



RISK ASSESSMENT

Special Schools/Colleges Remaining Open During the Coronavirus (COVID-19) Pandemic

2020-2021

Version 1 – November 2020

CONTENTS

School Information.....	2
Risk Rating System.....	2
1. Opening the school risks potential spread of the virus	3
2. Staff or pupil with underlying health conditions that may put them at increased or very high risk of severe illness from Coronavirus (COVID-19. ..	4
3. Lack of staff available to operate safe staff: pupil/student ratios and/or operate site.....	5
4. Suspected case of Coronavirus (COVID-19) on site.	6
5. Suspected case of Coronavirus (COVID-19) on site – residential staff and/or resident pupil. A member of residential staff and/or resident pupil/student may display symptoms of (COVID-19) whilst on site.	6
6. Lack of adequate social distancing measures whilst staff, pupils/students and others are on site	7
7. Staff, pupils, contractors not implementing suitable hygiene practices	8
8. Lack of adequate cleaning regime for general areas	8
9. Transport bringing in children	9
10. Non-essential persons attending site	9
11. Catering provision Spread of infection through multi-touch points.....	9
12. Lack of adequately trained fire personnel	10
13. Legionella risk arising from unused buildings and/or parts of the premises.....	10
14. Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.....	11
15. Long term mental health issues for pupils whilst in lockdown for so long.....	11
16. Residential student allocation has too many students to allow social distancing in residential setting.....	12
17. Residential Students overnight accommodation	12
18. Residential students displaying symptoms of covid-19 out of school hours.....	13
19. Providing personal care in residential setting	13
Additional measures following COVID-19 outbreak November 2020	14

School Information

School/College Name: Site Details:	Parkwood Hall Co-operative Academy, Beechenlea Lane, Swanley, BR8 8DR
Risk Assessor's Names:	Joanne Nyland-Fink, Andy Smith, Anna Mansaray
Risk Assessment Date:	23/04/2020 Update May 20 Updated June 2020 Updated October 2020 Updated November 2020

Risk Rating System

Severity or most likely consequence	1 = Minor/ No Injury 2 = Lost Time Injury 3 = Major Injury/ Fatality
Likelihood of the incident occurring	1= Unlikely/infrequent 2=Possible/occasional 3= Likely/frequent
Risk Rating= likelihood v severity 1 or 2 = Low risk/priority 3 or 4= Medium risk/priority 6 or 9= High risk/priority	

This risk assessment is a live working document. It relates directly to keeping pupils and staff as safe as we can and preventing the spread of COVID19 whilst we have a limited opening of the school from 20th April 2020. The situation with COVID19 is a rapidly changing one and so it is likely we will have to make rapid responses to those changes. Although currently there are only a small number of pupils who are children of key workers and those risk assessed as safer at school, these numbers are likely to change week to week as pressures increase on our families. School leaders are in touch with all families on a weekly basis and are making individual dynamic risk assessment around individual children. The individual risk assessments form part of the whole risk assessment.

Governors have been involved in reviewing this risk assessment, advising and supporting the school.

This risk assessment will be reviewed weekly. Academic year Sept 20 standing item on SLT weekly agenda.

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required to reduce risk	Action by
1. Opening the school risks potential spread of the virus	All Potential spread of Coronavirus (COVID-19) to other staff, pupils and others on site	From 20th March 2020, schools and colleges in England closed for all but the most vulnerable children and for children of critical workers. As a special school we needed to consider remaining open for children with EHCPs. Guidance was clear that education provision will remain available to those pupils/students deemed as vulnerable children and/or those whose parents' work is critical to the COVID-19 response. Ultimately, every child who can be safely cared for at home should be, to limit the chance of the virus spreading. PWH closed for safety reasons on 24th March 2020. Plans for a limited opening were put in place for 20th April:	L2 x S2=4	Individual pupil risk assessments are ongoing and careful assessments carried out between parents and SLT to support families and children appropriately who will be coming in. The risk is at a rate of 4 since some of the students can spit and smear, the risk could be reduced if by risk assessment it was deemed necessary for these students not to be onsite. This remains a higher risk because of the difficulties of providing social distancing with our pupils.	AS SLT JN

