

RISK ASSESSMENT

Educational Setting	Wren Spinney Community Special School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Joshua Gershwin-Williams/Victoria Clements
Review Date	04/01/2022
Next Date for Review	26/01/2022

	As restrictions around Covid-19 being lifted nationally, this risk assessment is now to be used in conjunction with the Wren Spinney Community Special School Outbreak Management Plan to help you understand the potential hazards and the control measures that are advised or are put in to practice when a stage of the Outbreak Management Plan is triggered.
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What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Lack of Social Distancing in school	Staff and students: Risk of spread of infection between individuals	<ul style="list-style-type: none"> Safety information shared and briefings via email to communicate procedures Leadership and site reviewed the total space available for teaching activities within and beyond classrooms. Ensured that fire exit routes are not compromised. Considered the Manual Handling implications of activities and not compromised. 	<ul style="list-style-type: none"> System will need to adapt as guidance and expectations change in line with the Outbreak Management Plan 	Teachers SLT	As needed As needed	

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		<ul style="list-style-type: none"> • To reduce potential contamination: secured any rooms / facilities not required and / or not in use - cleaned and “mothballed” any areas identified as not being needed for extended periods of time • Used signage to communicate clear message and expectations • Face masks to be worn in all public areas for staff, visitors and students in. This is voluntary, not mandatory but is advised • During lunch break there are two sittings to reduce contact between groups of children. Some classes will have lunch in their class space. 				
Insufficient Cleaning	<p>Staff and students: Risk of contracting virus through surfaces</p> <p>Staff and students: Risk of harm</p>	<ul style="list-style-type: none"> • More frequent cleaning procedures in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Toilet flush and seats ○ Fogging Cannisters to sanitise rooms ○ Door handles and push plates ○ Handrails on corridors ○ Hoist controls 	Fogging Machine has now arrived and will be employed for use across rooms.			

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	through misuse of cleaning materials	<ul style="list-style-type: none"> ○ Machinery and equipment controls ○ Telephone equipment ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. ● Students have specific resources allocated to them ● Student resources to be cleaned after use ● All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles ● Additional clean of surfaces and chairs between sittings ● Safety information shared and briefings to communicate procedures via email ● Staff expecatitons to santisise all equipment, surfaces and furniture that is regularly touched throughout the day - at the end of each day and during the day as necessary 				

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Lunchtime Catering	Staff and students: Risk of spread of infection between individuals and contracting through surfaces	<ul style="list-style-type: none"> All areas used for eating must be thoroughly cleaned at the end of each sitting, including chairs, door handles 				
Fire Safety	Staff and students: Risk of injury or death due to fire procedures /routes not clear	<ul style="list-style-type: none"> Updated emergency evacuation procedures / routes shared and displayed Ensured all emergency escape routes / doors are fully operational and kept clear. 'Muster' points ensure staff and students observe social distancing as far as is reasonably practicable Safety information shared and briefings to communicate procedures via email 		Provision leads		
Transmission on entering or leaving building	Staff and students: Risk of spread of infection between individuals	<ul style="list-style-type: none"> Follow hand sanitisation protocols prior to use of Inventory Sanitiser available at safely identified locations and touchpoints. Increased cleaning of handles and touch plates. 	<ul style="list-style-type: none"> Adjust for transport changes as guidelines and expectations change 	SLT	As needed	

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	and contracting through surfaces	<ul style="list-style-type: none"> Hands to be washed or at least sanitised at first available opportunity following entrance to building Additional signage in place across the site 				
Medication	<p>Students: Harm due to mismanagement of medication</p> <p>Staff and students: Risk of spread of infection between individuals</p>	<ul style="list-style-type: none"> Student risk assessments allow for health and medication issues Students with medical needs have been Risk Assessed and relevant protocols are in place. Staff have been trained in the increased level of control required during intimate care as regards to PPE. Dedicated member of staff overseeing medication on site 			As needed	
Availability of First Aid	<p>Staff and students:</p> <p>Injured person not receiving first aid</p>	<ul style="list-style-type: none"> Access to first aid facilities is maintained and the school suitably stocked with first aid sundries Staff or students with medical needs have been assessed and relevant consents are in place. 	<ul style="list-style-type: none"> Staff trained up as needed. The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: 	Ceri Thomas	As needed	

