are not identified and followed up leading to a child coming to harm	Medium	<ul style="list-style-type: none"> Normal safeguarding procedures will apply for in-school provision, reflecting any changes from the latest 'Keeping student safe in education' statutory guidance Procedures set out in the Safeguarding Policy will continue to apply where necessary. This appendix, and associated arrangements, will also continue to apply where a child is not in school and receiving at-home support. The safeguarding team will continue to monitor the effectiveness of the arrangements and amend if necessary 	PHHS Safeguarding & Child Protection Policy Keeping student safe in education Coronavirus (COVID-19): safeguarding in schools, colleges, and other providers	All staff J. Isaac	Ongoing	Low
Inadvertent transmission to others through being on site <i>See also sections relating to specific aspects of operations and testing arrangements</i>	Staff, students, and visitors	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	Staff and student <ul style="list-style-type: none"> Students, staff and other adults must not come into the school unless are in exempted list if: <ul style="list-style-type: none"> they have one or more Covid-19 symptoms a member of their household has Covid-19 symptoms they are required to quarantine having recently visited countries outside the Common Travel Area they have had a positive test They must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> the start of their symptoms the test date if they did not have any symptoms but have had a positive test; positive LFD tests are now subject to a confirmatory PCR test. Staff and students who had a positive LFD test result, and their close contacts and other members of their household, should self-isolate immediately in line with NHS Test and Trace guidance and while awaiting the PCR result. If the PCR test is negative, it overrides the LFD test and the staff member or student can return to school, and their close contacts can end their self-isolation. Rapid testing using Lateral Flow Devices (LFD)s is also available to students' families 	Guidance for full opening: special schools and other specialist settings Check if you or your child has coronavirus symptoms Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Safe working in education, childcare and student's social care Safe working in education, childcare and student's social care settings, including the use of personal protective equipment (PPE) COVID-19: cleaning of non-healthcare settings guidance. School-based operating procedures Coronavirus (COVID-19): implementing protective measures in education and childcare settings	Operations Manager, Facilities Manager, All staff, students, parents, contractors, and other visitors	Ongoing	Medium

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				<ul style="list-style-type: none"> If anyone tests positive with an LFD they must self-isolate in line with the stay-at-home guidance. If a confirmatory PCR test is then taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test, and the individual can return to school. If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be: <ul style="list-style-type: none"> - sent home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days - advised to follow the guidance for households with possible or confirmed coronavirus (COVID -19) infection - advised to arrange to have a test as soon as possible to see if they have coronavirus (COVID -19) <p>Staff specific</p> <ul style="list-style-type: none"> Declaration to be signed by all staff confirming their commitment to the maintenance of a Covid-19 secure school Staff continue with the Covid-19 secure procedures on arrival at school each day and familiarise themselves with the protocols if they become symptomatic. Discussions will take place with individuals who were considered clinically extremely vulnerable (CEV) with regard to maintaining social distancing in accordance with current guidance and may need to be re-deployed into alternative roles where they can socially distance. Individual discussions, where appropriate, with staff at comparatively increased risk from coronavirus (COVID-19). <p>Student specific</p> <ul style="list-style-type: none"> Some students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment) – see guidance note from the Royal College of Paediatrics and Child Health Continued home-based/remote education and support will be provided in these cases. 	Actions for schools during the coronavirus outbreak Staying alert and safe (social distancing) until 4 July Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 COVID-19 - 'shielding' guidance for student and young people			