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		<p>These plans including considerations for: Limiting numbers of children and staff to 2 main categories above.</p> <p>Risk assessments have been done for all students and key worker parents have been contacted to ascertain which children we need to provide a service for. Individual risk assessments (copy of one attached) have been completed and this information communicated to the LAs.</p> <p>There is no specific guidance with regards to social distancing with children with severe SEN. However, there is generic government guidance Coronavirus (COVID-19): implementing social distancing in education and childcare settings.</p> <p>Risk assessments for students onsite has been done, this identifies the measures the school will take to ensure social distancing. All students care plans including medical information is available for staff working with students on site, a first aider and pharmacy trained member of staff onsite at all times.</p>		<p>Daily meeting with staff on rota to ensure they use PPE and maintain social distancing 2m with each other and wherever possible with children.</p> <p>1st June Identify staff travelling on public transport. Provide suitable masks.</p> <p>NEW TERM SEPTEMBER 20 Full opening planned for. Detailed plan in place. Emphasis on social distancing, hygiene, use of masks and PPE</p>	
2. Staff or pupil with underlying health conditions that may put	Severe illness or death as a result of contracting Coronavirus	Staff with underlying medical conditions, and those staff who are pregnant, were identified at the start of lockdown, and have been removed from any school	L1x S3= 3	Currently all staff and pupils at high risk are at home. Updated 1 st June return extended numbers of pupils:	JN

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<p>them at increased or very high risk of severe illness from Coronavirus (COVID-19.</p>	<p>(COVID-19) whilst at work</p>	<p>rota for 12 weeks. Welfare calls to these staff are being made during lockdown to ensure continual communication during this time.</p>		<p>At risk groups including BAME/OLDER/MALE/:</p> <ul style="list-style-type: none"> • Rota for 2 days a week. Not asked to do extra cover/standby. • Only to supervise lower risk classes. • Use PPE as appropriate. • If necessary, work separately from children. • Contact and discussion with individual staff. • Staff to complete individual risk questionnaire. <p>SEPTEMBER 20</p> <p>Individual meetings with identified high risk staff and risk assessments completed.</p> <p>Where possible avoid classes considered higher risk</p> <p>PPE provision</p>	
<p>3. Lack of staff available to operate safe staff: pupil/student ratios and/or operate site</p>	<p>All Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<p>Staff rotas are put in place ensuring that the student/staff ratio is acceptable. The rota is confirmed daily to ensure staff are available to attend their required shifts</p> <p>For every day there is a member of SLT a DSL, first aid trained member of staff, fire warden, and pharmacy trained staff member on site at all times.</p>	<p>L1xS2=2</p>	<p>From September full staffing in place.</p> <p>No use of rota system.</p> <p>Where staff have to self-isolate use usual procedures for staff cover. Monitor staff absence.</p>	<p>JK/AS/ JN</p>

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Staff may need to self-isolate as a result of either themselves or a member of their household developing symptoms of Coronavirus (COVID)		An email address for staff has been set up to ensure they can contact the school to inform whether or not they or someone in their household has developed symptoms of COVID19, they are then advised to remain off work and self-isolate. If this is done, they are replaced on the rota.			
<p>4. Suspected case of Coronavirus (COVID-19) on site.</p> <p>Staff, pupils/students and/or contractors may display symptoms of Coronavirus (COVID-19) whilst on site.</p>	<p>All Potential spread of Coronavirus (COVID-19) to other staff, pupils and others on site and then family members</p>	<p>There are currently 2 site team members and 2 cleaners on site every day to ensure that the compliancy tests are completed, and the areas of school used can be cleaned to ensure health and hygiene.</p> <p>The school has a comprehensive Coronavirus action plan which will be consulted. Staff are asked to confirm they have no symptoms before coming into work and parents are called daily to ensure students and family members are free from symptoms</p> <p>If a member of staff or contractor becomes ill with symptoms of coronavirus whilst on site they will be sent home and advised to follow the latest Government stay at home guidance.</p>	L2xS2=4	<p>SEPTEMBER 20</p> <p>With full opening clear procedure agreed with staff where a child may have Covid19.</p> <p>Booklet with process provided to all staff.</p> <p>Alder classroom currently not in use to be the 'isolation space' whilst parents are contacted to pick up child.</p>	With full opening
<p>5. Suspected case of Coronavirus (COVID-19) on site - residential</p>	<p>All Potential spread of Coronavirus (COVID-19) to other</p>	<p>We need to consider that residential special schools and colleges are usually considered households for the purposes of the household self-isolation policy.</p>	L1xS1=1	<p>From 8th June residential offer to be made to limited number of pupils</p>	SLT

