

Risk Assessment Form

inTask/activity being risk assessed: Pupils returning to the Residential setting – Risk Assessment looked at by independent health and safety officer.					Assessment date: 19.07.20	Review date: Weekly		
Brief details of task / activity: Risk assessment to cover planned phased re opening of the Residential Provision.					Assessed by: AL/CC	Signature: <i>C.Clarke</i>		
What are the hazards and why? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, pupils, visitors etc bruises, muscle strain, fracture, etc	What are the existing control measures? <i>What is in place to reduce the level of risk? E.g. supervision, training,</i>	Risk Level <i>After control measures</i>	What further action is necessary? <i>Only if necessary, realistic and achievable</i>	Action by whom?	Action by when?	Completed	
STAFFING								
		•						
Parent/ carer anxiety on return to school	Parents/ Pupils, staff, others Anxiety / stress for parents / staff about pupils and their wellbeing returning to school	<ul style="list-style-type: none"> Letters to parents and Governors on a regular basis A Covid-19 action plan has been devised and will be continually updated following feedback from parties PPE advice to be taken from Government PPE available Liaise with local authority (relevant departments) Continue to follow Government guidance 	2	Plan and display posters.	CC	14.07.20 All Ongoing		
Staff wellbeing, mental health	Staff and others Anxiety / stress for staff about own health and wellbeing returning to school	<ul style="list-style-type: none"> A Covid-19 action plan has been devised and will be continually updated following feedback from parties PPE advice to be taken from Government PPE available Showring facilities made available – staff advised Liaise with local authority (relevant departments) Provision information about local and/or national support groups. In-house provision (Health Shield/OHIO etc) System devised so staff can talk to key members 	2			14.07.20 All Ongoing		

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		<ul style="list-style-type: none"> of staff if needed. Share workload in order to reduce stress – rota attendance and non-contact time Email initially to share risk assessment and Covid-19 action plan 				All Ongoing	
Planning for reopening – lack of information for relevant persons, lack of planning	Parents, Pupils, staff, others Stress and anxiety, spread of the virus	<ul style="list-style-type: none"> Provide regular updates to staff / Governors accordingly Plan rotas for children check which staff use public transport and make alternative arrangements if possible Provide PPE for staff who have no alternative other than to use public transport 	2	Staff continuously updated on DFE/ Ofsted guidance – Information handed to staff Loan of school bike offered	AL/CC	14.07.20 All Ongoing	
Site issues - lack of social distancing	Parents, Pupils, staff, others Work to be undertaken to ensure social distancing can be achieved Spread of the virus	<ul style="list-style-type: none"> Review layout of the site and devise a plan of works for the site manager A plan of works is being developed to enable social distancing to take place One way system in place 	3	Reduce areas in use. No use of school vehicles to transport students without SLT consent	AL/CC	14.07.20 All Ongoing	
Residential layout and Number of children	Pupils, staff, others Layout to be determined to ensure social distancing Risk: spread of virus	<ul style="list-style-type: none"> Work out how many children can be in each area Determine layout of the Residential and allocate areas accordingly to allow 1m+ distancing Decide on resources needed for each area Ensure each child has their own bedroom A colour coded one way system to be in place List of used rooms to be provided to site manager daily for cleaning Cleaning kit and instructions provided to care staff, surfaces to be wiped periodically throughout day. External doors (to secure areas) and windows to 	3	3x Boarders allocated to each floor in the residential. 2x Care staff allocated to each floor.	CC/ All Care Staff	14.07.20 All Ongoing	

