

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

COVID-19 Risk Assessment – Updated 5th January 2022

CPA has 'stepped up' its health and safety measures due to significant increases in the number of students and staff including agency staff that have COVID since 1st January 2022. 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:

- SEN schools & alternative provision: <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings> (This is expected to be further updated).

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. Currently rates are extremely high in the community with the new variant easily transmissible through the air as a vector.

Our priority is for you to deliver face-to-face, high-quality education to all pupils this year and prevent unnecessary absence due to major outbreaks amongst staff and pupils. Without staff availability we are unable to keep children safe whilst at school. 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.

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 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 January 2022 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 strict 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.

Engage with the NHS Test and Trace process:

Tracing close contacts and isolation

Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

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 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.

Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please see SEND guidance. [Special schools and other specialist settings: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)

Further information is available in NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection

Settings will continue to have a role in working with health protection teams in the case of a local outbreak. As CPA has had a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](#)) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

Face coverings

Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.

Face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas.

From January 4th, face coverings should be worn in classrooms.

Pupils must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school.

We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers.

See Circumstances where people are not able to wear face coverings for exceptions to this.

Face coverings do not need to be worn when outdoors.

Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. They also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully.

Transparent face coverings

Transparent face coverings can be worn to assist communication with someone who relies on:

- lip reading
- clear sound
- facial expression.

Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited.

The benefits of transparent face coverings should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.

Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.

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.

Circumstances where people are not able to wear face coverings

There are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances. Some people are less able to wear face coverings, and the reasons for this may not be visible to others.

In relation to education settings, this includes (but is not limited to):

- people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- people for whom putting on, wearing or removing a face covering will cause severe distress
- people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate
- to avoid the risk of harm or injury to yourself or others
- you are also permitted to remove a face covering in order to take medication and to eat and drink.

Safe wearing and removal of face coverings

Contingency plans already cover a process for when face coverings are worn within your school and how they should be removed. You should communicate this process clearly to pupils, staff and visitors and allow for adjustments to be made for pupils who may be distressed if required to remove a face covering against their wishes, particularly those with SEND.

When wearing a face covering, staff, visitors and pupils should:

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose
- avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination

When removing a face covering, staff, visitors and pupils should:

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- not give it to someone else to use
- if single-use, dispose of it carefully in a household waste bin and do not recycle
- once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric 10
- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

Separate guidance is also available on preventing and controlling infection, including the use of personal protective equipment (PPE), in education, childcare and children's social care settings.

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.

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

Information on what circumstances might lead you to consider taking additional action, and the steps you 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/contingency-framework-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 (DsPH) and UKHSA 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.

Control measures

You should:

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

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

Testing remains important in reducing the risk of transmission of infection within schools.

Staff and pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.

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

CPA strongly encourages all visitors to take a lateral flow device (LFD) test before entering the school. Only professional visitors that are required to attend in person and be invited to attend should enter the building.

Further information on Daily Rapid Testing can be found in the Tracing close contacts and isolation section.