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				<ul style="list-style-type: none"> • Home/school agreement in place for each student before they come back into school specifying the parents'/carers' commitment to supporting a Covid-19 secure school, particularly that students do not come into the school if they have Covid19 symptoms, or have tested positive in the last 10 days. • Staff carry out daily monitoring procedures for students and familiarise themselves with the protocols if they suspect a student is symptomatic. • Items brought into school by students should continue to be limited to essentials <p>Contractors</p> <ul style="list-style-type: none"> • Where it is necessary for contractors to visit the school, this should ideally be done when students and staff are not in school. Where this is not possible or practicable, contractors should adopt social distancing measures which will be clarified with them on arrival and abide by the Covid secure school measures • Contractors will not be allowed access without prior appointment. • Contractors should ensure that their own risk assessments have been updated in respect of current guidance and that these are available to the school as appropriate. • All contractors will be asked to provide evidence that they have taken an LFD test at least 12 hours prior to attending the school. • In some cases, the school may ask the contractor to take an LFD test on site if they have not taken one before arriving on site <p>Other visitors</p> <ul style="list-style-type: none"> • All visitors to the school should ideally have a prior appointment but must adopt social distancing measures which will be clarified with them on arrival and abide by the Covid secure school measures. • A record should be kept of all visitors, with sufficient detail to support rapid contact tracing if required by NHS Test and Trace • Visitors will be made aware of the school's Covid operating procedures. • All visitors will be asked to provide evidence that they have taken an LFD test at least 12 hours prior to attending the school. • Staff and students must test twice weekly at home 3-5 days apart, ideally Sunday and Wednesday evening. 				

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				<p>The environment</p> <ul style="list-style-type: none"> Schools will plan to minimise contact and maintain social distance as far as practicable. This will include consideration and appropriate implementation of: Consistent groups (e.g. 'bubbles' or classes) to reduce the risk of transmission by limiting the number of students and staff in contact with each other to only those within the group Staff aim to keep a reasonable distance from students and other staff as much as they possibly can Adaptations to the classroom to support distancing where possible. That might include moving unnecessary furniture out of classrooms to make more space, considering desk layout, and seating students' side by side and facing forwards, rather than face to face or side on the separation of groups as far as practicable, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group staggered break times and lunch times as far as practicable, and time for cleaning surfaces in the dining hall between groups planning for how shared staff spaces are set up and used to help staff to distance from each other appropriate measures for arriving at and leaving school, e.g. multiple InVentry points and staggered arrival/departure times Established and updated robust cleaning regime indicating which areas need to be cleaned, the way they will be cleaned, the frequency, and who will carry out that cleaning. <p>Teaching and associated activities</p> <ul style="list-style-type: none"> Specific protocols implemented to encompass class-based activities, toileting and personal care, cleaning and disinfecting, resources, home outreach, student and staff welfare, catering, and breaks Similar protocols will be developed by the therapy teams Teaching equipment such as pens, musical instruments should not be shared or where this is absolutely necessary, must be appropriately cleaned after each use. For individual and very frequently used equipment, such as pencils and pens, staff and students should have their own items that are 				

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				<p>not shared. Sharing of classroom-based resources should be minimised, such as books and games, can be used and shared within the group; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art, library books and science equipment should be cleaned frequently and certainly between groups, or rotated to allow them to be left unused for a period of 48 hours between use by different groups.</p> <ul style="list-style-type: none"> Outdoor equipment should be more frequently cleaned, but it is not necessary for cleaning to take place between use by every group. <p>Information Sharing</p> <ul style="list-style-type: none"> Pield Heath House School has provided information on precautionary measures aimed at informing staff about the virus and how to mitigate its risk. The training has mandatory elements that provide clear guidance on infection control and hygiene protocols as well as refresher training at regular intervals as more information and advice emerges. Additional training will be provided for staff returning to school for the first time in September, and refresher training for all other staff The School Operations Manager, EHC Lead and the Wellbeing group will be a forum where staff can raise questions, report on any issues, and recommend new ways of working where appropriate. <p>General</p> <ul style="list-style-type: none"> Cleaning hands more often than usual and on arrival and before and after eating, sneezing, coughing - washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser. <p>School's arrangements for student groupings</p> <ul style="list-style-type: none"> See attached information on grouping 				
Students, staff	Contracting coronavirus and/or	Medium		<ul style="list-style-type: none"> When using public transport, the use of face covering is now mandatory The approach to local authority transport should align as far as possible with the principles underpinning the system of controls set 	Guidance for full opening: special schools and other specialist settings	Operations Manager, Facilities Manager, Staff,	Ongoing	Low

