

Visitors Risk Assessment for Covid 19

Overview of Main Factors in the Risk Assessment

People involved:	Pupils, Staff, Visitors (professional or other)	Activity:	Safe delivery of school day and activities taking into account adjustments needed to meet Covid-19 Guidance
Date of Activity:	Autumn Term 2020	Location of Activity:	Greenmead School
No. of Children on site:	Up to 63	No. of Staff on site (including other providers):	Up to 65

Venue Details

Name of Venue:	Greenmead School
Address:	147 Beaumont Road, Southfields, London, SW19 6RY
Tel:	020-8789-1466
Email:	admin@greenmead.wandsworth.sch.uk

Consultation

Consultation Group	Date Shared with Group	Cut-off Date for Feedback	Date Assessment was Reviewed Following Feedback
Staff	27.8.2020	2.09.2020	
Parents & Carers	27.08.2020	2.09.2020	
Governors	27.08.2020	2.09.2020	

Greenmead Risk Rating Definitions

Rating	Definition
Low	Risk can be safely reduced with routine management.
Medium	Risk can be safely reduced/ managed following specific guidelines or care plans, by designated staff or provider.
High	Risk can be only be managed by the allocation of specialist staff, procedures and/or equipment.
Extreme	Risks involved are NOT are safely manageable.

Infection Control to prevent the spread of Covid19

Risk Subject Heading	Risk	Risk Rating Before Control Measures	Reduction Control Measures	Risk Rating After Control Measures
Following Public Health Advice	Unwell pupils attending school		<p>Pupils with Covid 19 symptoms will not be able to attend school and should remain at home and get a test.</p> <p>If a pupil develops Covid-19 symptoms they will not be permitted to attend school and will be advised to isolate following Covid-19 guidance. Any staff or pupils that child has come into close contact with will also be required to isolate. This will be all those in the child's hub and anyone else they have come into significant close contact with, following the 'Track & Trace' definition of close contact.</p> <p>Once the pupils is tested for Corona virus if the test is negative other pupils or staff can return as long as they are showing no symptoms.</p> <p>If the test comes back as positive the pupil must isolate for 10 days or longer if symptoms are still present. The other children and staff isolating must continue to isolate for the 14 days.</p> <p>The Head of Care (or nursing team in his absence) will liaise with the HPA regarding any action taken and provide details required for Track & Trace.</p> <p>The Head of Care, School Nurses and Senior Admin Officer (dealing with attendance) will share a confidential log sheet where any actions regarding Covid Testing and self-isolation can be recorded.</p>	
	Unwell staff attending school		<p>Staff with Covid 19 symptoms will not be able to attend work and should remain at home and get a test.</p> <p>Class Staff:</p>	

			<p>If a staff member develops Covid-19 symptoms they will not be permitted to attend school and will be advised to isolate following Covid-19 guidance. Any staff or pupils that have come into close contact with the member of staff will also be required to isolate. This will be all those in the staff member's hub and anyone else they have come into direct contact with (following the 'Track & Trace' definition of close contact).</p> <p>Once the staff member is tested for Corona virus if the test is negative other pupils or staff can return if they are showing no symptoms.</p> <p>If the test comes back as positive the member of staff must continue to isolate for 10 days or longer if symptoms are still present, The other staff and pupils isolating must continue to isolate for the 14 days.</p> <p>Non Class Based Staff: If a staff member develops Covid-19 symptoms they will not be permitted to attend school and will be advised to isolate.</p> <p>Once the staff member is tested for Corona virus if the test is negative they can return to work, as long as they are symptom free.</p> <p>If the test comes back as positive then in consultation with the Track & Trace service any staff they have come into significant direct contact with (as defined by the Track & Trace service will be asked to isolate for 14 days. The member of staff with confirmed Covid will need to isolate for 10 days or longer if symptoms remain.</p> <p>The Head of Care (or nursing team in his absence) will liaise with the HPA regarding any action taken and provide details required for Track & Trace.</p> <p>The Head of Care, School Nurses and Senior Admin Officer (dealing with attendance) will share a confidential log sheet where any actions regarding Covid Testing and self-isolation can be recorded.</p> <p>If staff have any general ill health symptoms but feel they are well enough to come to work, they should call the absence line and consult with the Deputy Head before coming into work.</p>	
	<p>Enabling additional rounds of handwashing (to reduce infection risk).</p>		<p>Staff will be directed to wash their hands (or use hand sanitizer gel) as directed in the school Covid-19 infection control training. All staff will receive infection control and PPE training again before the children return to school.</p>	

