

# Lonsdale School: Risk Assessment Form

<b>Risk Assessment Title</b>	Environmental risk assessment for full reopening of school – September 2020 V6 Covid-19 pandemic					
<b>Summary</b>	To welcome pupils back to school in the autumn term To consider the health and safety of pupils and staff and minimise the risk of transmission (Covid-19)	<b>Risk Matrix:</b>		<b>Severity</b> The <b>worst</b> harm you'd <b>reasonably</b> expect		
<b>Purpose of this risk assessment</b>	To minimise the risk of transmission (Covid-19) To support pupils to return to education full time at the beginning of the autumn term.			Minor Up to 3 days off work	Serious Cannot work or do normal activities for over 3 days.	Major Permanent injury, illness or death.
<b>Supporting documents</b>	Health and Safety Policy Pupil Care Plan Pupil Risk Reduction Plan Pupil Moving and Handling Assessment Form Pupil Eating and Drinking Plan Pupil Health Care Plan (NHS document) Supporting Pupils with Medical Conditions Policy Hygiene Standards Document Intimate Care Policy Dress Code Individual Pupil (Covid-19) Risk Assessment Gov.uk – Coronavirus (COVID-19) guidance	<b>Likelihood of the worst reasonable harm happening.</b>	<b>Risk Ratings</b>			
			Highly Unlikely	Trivial	Low	Medium
			May Happen	Low	Medium	High
Likely	Medium	High	Intolerable			

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	<p>Gov.uk- Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings Gov.uk guidance for full opening: special schools and other specialist settings COVID-19: PERSONAL PROTECTIVE EQUIPMENT FOR NURSERY, EARLY YEARS AND SPECIAL COLLEGES dated 6/5/2020</p>	
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What are the hazards?	Who might be harmed and how?	What are you already doing?	What is the risk?	What extra action is necessary?	Action by whom?	By When?	What is the new risk?	Actions Done (✓)
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Infection (Covid-19)	Pupils Staff  Covid-19 infection	<p>Individual pupil risk assessment where there is an identified need</p> <p>Individual staff risk assessment where there is an identified need</p> <p>Gov.uk – Coronavirus (COVID-19) guidance (and supporting guidance)            COVID-19: PERSONAL PROTECTIVE EQUIPMENT FOR NURSERY, EARLY YEARS, SPECIAL SCHOOLS AND SPECIAL COLLEGES dated 6/5/2020</p> <p>SEND Guidance Risk Assessment.</p> <p>Where possible, social distancing measure will be adhered to.</p> <p>Pupils arriving to school wearing face coverings will be instructed not to touch the front of their face covering during use or when removing the face covering.</p> <p>Pupils must wash their hands immediately upon arrival. <b>This is the case for all pupils whether or not they wear face coverings.</b></p> <p>Pupils will have adult support to remove face coverings and where required, help to wash their hands.</p> <p>Single use/temporary face coverings will be disposed of in clinical waste bins.</p> <p>Reusable face coverings will be placed in a plastic bag which pupils can take home with them.</p> <p>Good hand washing routine (staff and pupils) should take place.</p> <p>Staff and pupils to wash hands on arrival into class</p> <p><b>Staff are required to wear face coverings (fluid repellent face mask) when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</b></p>	<p><b>Severity</b> major</p> <hr/> <p><b>Likelihood</b> Highly unlikely</p> <hr/> <p><b>Risk Rating</b>  medium</p>	<p>Risk assessment shared with all staff prior to September 2020. A signed record to be kept on file.</p> <p><b>Gov.uk: Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings:</b>  <i>“Wearing a face covering or face mask in schools or other education settings is not recommended. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they</i></p>	Admin/AS	4/9/2020	<p><b>Severity</b>  <b>ty</b></p> <hr/> <p><b>Likelihood</b>  <b>ood</b></p> <hr/> <p><b>Risk</b>  <b>Rating</b></p>
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		<p>Contact with individuals (staff and pupils) who are unwell minimised by ensuring anyone with Covid-19 symptoms or who have someone in their household who has symptoms, do not attend school</p> <p>Testing: Staff/pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on testing and to arrange for a test can be found in the COVID-19: getting tested guidance</p> <p>In the event of a positive case in school, the local health protection team will be contacted and their advice followed.</p> <p>To minimise spread of other seasonal illness, staff and pupils should refrain from attending the school site when unwell.</p> <p>School absence procedure to be followed. Absence reporting system and analysis of data. Process in place to respond quickly to further minimise contact between pupils.</p>	<p>with possible or confirmed coronavirus (COVID-19) infection followed</p> <p>Information letter to parents/carers and staff regarding engaging with NHS Test and Trace process</p>	<p>17/7/20</p> <p>immediately</p>		
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## Lonsdale School: Risk Assessment Form

