

Coronavirus risk assessment



Alfreton Park Special School

Assessment conducted by: Cheryl Smart	Job title: Headteacher	Covered by this assessment: Staff, governors, parents, volunteers and visitors.
Date of assessment: 12/03/2020	Review interval: termly	Date of next review: 11/07/2020

Related documents

Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

**For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
Schools need to ensure this risk assessment reflects local arrangements.**

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy, including Infection Control Protocol - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The school’s local health protection team (HPT) 	Y	Rebecca Dallman	13/03/2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via newsletter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Pupils are made aware of the school's infection control procedures in relation to coronavirus via lesson input where appropriate and are informed that they must tell a member of staff if they feel unwell. The Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 				
Poor hygiene practice	H	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Pupils are discouraged from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. 	Y	Rebecca Dallman	13/03/2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP. 				
Ill health	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately referred to the Headteacher. Where the school nurse is unavailable, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area of the school, away from others, and are supervised at all times. The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. 	Y	HEAD	13/03/2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. 				
Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. • Parents are informed via newsletter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the Infection Control Policy and local and national guidance. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the school nurse if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • Please ensure you declutter desks etc and clean regularly. 	Y	HEAD	13/03/2020	M

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		<ul style="list-style-type: none"> All staff to follow infection control Protocol in Infection Control Policy. All staff should read the daily communication emails regarding Covid 19, as information is updated daily and it is vitally important that we are all aware of developments. Please check your remote access on a regular basis and report any difficulties. Also, please ensure that you have phone and laptop charges with you. Please report your vulnerability health status to your relevant line manager, if not done so already, and keep them updated of any changes. The school nurse, in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the school nurse. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school nurse is informed by pupils' parents when pupils return to school after having coronavirus – the school nurse informs the relevant staff. Staff inform the headteacher when they plan to return to work after having coronavirus. 	Y	HEAD	13/03/2020	L

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		<ul style="list-style-type: none"> The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 				
Lack of communication	H	<ul style="list-style-type: none"> The school nurse reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools contact their local HPT for specific recommendations for their school, e.g. boarding schools. Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 	Y	HEAD	13/03/2020	M
Disruption to the running of the school [and exams]	H	<ul style="list-style-type: none"> The school has an up-to-date Exam Contingency Plan in place – the plan is reviewed as necessary. The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary. The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. 	NA Y	Rebecca Dallman	13/03/2020	M
Emergencies	H	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternate emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Y	Rebecca Dallman	13/03/2020	M

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		<ul style="list-style-type: none"> The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 				