



Acorn Park COVID Risk Assessment

COVID 19 Risk Assessment- Autumn Term 2020	Assessment Details	
<p>The Department for Education has issued outline plans and guidance for all students to return to education from September 2020. The school is working to and following the guidance from the Department of Education and has a stringent set of health and safety measures that we must meet as part of our Risk Assessment. The DFE guidance states: "Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified."</p> <p>We want to reassure you that your child's and our staff's safety are of paramount importance.</p> <p>Maintaining high levels of hygiene and cleanliness is an essential part to preventing the spread of COVID. We fully support the 'Catch it, Kill it, Bin it' guidance and would encourage you to reinforce this with your child on their return to school. When students are in school they will be expected to wash their hands and/or use the hand sanitiser on entry into school, when leaving school, before and after all break times, before and after eating and on entry and exit into classrooms. We have placed hand sanitisers throughout the school and bottles of hand sanitiser are also placed in all classrooms. All classrooms also have antibacterial wipes to clean down all tables and work areas throughout the day. Students will be reminded throughout the day to maintain high levels of hygiene.</p> <p>We will endeavour to make the experience as positive as possible for children returning to school and recognise that children will be anxious; we will continue to offer support to our students.</p>	Assessor name	Shelly Webb
	Name(s) of those assisting	Peter Marshall
	Name(s) of those assisting	Philippa Whipp
	Name(s) of those assisting	Tyrone Best
	Name(s) of those assisting	Tricia Freake
	Assessment date	24/8/2020
	Date to be Reviewed:	11/9/2020
	Assessor signature	



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Risk Rating Guide

Likelihood:		Consequence:		Risk Level Matrix:						Key		
1	Very Unlikely	1	Insignificant/no injury	Consequence	5	5	10	15	20	25	1-2	Insignificant
2	Unlikely	2	Minor Injury/Illness (requiring first aid)		4	4	8	12	16	20	3-6	Low
3	Fairley likely	3	Moderate (up to three day absence)		3	3	6	9	12	15	8-12	Moderate
4	Likely	4	Major Injury (Severe more than 7 day's absence)		2	2	4	6	8	10	15-16	High
5	Very Likely	5	Death(s).		1	1	2	3	4	5	20-25	Intolerable
				Likelihood								

Hazards	Who is affected (R)Resident (OP)Other Peers (S)Staff (V) visitors/public	Risk Rating before control measures (CxL=)	Control Measures General Proactive Early Intervention Reactive	Risk Rating after control measures (CxL=)
Cross contamination- Measures to reduce the risk of cross contamination as far as is reasonably practicable.	Residents Staff Pupils Visitors Contractors Public	15	<ul style="list-style-type: none"> The guidance remains that children and staff should not come onto site if they or any member of their household has COVID symptoms. If someone becomes symptomatic whilst on site they should notify the Head of Service and the school nurse immediately. The Head of Service will arrange parental contact or advise staff to leave site. The individual should leave site, or if awaiting collection should wait in the Nurses treatment room in the admin building (here they are at least 2 metres away from other people, isolated behind a shut door, with a separate entrance/exit door to the building, and a separate toilet/sink). Open the door for ventilation. The symptomatic person should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a 	10



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			<p>bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p> <p>Ensure PPE is worn. PPE packs are available in each of the COSHH cupboards/ Sluice rooms and the nurse's treatment room. In each pack is instructions on putting on, taking off and disposing of PPE appropriately. Please follow this guidance.</p> <p>Windows should be open in classrooms for ventilation.</p> <p>Housekeeping will be notified to ensure that a deep clean is completed of the area. No staff are to enter this area until this has been completed and they have advised that it is safe to do so. Housekeeping are to be notified when staff/young person has left the nurses treatment room to ensure a deep clean can be carried out.</p> <p>Fogging canisters are in stock to ensure a thorough disinfection can take place quickly.</p> <ul style="list-style-type: none">• The symptomatic individual will be required to arrange to take a test. <p>Please notify Shelly Webb as soon as test results are known. So that we can monitor and can make any necessary amendments.</p> <p>If a child/staff or a household member is tested positive with COVID they will be required to self-isolate for 14 days. They will also be required to comply with any advice to isolate through the track and trace arrangements; please note we may be required to pass on your contact details to the Track and trace Team should this occur.</p> <p>We will actively engage with NHS track and trace and Public Health England.</p>	
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<p>Cross Contamination- Hygiene Measures to reduce risk as far as is reasonably practicable.</p>			<ul style="list-style-type: none">• Robust hand and respiratory hygiene- We promote the 'catch it, bin it, kill it' approach.• All will be asked to wash their hands/use hand sanitiser immediately on arrival to site. Hands free sanitiser stations are deployed at the reception entrance and exit, Oaktree entrance and Woodlands entrance. Bottles are also available in each room. Staff have been issued with an individual bottle of hand sanitiser to carry upon their person.• Hands should be cleaned on entrance to site, before cooking, before eating, after sports, after using the toilet, and before home time.• Visual posters around the site to remind all.• Toilet breaks will be supervised to ensure hand washing guidelines are adhered to.	
<p>Cross Contamination- Measures in the classroom to reduce risk as far as is reasonably practicable.</p>			<ul style="list-style-type: none">• Hand sanitiser is allocated to each class. Disinfectant wipes are located in each classroom. Staff have been issued with an individual bottle of hand sanitiser to carry upon their person.• Pupils to have their own labelled resources. Pupils to store these resources in their tray or at their workstation.• Each pupil has an individual desk or workstation in class.• If communal tables are used pupils will sit at either end of the long table.• LSA's are not to sit directly next to pupils. If necessary it is safer to sit side by side than in front.• Limit movement around school.• Kitchens/ science rooms shared classrooms to be timetabled so that classes utilise the space on separate days to ensure deep cleaning can occur between classes.	