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	passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death			<p>out in this document and DfE guidance and with the approach being adopted for the school. Ideally these should include:</p> <ul style="list-style-type: none"> • use of hand sanitiser upon boarding and / or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • Multiple entry points identified for parents/transport to minimise queueing in drop off areas • Routes, layouts, and congregation points reviewed, and measures introduced to aid circulation and social distancing. • Drop off/collection times may be staggered. • Staff briefed on the arrangements to be applied. 	<p>School-based operating procedures</p> <p>Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p>	transport authorities, parents		
Risk of increased transmission due to staff journeys to and from school	Staff, students	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	Medium	<ul style="list-style-type: none"> • Staff travel to school on foot, bicycle, motorcycle, or own car with walking or cycling encouraged if at all possible • Where staff are sharing a car with someone not in their group, the use of facemasks is strongly encouraged • Where staff need to use public transport, the use of face coverings is mandatory in addition to social distancing where possible 	<p>School-based operating procedures</p> <p>Coronavirus (COVID-19): safer travel guidance for passengers</p>	All staff	Ongoing	Medium
Unable to achieve and/or maintain social distancing SK	Staff, students, and visitors	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical	High	<ul style="list-style-type: none"> • We recognise that many of our student will not be able to maintain social distancing, and it is acceptable for them not to distance within their group • Groups should be kept apart from other groups where possible and older student should be encouraged to keep their distance within their groups • Where ever possible sharing of rooms and social spaces between groups will be limited as much as possible. 	<p>Guidance for full opening: special schools and other specialist settings</p> <p>Reopening guidelines for the school</p> <p>Making Pield Heath House School 'Covid secure'</p> <p>School-based operating procedures</p> <p>School-based therapy protocols</p>	All staff	Ongoing	Medium

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		conditions; serious respiratory illness; death		<ul style="list-style-type: none"> In addition, the following will be considered/implemented as appropriate: <ul style="list-style-type: none"> Students encouraged in a developmentally appropriate way to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if they are unwell wherever possible. Ongoing monitoring for symptoms amongst staff and students. Enhanced cleaning regime. Where possible the same teaching staff work with the same groups. This will involve students' normal teaching and support staff to ensure familiarity of their needs wherever possible Where possible (and only where this is relevant), the same desks etc. are used by the same students/staff each day or they are cleaned between use. Timetabling reviewed to stagger school activities (e.g. outdoor learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents. Greater use of outdoor space and learning is used Equipment used e.g. PE, sensory processing, soft play and OT will be cleaned and fogged wherever possible in between use. Where possible areas will be well ventilated, doors propped open, where safe to do so considering fire safety and safeguarding. Protocols risk assessed in relation to positive handling. Face coverings are no longer recommended for students and staff in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms but staff are advised to continue to use it in communal areas. 	Coronavirus (COVID-19): implementing protective measures in education and childcare settings Safe working in education, childcare and student's social care settings, including the use of personal protective equipment (PPE)			
Use of communal areas - toilets, corridors, sports halls,	Staff, students, and visitors	Contracting coronavirus and/or passing onto others	High	<ul style="list-style-type: none"> School-based protocols include: <ul style="list-style-type: none"> Timetabling, so that groups are kept apart and movement around the school site kept to a minimum. While passing briefly in the 	Guidance for full opening: special schools and other specialist settings Making Pield Heath House School 'Covid secure'	Operations Manager, SLT, Premises Manager, Office Manager	Ongoing	Medium

