



## Risk Assessment Form

Staff   
 Pupils   
 Environmental considerations

<b>Activity to be Assessed</b>		<b>Assessment Number</b>	
Use of Classes from 29.06.2020 to 18.7.2020		11.06.2020	
<b>Persons undertaking or affected by the activity</b>			
<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Pupil <input type="checkbox"/> Service User <input type="checkbox"/> Other Students			
Identified Hazards and Associated Risks	Likelihood	Severity	Risk Level
1    Potential transmission of Covid 19 between staff and pupils; during entry to school, personal care routines and snack times.	4	4	16
2    Pupils exhibit Covid 19 symptoms whilst in school.	3	4	12
3    Potential transmission of Covid 19 from shared use of; toys, games, IT equipment, play areas, cutlery, cups and resources in Rainbow Room.	4	4	16
4    Potential transmission of Covid 19 whilst taking part in therapies; such as hydrotherapy and rebound therapy.	3	4	12
5    Potential transmission of Covid 19; whilst moving around school.	4	4	16
6			
<b>Existing Control Measures / Additional Control Measures Required</b>			

The most important principle of prevention for possible transmission/infection of Covid 19 is to AVOID tasks during which there is a potential for transmission to occur. In ..... class the tasks for possible transmission could include;

- Personal care routines in bathrooms
- Gastrostomy feeding via enteral tubes
- Support for oral feeding
- Breaching the 2m social distancing guidelines to support pupils in accessing provision; such as but not limited to - IT equipment, play resources and postural management equipment.

Where these tasks need to be undertaken, the following guidelines must apply.

Staff are advised to follow LA guidelines for Returning to Education Operational Plan, drawing upon appropriate use of PPE recommended specifically to the task undertaken. These are;

- Providing support for pupils with an IHCP and during personal care, staff must wear appropriate PPE in line with the IHCP requirements. This may include disposable gloves, aprons, facemask, eye protection or face shield, see pupils in Rainbow Room IHCP for more details.
- Management of bodily fluids;

Level of contact with blood and body fluids	PPE required
No contact anticipated (e.g. social contact) <i>supervising pupils in class at a safe distance of 2m</i>	None
Possible contact (e.g. cleaning equipment) <i>change beds, toys, play equipment etc</i>	Disposable gloves and plastic disposable apron
Likely contact (e.g. assisting toileting) <i>personal care routines for independent pupils</i>	Disposable gloves and plastic disposable apron
Risk of splashing to face (e.g. nose bleeds, cleaning up spillages of body fluids e.g. blood, vomit, urine) <i>gastrostomy feeding, support for oral feeding, support for pupils independent feeding, personal care routines in the bathroom for dependent pupils, administration of emergency medication</i>	Disposable gloves and plastic disposable apron consider eye and facial protection i.e. goggles/face mask
Cleaning up blood and bodily fluid spillages.	Disposable gloves and plastic disposable apron consider eye and facial protection i.e. goggles/face mask

Used PPE are to be disposed of at the end of task and/or at the end of the day, following RA for reopening schools v1.5

Staff are required to follow these important measures to further reduce the risk of transmission whilst undertaking specific tasks during school hours.

- Staff must ensure that they **clean their hands and arms up to the elbow, for a minimum of 20 seconds** with warm water and soap prior to supporting personal care and after.
- Make sure long **hair is tied back**.
- Ensure fingernails are clean, short and that artificial nails or nail products **are not worn**.
- **Remove all jewellery** including necklaces and rings. A plain wedding band is acceptable.
- Short sleeve garments are worn during school hours. (For pupils whose challenging behaviour may pose a risk to staff, arm guards can be worn this is written into the pupils IBP).

The most important way to reduce possible transmission of Covid 19 is to combat the risk at the source. Parents are required to give school weekly updates on the health of their child, and have a duty to pass on information regarding the presentation of Covid 19 symptoms, these include any one of the following;

- **Continuous cough**
- **High temperature**
- **Loss of taste**
- **Loss of smell**

On arrival to school it is imperative that pupils wash their hands with warm water and soap for a minimum of 20seconds and over time this becomes embedded into their daily routine.

..... class pupils will enter school via .....where their hand washing station is located. In order to prevent breaches of social distancing each class has an allocated start and finish time.

The present advice is that it is not necessary to screen temperatures. Pupils parents/carers can check for signs of a high temperature. Screening temperatures for all pupils in school will not identify all cases of

Pupils in ..... class showing any one of the Covid 19 symptoms; a high temperature, new or persistent cough, lack of taste or smell, which is unusual for them (taking into account their usual presentation of behaviours associated with their disability – as known by the staff working with them), their parents will be contacted and asked to collect them and take them home.