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		<p>be open wherever possible when room is occupied</p> <ul style="list-style-type: none"> • Outdoor space to be used as much as possible – appropriate clothing required • Pupils / staff to wash hands every 30 minutes following handwashing guidance • Boarders encouraged to clean own equipment regularly throughout the evening, supervised by care staff • Training plan and routine carried out daily 				
Lack of PPE and equipment	Pupils, staff, others Lack of PPE and equipment leading to spread of the virus	<ul style="list-style-type: none"> • Nitrile gloves available • Surgical Masks available • Plastic aprons available • Sanitiser available throughout the Residential 	3	<p>Training session/ leaflet for staff about how to wear and when to wear PPE</p> <p>How to store and when to replace PPE</p>	CC CC	14.07.20
Lack of/ poor cleaning	Pupils, staff, others Lack of cleaning leading to spread of the virus	<ul style="list-style-type: none"> • Site Manager & Cleaning Supervisor will check there are sufficient stocks of cleaning materials Daily wipe down of all handles and key contact areas by cleaners • Ensure all areas on the Residence have cleaning materials available • Ensure cleaning staff have access and are aware of latest Government advice • Ensure all pupils uniform is washed • Care staff to use residential mobile phone, disinfect before and after use • Cleaning totes given to each group 	6	Frequent touch points identified. Enhanced cleaning plan in place.		14.07.20 All Ongoing
Lack of social distancing	Parents, pupils, staff, others Poor or lack of social distancing leading to spread of the virus	<ul style="list-style-type: none"> • 1m+ spacing outside all entrances and areas • 1m+ spacing in the staff area • Visual reminders for boarders • Prompts and reminders to all boarders from care staff • When parents/ carers' collect boarders in the evening. All to form a queue outside the entrance. Maintaining social distancing. 	6	Poster to be put up at the main entrance for parents/carers' collecting pupils		14.07.20 All Ongoing

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Lack of information to external suppliers	Parents, pupils, staff, others Lack of information for external suppliers and visitors leading to spreading the virus	<ul style="list-style-type: none"> Discuss how food deliveries will be made – Every Monday – Ensuring social distancing. 	1		CC/ All Care Staff	14.07.20 All Ongoing	
Lack of handwashing / provision for handwashing	Pupils, staff, others Lack of handwashing leading to a spread of the virus	<ul style="list-style-type: none"> Handwashing to take place every 30 minutes Ensure soap in all areas is stocked daily Provision of hand sanitiser Ensure boarders are aware of the importance of hand washing Display hand washing posters Supervision by care staff to ensure hand washing is carried out 	2		CC/ All Care Staff	All Ongoing	
Information for parents prior to opening	Parents, pupils, staff, others Reduce stress and anxiety	<ul style="list-style-type: none"> Letter, text and information about opening to be sent to parents/ carers and to include:- Procedures pick up Ask parents to designate 2 people who will collect children if they are vulnerable and can't do it themselves Parent must be contactable whilst child is on the residential in order to collect/receive children sent home due to illness/risky behaviour. To guarantee the safety of everybody and remove the need for physical contact, the good behaviour of boarders is paramount. Any boarder who poses a risk to this will not be allowed to attend All Parents to do a daily assessment on the health of their child, and if they appear ill or have symptoms to keep them at home and seek medical advice. Train care staff on most up to date information and how to deal with concerns 	2		Admin/ Parents, Carers' All Care Staff	14.07.20 All Ongoing	

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Lack of infection control measures	Pupils, staff, parents, others Leading to spread of the virus	<ul style="list-style-type: none"> • Ensure care staff are aware of infection control procedures via training and CPD • Display posters, send texts • Ensure all staff are aware of procedures • Ensure soap in all areas is stocked daily • Colour coded one way system • "Catch it, bin it, kill it" sessions to take place – Small pedal bins in areas. • Enhanced cleaning plan in place • 	6		CC/ All Care Staff	14.07.20 All Ongoing	
Ensure wellbeing of pupils on return to the the Residential Provision	Pupils Stress, anxiety about being back at school or about home situation	<ul style="list-style-type: none"> • Plan learning opportunities to support pupil's transition back to the residential • Support mental health and wellbeing, bereavement advice, learning expectations, information about routines/ timetable • Staff to identify families who may need extra support • Plan opportunities for pupils to share thoughts and opportunities with members of school community – nurture opportunities & playtime • All staff to have undertaken Bereavement training on Educare • Acidities to be planned based around wellbeing 	2		CC/ All Care Staff	14.07.20 All Ongoing	
Parental / pupil contact at start / end of the day	Pupils, staff, parents, others Leading to spread of the virus	<ul style="list-style-type: none"> • Social distancing 1m+ apart of areas doors and guidelines for the yard • Ask parents to designate 2 people who will collect children if they are vulnerable and can't do it themselves • Parent must be contactable whilst boarders are attending the residence 	3		All	14.07.20	
Pupils coughing and sneezing due to allergies and hay fever	Pupils, staff, parents, others Anxiety for others and potential spread of the virus	<ul style="list-style-type: none"> • Awareness of hayfever, • Medication if appropriate • Tissues available • Explain to other children • Access to hand washing facilities / hand sanitiser • All Parents to do a daily assessment on the health of their child, and if they appear ill or have 	2	Contact parents prior to re starting to ask about allergies, hayfever etc	All	All Ongoing Ongoing	