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dining hall, outdoor spaces, staff room, offices SK		at home; exacerbation of existing medical conditions; serious respiratory illness; death		<p>corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</p> <ul style="list-style-type: none"> • Staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). Schools will consider student eating in their classrooms if this reduces potential transmission risks • Plan set-up and use of shared staff spaces to help staff to distance from each other. Use of staff rooms should be minimised • More frequent cleaning of rooms / shared areas that are used by different groups • Frequently touched surfaces being cleaned more often than normal • Class changeover/break times are staggered to reduce the level of circulation throughout school wherever possible • Transition routes reviewed wherever possible • Arrangements are in place to ensure that toilets do not become crowded by limiting the number of students who use the facilities at one time and enhanced cleaning routines implemented • Practical activities can continue if equipment and spaces can be cleaned thoroughly • Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not • Staff breaks are staggered to avoid congestion in the staff rooms or alternative arrangements for staff break times are considered including the use of outdoor space where applicable • Measures are applied within shared offices to implement social distancing where possible e.g. desks are organised so that colleagues are not facing each other within reasonable distance. • Access routes are widened and clear of any obstacles • Signage including markings at entrances and movement intersections • Separate entry and exit routes are designated to different class groups 	School-based operating procedures COVID-19: cleaning of non-healthcare settings Coronavirus (COVID-19): implementing protective measures in education and childcare settings Safe working in education, childcare and student's social care settings, including the use of personal protective equipment (PPE)			

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				<ul style="list-style-type: none"> Extended queuing using defined queue areas and signage Arrangements for deliveries 				
Play activities NH	Teaching staff and students	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> Existing school play risk assessment has been reviewed against government advice and shared with staff. Break times are staggered, to minimise the number of student and staff moving around the school at the same time or different parts of the schools are used to minimise groups being together Outdoor play equipment will be cleaned more regularly. Fogging will take place daily and at the end of each week. 	Guidance for full opening: special schools and other specialist settings School-based operating procedures COVID-19: cleaning of non-healthcare settings	Operations Manager, Facilities Manager, Inclusion Coordinator SLT, teaching staff,	Ongoing	Medium
Outdoor education on-site and off-site visits NH	Staff, students, public	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	Medium	<ul style="list-style-type: none"> Use of outdoor spaces will be maximised considering safeguarding, weather and general control measures listed in this risk assessment. Use of outdoor spaces in the local area to support delivery of the curriculum may also be considered subject to the appropriate risk assessments and implementation of appropriate control measures 	Guidance for full opening: special schools and other specialist settings Reopening guidelines for the school. School-based operating procedures	Operations Manager, Inclusion Coordinator SLT, teaching staff	Ongoing	Low
Practical food activities, including dining	All staff and students	Contracting coronavirus and/or passing onto others	High	<ul style="list-style-type: none"> Strict hygiene rules must be adhered to if cooking with students. School kitchens comply with the guidance for food businesses on coronavirus (COVID-19) All trays and crockery will be cleaned via the dishwasher. 	Guidance for full opening: special schools and other specialist settings Making Pield Heath House School 'Covid secure' School-based operating procedures	Operations Manager, Catering Dept, All staff	Ongoing	Low

