

ACTIVITY RISK ASSESSMENT

DESCRIPTION OF TASK/ACTIVITY/AREA:	Generic Site Risk Assessment COVID 19 Version 8 January 2021 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		
CENTRE/SCHOOL/ACADEMY:	Dysart School		
ASSESSOR:	Leigh Edser / Penny Jelbert	STAFF/TEAMS/INDIVIDUALS INVOLVED IN ASSESSMENT:	<i>Please name:</i> Senior Leadership Team
DATE OF ASSESSMENT:	04.01.2021 (Updated 07.01.2021)	REVIEW DATE:	This maybe daily under current situation, please keep record of updates and briefings
Have relevant personnel been made aware of this assessment and understand the controls?	YES/NO	Date and how they were made aware:	04.01.2021 (Email) 05.01.2021 (In-person meeting) 07.01.2021 (Updated RA, by email)

What are the hazards?	Who might be harmed and how?	What controls do you have in place?	Risk Rating (L=Likelihood x S=Severity = R=Risk)			ADDITIONAL CONTROLS (complete if Risk is more than a low risk rating)							
			L	S	R	What additional controls can you apply?	To be actioned by	Target Date	Additional controls in place (date)	Residual Risk (L=Likelihood x S=Severity = R=Risk)			
										L	S	R	
Students and staff attending school if they are either showing signs of COVID 19 or a member of their household are showing signs Or if that member of staff or student are feeling unwell	Staff Students Contractors Family members Wider community Spread of virus	Weekly testing procedures set up for staff (see below) Regular updates sent to families and staff regarding the government guidelines. Pupil temperature checks taken on arrival to school, anyone with a temperature or other visible symptoms not admitted to school and sent home as soon as possible.	3	2	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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Persons not following self-isolating rules or engaging with NHS Test and Trace or attending school following a positive COVID test		Once identified discussion with family /staff member. HR advice sought for employees if necessary, which may result is suspension from work and possible disciplinary action.	1	3	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Controlling student or staff who may present symptoms of COVID 19 whilst on site during the day	Staff Students Contractors Family members Wider community Spread of virus	ISOLATION room has been set up – for use if/when someone displays symptoms. There are three isolation rooms: one in Apollo, one in the Suite, and one on the main Dysart site PPE available for staff to wear which includes face shields, aprons, gloves and masks. Parents requested to collect where not possible school staff would transport home on the school minibus using distance and already established barrier between driver and passenger. Individual risk assessments have been written for those pupils who are known to display elevated Covid-specific risky behaviours (e.g. spitting, biting, scratching)	1	3	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A
What happens if there is a confirmed case of COVID 19 within the site	Staff Students Contractors Family members Wider community Spread of virus	Enhanced clean of working areas used by person with positive result Additional daily testing for those who have had contact with that person within 48 hours – all pupils within class bubble & transport bubble, and all staff within wider lunchtime bubble. Additional guidance sought from PHE Potential closure until deep clean has occurred.	4	1	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Poor control of hand washing and hygiene controls Poor respiratory hygiene	Staff Students Contractors	Abundant supply of soap throughout the school. Staff know that they should alert the premises team where a soap	1	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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<p>'catch it bin it kill it'</p>	<p>Family members Wider community Spread of virus</p>	<p>dispenser is empty and needs restocking.</p> <p>We have not experienced any difficulties in sourcing soap, hand gel, and paper towels since the requirements for increased hand washing came into effect in March</p> <p>Main door biometrics has regular sanitation in place.</p> <p>All office areas have been fitted with automatic hand sanitiser dispensers.</p> <p>Posters/information up around the site for Catch it bin it kill it and also Wash Hands signs.</p>										
<p>Has consideration been given to using Face Coverings as per guidance.</p> <p>Are support staff, site teams and visitors using Face Coverings</p>	<p>Staff Students Contractors Family members Wider community Spread of virus</p>	<p>Staff are strongly encouraged to wear face coverings (preferably face masks rather than visors) in all indoor communal areas</p> <p>Staff wear face coverings when supporting pupils in the car park at the beginning and the end of day</p> <p>All visitors to school are requested to wear face coverings throughout the duration of their visit</p> <p>The above procedures were established during the autumn term and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result</p>	1	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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		Staff will wear both a face mask and a visor when supporting pupils with personal care and / or feeding										