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			<ul style="list-style-type: none">• Pupils will come in using external doors wherever possible, to limit congestion in corridors.• Practical equipment needs to be deep clean between uses.• Toys and equipment that are difficult to or cannot be cleaned such as beanbags, playdoh and other soft items removed from the classroom and stored securely.• Staff to utilise the email system rather than a home schoolbook. Where books are utilised teachers are to wash hands and surfaces before, during and after pupil books are handled.• Pupils/Children/Adults asked not to bring items in from home to limit cross contamination.• All spaces should be well ventilated, windows opened.	
Cross Contamination- reduce contacts and maximise distancing wherever possible and minimise potential for contamination so far as is reasonably practicable- social distancing			<ul style="list-style-type: none">• The site will be split into bubbles. Children's residential, adult's residential, facilities, admin, therapy, nursing, and two within education. To help our pupils with the distancing, it is proposed that we provide two coloured badges for our education staff. This will also reinforce the message to staff that they need to restrict social contact with staff from the other group (formal and semi-formal respectively).• In addition, there are several staff and pupils who always need to take extra precautions, and we are sourcing a social distance badge for this purpose.• All staff always need to stay socially distanced wherever possible.• Strict social distancing rules should apply if interacting with staff from another bubble.• Interaction with pupils outside of their bubbles should also be avoided wherever possible.• Staff to be reminded regularly regarding social distancing principles.	



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			<ul style="list-style-type: none">• Floor signage in place, in reception we will follow the 2m guidance due to the volume of people and aim to avoid congestion, staff not to congregate at reception. A quick sign in method will be established for staff.• Floor signage to be in place for one way systems and social distancing rules. Stringent hand washing taking place frequently.• Pupils to enter and exit classes through external doors where possible or through the nearest external door from the playground area.• Signage in toilets to say one at a time.• Avoid passing in corridors.• Have outdoor lessons where possible within safe shaded areas.• Doors can be propped open where it is safe to do so (bearing in mind fire safety and safeguarding) to aid ventilation and limit people touching the handles. These must be closed when exiting the classroom.• Ensure windows are open to aid ventilation.• Stagger drop off and pick up points- so that pupils are dropped outside and collected directly from their buildings- Grandins, Hulvers, and the main reception building, to reduce congregating staff and young people in the transition room and outside reception.• All lunchtimes and playtimes will be staggered.• Staff wishing to discuss issues with administration staff to do so via email, or by a prearranged appointment, rather than dropping into offices, where possible.• Staff briefings to continue via Zoom, to ensure staff are not congregating and mixing.• Meetings to continue via Zoom where possible.	
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Large numbers of young people accessing the equipment at once, measure we will put into place to reduce risk as far as is reasonably practicable.	Pupils and staff.		<ul style="list-style-type: none">• Children must be supervised at all times while using outdoor play equipment.• Staggered break and playtimes- allocated sessions for each class bubble to ensure controlled access the play equipment.• Staff to ensure that pupils are limited and well-spaced whilst waiting to use equipment. DO NOT use the equipment if this cannot be maintained.• Bubbles to access separate areas of the play equipment.	
Spread of infection on play equipment- measures to reduce risk	All site.		<ul style="list-style-type: none">• Regular hand washing promoted.• Staff to utilise the individual bottles of hand sanitiser provided- pupils to use before getting onto equipment, and again once they come off the equipment.• Staff to remind pupils not to touch their face and to cough and sneeze into a tissue or arm. Staff to ensure the equipment is not licked.• No consumption of food or drink on play equipment or in the playground area.• Play equipment to be cleaned every Friday by Housekeeping, with hot soapy water. Research has found that Coronavirus can survive for several days on hard surfaces. However the risk is generally reduced surfaces are exposed to UV light & rain.	
Enhanced cleaning to reduce the risk as far as is reasonably practicable.			<ul style="list-style-type: none">• We have introduced enhanced cleaning across site.• Individual hand sanitisers have been supplied to each member of staff.• Each classroom/ office has a hand sanitiser for use.• Each classroom is provided with disinfectant wipes to ensure an ongoing regime of cleaning surfaces, desks, doors, light switches and door handles. Staff will also be responsible to ensure their phones, keyboards and monitors are kept clean.	