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<p>staff and/or resident pupil. A member of residential staff and/or resident pupil/student may display symptoms of (COVID-19) whilst on site.</p>	<p>staff, pupils and others on site</p>	<p>Meaning, the setting should self-isolate if a resident displays symptoms.</p> <p>At present we have no residential provision on offer. The decision was made due to staffing shortages that we could not offer residential services at this time. This will continually be monitored and will be discussed by SLT.</p>		<p>Identify higher level of PPE availability should a child manifest symptoms of Covid19.</p> <p>As for day pupil. Home to be contacted and child to be taken home to self-isolate.</p> <p>From September full residential provision in place.</p> <p>Same procedure of contacting parents for child to go home to self isolate.</p>	
<p>6. Lack of adequate social distancing measures whilst staff, pupils/students and others are on site</p>	<p>All Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site</p>	<p>Staff are working with small groups in large teaching space areas (see student onsite risk assessment)</p> <p>PPE is also provided for all staff.</p> <p>PPE consists of gloves, apron, mask and gauntlet as required</p> <p>With small numbers we are keeping the children and staff in a restricted area of the school.</p> <p>From June 1st still only using restricted areas of school.</p> <p>Social stories/video to be made to reinforce social distancing with children.</p> <p>Signage around school/visuals for children</p> <p>Outdoor learning as much as possible. Senior Team will provide lots of outdoor learning activities.</p>	<p>L2xS2= 4</p>	<p>Whilst there are small numbers in school this is relatively easy to adhere to. However, as numbers grow and, we have more complex children initially we will have to monitor this.</p> <p>SEPTEMBER 20</p> <p>Lots of use of visuals and teacher input to emphasise social distancing with pupils wherever possible.</p> <p>In October implemented one way system and use of certain entry/ exit doors only.</p> <p>Staff room areas identified for Pathway 1 staff first floor Pathway 2 and pathway 3 second floor spaces x2</p>	<p>SLT</p>

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				All training arranged to take account of social distancing and keep to groups of no more than 30.	
7. Staff, pupils, contractors not implementing suitable hygiene practices	All Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site	<p>The school are continuing with a good cleaning regime</p> <p>All classrooms have access to hand sanitiser hand wash facilities and PPE</p> <p>Pupils have had regular guidance on hand washing including session from school nurse. Reinforce handwashing daily.</p> <p>Staff have also been given the opportunity to use the showers up on Hyde house, this means they could bring in a change of and risk passing any infection to persons in their household.</p> <p>The school continue to follow the guidance and update staff and parents using the Schoolzine platform.</p> <p>Posters and notice are up in school to ensure staff and students are aware of the importance to wash their hands and the correct procedure.</p> <p>The above will continued to be monitored based on the students in school.</p>	L1xS3	The risk is at a rate of 3 due to the fact that some of the students spit and smear, the risk could be reduced if by risk assessment it was deemed necessary for these students not to be onsite.	JN/AS
8. Lack of adequate cleaning regime	All	Strict cleaning regime, 2 cleaners on site per day to ensure that cleaning is carried	L1xS2=2		JN/Site

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for general areas	Could lead to virus spreading.	<p>out continually. All areas that are occupied will be cleaned daily.</p> <p>All cleaning staff have been given adequate PPE and social distancing is being carried out by doing different areas of the building separately.</p>			
9. Transport bringing in children	<p>Risk of spread of virus between driver, escort and pupil and then others on site.</p> <p>Due to contact with pupils and surfaces in vehicles.</p>	<p>Each transport provider has been asked to risk assess.</p> <p>Expectation they have detailed protocol for cleaning vehicle.</p> <p>Currently driver and escort social distancing as only 1 child in a vehicle.</p> <p>Transport staff have their own PPE.</p> <p>Some children are coming in with parent.</p>	L2xS2=4	<p>CH follow up to request risk assessments that drivers and escorts are required to adhere to.</p> <p>Weekly review with AS to monitor.</p>	CH
10. Non-essential persons attending site Essential contractors on site	All Potential spread	<p>The school have stopped any non-essential visitors.</p> <p>Any contractor carrying out emergency compliance work will be escorted on site and be advised of the school's hygiene practices. Will be asked before arrival if any household member has symptoms of virus.</p>	L1xS2= 2		JN
11. Catering provision Spread of infection through multi-touch points	All Potential spread	<p>There is currently no evidence that food is a source of Coronavirus (COVID-19) and it is very unlikely it can be transmitted through the consumption of food, according to EFSA (European Food Safety Authority). The main transmission</p>	L1x2= 2	<p>September and full opening Pathway 1 pupils to eat in classrooms only.</p> <p>Dining room for Pathway 2 and older pupils. Schedule to make</p>	SLT