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		at home; exacerbation of existing medical conditions; serious respiratory illness; death		<ul style="list-style-type: none"> Students are served food in their classrooms in disposable containers and a menu order form is in place for students to enable them to make choices. Bin bags are provided to each class for food waste and collected by the cleaners after lunch breaks 	Guidance for food businesses on coronavirus (COVID-19)			
Personal care activities	Teaching and support staff and students	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> Students who normally receive support from the EHC Lead have an individual risk assessment to assess the requirements for delivery of that support including input from the parents/carers and healthcare professionals where appropriate. Students that have a routine for intimate care needs that involves the use of PPE, the same PPE should continue to be used. The majority of staff will not require PPE beyond what they would normally need for their work. PPE should be worn by staff caring for a student who has developed Covid-19 symptoms as they await collection, maintaining a reasonable distance if possible. Arrangements are in place to ensure that adequate stocks of appropriate PPE are always available in school Supplies are regularly checked for PPE and reordered weekly to maintain stock levels Staff have been trained how to safely put on, take off and use PPE PHE guidance on putting on and taking off PPE is followed by all staff undertaking personal care Adequate bins are available on school site 	Guidance for full opening: special schools and other specialist settings Making Pield Heath House School 'Covid secure' School-based operating procedures Coronavirus (COVID-19): implementing protective measures in education and childcare settings Putting on PPE Taking off PPE Safe working in education, childcare and student's social care settings, including the use of personal protective equipment (PPE)	Operations Manager. EHC Lead, All staff tasked with providing personal or intimate care	Ongoing	Medium
Personal protection & PPE	Staff, students, and visitors	Contracting coronavirus and/or passing onto others at home; exacerbation of existing	High	<ul style="list-style-type: none"> Individual risk assessments are carried out for each student before returning to school that specifically include an assessment of whether they require PPE and in what circumstances that PPE would be required (e.g. for toileting, feeding) All staff involved in the use of PPE with those students already requiring it, undergo refresher training on how to use PPE. Training is provided to all staff requiring PPE where they have not previously used it 	Guidance for full opening: special schools and other specialist settings Pield Heath House School 'Covid secure' School-based operating procedures	All staff tasked with providing personal or intimate care	Ongoing	Medium

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		medical conditions; serious respiratory illness; death		<ul style="list-style-type: none"> Adequate bins are available for PPE disposal Where adult-adult meetings/interactions have to happen in person and social distancing cannot be maintained, consideration is taken in asking people to wear face coverings. We expect this to be very limited because of the size of our school populations and the procedures put in place in the schools to avoid pinch points/congestion etc. In parts of the schools where safe distancing is not possible in indoor areas outside of classrooms between members of staff or visitors SLT have the discretion to decide whether to ask staff or visitors to wear or agree to them wearing face coverings in these circumstances <ul style="list-style-type: none"> It is not mandatory for staff and students to wear face coverings in the school but staff are required to wear face coverings when supporting students with intimate, personal care and providing assistance in feeding Face coverings are no longer required for staff and students in classrooms or communal areas. Staff are required to wear face coverings in communal areas. 	Coronavirus (COVID-19): implementing protective measures in education and childcare settings Putting on PPE Taking off PPE Safe working in education, childcare and student's social care settings, including the use of personal protective equipment (PPE)			
Personal hygiene	Staff, students, and visitors	Others contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> Staff have received refresher training which provided clear guidance on infection control and hygiene protocols Staff, visitors and contractors receive regular reminders of personal hygiene requirements Students are supported where necessary with personal hygiene, including hand washing. Students with complex needs are helped to clean their hands properly. Skin friendly cleaning wipes are used as an alternative Some students with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This will be considered in risk assessments in order to support these students and the staff working with them PHE guidelines on hand washing routines is followed Posters are displayed around the school 	Guidance for full opening: special schools and other specialist settings School-based operating procedures Coronavirus (COVID-19): implementing protective measures in education and childcare settings PHE Education Guidance Safe working in education, childcare and student's social care settings, including the use of personal protective equipment (PPE)	Operations Manager, Staff, students, and visitors	Ongoing	Medium
A student or member of staff	Staff, students,	Others contracting	High	General	Guidance for full opening: special schools and other specialist settings	All staff	Ongoing	Medium