			<p>Pupils will be directed to wash their hands or have their hands washed at the following times: on arrival, after toileting, before eating/drinking, after eating/drinking, after coughing if coughed on hand, after sneezing if sneezed on hand, when returning from outside, after using communal resources, before going home. Class teachers are responsible for building this into the daily timetable.</p> <p>Where possible children should wash their hands in the bathroom sink using warm water and soap, staff must make sure hands are washed thoroughly. Where it is not possible for the child to use the bathroom sink, staff must wash the child's hands using an individual bowl of warm water and soap.</p>	
	Promote good respiratory hygiene		<p>For those pupils that are able to, they should be encouraged to use a disposable tissue when coughing and sneezing and then throw it in the clinical waste bin. For those whom would not be able to do this, staff (wearing appropriate PPE) should clean the pupil's mouth and nose using a disposable tissue and then dispose of it in the clinical waste bin. Infection Control training should always be followed.</p> <p>Staff should use disposable tissues to catch their own coughs and sneezes. The tissues should be disposed of in a Clinical Waste Bin.</p> <p>Hankies and bibs should not be used to catch coughs and sneezes.</p> <p>Triangle bibs should be used by pupils whom have excess saliva. These should be changed once the saliva is not being absorbed past the surface of the bib.</p>	
	Enable additional cleaning		Staff will complete and additional mid-day clean of contact points.	
	Minimise direct contact between consistent groups of staff and pupils where possible.		The school will follow a hub/ bubble structure to reduce direct contact where possible.	
	Enabling use of PPE where appropriate.		<p>Staff will continue to use the PPE following guidance in the infection control training.</p> <p>This includes gloves, aprons, surgical mask and visor.</p>	
	Engaging with NHS Track & Trace System		The Head of Care will lead on liaising with the Track & Trace Service and HPA. In his absence the Lead School Nurse will take on this task.	

			<p>The Head of Care, School Nursing Team and Senior Admin Officer (dealing with attendance) will have a joint confidential log where any action regarding Track and Trace and Self-Isolation will be recorded.</p> <p>The Head of Care will keep the Deputy Head updated as this will impact staffing and pupil numbers.</p> <p>Parents must notify the school if their child or another member of their family has suspected Covid symptoms or has tested positive for Covid. Anyone with a confirmed or suspected case of Covid in their household should not attend school.</p> <p>Staff must inform the school if they or a member of their household have suspected Covid symptoms or have tested positive for Covid. Anyone with a confirmed or suspected case of Covid in their household should not attend school.</p> <p>Any other on site providers (e.g. catering or transport) must inform the school if a member of their staff (whom has been in contact with school staff or children with in the last 14 days) has developed suspected Covid symptoms or has tested positive for Covid.</p>	
	Dealing with any possible cases of Covid-19 in school.		<p>These will be dealt with following PHE and government guidance.</p> <p>Child The child will be isolated from their peers and with support where needed and parents will be asked to collect their child immediately and book a test.</p> <p>Staff member The staff member will be asked to isolate from others in the building and leave for home as soon as possible.</p> <p>Those whom have been in close contact with them will be advised following public health guidelines and this risk assessment.</p> <p>The hub or office they have been in will receive the appropriate cleaning.</p> <p>The Nursing Team will lead on supporting children and staff with this process.</p>	
	Enabling children who require Aerosol Generating Procedures to access the school		<p>Children who require suction or aerosol medication will require a designated room for these medical interventions to happen in. Other children and staff should not enter this room. Hospital level PPE must be worn and by those carrying out these tasks.</p> <p>At Greenmead only 1:1 nurses carry out these tasks, the relevant PPE should be provided by their agency or CCG</p>	

Visiting professionals			<p>Visits from other professionals will be kept to a minimum. Only essential visit for reasons such as urgent equipment repair or a medical need will be allowed.</p> <p>This also includes children’s services such as the VI and HI service, EP service.</p> <p>The appropriate Senior Leader should liaise with the professional regarding their visit and share a plan of the scheduled visit with the visitor and all staff whom may come into contact with them.</p> <p>On arrival professionals will be asked to sign in and provide contact details for Track and Trace.</p> <p>Request handwashing/sanitiser on arrival.</p> <p>Request the professional wear a mask whilst in the building.</p> <p>Request the professional wear a mask, gloves and apron whilst in the building.</p>	
Visiting Prospective Parents/ Families			<p>Initial request to be followed by the HT and then to arrange a visit if school and parents agree Greenmead is appropriate.</p> <p>Minimise the amount of people coming for a tour</p> <p>Request that parents do not bring their children directly into the school.</p> <p>On arrival parents will be asked to sign in and provide contact details for Track and Trace.</p> <p>Request handwashing/sanitiser on arrival.</p> <p>Request the parent and or professionals wear a mask.</p> <p>Will not go into classes but will watch action from the window in the door.</p> <p>Look at possibility of doing a virtual video tour of the school.</p>	
Safeguarding	Revision of policy needed to reflect change in practice and circumstance.		DSL (Deputy Head) continues to do this in liaison with borough Safeguarding team. Any changes or updates will then be shared with SLT and all staff. Updated policies will be shared on school web-site.	