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		<p>route of the virus is assumed to be direct human to human contact.</p> <p>However, for our pupils eating it is the social distancing which is crucial and keeping numbers of staff low.</p> <p>Due to students' dietary needs and the low number of staff and students a decision was made in conjunction with parents that both staff and students would bring in their lunches and would eat them in the class area.</p> <p>1st June Children asked to continue with packed lunches. Sandwiches provide from kitchen for free school meal children.</p>		<p>sure numbers are managed eating in dining room.</p> <p>October 20</p> <p>Decision made that all pupils eat in classroom for foreseeable future.</p>	
<p>12. Lack of adequately trained fire personnel</p> <p>Absence of the Designated Safeguarding Lead (DSL) or other key safeguarding staff</p>	<p>All</p> <p>Various injuries ranging from minor to serious, or death arising</p> <p>Lack of suitable safeguarding staff leading to issues with recording</p>	<p>On the rota for every day there is:</p> <p>First aider</p> <p>Pharmacy Trained</p> <p>Fire Warden Trained</p> <p>Designated Safeguarding Lead</p> <p>Member of SLT</p> <p>An appointed DSL will be onsite daily.</p> <p>Most SLT also DSL. DSL are making regular phone contact with parents/carers and also social services.</p>	L1xS2=2	<p>Full opening September 20</p> <p>All relevant personnel on site</p>	SLT
<p>13. Legionella risk arising from unused buildings and/or parts of</p>	<p>All</p> <p>Exposure to legionella bacteria</p>	<p>Site staff are continuing to do all compliancy checks including Legionella checks weekly/monthly as required</p>	L1xS2=2	NFA	<p>Site</p> <p>JN</p>

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the premises	leading to serious illness or death				
14. Staff working from home - risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing	Staff Aches and pains from adopting poor posture whilst using DSE Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction	DSE work self assessment forms to be sent out to staff to complete, video meeting available with H&S member of staff to ensure it is done correctly SLT are making welfare calls to staff who are working from home, starting with those who are self isolating for long periods of time.	L2x2=4	From September all staff working on site	JN JN
15. Long term mental health issues for pupils whilst in lockdown for so long	Pupil and impact on families	Regular contact with families to provide support. Corresponding contact with social workers and other relevant agencies.	L2x2=4	Pupils experiencing mental health difficulties have support provided. Individual assessment at beginning of term in partnership with parents. Psychological support available in school.	AS CH
Completed by	Joanne Nyland-Fink Andy Smith Anna Mansaray		Date	23 rd April 2020 Additions 21/05/20 Additions 15/10/20	
Reviewed by	Governors				

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required to reduce risk	Action by
<p>16. Residential student allocation has too many students to allow social distancing in residential setting</p>	<p>All After school in residential the students and staff will access kitchens, lounges and bedrooms this will challenge social distancing rules if too many students are in residential each night</p>	<p>UPDATED 8 JUNE From 8th June we will open the residential setting to 4 students mon-weds and 4 other students thurs-fri on a trial basis to test our ability to offer the residential facility at this capacity. We will review this plan after a week to plan for future weeks. School to allocate these very small numbers of residential placements to students where there is Risk Assessment to identify they are vulnerable to harm if we do not offer some residential due to their complex needs, mental health or home situation.. When reviewed we look at whether we should maintain at this capacity or consider a broader offer Staff in residence will operate under the same set of guidelines we have in place for class staff in the school day.</p>	<p>L1xS2=2</p>	<p>Review the residential offer at the end of week one All students in residential from September 20</p>	<p>Site JN/AS/PM/AT</p>
<p>17. Residential Students overnight accommodation</p>	<p>All Currently 4 students share each bedroom area and their bedroom doors open onto small alcove that would mean they are not able to have</p>	<p>UPDATE 8TH JUNE All students are being allocated rooms along Sherwood corridor sleeping area and have been allocated to a bedrooms that are not in the same cluster of four bedrooms By doing this social distance will be achievable for all morning and night time routines..</p>	<p>L2xS2=4</p>		<p>JN/AS/PM/AT</p>