Poor hygiene control of toilets and washroom areas, high risk surface areas, door handles, equipment within communal/high use areas Are there additional cleaning regimes in place for all surfaces?	Staff Students Family members Wider community	Communal areas have reduced levels of overall use Increased use of timetabling to ensure that pupils from the same 'wider bubble' use communal areas after each other where possible Increased cleaning of communal areas after use through the use of standard cleaning products and cleaning 'bombs' All teams have been provided with cleaning bag in order to clean areas after use. Cleaning equipment available in all toilets Posters are displayed to remind people to clean, around school. Some shared areas e.g. the soft play room may need to be used in emergency situations to support pupils who are particularly distressed. Staff know that it is okay to use these areas in such circumstances. Written records are kept where this happens so that users can be traced if needed The above procedures were established during the autumn term and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result	1	3	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Increase of student numbers; overcrowding when entering /leaving the building/ moving around the school	Staff Students Family members	As of 11/1/2021, school has moved to a part-time on-site attendance for some pupils and staff to temporarily reduce the numbers on the school site. This arrangement will be reviewed on a	1	2	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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<p>Overcrowding of toilet/washroom areas, increasing the risk of spreading the virus.</p>	<p>Wider Community</p>	<p>weekly basis, with any changes discussed and agreed with OHCAT and AFC. Remote Learning plan has been written and shared with families and governors. Copy is on school website.</p> <p>Class sizes are similar to previous years, vehicles arrive at intervals during drop off period and SLT will be manning the car park to ensure flow of pupils is consistent and not overcrowded. End of the day routine has been changed in order to avoid bottle necks:-</p> <ul style="list-style-type: none"> • Pupils leave from classes • Buses loaded earlier at 2.50pm • Taxis and those on foot not permitted in car park until 3.05pm • Pupils in the Suite may need to use the area where minibuses are parked and / or immediately outside of the front gate for those pupils who are known to not try and abscond, to ensure social distancing at end of day <p>Washrooms have been allocated to corridor bubbles and as much as possible will be timetabled. The above procedures were established during the autumn term and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result</p>										
<p>Controlling Social Distancing in a dynamic school environment and not reducing contact between groups</p>	<p>All occupants Wider community Spread of virus</p>	<p>As of 11/1/2021, school has moved to a part-time on-site attendance for some pupils and staff to temporarily reduce the numbers on the school site. This arrangement will be reviewed on a</p>	2	2	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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<p>Staff contact with Staff Staff contact with Students Students contact with Students Exposure of support staff</p>		<p>weekly basis, with any changes discussed and agreed with OHCAT and AFC. Remote Learning plan has been written and shared with families and governors. Copy is on school website.</p> <p>Class bubbles and corridor bubbles have been created.</p> <p>Separate areas now in use within bubbles for classes at lunchtimes for breaks.</p> <p>Timetabled outdoor spaces according to corridor bubbles. Reduced use of communal areas (see above for more details).</p> <p>Lunches will be eaten in classrooms.</p> <p>PPE available for close contact work e.g. toileting, feeding changing.</p> <p>Masks available if staff would like to use it.</p> <p>ISOLATION room has been set up since the start of lock down – for use if/when someone displays symptoms. Three isolation rooms across the school to ensure minimal travel to and from the isolation room</p> <p>Virtual staff meetings and pupil meetings.</p> <p>Face coverings are now strongly recommended within in all communal areas and when moving around school (see above for more details).</p> <p>The above procedures were established during the autumn term and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result</p>										
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		Twice-weekly testing for staff introduced from January 2021 (see below for more details).										
Exposure to virus if are you within the following groups: Clinically Vulnerable, Clinically Extremely vulnerable group or consider yourself high risk	All occupants Spread of virus	Individual RA's have been updated for those staff and pupils within these groups. CEV staff group are working from home. School will continue to follow government guidance on shielding and protecting people who are clinically extremely vulnerable and make changes as and when is necessary. PPE is available for use should staff feel more comfortable using this.	2	3	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Continuity planning and response to any confirmed infection from COVID Appointed person to oversee and engage with: NHS Test and Trace PHE DfE Helpline	OHCAT	Principal / Vice Principal to seek advice and engage with PHE, Local Authority, NHS Test & Trace, DfE helpline and OHCAT. <u>Twice-weekly Testing Procedures</u> From Jan 2021, all staff will undertake two tests per week (at least one in school, with the other possibly at a local testing site depending on the circumstances of individual staff members) using lateral flow tests to enable speedier identification of individuals who are at risk of transmitting the virus to others Bubbles to be rota'd so that several bubbles are tested on a specific day every week Testing to be undertaken in the school hall. A RA for this testing site has been	2	3	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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		<p>written and shared with staff. The Hall has been checked by Public Health Kingston and the RA has been approved by OHCAT lead for Health and Safety.</p> <p>Staff to be provided with training to ensure that they are able to competently complete the test themselves under supervision of senior leaders</p> <p>Any staff member who receives a positive lateral flow test result, will be asked to self-isolate for 10 days and to get a PCR test completed</p> <p>Pupils in the class bubble and / or transport bubble of any staff member or pupil who tests positive will also be asked to self-isolate for 10 days</p> <p><u>Serial 'Daily' Testing Procedures</u> On the advice of Public Health Kingston, serial daily testing is not currently being provided at Dysart but this is subject to review and any decisions made by school will be steered by advice from Public Health officials.</p>										