Fire	Pupils Staff Panic Anxiety Confusion	Heat and smoke detectors Break glass call points Emergency evacuation plan – staged horizontal evacuation Fire marshals Automatic fire doors linked to the alarm system Safe zones/fire safe compartments Identified assembly points (north and south of the building) Fire evacuation lifts – north and south of the building. Accessible from the first to ground floor in the event of an emergency evacuation	<b>Severity</b> serious <b>Likelihood</b> May happen <b>Risk Rating</b> Medium	A rehearsal of fire drill procedures will take place	AMO/AS	asap	<b>Severity</b> serious <b>Likelihood</b> May happen <b>Risk Rating</b> Medium
Security of the building – windows and outside doors left open	Pupils Staff	School staff will ensure windows and doors with Direct access from outside areas are secured When rooms are unoccupied. Routine security protocols/daily check will continue to be the responsibility of the facilities management site team (Engie)	<b>Severity</b> Serious <b>Likelihood</b> Highly unlikely <b>Risk rating</b> Low				

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Contractors on site	Pupils Staff  Risk of infection (Covid-19)	The facilities management site team are responsible for contractors on the MALS site.	<b>Severity</b> serious	Engie management to inform Annemari Ottridge and Anne Smart of any planned contractors on site  Engie management to share their risk assessments for contractors and site team adhering to government advice on social distancing  School visitors to be authorised prior to attending.  A record will be kept of all visitors on site	Paul Boothman Mark Allam  Paul Boothman Mark Allam	2/9/20  2/9/20	<b>Severity</b> serious	
			<b>Likelihood</b> May happen				<b>Likelihood</b> Highly unlikely	
			<b>Risk Rating</b> medium				<b>Risk Rating</b> Low	

