

Longdon Park School
TASK, ACTIVITY & ENVIRONMENTAL
RISK ASSESSMENT FORM

RISK ASSESSMENT NUMBER : NA Rolling Risk Assessment	DATE : March 2020 –	PERSONS AT RISK : Staff	RELEVANT POLICY :
TASK / ACTIVITY DESCRIPTION : Maintaining Staff wellbeing at Longdon Park School Maintaining student wellbeing at Longdon Park School. Returning to School with increased pupil numbers after 1 st June		Staff supervising daily minimum ratios of 1:3 and 1:1 for 1:1 allocated pupils. Clinically vulnerable or at risk staff have been put on duties from home indefinitely. Some staff partially vulnerable working on site away from pupils. Up to 27 vulnerable pupils over 5 day rota and 4 bubble system Constant review of pupil numbers.	First Aid Policy Fire Policy Outcomes First Group Health and Safety policy Safer Recruitment Policy Safeguarding Policy All relevant government guidance.

KEY: S = Severity L = Likelihood R = Risk Rating

NO	DETAILS OF HAZARD(S)	PREVIOUS OCCURENCES	EXISTING CONTROL MEASURES	ADDITIONAL CONTROL MEASURES REQUIRED	S	L	R
1	Access to site	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • All children accessing the school site before 8:30 am via the pupil entrance, then entering via the steps up to the 2nd floor. • No external visitors to school during 3rd lockdown. Essential workmen to wear PPE and employ social distancing measures at all times to be coordinated by GS. • All parents and staff on site who are not exempt to wear face coverings when on site. 		4	1	4

2	Onsite childcare for staff	Lockdown 1 – 1 staff child attended. Provision no longer required.	<ul style="list-style-type: none"> No current provision required. Staff members who have childcare requirements to be given priority along with vulnerable staff to work at home although this is not a guarantee and safely supporting the pupils on site is the priority. 	To be reviewed if required.	1	1	1
3	Social Distancing	Development of measures in place during previous lockdown due to more stringent measures required and implementation of testing procedure.	<ul style="list-style-type: none"> Where possible all parties should follow national guidance on social distancing, any pupils who require additional support advice to be sought from line manager. Currently up to 27 pupils attending site with staffing ratios of 1:1 (allocated) and 1:3 bases identified with indoor and outdoor space. Symbolised social story and contract for staff and pupils to adhere to social distancing rules. Staggered timings of lunch and pupils consume dinner in teaching areas with thorough cleaning regularly. Some vulnerable and ancillary staff working in locked area away from pupil contact in separate offices. Staff rota split into 2 teams to minimise cross contamination with staff. Lunch arrangements altered to limit gathering people in classrooms. Any pupils with possibility of breaching social distancing rules risk assessed individually on this document. Track and Trace and DfE guidance used in response to cases to assist in maintaining safety and provision. Any staff essentially working across bubbles. See attached lateral flow testing risk assessment to be used in conjunction with this risk assessment. 	Regular review of control measures. CA to ensure most recent guidance is followed by school staff.	5	2	10

4	Supervision	Supervision of pupils is responsive to pupil numbers and under regular review by SLT.	<ul style="list-style-type: none"> • Currently up to 27 pupils attending site with staffing ratios of 1:1 (allocated) and 1:3 bases identified with indoor and outdoor space. Lessons taught outside where possible. Symbolised social story and contract for staff and pupils to adhere to social distancing rules. • Some pupils on site with additional risk of RPI, These pupils monitored closely by familiar staff where possible and support called from designated member of SLT if behaviour escalates – staff to be aware of and follow pupil risk assessment and handling plan continually. • Pupils spread across 4 in school bubbles with sufficient staffing throughout including an allocated member of SLT and a qualified Teacher at all times. 	Regular review of control measures. CA to ensure most recent guidance is followed by school staff. AW, CB and HS to monitor staffing levels and appropriate educational provision daily.	4	1	4
5	Access to First Aid	NA	<ul style="list-style-type: none"> • First Aid box available in main office at all times • At least 1 first aid trained staff on staffing rota per day. • Mobile phone available and on hand to call for emergency services if required. If any further treatment required ensure wellbeing of pupil is paramount and contact SLT. Surgical gloves and antiseptic gel available in first aid kits. 	First aid provision reviewed and monitored by CRapkin and GS.	5	1	5
6	Cleaning and Health and Safety of the Area	Cleanign schedules and equipment	<ul style="list-style-type: none"> • All activities to be tidied away by last member of staff on Rota. • External cleaners remain in place to complete daily deep clean at 3pm. Spill kits available to clean any hazardous liquids. Alcohol gel installed in all classrooms. Supervising young people to ensure handwashing and regular handwashing slots timetabled in day. • Cleaning equipment available in each room. • Difficult or hard to clean soft furnishings removed. 	Cleaning schedules and hygiene equipment maintained by GS and overseen by RG.	5	1	5

			<ul style="list-style-type: none"> Weekly deep clean of key areas, gym, cars, OT room. No sharing of resources between bubbles. GS to coordinate cleaning schedules and hygiene equipment for all key areas. 				
10	Maintaining provision	<p>Development of measures in place during previous lockdown due to more stringent measures required and implementation of testing procedure.</p> <p>Individual risk assessments conducted for this lockdown to assess safety of pupils when remaining both on site and at home.</p>	<ul style="list-style-type: none"> Children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others. Only children who are UNABLE to remain at home or it is deemed MORE HAZARDOUS to remain at home should attend school. Follow government guidance regarding isolation. The following absence from school is required if any children or staff have COVID-19 symptoms: *An initial 10 day period of isolation from school/work for the child/staff member affected (The booking of a COVID-19 test for affected person and the household should take place) Other household members including siblings should isolate for 14 days in total from the onset of the affected person's symptoms *Upon confirmation of their result, if siblings and household members test positive also, and then later symptoms, they should reset th10 day their isolation period from the onset symptoms If children become unwell on site with a new, continuous cough or a high temperature or loss of taste or smell they should isolated be sent home immediately. Clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products. Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in 	<p>Regular review of control measures. CA to ensure most recent guidance is followed by school staff. AW, CB and HS to monitor staffing levels and pupils on site and appropriate educational provision daily.</p> <p>CR, CA, RG and LS to coordinate lateral flw testing and procedure.</p>	5	2	10

			<p>tissues.</p> <ul style="list-style-type: none"> • If a young person is displaying behaviours that disable the ability to social distance or put members of staff at increased risk of infection then consideration should be place into them accessing the offsite provision and not attending school. This could apply to students who are at increased risk of RPI (use data to guide,) spitting or biting or refusal to maintain good personal hygiene. • Offsite education provision is in place including –work pack for 2 weeks academic study with option for more to be sent. Access to the options online school (zoom) access to a range of further online study tools including mymaths timestablewizard class dojo and ADL Platform. Wellbeing reports from parents weekly to ensure provision is proficient and daily welfare checks by keyworker to clarify and further needs or wants. • Confidentiality of suspected cases or any absences from school to be kept discrete, and only to be divulged by the management of the school in a co-ordinated way. Only to be divulged if it is in the interests of safety for children and staff – i.e – a child/staff in a Key Stage bubble has had confirmation of the positive test result for COVID-19 or if staff need to be alerted due to them living with a ‘vulnerable’ person. • All children, parents and staff to notify the school’s leadership if they are feeling unwell or if they have symptoms of the virus. Parents told to keep children off if unwell and report this to the school office upon first absence • During Lockdown constant review of pupil numbers on site in order to maintain social distancing and safe testing procedures. Priority given to additionally vulnerable pupils assessed on a case by case basis. School reserves the right to educate groups of pupils from home in order to facilitate the safe school environment and maintain 			
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			<ul style="list-style-type: none"> provision for pupils. All pupils risk assessed on an individualised basis collaboratively with parents to ensure that provision in place over lockdown meets the needs of the EHCP or temporary amendments to the EHCP are agreed by parties. 				
11	Safeguarding	Contact made with all parents to reassess safety at home for lockdown 3 in collaboration with DSL and SENDCo	<ul style="list-style-type: none"> All safeguarding concerns to be dealt with in line with school policy. DSL cluster in place and 2x DSLs available for contact from school should one be incapacitated. Wellbeing monitoring forms completed by parents weekly. Any students with additional CP concerns being monitored by CA. Daily welfare call being completed by keyworker. Following government guidance for schools ensuring that school is a safe environment for pupils and staff. 	Immediate response of to all safeguarding concerns as per safeguarding policy by DSL and DDSL.	5	2	10

KEY

LEVELS OF RISK		Severity				
		Negligible (1)	Slight (2)	Moderate (3)	Serious (4)	Fatal (5)
Likelihood	Not Likely (1)	1=L	2=L	3=L	4=L	5=L
	Possible (2)	2=L	4=L	6=M	8=M	10=M
	Likely (3)	3=L	6=M	9=M	12=H	15=H
	Very Likely (4)	4=L	8=M	12=H	16=VH	20=VH
	Almost Certain (5)	5=L	10=M	15=H	20=VH	25=VH

Residual Risk	Level of approval / notification required
1 to 5 = Low	Line Manager to Approve with signature & date
6 to 10 =	Department manager must review & reduce the risk rating

Assessment carried out by:
Date of Assessment:

Assessment Copied to:
Date to be reviewed by:

Signed: (Manager) Name A Worth / C Afzal Signature _____ Date 6/1/20 (reviewed)

Signed: H&S Mgr _____ Signature _____ Date _____

Signed: HoS

_____ Signature _____ Date _____

Notes

Severity key explanation;

- (1)** May not require 1st Aid treatment **(2)** Minor Injury requiring basic 1st Aid **(3)** Requiring time off work, Possible RIDDOR report
(4) Severe Injury, broken bones (limbs / ribs etc), Eye Damage, Electric Shock, Overnight stay in Hospital **(5)** Fatality or Multiple Fatality