This is for the safety of the staff, the pupils themselves and any possible transmission to others.

Whilst waiting for parents, pupils are to go into one of the designated 'Isolation Rooms' to await collection. When the 'Isolation Room' is in use the signage on the door must be clearly visible to indicate its use.

**Our isolation room is located in the White room.**

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Should the Isolation Room be used, please ensure that the room is thoroughly cleaned with staff using appropriate PPE and the room then remains closed for 72 hours and display warning sign on door. It is essential that the Head teacher/DHT contacts cleaning services on:

Alison Cosker: 01792 636276, 07976529503 Alison.Cosker@swansea.gov.uk

Julie Archer: 01792 773473 Julie.Archer@swansea.gov.uk

YCG follows PHW guidelines for dealing with a potential Covid 19 case school. This states; if a member of staff has supported a pupil who has COVID 19 symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is potentially unwell. They are also advised to change their PPE and clothes if possible.

..... class staff are required to take part in completing the logs for class, resource, toys, equipment and play areas cleaning schedule;

- Pupils in ..... class do not have access to their own designated change facility. Therefore, in the event pupils from ..... class needing to use the bathroom, they can use ..... class bathroom. If this has to happen, staff must clean change beds, surfaces, fixtures & fittings before and after each use during personal care routines using ..... class bathroom cleaning logs and sign that they have used and cleaned it.
- 2 hourly for use of high risk areas such as tables, chairs, classroom door handles, toys, computers etc (see individual class cleaning check lists for more detailed resources, management of reduced transmission and areas for cleaning).
- Daily for outdoor play areas.
- After each use and daily for playground equipment in the courtyard.

**(Logs are to be kept in a file in ..... class clearly labelled .....CLASS - CLEANING PROCEDUES & RECORDS)**

The greatest way we can reduce transmission of Covid 19 through shared toys, games and resources for ..... class pupils is through robust cleaning and safe storage and rotation of toys, games, and resources, equipment, eating and drinking utensils;

- Shared toys and games - are to be kept in boxes not accessible by pupils, and kept separately in a few different boxes for use at different times. These shared toys and games are to be kept boxed and labelled – IT, musical, sensory, light & sound etc, brought out to play with a box at a time, then cleaned with disinfectant such as Milton or hot soapy water, dried and put back in their box which is to be marked with a cleaned sign and left for 72 hours. After 72 hours the sign is removed and the box can be used again.
- Individual toys and games - pupils boxes are clearly labelled with their names and pictures. When using these toys **only** the pupils for whom they are intended can play them. After use they are to be disinfected with Milton or cleaned with hot soapy water, dried and left over night.
- Individual cups, plates, bowls, spoons and bottles are to be kept separately in boxes labelled for each pupil. After each use they are to be cleaned with hot soapy water, dried and put away.
- If pupils are bringing utensils and food from home, staff are to wash their hands before and after handling them, and if possible wash the bottle, packed with hot soapy water and leave to dry before use.
- Pupils to be allocated a seat/space at the table which they are to keep to.

Staff are to follow strict hand washing protocols at all times, using the hand basin assigned to hand washing on a regular basis (every 20-30 mins), before and after personal care routines, feeding, eating and drinking, touching their faces or those of the pupils.

Incidental cleaning undertaken by staff should include:

- Wiping down of tables and chairs after use
- Any equipment that is being shared between pupils (see above)
- Doors and handles
- Light switches
- Work surfaces (where applicable)
- It is recommended that when pupils are sharing cooking or painting resources they are placed within individual trays on their allocated table seat and these are disinfected or cleaned with hot soapy water at the end of the activity/ session.
- Ensure there is no residual cleaning agent left on the surface behind after cleaning has been completed
- PPE (gloves) should be used in line with the manufactures instruction (nitrile or vinyl gloves ) or if a risk of cross infection from surfaces or between persons

**At this time the use of the art room is not permitted. Art supplies will be allocated to each class for its own use – these are NOT to be shared. Any additional supplies needed will need to be arranged directly with ..... No staff are to enter or take supplies directly from the art room.**

The most important principle of prevention of possible transmission of Covid 19 is to AVOID tasks during which there is a potential for transmission to occur. For pupils in ..... class these tasks for possible transmission during therapies could include;

- Physiotherapy in class, ie; postural management or supporting physio programmes
- Rebound therapy
- Music therapy

**AT THIS TIME HYDROTHERAPY WILL NOT TAKE PLACE FOR PUPILS IN CLASS. This will be reviewed and updated in accordance with WG and LA guidance, as and when necessary and safe to do so for our pupils.**

Where there is an identified need (from a therapist, medical professional or other professional) therapies can be undertaken in ..... class, where the following guidelines must apply. It is also necessary for school to undertake their own assessment of risk in pupils using equipment in school which they may not have used for 13 weeks, and may need adjustment from a physiotherapist or OT. This is NOT to be done by the school staff themselves. School will need to contact Hafyn Y Mor to speak with the child's therapist directly.