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<p>Poor hygiene infection control</p>	<p>Pupils Staff Risk of infection Dry/sore skin on hands</p>	<p>Sundries such as soap, paper towels, bed roll, sanitising spray) and standard PPE (disposable plastic aprons, disposable gloves) to be checked and stock replenished daily by Engie site team. Hygiene Standards Document Intimate Care Policy Dress Code Policy Individual Pupil (Covid-19) Risk Assessment Staff Covid-19 Risk Assessment Gov.uk – Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings</p> <p>COVID-19: PERSONAL PROTECTIVE EQUIPMENT FOR NURSERY, EARLY YEARS, SPECIAL SCHOOLS AND SPECIAL COLLEGES dated 6/5/2020</p> <p>Posters reminding staff and pupils to adhere to more frequent hand washing. Public Health England advice is to wash hands using soap and water for at least 20 seconds. School staff to support, encourage and model good hand washing practice. Social story available.</p> <p>Pupils will have individual work trays equipped with pens/pencils/glue stick/scissors etc. These will be sanitised daily by school staff</p>	<p><b>Severity</b> major <b>Likelihood</b> Highly unlikely <b>Risk Rating</b> medium</p>	<p>PPE provided and used in line with Public Health Hertfordshire Guidance COVID-19: PERSONAL PROTECTIVE EQUIPMENT FOR NURSERY, EARLY YEARS, SPECIAL SCHOOLS AND SPECIAL COLLEGES</p> <p>Posters available with HSE advice on donning and doffing PPE Each 'bubble' has direct access to hand washing facilities Staff will remind pupils and provide support for pupils when required, to clean their hands regularly including when pupils arrive at school, on return from breaks, before and after eating. Staff will use their knowledge of pupils and their judgement to consider the frequency of hand washing.</p> <p>A large number of hand washing 'stations' are available throughout the school. Engie to provide sanitising wipes/spray in identified areas This will be stored out of reach of children</p>	<p>Engie</p> <p>staff</p>	<p>ongoing</p> <p>2/9/20</p>	<p><b>Severity</b>  <b>Likelihood</b>  <b>Risk Rating</b></p>
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		<p>Staff will have their own basic equipment such as pens, pencils to avoid sharing</p> <p>Nursing team on site to attend to (pupils) medical needs</p> <p>School (staff) first aiders</p> <p>Social story available to help pupils understand the need for staff to use PPE when providing direct care to pupils, including the use of fluid repellent face mask. Staff showering facilities available Laundry facilities available</p> <p>Clinical waste disposal bins available throughout the school site. Standard waste disposal bins available throughout the school site Hand sanitising gel available in main reception Controlled number of visitors on site.</p>		<p>Teaching staff will build hygiene, hand washing and cleaning into lesson activity routines</p> <p>A culture of 'catch it, bin it, kill it' to be incorporated in learning – PSHCE lessons and everyday practice</p> <p>Individual risk assessments for pupils who find it difficult to maintain good respiratory hygiene</p> <p>Visitors to the school site will be authorised by AMO/AS</p>	<p>staff</p>			
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cleaning		<p>All areas will be thoroughly cleaned each day.            Classrooms will be cleared of all unnecessary items, excess equipment and soft furnishings including soft toys.            Daily deep clean of classroom and toilet areas by Engie site team.            Enhanced cleaning of the school site            Bins emptied daily</p> <p><b>Sanitising wipes/spray available in classroom areas for use by school staff throughout the day, when required.</b>  <b>This is a flammable liquid and must be stored in a cupboard when not in use. It must be kept out of reach of pupils at all times.</b></p> <p>More frequent cleaning of rooms or shared areas particularly those used by different groups            Frequently touched areas cleaned more often than normal</p>	<p>Severity Major</p> <p>Likelihood Highly unlikely</p> <p>Risk rating medium</p>	<p>Engie site team management to carry out monitoring checks to ensure cleaning is carried out to a high standard.            Engie to keep a record of cleaning schedule</p> <p>Scheme of cleaning works to be available for SLT</p> <p>Only those cleaning products provided by Engie – site facilities management contractor to be used            SLT to monitor</p>	Engie 2/9/2020			
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<p>Medical assistance and first aid</p>	<p>Pupils Staff infection Injury Distress upset</p>	<p>Supporting Pupils with Medical Conditions Policy</p> <p>First aiders on site Nursing team on site and available to attend to pupils in the event of becoming unwell with Covid-19 symptoms and/or other illness Medical room available.</p> <p>COVID-19: PERSONAL PROTECTIVE EQUIPMENT FOR NURSERY, EARLY YEARS, SPECIAL SCHOOLS AND SPECIAL COLLEGES dated 6/5/2020</p>	<p>Risk rating medium</p>	<p>PPE (disposable plastic apron, disposable gloves and fluid repellent face mask) available for staff, providing direct care to pupils</p> <p>If a child becomes unwell the nursing team will be contacted to carry out a medical assessment. A child presenting with Covid-19 symptoms will be isolated in a well ventilated room (Rowan Flat) under the supervision and care of a member of staff. PPE will be worn by staff member(s)</p> <p>The area has access to separate bathroom facilities which will be thoroughly cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The nursing team have full PPE available. Any situation requiring a pupil to be sent to hospital, collected by a parent/carer, or presenting with Covid-19 symptoms - AMO/AS will be informed without delay. Staff will follow best hygiene practice by washing their hands for at least 20 seconds, using soap and water after any contact with someone who is unwell.</p> <p>As soon as is possible, arrangements will be made for areas used by a person showing symptoms to be cleaned. Engie site team cleaning staff to follow Public Health England advice <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p>	<p>Nursing team/AMO/AS</p> <p>Engie</p> <p>ZR</p>	<p>immediate</p> <p>2/9/20</p>		
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Communication between staff		Telephone available in break out areas. Walkie talkie/radio to be distributed to staff and connecting radio allocated to SLT. Radios to be placed on charge daily		Walkie talkie/radios to be fully charged and available in designated areas by 2/9/2020 Sanitising wipes/spray available for cleaning				
Storage of equipment	Pupils Staff Fire risk Trips Falls infection	Unnecessary items and excess classroom equipment will be packed securely and placed in storage areas. Resources will be cleaned/sanitised after use and returned to storage areas to ensure classrooms remain clear of unnecessary items.  The minimal items will travel to and from school with pupils. Only those which are necessary for care and communication eg: medication, named drinks bottles, lunch boxes and home/school planner, bags, VOCA	Risk rating Low					
Pupils personal equipment			Risk rating Medium					
Visitors on site (including governors, external agencies)	Pupils staff	Essential visitors only on site; such as nurses, therapists Governor meetings and meetings with parents will take place via telephone or virtually. All other visitors will be assessed on individual need and authorised by the relevant SLT member of staff	Risk rating Low	A record will be kept of all visitors on site  A record will be kept of all staff on site – staff signing in/out procedure  Visitor information leaflet/site guidance on physical distancing and hygiene practice on arrival	MALS reception  Lonsdale Admin team  MALS reception/Lonsdale Admin team	2/9/2020		