Risk	Who might be affected	How might they be affected?	Risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Person/s responsible	When	Risk Reduction (L, M, H)
displaying symptoms of coronavirus whilst at school SK/SW	and visitors	coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death		<ul style="list-style-type: none"> - If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must get an LFD test done. - If LFD test is negative they can continue to attend school if well enough to do so. - If the LFD is positive then must be advised to arrange to have a PCR test as soon as possible to see if they have coronavirus (COVID-19) <p>You should also self-isolate straight away if:</p> <ul style="list-style-type: none"> - you've tested positive for COVID-19 – this means you have the virus - you've been told to self-isolate following contact with someone who tested positive and you are not in the exempted list – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app <p>When you do not need to self-isolate:</p> <p>If you are in the exempted list and do not require to self isolate</p> <ul style="list-style-type: none"> - If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply: - you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS - you're under 18 years, 6 months old - you're taking part or have taken part in a COVID-19 vaccine trial - you're not able to get vaccinated for medical reasons - Even if you do not have symptoms, you should still: - get a PCR test on GOV.UK to check if you have COVID-19 - follow advice on how to avoid catching and spreading COVID-19 - consider limiting contact with people who are at higher risk from COVID-19 - Home-based/remote education and support will be provided for students in these cases 	Reopening guidelines the school. Making Pield Heath House School 'Covid secure' School-based operating procedures Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Coronavirus (COVID-19): implementing protective measures in education and childcare settings PHE Education Guidance Safe working in education, childcare and student's social care settings, including the use of personal protective equipment (PPE) RIDDOR reporting of COVID-19			

Risk	Who might be affected	How might they be affected?	Risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Person/s responsible	When	Risk Reduction (L, M, H)
				<ul style="list-style-type: none"> - School will ask parents and staff to inform them immediately of the results of a test: - If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members - If someone tests positive, they should follow the ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. <p>Staff</p> <ul style="list-style-type: none"> - The member of staff immediately removes themselves from the workplace, going to a specially designated room - The member of staff immediately informs the senior management of their symptoms, by phone, from the designated room using their own mobile or the school phone located in the room - Should they need to use the bathroom at this time they should use a separate bathroom if possible. The bathroom will then be cleaned and disinfected using standard cleaning products before being used by anyone else. - The member of staff will organise for themselves to be picked up, if necessary, and leave the building as soon as possible - Once the member of staff has left the building, the school will deep clean/disinfect areas occupied by staff wearing appropriate PPE - A risk assessment will be carried out of the rooms that member of staff has been occupying and the people they have been in contact with - Staff identified as possible contacts are asked to take an LFD test to ensure they are not asymptomatic 				

Risk	Who might be affected	How might they be affected?	Risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Person/s responsible	When	Risk Reduction (L, M, H)
				Students <ul style="list-style-type: none"> - The school has in place a regime for monitoring the health status of each student each day. This could include: - initial temperature checks on arrival in school each morning; although DfE guidance does not require this, because many of our students are non-verbal or may have difficulties communicating that they feel unwell, this adds an additional level of reassurance for staff, students and families - classroom team each morning to assess and record the health status of each child e.g. temperature, general health state, breathing, coughing, emotional state etc. - EHC Lead to be immediately informed of any concerns - The school has a clearly written protocol including: - immediate isolation of student from the classroom to a designated isolation room, preferably one that has a window to allow ventilation and large enough for another adult to also safely be in the room in relation to maintaining a safe distance - PPE should be worn by staff caring for the student while they await collection - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else - immediate communication to parents to collect the student - immediate removal of the student's designated equipment and resources from the classroom to allow for speedy cleaning and disinfection - all staff and students from the suspected student's classroom to vacate to a safe place (e.g. the school hall) to allow for cleaning and disinfecting of the classroom's surfaces - Once the student has left the building, the school will deep clean/disinfect areas occupied by staff wearing appropriate PPE 				