	DSL and Deputy DSL to be enabled to have more time to spend on Safeguarding matters.		This will be difficult to regularly timetable. However other staff should support in covering other duties if an urgent Safeguarding need occurs. Headteacher has actively covered many safeguarding needs during phased return, however her time demands also increase, so SLT team to continue to explore appointing an additional person to the Safeguarding team.	
	Caseloads		DSL (Deputy Head) and Deputy DSL (Head of Care) will continue to have designated pupils on their caseload for Safeguarding purposes. This enables a greater continuity of support and communication.	
	Carrying Out Safeguarding Reporting and Recording Systems		Recording keeping and reporting will continue as set out in the Safeguarding Policy. Due to social distancing guidance methods of communicating with DSLs may change, please see Social Distancing Plan.	
	Liaising with out of school professionals and attending multi-professional meetings.		Safeguarding leads will continue to attend TAC and multi-professional meetings remotely, using appropriate secure online systems.	
	Visually assessing a pupil due to a Safeguarding need.		Safeguarding leads will be permitted to enter a child's class hub if there is a need for them to visually assess the child's condition. PPE, social distancing and infection control guidelines must be adhered to. For the purposes of Track & Trace, DSLs must keep a record of whom they have come into contact with outside their hub.	
	Supporting or speaking to a member of staff due to a safeguarding need.		Due to the possible sensitive nature of a matter that may need to be discussed, where needed the DSL is permitted to invite the member of staff to come and speak to them in their office. PPE, social distancing and infection control guidelines must be adhered to. For the purposes of Track & Trace, DSLs must keep a record of whom they have come into contact with outside their hub.	
Meetings	External meetings		Unless unavoidable on site meeting involving off-site professionals or parents will not be possible. Meetings are to take place remotely.	
	Internal meetings		Internal meetings can happen between staff in the same hub or bubble. Social distancing and infection control rules must be adhered to. Staff should not physically meet with staff from another non-class hub or class bubble.	

Provision of Therapy (including Physio, OT and SaLT)

Risk Subject Heading	Risk	Risk Rating Before Control Measures	Reduction Control Measures	Risk Rating After Control Measures
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Assessment	Accurate assessment of pupil's current needs		As the majority of pupils will have been out of school for some time therapists will work initially to baseline and assess the pupil's current needs.	
	Therapeutic equipment		Therapists will complete equipment assessments and alteration to make sure all necessary equipment fits the children correctly.	
	Consultation and Prioritising		Therapists will inform and consult with parents regarding any changes to therapy provision for their child. With the understanding that with the additional infection control tasks that staff will currently need to complete there may be some time restrictions on therapeutic tasks. Also following social distancing guidelines, it may not be possible for therapists to run group with children from multiple hub bubbles.	
Delivery of Therapy	Integrated Therapy		As is the ongoing practice at Greenmead, therapists will continue to upskill class staff to provide suitable therapeutic activities.	
	Therapist directly delivered therapy		Therapists entering directly working with pupils will create a break in the hub structure. Therefore, therapists will need to provide the Clinical Lead with a weekly list of the children they have come in direct contact with for Track & Trace purposes. Therapists will be given timetabled slots in which to work with each class so that Senior Leaders can make sure pupils have access to the necessary therapists. For dysphagia purposes SaLT therapists may need to visit hubs while a child is eating.	
	Applying Social Distancing to the Therapy Team		In order to apply Social Distancing guidelines, therapists will have set days where they work on site and days where they work from home.	

Documents used to assist with content of this Risk Assessment:

https://www.gov.uk/government/news/government-announces-gyms-and-pools-to-reopen-safely?utm_source=13c3c75b-f11f-4522-8d81-f4315f522da2&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4>

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19?utm_source=2a9e03d0-7c76-4778-9517-339fabda9adf&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>