

**The SENAD GROUP ALDERWASLEY HALL SCHOOL**  
**Risk Assessment for COVID 19**  
**Date 1<sup>ST</sup> September, 2020**

Risk Assessments are a requirement under the Health and Safety at Work Regulations 1999. Dynamic Risk Assessments are a tool used by the Emergency services to assess a situation when control measures are in place but the circumstances requires structured controls which reflect the reality of a developing situation. The Groups approach to protect staff and students from the risk of COVID 19 requires a dynamic approach. But similar to the emergency services, clear protocols that reflect government, specialist advice and guidance should a student or staff member be diagnosed or suspected to have symptoms that may indicate COVID 19.

Group policies and guidance reflect government and PHE/PHW guidance, along with the relevant inspectorate guidance. SENAD schools are quite different and local additional controls reflect the different environments and the nature of the students. Sites will introduce additional controls reflecting the local situation.

Each student within the SENAD Group has an individual Risk Assessment based on their specific physical and mental health conditions and diagnosis.

This Risk assessment outlines generic and local control measures specific to the physical environment of the school. As the situation with COVID-19 evolves additional controls will be added and rolled out to SENAD Sites by Dr Mark Flynn Chief Operations Officer who is the **COVID-19 Director** coordinating SENAD's response to the virus.

The COVID-19 Director will identify new strategies, approaches, updated policies and procedures through each site **COVID 19 Coordinator**. They are responsible for rolling out to staff and stake holders. It is a dynamically developing situation and as such this risk assessment reflects the situation as at **01/09/2020**.

This risk assessment will be reviewed as and when operationally practicable, or as and when the situation changes where the control measures do not reflect the reality of the situation.

<b>Risk Rating Matrix.</b>			
	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	<b>High Probable (3)</b>	<b>Medium Possible (2)</b>	<b>Low Unlikely (1)</b>
<b>High (3)</b> Fatal/Severe	<b>9</b> <b>High</b> <b>Risk Rating</b>	<b>6</b> <b>High</b> <b>Risk Rating</b>	<b>3</b> <b>Medium</b> <b>Risk Rating</b>
<b>Medium(2)</b> <b>Significant</b> Lengthy stay in hospital and lengthy recovery	<b>6</b> <b>High</b> <b>Risk Rating</b>	<b>4</b> <b>Medium</b> <b>Risk Rating</b>	<b>2</b> <b>Low</b> <b>Risk Rating</b>
<b>Low (1)</b> <b>Minor</b> Flu like symptoms which require the individual to stay away from the school in line with government guidelines.	<b>3</b> <b>Medium</b> <b>Risk Rating</b>	<b>2</b> <b>Low</b> <b>Risk Rating</b>	<b>1</b> <b>Low</b> <b>Risk Rating</b>

Risk Rating Guide									
LOW RISK Score 1-2			MEDIUM RISK Score 3 -4			HIGH RISK Score 6-9			
The possibility and nature of an accident occurring are not substantially different to those encountered in every day experience.			The Risk ratings Carry an element of risk. Providing all control measures are identified and in place or catered for, by adopting principals of safe practice should bring them to an acceptable level.  FURTHER CONTROL MEASURES MAY NEED TO BE TAKEN.			The hazards encountered are beyond everyday experience. The repercussion of an accident could lead to serious consequences.  A Risk Rating of 6 All control measures should be in place and strictly adhered to.  A Risk Rating of 9. FURTHER CONTROL MEASURES NEEDED TO REDUCE THE RISK RATING.			
What are the hazards?	Severity	Likelihood	Risk rating	Controls Measures			Severity	Likelihood	Risk rating
<p><b>Spread of COVID-19 Coronavirus within the school setting.</b></p> <p>Who may be harmed Students, Staff and visitors</p> <p>Individuals may be more</p>	3	3	9	<p><b><u>SENAD Shield and Polices</u></b> Top driven rigorous policies, protocols and procedures which reflect government and Public Health England/Wales guidance in place. To ensure front line staff understand the importance of protecting everyone from COVID-19</p> <p><b><u>COVID-19 Coordinators</u></b> Appointment of COVID-19 coordinators to ensure policies, protocols and procedures are fully understood by everyone and enforced at the site</p> <p><b><u>COVID-19 Resources.</u></b> Resources available through the SENAD intranet</p> <p><b><u>Restricted Access to all sites.</u></b></p>			3	2	6

What are the hazards?	Severity	Likelihood	Risk rating	Controls Measures	Severity	Likelihood	Risk rating
at risk due to age, physical health or ethnic background.				<p>All SENAD Sites have a strict protocol for visitors.</p> <p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and hot water in place.</li> <li>• Staff reminded constantly to wash their hands</li> <li>• Paper towels/hand driers for drying of hands</li> <li>• Poster for hand washing guidance.</li> <li>• Hand sanitiser available as an alternative (when hands are not soiled)</li> </ul> <p>Staff reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of COVID-19 Posters, leaflets and other materials are displayed around the site.</p> <p>Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>			