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	acceptable social distance when accessing sleeping areas.				
18. Residential students displaying symptoms of covid-19 out of school hours	All Potential spread of Coronavirus (COVID-19) to other staff, pupils and others on site	Parents have been informed that we will ask them to collect a child we suspect has symptoms of Covid -19 at the point we first experience potential symptoms. Staff will Isolate the student from the point of concern raised until the arrival of parent/carer to take the child home. Staff will then contact home. Staff will use same protocols as day staff in school setting when we believe a student is showing signs or symptoms of Covid -19.		Contact with parents to ensure contact details and availability of parents during student staying in residential. Full opening Sept 20 Plan in place for suspected Covid case	JN/AS/PM/AT
19. Providing personal care in residential setting	All Potential spread of Coronavirus (COVID-19) to other staff, pupils and others on site	Staff offering personal care will use appropriate PPE equipment provided by school. This will include: Masks, gloves, aprons, visors if appropriate. Staff will follow expected protocols for safe disposal of PPE equipment after use each time for personal care. Staff will use same protocols as day staff in school setting.	L2xS2=4	Training reminder protocol information sheet available for staff. Make sure residential staff particularly WNA have readily available PPE From September and full opening sufficient PPE available to all residential staff	JN/AS/PM/AT
Completed by	Joanne Nyland-Fink Andy Smith Anna Mansaray		Date	23 rd April 2020 Additions 21/05/20 Additions 08/06/20 Additions 15/10/20	
Reviewed by	Governors				

Additional measures following COVID-19 outbreak November 2020

1. Each class, office area and residential area will be provided with a notebook to function as a 'Track and Trace' record. Please make a record of the time a person enters and exits as well as their name.
2. Members of SLT and senior residential staff will be attached to a Learning Pathway Bubble.
3. All SALT and OT therapists will now be attached to a Learning Pathway Bubble. The physiotherapist will see pupils in a space in the dining room. All sanitation procedures will be strictly adhered to.
4. All ESAs and any residential staff supporting at lunch times will be attached to a Learning Pathway bubble and will support only in classes with residential pupils.
5. All music equipment must be cleaned following any music lesson. Pupils need to be brought to music lesson.
6. PE and trampolining classes with Stewart. There will be 3 meeting points identified outside to bring your pupil. For trampolining we will increase time between sessions for individual pupils and reinforce cleaning /sanitation procedures.
7. PPA arrangements will now be in Learning Pathway Bubble.
8. There will be no further learning walks/learning observations until the end of term. This will be reviewed at the end of term.
9. All school-based meetings: teacher meetings/ SLT/ Safeguarding/ Multidisciplinary meetings will be via Zoom. If you need to arrange any meetings see Linda Marsella about Zoom arrangements. (WE ARE PURCHASING MORE CAMERAS FOR COMPUTERS TO ENABLE THIS)
10. Annual Reviews: chair of the review and AR officer taking notes only participants in the meeting room. All other participants will need to use Zoom.
11. Review office arrangements for APs and therapists and make necessary changes.
12. We had introduced the wearing of a face covering (mask or visor) in all communal areas. Please adhere to this and we have purchased the visor with glasses which are more comfortable.

13. Please ensure adherence to Learning Pathway Bubbles at lunchtime and make sure you are maintaining social distancing.
14. The cleaning team will increase frequency of wiping down door handles etc. Doors near reception we will aim to keep open to avoid touching handles as much as possible and provide more ventilation.
15. Wherever you can open a window please do. VENTILATION IS KEY. (I am aware of the problems with windows so we will be investigating what we can do)
16. Keep going with outdoor learning as much as possible!