Drop off / pick up zone transport Risk Assessment in place and has been reviewed, to cover COVID and changes to student numbers	Students Staff Persons within zone	<p>Vehicles arrive at intervals during drop off period and SLT will be manning the car park to ensure flow of pupils is consistent and not overcrowded. End of the day routine has been changed in order to avoid bottle necks:-</p> <ul style="list-style-type: none"> • Pupils leave from classes • Buses loaded earlier at 2.50pm 	1	2	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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		<ul style="list-style-type: none"> Taxis and those on foot not permitted in car park until 3.05pm Pupils in the Suite may need to use the area where minibuses are parked and / or immediately outside of the front gate for those pupils who are known to not try and abscond, to ensure social distancing at end of day <p>Updated car park guidelines have been sent to all transport providers and parents and circulated to staff. RBK (AfC) transport risk assessment has been obtained. School's car park risk assessment has been updated to reflect COVID measures. The above procedures were established during the autumn term and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result</p>										
Any reduction in staff numbers due to the change of working practices, could lead to poor control of student behaviour, difficult to administer controlled drugs	Students Staff	<p>Non class based staff are available to support pupils needs appropriately including behaviour toileting and feeding, therefore staff will be able to step in should someone be ill / unable to attend work.</p> <p>If numbers exceed available cover then consideration will need to be given to close bubbles.</p>	2	2	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Poor supply of PPE if required Supply of Masks (isolation rooms/personal care) Are there measures to stop a build-up of clinical waste	All occupants Spread of virus	<p>Regular checks on PPE being carried within school. Stocks have deliberately been kept at a high level in order to avoid equipment not readily being available. Staff in class top up their equipment as required.</p>	1	2	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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<p>Are there sufficient bins in place for additional waste created by increased hand washing</p> <p>Running out of hygiene control supplies</p>		<p>Existing contractor for clinical waste in place, additional bins to be provided if required.</p> <p>Yes however additional bins would be used if needed.</p> <p>If any point suppliers are not able to deliver then we would seek appropriate cleaning products from alternative sources available to us.</p> <p>The above procedures were established during the summer term and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result</p>										
<p>Unnecessary visitors/contractors on site, poor control of this.</p> <p>Control of essential visitors for critical needs/Educational support teams</p> <p>Are there sufficient additional hand washing facilities for students/staff/visitors</p> <p>Are these visitors using PPE</p>	<p>All occupants</p> <p>Wider community</p> <p>Spread of virus</p>	<p>Visitors to site will continue to be monitored and ensuring this only occurs when absolutely necessary. Any visitors to site will be required to wear face mask.</p> <p>Sign in measures remain in place additional document for them to complete with regards to COVID.</p> <p>Temperature checks in place for all visitors.</p> <p>Yes and also an auto sanitiser dispensers in place at the front entrance and also in various offices around school.</p> <p>The above procedures were established during the summer term and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result</p>	1	3	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<p>Have you promoted GOV.UK guidance and Best Practice. You can't promote without promotion. Is additional signage in place</p>	<p>All occupants</p> <p>Wider community</p>	<p>Yes</p> <p>Posters/information up around the site.</p>	1	3	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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<p>Catering Do your current arrangements comply with current gov.uk guidance</p>	<p>Spread of virus Students Staff</p>	<p>Staff have had information shared via email as it has been provided and where appropriate so staff are not overly bombarded.</p> <p>Catering is provided by ISS who have their own risk assessments and measures in place. Some pupils in Suite provide catering for other Suite pupils, under supervision of staff with L2 Food Hygiene Cert.</p> <p>The above procedures were established during the summer term and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result</p>										
<p>Additional COSHH risks due to change of cleaning materials, hand washing materials See HSE guidance https://www.hse.gov.uk/index.htm</p>	<p>Students Staff</p>	<p>No new cleaning materials have been required. If they are required in the future COSHH sheets will be requested/sourced at the time of purchase.</p> <p>The above procedures were established during the summer term and are now familiar to staff, pupils, and visitors with very high levels of compliance as a result</p>	1	2	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<p>Appropriate PPE for 1st Aiders</p>	<p>Staff</p>	<p>Yes as detailed above, also resuscitation shields purchased for each 1st aider</p>	2	3	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<p>Is there a formal process for reviewing current and COVID 19 risk assessments and implementing revised control measures where appropriate and necessary? Are you reviewing your risk assessments and protocols at regular intervals and when circumstances change</p>	<p>All Occupants Increased risk to everybody Increased Business Risk/lack of compliance</p>	<p>Yes in place. Regular reviews take place and updates implemented in line with contextual changes and government/PHE guidelines. Staff members are encouraged to respond and to provide feedback to enable further refinements if needed</p>	2	1	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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	threat of prosecution											
