


Manor Green School Covid19 Risk Assessment

Key					
	1	2	3	4	5
Risk/Likelihood	Improbable	Unlikely	Moderate risk	Likely	Almost certain
Hazard/ Severity	No injury/illness	Minor injury/illness	Injury	Major injury	Death
RISK likelihood X HAZARD severity = Overall Risk Rating Assessment					
Overall Risk Rating	1-2	3-9	10-15	16-20	21+
	Minimal Risk Maintain existing measures	Low Risk Review existing measures	Medium Risk Improve control Measures wherever possible	High Risk Consider stopping activity	Extreme Risk Do not proceed

Location/activity/issue being assessed:	Covid19 Risk Assessment		
Service/Team:	LT for whole school		
Assessed by :LT	Name: LT	Signature:	Date 08/01/2021
Reviewed by: Staff, Parents, Governors	Name:	Signature:	Date:
Approver comments	<p>The risk of transmission of Covid19 in Manor Green school is high even with measures in place. The 70% increased transmissibility of the new variant means if it does get into school, it is likely to spread. Local area prevalence for Covid19 is currently high at 709.3 per 100,000 of the population. This increases the likelihood of Covid19 being brought into school. The only way we can reduce the risk is to limit our number of vectors to spread it. As all our students meet the government definition of vulnerable due to their EHCP, we will minimise the number of students attending school by using a strict criteria to assess their vulnerability. Children of critical key workers will be given top priority followed by those with vulnerability due to social care involvement or risk.</p> <p>Local prevalence data is being monitored here: https://www.berkshirepublichealth.co.uk/covid-19-dashboard?view=cases&location=Windsor+and+Maidenhead</p>		
Approved By: Headteacher	Name: Joolz Scarlett	 Signature:	Date: 8 th January 2020

This risk assessment is being put in place to reduce the risk of students or staff passing on and/or becoming infected with Covid-19.

Site Preparation: Partial shutdown check completed; unnecessary items removed from classrooms

What are the significant hazards?	What could go wrong? Who could be harmed and how?	What has already been done to control risks?	Hazard 1-5	Risk likelihood 1-5	What additional controls are needed?	By who?	Overall risk rating 1-25	By when?	Date completed
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<p>Covid19 transmission by close contact.</p> <p>Not being able to socially distance/ stay 1m apart.</p>	<p>Unable to stay 1m apart from students who don't understand</p> <p>Staff forgetting to distance from one another</p> <p>Overlap of bubbles</p> <p>Covid19 could be transmitted</p>	<p>Grouping of staff and students into smaller class bubbles that distance from other bubbles at all times. Classrooms not to exceed 8 people in class at any one time or 12 if social distancing is understood and maintained by students.</p> <p>Microsoft Teams is set up to hold meetings for staff in different bubbles virtually</p> <p>Virtual assemblies will be held</p> <p>Protocol in place for staff, parents and students</p> <p>Staggered entry and exit times</p> <p>Rotas for playgrounds and any essential communal areas are provided to all staff to ensure different bubbles do not mix.</p> <p>Swimming has a separate risk assessment that should</p>	5	4	<p>Staff briefed on protocols</p> <p>Staff and students reminded to observe 1m guidelines where possible</p> <p>Ensure correct PPE is worn for task as outlined in the protocol</p> <p>Constant review by LT to ensure space awareness</p> <p>Masks issued to staff for close contact work</p> <p>Ensure that any communal area is thoroughly cleaned after each bubble use by facilities team in accordance with SOPs (Safe Systems</p>	<p>All class based staff</p> <p>LT</p> <p>Facilities Team</p>	20	Jan 11th and on-going	
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		<p>be read in conjunction with this one.</p> <p>All lunches planned to be eaten in classrooms, only one member of staff to collect lunches from the dining hall for students who can't distance</p> <p>Soap, hot water made available in every toilet area. Tissues in every learning area with regular disposal.</p> <p>Windows open wherever possible to ensure good ventilation.</p>			<p>of work documents).</p> <p>Timetabling is adhered to and ensures time for cleaning</p> <p>Leadership debriefing if issues arise</p> <p>Debrief of all staff if issues identified</p>				
Covid-19 infections being brought into School by staff, students or visitors	Infection transmitted to students, staff and their households	<p>Staff and student protocol in place to reduce risk.</p> <p>Mass Testing of all onsite staff weekly and for students whose parents consent to a test.</p> <p>Only school staff and NHS Therapists allowed</p>	5	3	<p>Mass testing to be set up and undertaken in line with government guidance. Serial testing not deemed safe enough at this time based on 70-50%</p>	<p>All staff</p> <p>LT</p> <p>Facilities Team</p>	15	January 11th and on-going	

		<p>in occupied classrooms in school hours.</p> <p>Essential contractors and visitors to be scheduled outside of school hours where possible and they must not enter occupied classrooms.</p> <p>Well-being therapists working remotely unless social distancing with individual students can be maintained onsite.</p> <p>Maintenance work requiring external contractors booked for school holidays.</p> <p>Lettings paused</p>			<p>false negative possible</p> <p>Schedule essential reactive facilities jobs for outside school hours.</p> <p>Non-essential work to be completed in holidays</p>				
Staff and students who have Covid19 but don't display symptoms using heavily touched areas	Potential infection being transmitted through surfaces	<p>Additional day cleaners employed on a temporary basis to clean high touch areas around the school.</p> <p>Mass Testing of all onsite staff weekly and for students whose parents consent to a test.</p>	5	2	<p>Train staff in cleaning tasks according to method statements.</p> <p>Mass Testing set up and undertaken in line with Government guidance.</p>	All staff LT Facilities Team	10	Jan 11th and on-going	

		<p>Staff working with students to undertake cleaning duties of resources.</p> <p>Evening cleaning schedule under new instruction based on government and outlined in the SOPs.</p> <p>Day cleaners instructed in SOPs for cleaning high touch points 3 times a day and adhoc where possible</p> <p>Cleaning materials, Sani wipes, alcohol wipes, hand sanitiser available in classrooms or available in Site office</p> <p>Doors propped open to reduce contact with door handles bear in mind fire safety & safeguarding - The holding open of fire doors without out the use of approved hold open devices is not permitted</p> <p>Non-essential resources that are difficult to clean such as fabric items,</p>			<p>Ensure the two day cleaners wiping high touch areas with disinfectant wipes 3 times daily as outlined in SOPs and upon request</p> <p>Cleaning supplies in all areas checked daily and replenished as required. Supplies to be kept in surplice and reordered in with long delivery time accounted for.</p> <p>Fogging machine used by trained staff to clean sensory rooms, communal areas and playground at the end of each day</p>				
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		<p>cuddly toys and rugs have been removed from classes and stored.</p> <p>Commonly used resources such as pencils, rulers issued to students for sole use</p> <p>Soft play area only timetabled for use by 1 bubble per day</p> <p>The swimming pool is timetable for one bubble per day</p>			<p>according to SOPs</p> <p>Shared resources to wiped with disinfectant wipes between use by different students by class staff (E.G toys and computers)</p> <p>Bubbles will be instructed which changing room to use at swimming pool. It will be alternated to allow for cleaning by facilities staff in between bubbles in accordance with the SOPs. Cleaning to include all pool sensory equipment and floats</p>				
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Safe use and disposal of PPE - reduces risk of transmission	<p>Incorrect use or disposal of PPE could result in transmission of Covid19</p> <p>All staff undertaking procedures requiring PPE</p> <p>Students incorrectly using face coverings</p>	<p>Tasks requiring PPE have been identified in the protocol</p> <p>Posters reminding staff of how to correctly don and doff PPE have been placed in changing areas, medical room and around school.</p> <p>Clinical waste bins on site in all hygiene rooms, toilets and mass testing area. Used PPE to be bagged and put in bin after use.</p> <p>Additional bins have been delivered.</p> <p>Class staff to monitor students' use of Face coverings</p>	5	2	<p>Training videos of how to use PPE to be shared with staff during briefing</p> <p>Facilities team to check PPE stock daily and reorder with plenty of time to allow for delivery</p> <p>Increase clinical waste collections if required</p> <p>Checks bins daily to ensure that they are emptied as required</p> <p>Staff alerted to requirement to monitor students' use of face coverings</p>	<p>All staff</p> <p>LT</p> <p>Facilities Team</p>	10	Jun 5th and on-going	June 5 + December 1 + 8 Jan
Covid 19 Infected member of staff, student or visitor in school	Staff and students coming into contact with an infected person and	Forehead scanning thermometers allocated to every class	5	3	Staff must check students temperature with the forehead	Staff	15	Sept 2 and on-going	

	<p>Covid19 being transmitted</p>	<p>Two forehead scanning thermometers in reception for checking staff or visitors</p> <p>Protocol covers what to do if students or staff become unwell at home or at school.</p>			<p>scanner before entering the school. Any temperature of 37.8 or higher indicates a fever and the student needs to go home immediately and isolate</p> <p>Staff must ask parents before children enter school if there has been any illness in household overnight.</p> <p>Staff to be vigilant to anyone appearing unwell</p> <p>If a student displays symptoms staff present must inform someone from LT, don full PPE and escort them immediately to</p>				
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					<p>the medical room. They must remain there with the door closed and the window open until the student is collected.</p> <p>LT will close off the whole area until it's fully disinfected</p>				
Any essential training that requires close contact - risk of Covid 19 infection	<p>(often a nurse) Student involved Staff involved</p>	<p>PPE- Gloves and apron and masks to be worn during medical training procedures, visor if deemed necessary.</p> <p>Limit of 10 people being trained at once with social distancing maintained.</p> <p>Keep training to cluster bubbles</p>	5	2	PPE should be used as directed	<p>All staff</p> <p>LT</p> <p>Facilities Team</p>	10	On-going	
Personal care for students/ Changing/ toileting- risk of Covid19 infection	<p>Potential infection being shared through close contact</p> <p>Students that require personal care.</p>	<p>PPE supplied, staff advised what PPE is needed and how to use it</p> <p>Day cleaners employed to stocking and clean toilets.</p>	5	2	<p>Staff must use PPE correctly</p> <p>Changing bed must be cleaned after use</p>	<p>All staff</p> <p>LT</p> <p>Facilities Team</p>	10	On-going	

	Staff involved in personal care	Changing rooms are deep cleaned at the end of every day.			<p>Inspections of rooms be conducted by Facilities team and PCS cleaning supervisor</p> <p>Deep clean of changing room during the day available on request from facilities</p>				
Gastrostomy Feeding, administering Buccal, feeding, any medical procedure requiring close contact- Risk of transmitting Covid19	<p>Potential infection being shared through close contact</p> <p>Students that require these procedures</p> <p>Staff involved in these procedures</p>	PPE supplied, staff instructed on how to use correctly	5	2	<p>Staff must wear PPE</p> <p>Facilities team to check PPE stock daily and reorder with plenty of time to allow for delivery</p>	<p>All staff</p> <p>LT</p> <p>Facilities Team</p>	10	On-going	
People handling/ Integrated therapy	<p>Potential infection being shared through close contact</p> <p>Students that require these procedures</p>	<p>Masks and gloves to be worn during any people handling or integrated therapy procedures.</p> <p>If student salivates/dribbles/spits</p>	5	2	Facilities team to check PPE stock daily and reorder with plenty of time to allow for delivery	<p>All staff</p> <p>LT</p> <p>Facilities Team</p>	10	On-going	

	Staff involved in these procedures	then visor to be worn as well.							
Fire evacuation	Potential for bubbles to be cross contaminated	<p>Fire evacuation to be carried out as normal. Fire safety is the priority.</p> <p>Consideration given to PEEP. Evacuation routes confirmed.</p>	5	2	<p>Bubbles to distance at meeting point as much as reasonably practicable.</p> <p>Mixing of bubbles recorded in tracker</p> <p>Timetabled fire drill first week back in normal operations</p>	All staff	10	As required	
Behavioural Management	<p>Students that require close support to manage their behaviour when unsafe</p> <p>Staff involved in Behavioural Management and support</p>	<p>PPE to be worn during RPI if it is not considered an additional hazard in the dynamic risk assessment and there is time to do it.</p> <p>RPI always the last resort. Proactive strategies used to de-escalate. Behaviour policy has been updated for Covid19</p> <p>Academic demands of students lowered with a</p>	5	2	Students exhibiting prolonged and excessive behaviours as spitting and biting will have strategies added to Behaviour Support Plans	WG	10	Ongoing	

		<p>focus on wellbeing and the Nurture principles</p> <p>DSL, First Aider assigned to each Bubble</p> <p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>Reinforcing learning and practice of good hygiene habits through games, songs and repetition. On-going support for any emerging anxiety and/or wellbeing issues</p>							
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Date of review	Name of assessor	Is assessment still valid	If not, list adjustments with details of who will action and by when	Approved by manager	Date of next review
17/7/2020	LT	Yes	Adjustments indicated in yellow. <i>Yellow highlighting now removed</i> 1/9/2020	Joolz Scarlett	When government advice changes
1/09/2020	LT	Yes	Adjustments indicated in yellow. <i>Yellow highlighting now removed</i> 1/12/2020	Joolz Scarlett	When government advice changes

1/12/2020	LT	Yes	Adjustments indicated in yellow. <i>Yellow highlighting now removed</i> 8/1/2021	Joolz Scarlett	When government advice changes
8/1/2021	LT	It wasn't as the new variant increased the risk of transmission and local cases are extremely high	Further Adjustments in yellow	Joolz Scarlett	Weekly until the local prevalence and transmission data indicates reduced risk or the government advice changes