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			<ul style="list-style-type: none">• Reception staff have been provided with disinfectant wipes to ensure that doors, desks, screens are wiped between visitors.• Regular deep cleaning of the site- Our on-site housekeeping team will continue to work hard to ensure all areas are clean, disinfected and safe for all. They are following the government guidance on cleaning, usage of PPE, and disposal of rubbish. They will continue to concentrate on-<ul style="list-style-type: none">DesksDoor handlesCupboardsFrequently touched surfacesGrab-rails in corridors/ on stairsToilet seats, doors, sinks and tapsLight switchesPlug socketsDispensersPhonesTouch screensWater coolersConference roomTraining RoomKeyboards/ mice• Housekeeping Team to wear disposable gloves and aprons for cleaning. <p>All disposable cloths, PPE must be double bagged into a Black bin bag and tied.</p> <p>Contaminated waste must be brought down to the bin store near Laundry. There are three black bins especially for COVID waste. The waste will stay in the bin for 72 hours, after that time it will be disposed of in the normal waste by Housekeeping.</p>	
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			<ul style="list-style-type: none">• Housekeeping to use a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect with Dettol disinfectant or Bio Guard disinfectant.• If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus (COVID-19), staff to use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.• Hands to be washed regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.• Laundry-Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.• Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.• Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance.• Play equipment outside will be cleaned every Friday with hot soapy water and left to air dry.• Site vehicles will be allocated to bubbles, for use of those bubbles only. All vehicles will be cleaned concentrating on all touch points, washed with warm soapy water, followed by disinfectant, on a weekly basis. Vehicle disinfectant foggers are available where necessary. Staff will have access to disinfectant wipes to utilise between trips.	
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			<ul style="list-style-type: none"> Staff to ensure lanyards are kept clean as these touch many surfaces through the day. Staff to ensure they sanitise their hands after use. 	
PPE Usage on site to reduce risk as far as is reasonably practicable.			<ul style="list-style-type: none"> Face Shield's, Masks, Safety Glasses, Gloves, Aprons, Arm protectors, Foot protectors and all in one protective suits are stocked on site. PPE packs are available in each of the COSHH cupboards/ Sluice rooms and the nurse's treatment room. In each pack is instructions on putting on, taking off and disposing of PPE appropriately. Please follow this guidance. We will ensure we have sufficient and ongoing supplies of PPE, stock levels will be monitored consistently. We will ensure that we have sufficient and ongoing supplies of consumables- toilet roll/ tissues 	
Procedures for visitors on site to reduce to reduce risk as far as is reasonably practicable.			<ul style="list-style-type: none"> A Risk Assessment to be completed regarding the visit, and shared with all parties. A health questionnaire will be completed upon arrival to site. Temperature will be taken. If their temperature is above 37.4 they will be shown to a separate waiting space, provided a glass of water and after 15 minutes the temperature will be retested. If it remains high they will be asked to leave site. Catering Delivery drivers to deliver outside of the kitchen. 	
Travelling to and from site and transportation, measures to reduce risk as far as is reasonably practicable.	Staff, contractors, Pupils		<ul style="list-style-type: none"> It is encouraged that public transport is not used and a private vehicle is used to and from the workplace. Face coverings MUST be used when on all forms of public transport – this is a requirement set by the Government. Staff have been issued with a personal hand sanitiser, and should use this. When the bottle is empty please take it to Housekeeping to be refilled. 	



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			<ul style="list-style-type: none">• Students or Staff who wear face masks to site must be able to safely store their mask in a bag and if they wish to wear a face mask in school must have a clean mask to put on once they arrive at school and have another clean mask to wear for their return journey. You must hand sanitise before and after touching their masks.• Site vehicles will be allocated to bubbles, for use of those bubbles only. All vehicles will be cleaned concentrating on all touch points, washed with warm soapy water, followed by disinfectant, on a weekly basis. Vehicle disinfectant foggers are available where necessary. Staff will have access to disinfectant wipes to utilise between trips.	
Measures to reduce risk as far as is reasonably practicable at lunchtimes in the Refectory.			<ul style="list-style-type: none">• Hand sanitisers provided in the lower and upper refectory spaces.• Floor markings to promote distancing whilst waiting for lunch.• One way system, in operation. One door to enter and one for exiting.• Classes to be split into different sittings to enable distancing.• A member of the housekeeping team present over the lunch sittings to ensure a constant cleaning of tables, chairs, handles and surfaces between sittings.• Cutlery will be wrapped individually.• Staff to ensure that there is no sharing of food or drink.• Upstairs there will be individually wrapped baguettes and wraps. Jacket Potatoes with individual potted fillings. Salad pots. Popcorn, wrapped cakes and bottled drinks.• Downstairs will be hot food, vegetarian option, vegetables, and individually wrapped cakes or fruit. All serving will be done by catering staff. Each child will be provided with a bottle of water so there is no accidental sharing of water cups.• Doors and windows to remain open to aid ventilation.	