Risk	Who might be affected	How might they be affected?	Risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Person/s responsible	When	Risk Reduction (L, M, H)
				<ul style="list-style-type: none"> - A risk assessment will be carried out of the rooms that member of student has been occupying and the people they have been in contact with - Staff and students identified as possible contacts are asked to take an LFD test to ensure they are not asymptomatic 				
Confirmed case(s) of coronavirus (COVID-19) amongst the school community SK/SW	Staff, students, and visitors	Others contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	Medium	<ul style="list-style-type: none"> • Tell people you've been in close contact with in the past 48 hours that you might have COVID-19. • You should tell them to follow advice on how to avoid catching and spreading COVID-19. • They do not need to self-isolate unless they're contacted by the NHS Test and Trace service. • If they get any symptoms of COVID-19, they should self-isolate and get a test as soon as possible. • If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where Covid-19 is suspected it will take any additional actions as advised by the PHE dedicated advice service or LHPT. These may include recommendations that a larger number of other students or staff self-isolate at home as a precautionary measure. • If the LHPT and local Director of Public Health (LDPH) confirm an 'outbreak' the school will work with the LHPT in relation to addressing the risks and further testing of staff and students. 	Guidance for full opening: special schools and other specialist settings			
Local outbreak SLT	Staff, students, and families	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory	Medium	<ul style="list-style-type: none"> • In the event of a local outbreak, the LHPT will follow the government's Contain framework and advise schools of steps as necessary. • Where any individual or groups of students are kept at home to self-isolate, the school will revert to its remote learning plan. Social services will also be informed to offer additional support to families if required. 	Guidance for full opening: special schools and other specialist settings	All staff	Ongoing	Low

Risk	Who might be affected	How might they be affected?	Risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Person/s responsible	When	Risk Reduction (L, M, H)
		illness; death Stress and anxiety						
Student wellbeing ED/SW	All students	Social & emotional impact through Covid-19 related uncertainty, changes in normal staffing, reintroduction after an extended period out of school and reduced contact with peers		<ul style="list-style-type: none"> A range of preparatory interventions will be planned on an individual basis to prepare students to return to school. These may include visits to the setting and social stories Discussions with individual parents who may have specific concerns The school has reviewed relevant policies including behaviour and attendance, and have published policy statements relating to their interpretation in relation to the Covid pandemic. 	Guidance for full opening: special schools and other specialist settings School-based operating procedures Extra mental health support for students and teachers	All staff	Ongoing	Medium
Staff wellbeing	All staff	Stress and anxiety arising through Covid-19 related uncertainty or returning to work	Medium	<ul style="list-style-type: none"> Discussions with individual members of staff who may have specific concerns. Staff have access to drop in sessions and staff well-being forum Staff have access to "Health Assured" Employee Assistance Programme 	Guidance for full opening: special schools and other specialist settings Making Pield Heath House School 'Covid secure' School-based operating procedures Education and childcare during coronavirus: Supporting wellbeing Extra mental health support for students and teachers	All staff	Ongoing	Medium
Lack of appropriate	Staff, students,	Staff may be redeployed	High	<ul style="list-style-type: none"> In the event of significant numbers of staff absence in school due to Covid-19 (or other illness), self-isolation and/or continued 	Guidance for full opening: special schools and other specialist settings	SLT	Ongoing	Low

Risk	Who might be affected	How might they be affected?	Risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Person/s responsible	When	Risk Reduction (L, M, H)
staff to provide in-school education in a safe and controlled manner SLT	and families	and/or student may not be able to attend in the short-term		shielding, the Associate Principal/Head of School will consider a range of options which might include: <ul style="list-style-type: none"> • redeployment from other groups • reassessing safe and appropriate staff to student ratios • deploying appropriately skilled and trained SSAs to lead groups • recruiting short-term staff • recruiting supply teachers • temporarily closing to one or more groups and providing home-based provision and support 				
First aid provision SW	Staff, students, and visitors	Serious injury or death First aider contracting coronavirus or spreading virus to others.	High	<ul style="list-style-type: none"> • First aiders providing routine first aid treatments within safe distance of a person should wear a fluid resistant face mask and, if appropriate and available, disposable plastic apron and disposable eye protection which should be kept in or next to first aid kits. • A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control. 	Guidance for full opening: special schools and other specialist settings Reopening guidelines for the school. Guidance for full opening: special schools and other specialist settings School-based operating procedures Guidance for first responders and others in close contact with symptomatic people with potential COVID-19 Safe working in education, childcare and student's social care settings, including the use of personal protective equipment (PPE)	All staff	Ongoing	Low
Use of alcohol based hand sanitiser	Staff, students, and visitors	Alcohol vapours ignited resulting in burns to hands	Medium	<ul style="list-style-type: none"> • Wash hands with soap and water wherever possible. • Supervision of hand sanitiser use given risks around ingestion. Students with complex needs should continue to be helped to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative • When using alcohol-based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition. 	Guidance for full opening: special schools and other specialist settings	All staff	Ongoing	Low