Staff are expected to follow LA guidelines for appropriate use of PPE recommended specifically to the task undertaken. These are;

Level of contact with blood and body fluids	PPE required
No contact anticipated (e.g. social contact) <i>supervising pupils in class at a safe distance of 2m</i>	None
Possible contact (e.g. cleaning equipment) <i>supporting pupils whilst therapist gives therapy</i>	Disposable gloves and plastic disposable apron
Likely contact (e.g. assisting toileting) <i>supporting pupils whilst therapist gives therapy</i>	Disposable gloves and plastic disposable apron
Risk of splashing to face (e.g. nose bleeds, cleaning up spillages of body fluids e.g. blood, vomit, urine) <i>hydrotherapy* and assisting pupils with personal care routines before and after this therapy, rebound therapy including supporting pupils on and off the trampoline, class based postural management including manual handling pupils into their standing frames, seating systems and walking frames.</i>	Disposable gloves and plastic disposable apron consider eye and facial protection i.e. goggles/face mask  *during hydrotherapy full PPE can not be worn, but where social distancing can not happen for reasons of pupil safety staff must wear a face mask or face shield. They must wash their hands according to guidance before and after working with pupils, and shower both themselves and the pupils completely including hair.

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Where pupils require specific adaptations to measures of safety during manual handling for therapies, personal care and postural management the appropriate use of PPE will be written into their individual MH programmes.

5	<p>The most important principle of prevention of possible transmission of Covid 19 is to AVOID tasks during which there is a potential for transmission to occur. For pupils in Rainbow Room these tasks for possible transmission during times of movement around the school could include;</p> <ol style="list-style-type: none"> <li>Going to Red Class bathroom (LG/YH/JNS/PM) for ....class this is done through entering onto the one way system from their classroom door.</li> <li>Going to the light room (LG/YH/JNS/PM) for ....class this is done through entering onto the one way system from their classroom door.</li> </ol> <p>In order to minimise and prevent possible transmission of Covid 19 for staff and pupils moving around the school to different rooms, the following measures are in place;</p> <ul style="list-style-type: none"> <li>A one-way system around the school (see attached diagram) where clearly labelled posters are present to give direction of travel.</li> <li>Markers on the corridor floors to indicate safe distances whilst moving around school.</li> <li>Clearly signposted guidance on handwashing before entering and leaving any room.</li> <li>Room zone posters clearly displayed on the outside of each room for staff to know the green safe zones of travel, orange teaching zones and red no go if occupied zones.</li> <li>Each room has a red zone marked on the floor on entry and exit points to highlight NO entry if occupied and limit contact at the narrowest and most high-risk points in school.</li> </ul>
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Reassessment of Activity Hazards		Likelihood	Severity	Risk Level
1	Potential transmission/infection of Covid 19 between staff and pupils; during entry to school, personal care routines and snack times.	3	3	9
2	Pupils (LG/PM/YH/JNS) exhibit Covid 19 symptoms whilst in school.	3	3	9
3	Potential transmission/infection of Covid 19 from shared use of; toys, games, IT equipment, play areas, cutlery, cups and resources in Rainbow Room.	2	3	6Y
4	Potential transmission/infection of Covid 19 whilst taking part in therapies; such as hydrotherapy and rebound therapy.	2	3	6Y
5	Potential transmission/infection of Covid 19; whilst moving around school.	2	3	6Y
6				

Name: Suzi Smith	Date: 11.06.2020	Authorised by: M.Hibbs
Position: Deputy Head teacher		Position: Head teacher

Reviews		Key									
Review Date	Reviewed by	Likelihood	Severity	Severity of Injury	5	4	3	2	1	0	
26.06.20	SS/MH				5Y	10R	15	20	25		
6.7.20	SS/MH	1 very unlikely	1 nuisance		4	8	12	16	20		
1.9.20	SS/MH	2 unlikely	2 minor		3	6G	9	12	15		
		3 likely	3 medical treatment		2	4	6Y	8	10Y		
		4 very likely	4 major		1	2	3	4	5G		
		5 certainty	5 fatal	0	1	2	3	4	5		
				Likelihood of Injury							
				Low Risk	Medium Risk	High Risk					