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safeguarding Transport arrangements	Pupils	<p>Designated Safeguarding Lead (DSL) on site daily The majority of pupils attending will travel to and from school via home/school transport. A very small number of pupils will be transported by parents.</p> <p>When parents/carers make a change to collection of children at the end of the school day eg: by other family member or friend, a secure password system is in place. SLT and other identified staff, will supervise pupil drop off and collection</p>	<p>Risk rating Medium</p> <p>Risk rating Medium</p>	<p>Arrival and departure times for children will be supervised. Arrival between 8.45 am and 9.15 am . Departure from 3.30 pm, Monday to Thursday. Departure from 3.00 pm on Friday. There are two entry and two exit points identified to maintain social distance</p> <p>One-way directional signage</p>	Parent/carer /Admin	immediate		
Contact between individuals	staff	<p>Bubbles will comprise of Bubble 1 – primary plus two KS3 groups (south) Bubble 2 – Secondary (north)</p> <p>Within these 'bubbles' (primary and secondary) children will be taught and spend the majority of the day in small 'bubble' class groups of no more than 10 children (form group size)</p>		<p>Staggered morning break – between 10.30 am and 11.00 am. Class group 'bubbles' have direct access to outdoor space. Staggered lunchtimes and use of the dining room; Bubble 1 - Primary plus two KS3 groups lunch starting at 12.00 pm Secondary lunch starting at 12.45 pm Staff rota will indicate allocated support and timescales.</p> <p>Enhanced social distancing implemented. South bubble will eat lunch in their class group bubble. South bubble can mix for social time in outside areas – maximum of 15 pupils.</p> <p>Teachers and support staff will remain as consistent as possible but can operate across different classes and year groups in order to provide teaching and learning/care</p>			<p><b>Risk rating</b> <b>Low</b></p>	