Risk	Who might be affected	How might they be affected?	Risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Person/s responsible	When	Risk Reduction (L, M, H)
Cleaning/exposure to virus on objects/surfaces		Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> A robust cleaning routine has been implemented indicating which areas need to be cleaned, the manner in which they will be cleaned, the frequency of the cleaning and who will carry out that cleaning Increased cleaning to take place and particular attention paid to frequently touched objects and hard surfaces including toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment, telephones, PC's and keyboards, electronic entry systems Classrooms are cleaned daily, and more often for heavily used areas. Where areas are shared between groups, the more frequent cleaning will take place as appropriate. Lidded bins in place in all classrooms for tissues, "Catch it, bin it, kill it" and are emptied throughout the day with contents double bagged. Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, this is in line with fire safety and safeguarding requirements. Cleaning and other staff are briefed on the cleaning routines. A supply of antibacterial wipes/alcohol gel is made available in all rooms throughout the school to encourage staff/students to help maintain cleanliness in personal work areas Where there is a suspected or confirmed case of Covid-19 within the school, PHE guidance on cleaning and waste in these circumstances is followed. Staff know how to put on and take off PPE correctly Regular checks are made of supplies of cleaning materials, liquid soap, paper towels, tissues, toilet roll, bin bags etc. to ensure appropriate stocks are maintained and reordered in good time Arrangements are in place for the disposal of clinical and general waste where required Appropriate arrangements are in place for laundering, cleaning, and decontamination of soiled items/equipment in line with national guidance 	Guidance for full opening: special schools and other specialist settings Making Pield Heath House School 'Covid secure' School-based operating procedures Necessary standards in relation to cleaning across the school. COVID-19: cleaning in non-healthcare settings Managing school premises, which are partially open, during the coronavirus outbreak COVID-19: infection prevention and control (IPC) Putting on PPE Taking off PPE Safe working in education, childcare and student's social care settings, including the use of personal protective equipment (PPE)	SLT, Operations Manager and Facilities Manager	Ongoing	Low

Risk	Who might be affected	How might they be affected?	Risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Person/s responsible	When	Risk Reduction (L, M, H)
Inability to operate emergency systems or procedures	Staff, students, and visitors	Inability to implement appropriate social distancing and/or protective measures	High	<ul style="list-style-type: none"> Emergency Plan, Fire Safety Management & Evacuation Plans Fire Risk Assessment have been reviewed and updated where necessary to reflect current and planned operating arrangements. Ensure any required PEEPS remain in place or are created where necessary, are appropriate to current circumstances and that they are understood by all staff working in the setting. Staff, students, and visitors undergo induction in the fire and emergency routines and accident/first aid procedures where these have changed, including where usual routes may have changed. 	Guidance for full opening: special schools and other specialist settings Reopening guidelines for the school. School-based operating procedures	All staff	Ongoing	Low
Performing arts provision – music and singing and specialist teaching areas	Staff and students	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> Playing instruments and/or singing in small groups such should take place outdoors wherever possible. If indoors, group sizes will be limited in relation to the space. Where possible students should not be face to face when singing. Where instruments and equipment have to be shared, they will be disinfected regularly and always between users A risk assessment will be carried out when planning an indoor or outdoor performance with a live audience. 	Guidance for full opening: special schools and other specialist settings Guidance for full opening: schools School-based operating procedures	All Staff	Ongoing	Low

Risk assessment

Declaration of Responsibility

I have read the risk assessment relates to Covid-19 and understand my role and responsibility in implementing the precautionary measures outlined.

If you would like further clarification, please contact the identified members of staff above.

Name:	
Signature:	
Date	