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	Risk of spread of infection between individuals		<ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid 			
Accumulation of waste	Staff and students: Risk of spread of infection between individuals	<ul style="list-style-type: none"> ● Bins to be emptied daily ● Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. ● PPE disposed of correctly in line with PPE disposal guidance 				
Transmission at break/lunch times	Staff and students: Risk of spread of infection between individuals	<ul style="list-style-type: none"> ● Breaks/lunchtimes staggered to achieve social distancing. ● All bubbles timetabled to use identified outside areas ● Staff meetings to be planned using digital meetings where possible 				

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Contractors and Visitors to site	Staff, students and contractors Risk of spread of infection between individuals	<ul style="list-style-type: none"> All planned/reactive maintenance to be carried out during out of hours if possible All contractors must provide a suitable and sufficient risk assessment and method statement for the activities they carry out which must include covid-19. 				
Property Compliance	Any person onsite: Harm caused by faulty equipment etc	<ul style="list-style-type: none"> The trust has developed a checklist with schools to ensure that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks are in place. Specific COVID-19 checks in place. 				
Lack of Hygiene	Any one onsite: Spread of infection	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands including antibacterial spray and wipes. 				

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	causing illness	<ul style="list-style-type: none"> • Appropriate controls are in place to ensure the suitable sanitisation of student's hands following breaks, before meals and following the use of toilets. • Site staff carry out regular stock checks to ensure adequate supply of materials 				
Outbreak of COVID-19 in school	Any person onsite: Risk of spread of infection between individuals	<ul style="list-style-type: none"> • Managing Sickness Outbreaks procedures in place: <ul style="list-style-type: none"> ○ PPE ○ Isolate ○ Clean ○ Test ○ Communicate • Specific room and procedures identified for the isolation of anyone presenting with symptoms whilst on site • As appropriate report to Health and Safety Executive <ul style="list-style-type: none"> ○ The Health & Safety Executive have updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result 				

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		<p>of, or in connection with, a work activity.</p> <ul style="list-style-type: none"> Confirmed case in school leads to activation of covid outbreak management plan. Clear guidance issued to parents detailing the actions for safety in the event of students, family members or potential contact showing symptoms or testing positive to COVID-19 communicated out. 				
Administrative Staff	Staff: Risk of spread of infection between individuals	<ul style="list-style-type: none"> Staff form and follow social distancing as per other staff Cleaning materials and PPE available for use 				
Insufficient use of Personal Protective Equipment	Any one onsite: Risk of spread of infection between individuals	<ul style="list-style-type: none"> Staff to only use school supplied PPE when supporting students where there may be a risk of fluid transfer Staff have received verbal explanation during safety briefing on correct use of PPE and expectation for use Personal Protective Equipment to be used during intimate care and the use of face masks is voluntary. Schools to ensure regular checks of PPE stock to enable adequate supply 				

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		<ul style="list-style-type: none"> PPE available for all staff who wish to wear when appropriate. 				
Transmission due to unsafe behaviour	Staff and students: Risk of spread of infection between individuals	<ul style="list-style-type: none"> Staff/Student behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and students of the changes. 				
School Staffroom and communal areas	Staff: Risk of spread of infection between individuals	<ul style="list-style-type: none"> Staff room out of bounds Daily timetable organised to ensure rooms are not overcrowded and social distancing can be achieved 				
Staff not being aware of changes to existing control measures	Staff, students and visitors not following new guidance	<ul style="list-style-type: none"> Staff are to be briefed (Via video conference, email or briefing notes) every time there is a change in control measures Staff to be briefed (Via video conference, email or briefing notes) following government guidance changes that prompts a change in behaviour or measures 	<ul style="list-style-type: none"> SLT to regularly review government guidelines SLT regularly reviewing regional and national COVID-19 figures 	SLT	Ongoing	

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Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and student advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear and PPE, including facemasks, should be available where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Students should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)