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

Academy	Charlton Park Academy			Assessment No.	
Sites	Charlton Park, Mulberry Tree House and the Trinity Centre	Location	Charlton Park Road, Charlton, London, SE7 8HX		
Subject of Assessment	Schools operating from January 2022. Charlton Park Academy is a secondary residential special school for ages 11-19.				
Assessed by		Date	January 2022	Review date	When required
Details of workplace/activity	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.			Persons Affected <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"> • Pupils in year 7 and above should use face coverings in classrooms • Face covering should not be used when these would negatively impact the ability to take part in an activity. • Teachers are not required to wear a face-covering in the classroom if they are at the front of the class. Schools HR should assess the individual needs of every teacher classed as exempt. • Face coverings should be worn outside of classrooms, e.g., in communal areas in all settings by all staff, visitors and pupils and students in year 7 and above, unless they are exempt. • Staff are briefed and consulted on school procedures • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related Guidance and support in relation to themselves and students such as stress and wellbeing, including: 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 • 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; • Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; 		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"> Library use/activities 	<ul style="list-style-type: none"> Hazard reporting mechanisms are in place and are easily accessible; Talks with staff about the planned changes (E.g. safety measures), have taken place, including discussing whether additional training would be helpful COVID-19 guidelines are published in the school's website 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 The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate Specific risk assessments for new and expectant mothers are completed in line with current Government Guidance. 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. The Librarian will operate the library without anyone else entering this area except for cleaners before/after school. A labelled box in the reception waiting area for staff to put returned books into – they can email the librarian with requests for books. The librarian will bring the books to classrooms. One pupil, on work experience and wearing PPE, can use the room under librarian supervision. 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>Communication with contractors:</p> <ul style="list-style-type: none"> 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. Where possible, site visits are made outside of school working hours. A record of all contractors/visitors is kept in order that NHS Test and Trace measures can be adhered to. 		
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"> Identifying poorly ventilated areas and improving the flow of fresh air by opening external doors and windows (not internal fire doors); Ensuring mechanical ventilation draws in fresh air or extract air from a room (rather than circulated old air) Adjusting systems to increase the ventilation rate and switching to full fresh air where possible 		
3.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> Hand washing is completed on entrance to the class and between specific activities Staff and parents are encouraged to use education resources such as e-bug and PHE school's resources; Hand washing stations are positioned at each student, staff and visitor entrance to the school; All those entering the school are required to wash/sanitise their hands; Hand washing stations are located on each floor, within each classroom and on entry to the dining hall; Hand washing sinks are located within each toilet provision; 		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"> • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ▪ Entry and exit from the school; ▪ After using the toilet; ▪ When returning from breaks ▪ On entry to the dining hall; ▪ Before and after eating; ▪ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • 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'; • Toilets and wash stations have single-use paper towel for drying hands. • Control of Infection training will be provided to staff, e-learning modules are available from the Judicium portal 		
4.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ▪ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ▪ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. 		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"> Classrooms will be cleaned at lunch breaks and after school; Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; Common areas will be cleaned once a day; 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. 		
5.	<p>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"> Dealing with general First aid; Lack of trained first aiders; Dealing with a suspected case of COVID-19; Inappropriate handling/removal of clinical waste Aerosol Generating Procedures (AGP) 	<ul style="list-style-type: none"> A specific First Aid (FA) needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; The FA assessment takes into account numbers and ages of students, number and training of employees; This information forms the decision on what activities and groups can safely be managed within the school; This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision; Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision; 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; The door to the isolation room will be closed (where possible). Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained 		X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>Where the risk of contact with droplets to the face, e.g., from coughing or vomiting, face protection should be provided</p> <ul style="list-style-type: none"> • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting symptoms and self-isolating • 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 • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE; • First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/COVID-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students should minimise contact and their wash hands before and 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>after dispensing the medication. If required, gloves will be worn by staff when giving medication</p> <ul style="list-style-type: none"> Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p>Waste disposal measures 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"> Put in a plastic rubbish bag and tied when full; The plastic bag is placed in a second bin bag and tied; It is put in a suitable and secure place and marked for storage until the individual's test results are known; Waste is stored safely and kept away from children; 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; If the individual tests negative, this can be put in with the normal waste; If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; 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. 		
6.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; 		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"> Children are suitably supervised at all times. 		
7.	Lack of suitable premises management	<ul style="list-style-type: none"> Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; Contingency in place for sudden premises staff absence; 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. 		X
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"> Suitable storage and management of flammable hand sanitiser is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; COSHH e-learning training is available from the Judicium portal Appropriate PPE is available for all cleaning, including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 		X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
9.	Transmission of COVID-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> The Kitchen/Catering Manager has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u> The Kitchen/Catering Manager has reviewed and implemented FSA <u>guidance on good hygiene practices in food preparation and PHE guidance</u> The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 		
10.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> Local educational visits can take place with appropriate planning in line with the Educational Visits Policy. A risk assessment, in line with the school's policy, will be carried out for all educational visits. Approval must then be given by a member of the SLT. 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. All visits will be conducted in line with relevant COVID-19 guidance and regulations in place at the time. 		
11.	Spread/contraction of COVID-19 from students arriving from abroad.	<ul style="list-style-type: none"> Where possible, remote education is provided to pupils who are abroad and are facing challenges to return due to travel restrictions. The school liaises with the parent/guardian of students travelling from abroad to ensure all the guidance requirements have been met https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england 		
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"> The school is utilising all the advice and resources available on the Pupil wellbeing and support section of 		

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓ / X <i>(If ✓ See Actions)</i>
		the DfE guidance <u>Schools coronavirus (COVID-19) operational Guidance</u>	

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"> ▪ Toilets will be cleaned in the morning, after break, after lunch and at the end of the day. ▪ Antibacterial wipes. ▪ Gym. 	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"> ▪ A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19. ▪ Sufficient first aiders for the school to the number of students. ▪ The school has a specific room dedicated for suspected cases of COVID-19. ▪ Waste disposal measures. 	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"> ▪ The school adheres to the government guidance on managing buildings that are partially open. ▪ Appropriate cleaning and premises staffing levels are in place. ▪ Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste. ▪ Contingency in place for sudden premises staff absence. ▪ 'Managing Premises Functions' risk assessment. 	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.

Reviewed / Approved By		Job Title		Date	
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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.

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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' (2nd 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
<i>Consider: Microsoft Teams, Skype, Telephone, other visiting carers, family or professionals?</i>		

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?			
UNKNOWN INFORMATION ON INFECTION STATUS SHOULD BE TREATED AS HIGH RISK			

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>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.</p> <p>If you cannot be sure to maintain social distancing, ensure you use appropriate barrier PPE – mask, screen, goggles, gloves as appropriate</p> <p>REMEMBER PPE is to protect you and the person you are visiting</p> <p>DO NOT travel with other colleagues – use separate vehicles and dispose of PPE as per guidance.</p>