	Spread of virus											
Existing Student RA's need to be amended to reflect COVID 19	Students	In place and updated as required	1	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Transport Providers, have they been checked and RA to prevent the spread of COVID 19 Have these RA's been regularly reviewed have they been reviewed prior to the start of term Do these RA reflect the latest changes to guidance	Staff Students Family members Wider community Spread of virus	Transport is provided by RBK who have their own risk assessments and measures in place Yes regularly reviewed and reflects latest changes.	1	2	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Completion of normal compliance checks due to lack of staff or additional work pressures. Is there a Current Fire Risk Assessment in Place? (see OHCAT fire policy) Has Fire evacuation procedure been reviewed to reflect changes in layout, staffing, students numbers, start of term Legionnaires checks carried out See HSE guidance	Occupants Increased H&S risk to site Increased Business Risk/lack of compliance threat of prosecution	Compliance checks continue to be completed as required by site team/SBM Yes Fire RA was carried out on 5 th November 2020. Yes procedure has been reviewed. Scheduled fire evacuation will take place early in the Spring term. Yes visits continuing with Contractor	2	1	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Do you have a Plan B? If government guidance changes or lockdown restrictions are imposed. If control measures cannot be maintained within the school or college, what is the plan? Are staff,	Students Staff Organisation	School will follow advice and guidance from PHE and Local Authority. Current lockdown guidelines are being followed, including the use of face	2	3	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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<p>pupils/students and parents/carers aware of the plan? Plan B for poor weather/heavy rain</p>		<p>masks and visors around communal areas in school by all.</p> <p>School will only close as an absolute necessity, prior to this consideration of a part time model will be prioritised. This would look similar to our previous model prior to the summer break. However as stated from above if direction is provided to close for pupil /staff and community safety we will follow this.</p> <p>Staff have been preparing materials and support to provide to pupils should those pupils be required to stay at home. The school has secured eight tablets as part of the DFE scheme to support pupils who do not have access to devices at home and these are ready to be sent home if needed.</p>			4							
<p>Poor ventilation within classrooms See HSE guidance</p>	<p>Staff Students</p>	<p>Guidance has been checked. Air conditioning units in classrooms have been serviced over the summer holidays. Portable fans are distributed and within classes and offices in school. Staff will make use of windows and other sources of ventilation where there the overall temperature is not reduced to an unsafe level</p>	2	2	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<p>Physical Activity/Education Has appropriate planning following the latest guidance been considered If using external providers have RA's been reviewed</p>	<p>Staff Students</p>	<p>Risk Assessments for any external individuals who support PE in the school environment have been drawn up and agreed.</p>	2	2	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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		PE as much as possible will take place outdoors, if indoors the space will be ventilated as much as possible. Cleaning regimes are in place for equipment.										
If resuming outside visits/trips has the appropriate planning been considered. Have Risk Assessments been completed and signed off	Staff Students	Educational visits will take place where there is a very clear and strong rationale. Explicit parental consent will be obtained prior to each visit Teachers organising visits are required to speak to the EVC in person to discuss the visit prior to loading it onto Evolve.	2	3	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A

<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>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

SEVERITY	MAJOR (multiple fatalities of students or staff, major loss of business or loss of infrastructure)	5	5	10	15	20	25
	SIGNIFICANT (single fatality, life changing injury, significant damage to infrastructure or business)	4	4	8	12	16	20
	MODERATE (reportable injury, removable to hospital, moderate loss of business and damage to infrastructure)	3	3	6	9	12	15
	LOW (minor non-reportable injury, requiring first aid only, minor damage to infrastructure)	2	2	4	6	8	10
	NEGLIGIBLE (no injury, insignificant damage to infrastructure)	1	1	2	3	4	5

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1	2	3	4	5
IMPROBABLE	REMOTE	OCCASIONAL	PROBABLE	FREQUENT
LIKELIHOOD				

KEY:	
Dark Red	Intolerable Risk: 16-25: Task/activity cannot take place
Orange	Substantial Risk: 15: Task/activity cannot take place without additional action and ESLT authorisation
Amber	Moderate Risk: 8-12: Task/activity cannot take place without additional controls and/or Line Management authorisation
Yellow	Low Risk: 4-6: Task/activity acceptable but requires monitoring
Green	Minimum Risk: 1-3: Acceptable Risk

NOTES:

RISK MATRIX