What are the hazards?	Severity	Likelihood	Risk rating	Controls Measures	Severity	Likelihood	Risk rating
				<p><b><u>PPE</u></b></p> <p>PPE defined by PHE/W is used and reflects the hierarchy of controls following HSE best practice, government guidelines for Care Homes &amp; Schools</p> <p>Follow PPE Policy and supporting protocols.</p> <p>One-way routes implemented around all sites (with confirmation that in the event of the Fire Alarm sounding students and staff leave building by nearest exit not necessarily using one-way system)</p> <p>All staff (unless they are exempt)are required to wear face coverings in corridors and communal areas other than classrooms</p> <p>Alteration in timetable to enable outdoor learning as much as possible</p> <p>All non-essential furniture and furnishings removed</p> <p>Specific seating arrangements for students</p> <p>No transfer of equipment from home to school or vice versa</p> <p>No sharing of stationery</p> <p>All contact staff provided with own "equipment pack"</p>			

What are the hazards?	Severity	Likelihood	Risk rating	Controls Measures	Severity	Likelihood	Risk rating
				<p>Specific <b>megabubbles</b> allocated with very limited cross-bubble working unless emergency situation arises</p> <p>Drop off/collection times staggered</p> <p>High traffic and use areas are to be cleaned with disinfectant products twice per day (other areas will be cleaned once per day)</p> <p>All occupied and communal rooms will have immediate access to hand sanitiser and alcohol-based wipes</p> <p>Young people who present a greater contamination risk have individual risk assessments and appropriate PPE and guidance is provided to staff involved</p> <p>Lunch/breaktimes staggered to enable safer distances between students and staff</p> <p>Outdoor play equipment closed other than for Key Stages 1-2</p> <p>Squash courts, cardio-gym, climbing wall closed</p> <p>Use of PE equipment only with supervision and - School Fitness centre-COVID 19 protocols in place, with restrictions in place for higher risk equipment</p> <p>Use of school cars is limited to essential journeys only</p>			

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				School minibuses have maximum occupancy numbers and have been fitted with solid Perspex screen dividing driver's cab and main seating area			
<p>Spread of COVID-19 Coronavirus –</p> <p><b>When a student or staff member develops symptoms compatible with coronavirus.</b></p> <p><b>Who may be harmed Students, Staff and visitors</b></p>	<b>3</b>	<b>3</b>	<b>9</b>	<p><b><u>Self-Isolation</u></b></p> <p>When a day student or staff member develops symptoms compatible with coronavirus.</p> <p>Follow COVID 19 Infection control policy and supporting <b>SENAD Shield</b> Protocols.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where a residential student tests positive they should self-isolate for 7 days within their residential home.</p> <p>Follow COVID 19 infection control policy and supporting <b>SENAD Shield</b> protocols.</p> <p><b><u>Raised Level of Protection</u></b></p> <p>In addition to the control measures defined above the following Control measures are in place.</p> <p><b><u>SENAD Shield and Polices</u></b></p> <p>Top driven rigorous policies, protocols and procedures which reflect government and Public Health England guidance in place. To ensure front</p>	<b>3</b>	<b>2</b>	<b>6</b>

What are the hazards?	Severity	Likelihood	Risk rating	Controls Measures	Severity	Likelihood	Risk rating
				<p>line staff understand the importance of protecting everyone from COVID-19 when working with students who have been diagnosed with COVID-19 or who are suspected of having COVID-19</p> <p><b>Training</b> Infection control training completed by all front line staff</p> <p><b>Restricted Access to Isolation rooms.</b> In line with PHE and government guidelines students who have been diagnosed with COVID-19 or who are suspected of having COVID-19 are isolated from the rest of the home users. Strict protocols in place to ensure they are cared for, whilst keeping staff safe. All SENAD Sites have a strict protocol for visitors – Only critical visits to students.</p> <p><b>COVID-19 Coordinators</b> COVID coordinators ensure protocols for working with students who have been diagnosed with COVID or who are suspected of having COVID 19 are strictly followed COVID Coordinators ensure that storage of clinical waste is securely stored.</p> <p><b>COVID-19 Resources.</b> Resources available through the SENAD intranet</p> <p><b>Training</b> Virtual College training module completed by all front line staff</p> <p><b>PPE</b> PPE defined by PHE/W and government guidelines for Care Homes is used. Which reflects the hierarchy of controls.</p>			

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				<p>All Care staff to complete the PPE training and understand the protocols identified for treatment of someone diagnosed with COVID 19.</p> <p><b><u>Established supply chain for supply of PPE.</u></b> The SENAD Group have established an effective supply chain for PPE which is assessed and refreshed on a weekly basis. (defined in policy).</p>			
<p><b>Stress / anxiety</b></p> <p>Who may be harmed Students, Staff and visitors</p>	<b>3</b>	<b>2</b>	<b>6</b>	<p><b><u>Raised Level of Protection</u></b> In addition to the control measures defined above the following Control measures are in place.</p> <p><b><u>Policies and Procedures</u></b> Robust policies including a Stress Policy, which identifies a tiered approach to reduce stress and anxiety.</p> <p><b><u>Employee Support</u></b> Employee support through supervisions, open door policy, and confidential Help line.</p>	<b>3</b>	<b>1</b>	<b>3</b>