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		symptoms to keep them at home and seek medical advice.					
Pupils, staff, family members displaying symptoms	Pupils, staff, parents, others Spread of the virus, anxiety	<ul style="list-style-type: none"> Follow Government guidelines and self-isolate Parents all contacted for “parents views” All parents happy for their child to continue with the evening If any boarder shows symptoms. Staff to monitor pupils and isolate – call home If a boarder becomes unwell in the evening, call AHOC or a member SLT to support. If staff display symptoms. Go straight home, book a Covid 19 test and isolate. 3 symptoms include – Loss or change of taste and smell ,a new continuous cough and a high temperature (37.8c or higher) The boarder showing symptoms is to isolate in their allocated bedroom and await collection – Supervised by a member of staff. Windows open where possible. Staff to wear PPE if 2ms can’t be maintained. 	3		All	Ongoing	
First aid provision	Pupils, staff, parents, others Spread of the virus, anxiety	<ul style="list-style-type: none"> Check government guidelines RP to commence in-house training to increase number of appropriately qualified staff Qualified first-aid staff to be on-call for advice 	6	Provide latest information for staff First Aiders – CC, LW. PH now trained	All RP First Aiders	17.07.20 All Ongoing	
Personal care e.g. changing nappies	Pupils, staff, parents, others Spread of the virus, anxiety	<ul style="list-style-type: none"> Check government guidelines 	1	Provide latest information for staff	All	17.07.20 Ongoing	
Mealtimes		<ul style="list-style-type: none"> Areas to be sanitised after being used and before being used again Limited number of seats to be used at the dining table to ensure social distancing. Dining table area to be cleaned/sanitised before, after and in-between sittings 	3		All Care Staff	17.07.20 All Ongoing	
Trips and visits		<ul style="list-style-type: none"> “Parents views” taken and all parents have verbally consented to allowing their child to join in all activities. Sanitiser to be taken to activities 	3		All Care Staff	17.07.20 All Ongoing	

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		<ul style="list-style-type: none"> and to maintain safety for all boarders (attached) • When using transport, boarders to be sat separately and staff members to wear masks. Windows need to be down whilst transporting. • Discuss activities during handover/ staff meeting. • Take behaviours into consideration. 				
External visitors		<ul style="list-style-type: none"> • External visitors to restricted and allowed via authorisation of head teacher 	3		AL	Ongoing
Care staff sharing 1 bathroom	Care Staff	<ul style="list-style-type: none"> • Care staff have allocated their own bedrooms, with their own shower room. This is to reduce the risk spreading the virus. • Staff are to shower at the end of the evening. 	2		AL/ CC/ Care Staff	Ongoing
Disposal of waste by anyone displaying ssymtom		<ul style="list-style-type: none"> • Put in a plastic rubbish bag and tie when full. • Place the plastic bag in a second bad and tie • Put in a suitable, secure place for storage for 72hrs. • After 72hrs, dispose in communal waste. 			All Care Staff	Ongoing

Risk Matrix

		SEVERITY OF THE HAZARD (How bad it could be)		LIKELIHOOD OF HARM (The chance it may occur)	SEVERITY				
					1	2	3	4	5
LIKELIHOOD	5	Fatality	5	Almost certain	1	2	3	4	5
	4	Major injury, resulting in disability	4	Probable	2	4	6	8	10
	3	Injury requires doctor's or hospital attendance	3	Possible	3	6	9	12	15
	2	Minor injury, 1 st aid required	2	Possible (under unfortunate circumstances)	4	8	12	16	20
	1	Minor Injury, no 1 st aid required	1	Rare	5	10	15	20	25

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Likelihood (L) x Severity (S) = RISK RATING

Date Review No. 1	Date Review No. 2	Date Review No. 3	Date Review No. 4	Date Review No. 5
By: C. Clarke	By: C. Clarke 14 .09.2020	By: 19.09.2020 – All Care Staff	By:26.09.2020 – All Care Staff	By: