

**Charlton Park Academy Trust  
(CENMAC, Mulberry Tree House and the Trinity Centre)**

**COVID-19 Risk Assessment – Opening Schools September 2021**

**The Government has asked school leaders to take to reduce the risk of transmission of coronavirus (COVID-19) in their schools. This includes public health advice endorsed by Public Health England (PHE).**

Link to reviewed Guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>. Separate Guidance is available, as follows:

- Early Years: <https://www.gov.uk/government/publications/coronavirus-COVID-19-early-years-and-childcare-closures>
- Further education colleges and providers: <https://www.gov.uk/government/publications/coronavirus-COVID-19-maintaining-further-education-provision>
- SEN schools & alternative provision: <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

**The overall government guidance says the following:**

The Government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the Government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low. Every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life changes, mental and physical health. We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this Guidance.

Some specific issues are addressed in the risk assessment, but please read the full Government advice to schools for clarity. Risk assessment templates are also available for Mass Asymptomatic Testing, Wraparound provisions and Partial opening with Critical Worker & Vulnerable Pupils.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2-metre distance cannot be maintained
- performing aerosol-generating procedures (AGPs) – Guidance is provided at <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps>

If contact with the child or young person is necessary, gloves, an apron and a face covering should be worn by the supervising adult. In addition, if a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

### **Risk assessment (Government guidance requirements):**

CPA will comply with health and safety laws and put in place proportionate control measures. CPA will regularly review and update your risk assessments – treating them as ‘living documents’, as the circumstances in your school and the public health advice change. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

### **From September 2021 operational risk assessment will include:**

#### **Control measures**

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

### **Social Distancing and ‘bubbles’ – Government operational guidance:**

Government advice is currently that they feel that it is no longer necessary to keep children in consistent groups (‘bubbles’) at all times. As well as enabling flexibility in curriculum delivery, this will mean that some more specialist teaching may occur in some specialist rooms at CPA. CPA will maintain eating in classroom areas at present in order to reduce the number of pupils in contact with each other and expect staff and children where possible to maintain safe distancing and high hygiene standards including regular handwashing and use of sanitising fluid. This will also reduce the risk of more normal bacterial infections and also reduce seasonal coughs and colds and risk of infection.

CPA contingency/outbreak management plans identify that it may become necessary to reintroduce ‘bubbles’ to reduce mixing between groups within the school site.

### **Clinically extremely vulnerable (CEV) students**

All clinically extremely vulnerable (CEV) children and young people should attend CPA unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. New letters will have been sent to such young people recently and updated guidance has been issued in August 2021 by Public Health England.

**Engage with the NHS Test and Trace process:**

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace, where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 or are a close contact with someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. All individuals will be encouraged to take a PCR test if advised to do so.

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, will continue to attend school as normal. They do not need to wear a face-covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

18-year-olds will be treated in the same way as children until 6 months after their 18<sup>th</sup> birthday to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults, and so if they choose not to get vaccinated, they will need to self-isolate if identified as close contact.

CPA will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if the central Government offers the area an enhanced response package, a director of public health might advise a setting to reintroduce some control measures temporarily.

**Face coverings**

Following government advice 'Face masks and coverings are no longer mandatory' for pupils, staff and visitors either in classrooms or in communal areas. The Government has removed the requirement to wear face coverings in law. However CPA governors expect and recommends that they are worn by staff and pupils in enclosed and crowded spaces where you and others may come into close contact with people and this includes those you don't normally meet. This includes public transport and dedicated transport to school or college. Evidence remains high that this single measure can help reduce the risk of spreading COVID-19 to others and reduce the risk of an outbreak in all settings.

### **Guidance for when circumstances indicate that face coverings are recommended**

If CPA has a substantial increase in the number of positive cases in the school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by students, staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.

In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip-reading, clear sound or facial expression to communicate, can also be worn.

Face visors or shields can be worn by those exempt from wearing a face-covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

### **Stepping measures up and down**

CPA will develop updated contingency plans (sometimes called outbreak management plans) outlining what you we will do if children, pupils, students or staff test positive for COVID-19 and how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Central Government, Local Authorities, and the DfE may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

### **Outbreak Management Plan**

Information on what circumstances might lead to considering taking additional action, and the steps CPA should work through, can be found in the contingency framework: <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>

The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

### **Travel and quarantine**

Where pupils travel from abroad to attend a boarding school, you will need to explain the rules to pupils and their parents before they travel to the UK. All pupils travelling to England must adhere to travel legislation (<https://www.legislation.gov.uk/ukxi/2021/582/contents>), details of which are set out in government travel advice (<https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>).

Boarding school pupils who are ordinarily resident in the UK, including those who are unaccompanied and who are attending boarding schools on a child student visa or student visa, who have travelled from or through amber list countries (and have not been in a red country in the previous 10 clear days), are exempt from the requirements to quarantine and take a day 8 test.

Those aged 11 to 17 need proof of a negative COVID-19 test (<https://www.gov.uk/guidance/coronavirus-COVID-19-testing-for-people-travelling-to-england>) to travel to England (children aged 10 and under are exempt from this), and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the Government's quarantine and testing guidance (<https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england>).

### **Asymptomatic testing**

CPA has requested that home testing commence testing from 3 working days before the start of term. Staff and Pupils should then continue to test twice weekly at home.

Staff should undertake twice-weekly home tests.

CPA will also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer to test to pupils who are unable to test themselves at home. Dates will be circulated separately.

### **Confirmatory PCR tests**

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#). Whilst awaiting the PCR result, the individual should continue self-isolating. If the PCR test is taken within 2 days of the positive lateral flow test and is negative, it overrides the self-test LFD test, and the pupil can return to school as long as the individual doesn't have COVID-19 symptoms.

### **Consulting and sharing Coronavirus (COVID-19) risk assessment**

CPA will consult with the Health and Safety representatives selected by recognised trade unions or, if there isn't one, a representative chosen by staff. Schools and staff should always come together to resolve issues. CPA will share the results of its risk assessment with the school workforce publish on the school website to provide transparency of approach to parents, carers and pupils.

## Health and Safety Risk Assessment – Opening Schools – COVID-19

<b>Academy</b>	Charlton Park Academy			<b>Assessment No.</b>	
<b>Sites</b>	Charlton Park, Mulberry Tree House and the Trinity Centre	<b>Location</b>	Charlton Park Road, Charlton, London, SE7 8HX		
<b>Subject of Assessment</b>	Schools operating from September 2021.  Charlton Park Academy is a secondary residential special school for ages 11-19.				
<b>Assessed by</b>		<b>Date</b>	September 2021	<b>Review date</b>	When required
<b>Details of workplace/activity</b>	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			<b>Persons Affected</b> <i>(Who may be harmed)</i>	
				Students, Employees, Volunteers, Contractors and Visitors.	

## Level of Risk

In this risk assessment, the level of risk is expressed qualitatively as **Low, Medium, High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	Reportable Injury	Serious Injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

**Reportable Injury** is an important threshold and refers to UK legislation in this respect, often referred to as **RIDDOR**. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work,
- an injury to a member of the public, a customer or visitor, or a school pupil or student, that required hospital treatment.

(See <https://www.hse.gov.uk/pubns/edis1.pdf> for more information on RIDDOR)

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<p>1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p> <p>Those who are clinically extremely vulnerable becoming ill.</p>	<ul style="list-style-type: none"> <li>• Parents are individually consulted in order that plans are reviewed to include any new safety measures;</li> <li>• Staff are briefed and consulted on school procedures and the plans for re-entry of students in the autumn term;</li> <li>• Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>• Staff are up to date on other related Guidance and support in relation to themselves and students such as stress and wellbeing, including: <a href="https://www.gov.uk/government/publications/COVID-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-COVID-19-outbreak">https://www.gov.uk/government/publications/COVID-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-COVID-19-outbreak</a></li> <li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students;</li> <li>• Staff can access the free helpline <a href="#">Education Support Partnership</a> for school staff and targeted support for mental health and wellbeing</li> <li>• There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> <li>• Hazard reporting mechanisms are in place and are easily accessible;</li> <li>• Talks with staff about the planned changes (E.g. safety measures), have taken place, including discussing whether additional training would be helpful</li> <li>• COVID-19 guidelines are published in the school's website</li> </ul>		X



Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<ul style="list-style-type: none"> <li>Library use/activities</li> </ul>	<ul style="list-style-type: none"> <li>Staff who work from home will be provided with suitable training to ensure appropriate equipment, workstation set up and working arrangements are in place. Home working training available from the Judicium e-learning portal has been completed</li> <li>The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate</li> <li>Specific risk assessments for new and expectant mothers are completed in line with current Government Guidance.</li> <li>An ongoing review will be carried out for expectant mothers from 28 weeks gestation and for new or expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required.</li> <li>The Librarian will operate the library without anyone else entering this area except for cleaners before/after school.</li> <li>A labelled box in the reception waiting area for staff to put returned books into – they can email the librarian with requests for books.</li> <li>The librarian will bring the books to classrooms.</li> <li>One pupil, on work experience and wearing PPE, can use the room under librarian supervision.</li> </ul> <p><b>Communication with contractors:</b></p> <ul style="list-style-type: none"> <li>The school has detailed discussions with contractors to ensure all of the school’s COVID-19 controls measures are understood and followed. This includes hygiene measures.</li> <li>Where possible, site visits are made outside of school working hours.</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>A record of all contractors/visitors is kept in order that NHS Test and Trace measures can be adhered to.</li> </ul>		
2.	Spread/contraction of COVID-19 due to lack of good ventilation.	<p>Good ventilation will be maintained at all times. This is achieved by:</p> <ul style="list-style-type: none"> <li>Identifying poorly ventilated areas and improving the flow of fresh air by opening external doors and windows (not internal fire doors);</li> <li>Ensuring mechanical ventilation draws in fresh air or extract air from a room (rather than circulated old air)</li> <li>Adjusting systems to increase the ventilation rate and switching to full fresh air where possible</li> </ul>		
3.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> <li>Hand washing is completed on entrance to the class and between specific activities</li> <li>Staff and parents are encouraged to use education resources such as <a href="#">e-bug</a> and <a href="#">PHE school's resources</a>;</li> <li>Hand washing stations are positioned at each student, staff and visitor entrance to the school;</li> <li>All those entering the school are required to wash/sanitise their hands;</li> <li>Hand washing stations are located on each floor, within each classroom and on entry to the dining hall;</li> <li>Hand washing sinks are located within each toilet provision;</li> <li>Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>Students and staff have been shown how to wash hands properly;</li> <li>Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>Hand washing is recommended frequently and required at the following times:</li> </ul>		<b>X</b>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>▪ Entry and exit from the school;</li> <li>▪ After using the toilet;</li> <li>▪ When returning from breaks</li> <li>▪ On entry to the dining hall;</li> <li>▪ Before and after eating;</li> <li>▪ On entry and exit from each classroom.</li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it';</li> <li>• Toilets and wash stations have single-use paper towel for drying hands.</li> <li>• Control of Infection training will be provided to staff, e-learning modules are available from the Judicium portal</li> </ul>		
4.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>• The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>▪ Frequent cleaning of classrooms, Toilets, common areas and dining halls;</li> <li>▪ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> </ul> </li> <li>• Classrooms will be cleaned at lunch breaks and after school;</li> <li>• Toilets will be cleaned in the morning, after break, after lunch and at the end of the day;</li> <li>• Common areas will be cleaned once a day;</li> <li>• Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person.</li> </ul>		<b>X</b>

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<p>5. Spread/contraction of COVID-19 due to insufficient First Aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of COVID-19;</li> <li>• Inappropriate handling/removal of clinical waste</li> <li>• Aerosol Generating Procedures (AGP)</li> </ul>	<ul style="list-style-type: none"> <li>• A specific First Aid (FA) needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19;</li> <li>• The FA assessment takes into account numbers and ages of students, number and training of employees;</li> <li>• This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>• This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision;</li> <li>• Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision;</li> <li>• Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>• The door to the isolation room will be closed (where possible).</li> <li>• Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g., from coughing or vomiting, face protection should be provided</li> <li>• Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels.</li> <li>• Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided.</li> <li>• All building users advised re monitoring their own health, reporting symptoms and self-isolating</li> </ul>		<b>X</b>

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> <li>• Where available, the school will provide individuals displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer</li> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: <a href="https://www.gov.uk/government/publications/COVID-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/COVID-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings</a></li> <li>• The first aid room is cleaned frequently and after each use (when first aid care has been provided).</li> <li>• Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication</li> <li>• Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> </ul> <p><b>Waste disposal measures</b> Waste control measures from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full;</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> <li>• Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>• If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul>		
6.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>• Children are suitably supervised at all times.</li> </ul>		<b>X</b>
7.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>• Premises staff levels are maintained and suitable for the use of the building;</li> <li>• Appropriate cleaning and premises staffing levels are in place;</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>• Contingency in place for sudden premises staff absence;</li> </ul>		<b>X</b>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>• Good ventilation can help reduce the risk of spreading coronavirus, where possible windows and doors (unless fire doors) will be opened to improve general ventilation through fresh air; when this is not possible, the Premises Manager will look at improving mechanical systems.</li> </ul>		
8.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> <li>• Suitable storage and management of flammable hand sanitiser is in place;</li> <li>• All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>• Safety data sheets are held for all chemicals and readily available to all staff;</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>• COSHH safety training has been completed by all those using chemicals for cleaning; COSHH e-learning training is available from the Judicium portal</li> <li>• Appropriate PPE is available for all cleaning, including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>		<b>X</b>
9.	Transmission of COVID-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> <li>• The Kitchen/Catering Manager has reviewed and implemented the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></li> <li>• The Kitchen/Catering Manager has reviewed and implemented FSA <a href="#">guidance on good hygiene practices</a> in food preparation and <a href="#">PHE guidance</a></li> <li>• The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
10. Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> <li>• Domestic local, residential and international education visits can take place with appropriate planning in line with the Educational Visits Policy.</li> <li>• International visits will be planned taking into consideration Government guidance <a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits</a></li> <li>• The school will check broader international travel policy and travel legislation and will have contingency plans to account for any changes</li> <li>• The school will liaise with the visit provider and the insurance provider to assess the protection available and ensure the safety and wellbeing of staff and students</li> <li>• All visits will be conducted in line with relevant COVID-19 Guidance and regulations in place at the time.</li> <li>• Sports fixture competitions with other schools that take place outside have resumed and follow Guidance</li> <li>• A risk assessment – in line with the school’s policy will be carried out for all educational visits.</li> </ul>		
11. Spread/contraction of COVID-19 from students arriving from abroad.	<ul style="list-style-type: none"> <li>• Where possible, remote education is provided to pupils who are abroad and are facing challenges to return due to travel restrictions.</li> <li>• The school liaises with the parent/guardian of students travelling from abroad to ensure all the guidance requirements have been met <a href="https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england">https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</a></li> </ul>		
12. Student’s stress, anxiety or poor behaviour due to the ongoing changes and challenges caused by the pandemic.	<ul style="list-style-type: none"> <li>• The school is utilising all the advice and resources available on the Pupil wellbeing and support section of the DfE guidance <a href="#">Schools coronavirus (COVID-19) operational Guidance</a></li> </ul>		



Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>

## ACTION PLAN

### (Additional Control Measures Required/Recommended Actions)

Hazards and Risks	Recommended Actions	Person(s) Responsible and Date Completed
Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	Re-entry procedure circulated Infection control training Relevant Govt guidance – staff to sign when read Circulate support information	SLT
Drop off / entry to the school. Signage in place.	Confirmation and communication of procedure	SLT/Premises
Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	Communicate to staff	SLT
Spread/contraction of COVID-19 due to lack of adequate cleaning measures: <ul style="list-style-type: none"> <li>▪ Toilets will be cleaned in the morning, after break, after lunch and at the end of the day.</li> <li>▪ Antibacterial wipes.</li> <li>▪ Gym.</li> </ul>	Communicate to staff  Communicate to staff Signage sheet To be placed where agreed Use and cleaning protocol to be on display and available	SLT  SLT Premises/Cleaners SLT/Premises
Spread/contraction of COVID-19 due to insufficient First Aid measures. <ul style="list-style-type: none"> <li>▪ A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19.</li> <li>▪ Sufficient first aiders for the school to the number of students.</li> <li>▪ The school has a specific room dedicated for suspected cases of COVID-19.</li> <li>▪ Waste disposal measures.</li> </ul>	To be completed if confirmed as required To be reviewed Confirm as conforming to guidelines Confirm measures and location of disposal station	Consultant Nurse  SLT/Principal  Principal Premises
Lack of staffing/insufficient staff ratios.	SLT to review daily and inform staff	SLT

Lack of suitable premises management <ul style="list-style-type: none"> <li>▪ The school adheres to the government guidance on managing buildings that are partially open.</li> <li>▪ Appropriate cleaning and premises staffing levels are in place.</li> <li>▪ Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste.</li> <li>▪ Contingency in place for sudden premises staff absence.</li> <li>▪ 'Managing Premises Functions' risk assessment.</li> </ul>	Acquire copy and adhere to  Protocols   To be completed if necessary/required	Premises  Premises   Premises
Hazardous substance management.	Communicate what is in place to staff	Premises
Fire and evacuation procedures.	Update evacuation procedures and circulate	Premises
Spread/contraction of Covid-19 due face coverings not being worn where local area restrictions apply.	To be reviewed weekly	SLT

*Any further actions identified should be completed before the assessed task is carried out.*

<b>Reviewed / Approved By</b>		<b>Job Title</b>		<b>Date</b>	
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***By signing this risk assessment, I confirm the assessment has been shared / made available to all relevant staff to review. All staff have been asked to confirm they have read and understood the control measures.***



## **Safer working practices for the CENMAC team when visiting other settings**

Due to the current and ongoing COVID-19 pandemic, CENMAC have been adapting our services to keep pace with the fast-evolving situation, to follow Government guidance and, most importantly, to protect the students, staff and families that we work with.

As a result of the national crisis, we've had to make temporary changes to our working practices. To provide the safest and best possible service during these challenging times, we are increasingly making use of technology (such as video or telephone appointments and online resources) to carry out Virtual Visits, Remote Training and to ensure ongoing contact with our most vulnerable students.

Please bear with us during these unprecedented times, we will be continuing to adapt as we move into the new academic year and would ask you to contact your CENMAC link if you have any questions.

**NB** Due to the fluidity of the current situation, any planned/booked visits (either face-to-face or remote) may have to be cancelled or rescheduled at short notice.

## **Autumn term 2021**

The CENMAC Advisory Team will always follow the most current guidance from the Government in relation to the COVID-19 pandemic. We will be limiting face-to-face visits in the Autumn term 2020 to only those which cannot be carried out remotely, or those where previous attempts at remote visits have been unsuccessful.

Visits which cannot be carried out remotely may include:

- The need to demonstrate hardware or software to students or staff who are unable to join remote sessions, e.g. a student with limited attention who may not be able to take part in a telephone or video call.
- The setting up of dictation software such as Dragon.
- The need to trial the use of a range of hardware or software with a student.
- Meeting with those with more complex needs, e.g. a hearing or vision impairment that makes video or telephone calls more difficult.
- The setting up of more complex hardware and software.
- Students transitioning to new settings which we haven't previously worked with.

In the event that face-to-face visits are deemed necessary, CENMAC staff will complete the 'Face-to-Face Visit Checklist' before making any arrangements.

The Government 'Guidance for full opening: schools' (2<sup>nd</sup> July 2020) states that:

***“Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply***

***with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. To minimise the***

***numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This advice for supply teachers also applies to other temporary staff working in schools such as support staff working on a supply basis, peripatetic teachers such as sports coaches, and those engaged to deliver before and after school clubs.”***

As such we will seek advice from individual settings, and adhere to safety measures such as hand-sanitising on entry and exit, working from a distance, working with a screen in place, wearing a face covering, being mindful of touching doors and furniture, and minimising contact with others.

## **Safer travel**

CENMAC recognise the need to make changes in our modes of travel between visits. As we work within high numbers of schools, colleges, nurseries and homes across London, we will need to be mindful of any areas of high COVID-19 outbreaks or ‘local lockdowns’ and follow up-to-date Government advice.

We will aim to minimise movement from one setting to another on one day, and if we have been out to a visit, whenever possible we will return to work from home for the rest of that day, to avoid unnecessary movement back and forth at the specialist setting where CENMAC is based.

Wherever possible, only one member of the CENMAC team will visit each setting that they are working with. If it is vital that two members of staff should visit, they will maintain social distance once on-site. During the first half of the Autumn term, CENMAC staff will opt for keeping an appropriate length of time between visits to different settings, with a minimum of 48 hours between each.

When travelling, CENMAC staff will try to avoid peak times and to walk or cycle if possible. If journeys on public transport must be made, CENMAC staff will follow the relevant safety measures such as wearing a face covering and maintaining social distance.

CENMAC staff will keep records of movements between settings and will follow the NHS ‘test and trace’ procedures (<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>)

## **Handling equipment**

CENMAC will be encouraging students and family members to take ownership of their equipment, and, with support, to troubleshoot any minor technical problems themselves. We will ask adults working with students to limit their contact with students’ equipment. However, we realise that for many students, and especially those with more complex needs, this will not be possible.

Anyone who has direct contact with a student’s equipment should always wash or sanitise their hands immediately before and after use. Any equipment that is handled by anyone other than the student will also need to be cleaned regularly with disinfecting wipes or disinfecting spray on a soft cloth. If you are unsure about which cleaning products are suitable, please check with your CENMAC link. On face-to-face visits, the CENMAC team will aim to use their own equipment for demonstration purposes.

## Face-to-Face Visit Checklist During Covid-19 (Autumn Term 2021)

*Student name:	*CENMAC team member name:
*Student ID:	*Signature:
*Date:	

During the COVID-19 pandemic CENMAC guidance recommends that face-to-face visits are kept to a minimum, only take place when essential and once all other options have been considered. Any visits should be based on managing the risks to the student/s, staff and/or family. This checklist should be viewed as an addition to relevant local and national guidance.

Is the visit essential?	Yes (Comments)	No (Comments)
What is the purpose of the visit?		

What other ways of assessing/meeting with this person have been considered?	Other ways to carry out the visit - (Comments)	Why they have been ruled out

*Consider: Microsoft Teams, Skype, Telephone, other visiting carers, family or professionals?*

### Risk Assessment - Before the visit - HAVE YOU:

HAVE YOU	Yes (Comments)	No (Comments)	Don't Know
Checked who will be present during the visit			
Understand the policy on external visitors and COVID-19 of the nursery/school/college/home			
Identified the health status of any individuals where the assessment / visit is taking place? Was the child/young person previously on the shielded list?			
Does anyone have COVID-19 symptoms? Or is there any reported cases.			
Is anyone self-isolating due to exposure to COVID-19?			
Are they or anyone in the setting/property previously in the shielded group?			
Identified if the person has hearing or visual impairments?			

Explained requirements for social distancing? How will the visit be managed			
Made the person aware you may be wearing PPE which covers your face?			
Discussed this with your line manager?			
<b>UNKNOWN INFORMATION ON INFECTION STATUS SHOULD BE TREATED AS HIGH RISK</b>			

**Preparing for the visit (risk planning) HAVE YOU:**

HAVE YOU	Yes (Comments)	No (Comments)
Notified your line manager of the time, venue of your visit and your contact details?		
Considered if this requires a colleague to attend with you?		
Confirmed you will be able to maintain 2 metres physical distance throughout the visit?		
Identified what PPE you will need throughout the visit?		
Got your mobile with you?		
Confirmed your risk plan with your manager?		

Further Guidance
<p><b>For your safety; wash your hands before and after the visit as soon as possible. Touch minimal surfaces, maintain 2 metres social distancing, sanitise any equipment used and sanitise items such as car steering wheels.</b></p> <p><b>If you cannot be sure to maintain social distancing, ensure you use appropriate barrier PPE – mask, screen, goggles, gloves as appropriate</b></p> <p><b>REMEMBER PPE is to protect you and the person you are visiting</b></p> <p><b>DO NOT travel with other colleagues – use separate vehicles and dispose of PPE as per guidance.</b></p>