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				<p>support for pupils. The number of interactions will be minimised wherever possible.</p> <p>Pupils will remain in small class group 'bubbles' of a maximum of 10 for lessons</p> <p>PPE available in line with hygiene standards and Public Health Hertfordshire guidance</p>				
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<p>Maintaining social distancing</p>	<p>Pupils staff</p>	<p>Identified areas/ 'bubbles' will be cleared of unnecessary items and excess classroom furniture Two metre tape markers in place. Pupils will be seated side by side and facing forwards. Each class group 'bubble' has access to an outdoor learning/social space</p> <p>No large gatherings such as Assemblies.</p> <p>The timetable will ensure 'bubble' groups are kept apart as much as possible and movement around the school site is kept to a minimum. Arrival and departure times for children in separate 'bubbles' will be managed.</p> <p>There are two supervised entry (arrival) and two supervised exit (departure) points. Arrival and departure times for children will be supervised. Arrival between 8.45 am and 9.15 am. Departure from 3.30 pm, Monday to Thursday. Departure from 3.00 pm on Friday.</p> <p>Pupils will remain in smaller class group 'bubbles' of a maximum of 10 pupils for the majority of the school day.</p> <p>Staggered morning break – between 10.30 am and 11.00 am. Class group 'bubbles' have access to an outdoor space.</p>	<p>Risk rating Medium</p>					
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<p>staff breaks</p>		<p>Staggered lunchtimes and use of the dining room; Bubble 1 - lunch starting at 12.00 pm Bubble 2 - lunch starting at 12.45 pm</p> <p>Enhanced social distancing implemented. South bubble will eat lunch and socialise within their smaller class group bubble.</p> <p>One-way directional signage</p> <p>Outdoor areas and indoor first floor (REP) to be utilised for staff breaks. Staff will adhere to social distancing</p>	<p>Risk rating Low</p>	<p>A rotation system of classroom resources and equipment to be in place. Cleaning record kept</p>	<p>CT/AP 2/9/20</p>			
<p>Equipment and classroom resources</p>		<p>Classroom based resources such as books and games can be shared within classroom bubbles. These should be cleaned frequently using the sanitising spray provided. Resources that are shared between bubbles eg: PE, art, music and Science equipment must be cleaned frequently and meticulously and always between 'bubble' use and/or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles No sharing of equipment such as wind/brass instruments. Play equipment must be cleaned frequently and toys must be cleaned frequently and meticulously and/or rotated to allow them to be left unused for a period of 48 hours (72 hours for</p>	<p>Risk rating Low</p>	<p>Timetable in place for use of shared specialist rooms eg: sensory room and communicated to teaching staff</p> <p>Allocation of specialist equipment to be discussed with OT/PT</p>	<p>CT/AP 2/9/20</p>			

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		<p>plastics) between use by different bubbles</p> <p>Specialist equipment shared between pupils must be thoroughly sanitised and cleaned between each pupil use in line with hygiene standards</p>	<p>Risk rating</p> <p>Medium</p>			<p>AS/ZR</p> <p>17/7/2020</p>			
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Risk Assessment Checklist:	Yes	No
<p><b>Is the risk assessment of adequate quality?</b> (Clear English, enough detail, avoids ambiguous words and phrases, uses committed words like 'will' rather than 'should')</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Does it include all significant hazards</b> (Rather than lumping all hazards together on one line?)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Were you able to involve interested parties enough?</b> (Such as families, advocates, care managers – especially if there are controversial decisions)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Do you agree with all the actions and guidelines?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Are actions and guidelines based on the <i>hierarchy of controls</i>?</b> (Trying to avoid the hazard first, then considering safe place controls and then safe people controls as a last resort)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Have risks been reduced to the lowest level reasonably practicable?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Were you able to explain this risk assessment to all staff at risk?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If this risk assessment concerns a person you support, does it encourage them to take risks in a controlled way?</b> (Being innovative and finding less risky ways to enable?)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Were you able to explain the actions to the person(s) you support?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Were you able to give them opportunity to appeal against the actions?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Is the person able to consent to <u>all</u> actions in this risk assessment?</b> If 'No', do these actions amount to a 'Significant Decision' under the Mental Capacity Act? If so, have you evidenced that the actions are in the person's best interests? And where is this documented?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If this risk assessment refers to related documents, have you updated these documents in the light of any new actions?"</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Have you received risk assessment training in the last three years</b></p>	<input type="checkbox"/>	<input type="checkbox"/>

# Lonsdale School: Risk Assessment Form

Author(s)	Date of issue	Signature(s)
<i>Anne Smart</i>	08/07/2020	<i>Anne Smart</i>

SLT agreement – Name(s)	Date & signature(s)
<i>Annemari Ottridge</i>	09/07/2020 <i>Annemari Ottridge</i>

Staff agreement – Name(s)	Date & signature(s)

Review date	Date & signature(s)
Reviewed 13/07/2020	<i>13/07/2020 Anne Smart</i>
Reviewed 11/9/2020	11/9/2020 Anne Smart
Reviewed 25/9/2020	25/9/2020 <i>Anne Smart Annemari Ottridge</i>
Reviewed 19/10/2020	19/10/2020 <i>Anne Smart</i>

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Reviewed 5/11/2020	5/11/2020 <i>Anne Smart</i>
Reviewed 6/11/2020	6/11/2020 <i>Anne Smart</i>