

RISK ASSESSMENT DATE: 04/03//2020	ACTIVITY, PERSON or ITEM BEING ASSESSED: General Site: Generic Site Risk Assessment COVID 19	LOCATION BEING ASSESSED: Arbour Vale School
Establishment – Arbour Vale School	Assessment by: Tim O'Brien & Dean Gray	Date: 04/03/2021
Last Reviewed: 04/03/2021 by TOB	Approved by: Neil Sykes (Principal)	Date:

Hazard	Possible Injury or harm	To whom	Initial Rating	Existing Control Measures (How can the risk be reduced?)	Final Rating	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Students and staff attending school if they are either showing signs of COVID 19 or a member of their household are showing signs	Spread of virus	Staff Students Contractors Family members Wider community	10	<p>All persons are required to stay at home if they are either showing signs of COVID 19, a member of their household are showing such signs or they are classed as Clinically Extremely Vulnerable (CEV)</p> <p>This risk assessment will be circulated to all staff, published to the website and regular communication to all parents from the Principal</p> <p>Parents/staff advised to call 119/111, isolate the whole household and get tested</p> <p>If for any reason a member of staff or pupil has returned from abroad, quarantine guidelines will need to be followed</p>	5	

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<p>Controlling student or staff who may present symptoms of COVID 19 whilst on site during the day Arrangements to transport persons home.</p>	<p>Spread of virus</p>	<p>Staff Students Contractors Family members Wider community</p>	<p>10</p>	<p>If anyone in the school becomes unwell with a new and persistent cough, a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Additionally, anybody on the school site who lives in the same household as this person will also have to isolate</p> <p>Any pupils showing symptoms to go straight to the isolation room. The current isolation room is the Watford Classroom AG240 – this room has been appropriately signed as such and only persons dealing with a suspected case of COVID-19 should go into this area. This room location may change depending on guidance and operational needs of the school. Staff accompanying any pupil into this room should follow notices and are directed to use appropriate PPE equipment</p> <p>Parents/Carers should be contacted to collect the student/s straight away. If parents/carers are unable to collect their child immediately, pupils will have to remain in the isolation area until they can be collected. If the pupil has an</p>	<p>5</p>	

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				<p>allocated Social Worker, they will be notified</p> <p>Any staff showing symptoms are required to let the COVID-19 Lead, Operations Manager or Principal/Vice-Principal know as soon as possible and will need to leave site immediately thereafter</p>		
<p>What happens if there is a confirmed case of COVID 19 within the site</p>	<p>Spread of virus</p>	<p>Staff Students Contractors Family members Wider community</p>	<p>10</p>	<p>The COVID-19 School lead should be informed via the official contact number 07519 130633 and additionally an email sent to covid19information@arbourvaleschool.org, stating as much information as is possible</p> <p>Staff or pupils that have been in close contact with any person that has tested positive for Covid-19 will be asked to self-isolate for 10 days</p> <p>Close contact is defined in government guidance as direct face to face contact within 1 metre for any length of time, direct proximity of 1-2 metres for more than 15 minutes at once or cumulatively through the day or travelling in a vehicle</p> <p>We will continue to monitor confirmed cases, liaising with parents on any updates while maintaining confidentiality of pupil identities</p>	<p>5</p>	

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				Two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected could signify that the school has an outbreak. The school must continue to work with their local health protection team who will be able to advise if additional action is required		
Poor control of hand washing and hygiene controls	Spread of virus	Staff Students Contractors Family members Wider community	10	Hand washing by pupils and students must be observed regularly but specifically when: <ul style="list-style-type: none"> • arriving at school • return from breaks • entering a new space to learn • before and after eating <p>As far as possible hand washing should be used but if not possible, sanitising wipes or gels can be utilised</p> <p>Hand washing will be encouraged and taught as part of PSHE</p>	5	
Poor respiratory hygiene 'catch it bin it kill it'	Spread of virus	Staff Students Contractors Family members Wider community	10	All pupils must be supported to understand this campaign. To ensure we achieve this, pupils should undertake regular PSHE lessons about Covid-19 health risks and ways of combatting the virus themselves. This will include learning of the importance of hand washing but also of the "catch it, bin it, kill it" method campaign, with ongoing topic work and reminders until further notice	5	

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Poor hygiene control of toilets and washroom areas, high risk surface areas, door handles, equipment within communal/high use areas	Spread of virus	Staff Students Contractors Family members Wider community	10	The cleaning programme involves a more regular clean with focus on areas of higher touch volume such as door handles and desktops etc. Pinnacle FM provide regular refresh cleaning throughout the day, this is being jointly monitored for effectiveness and will be reviewed weekly to ensure the highest possible level of hygiene control is achieved	5	
Risk of spreading COVID on teaching resources, therapy equipment, and other equipment. Are there additional cleaning regimes in place for all surfaces?	Spread of virus	Staff Students Contractors Family members Wider community	10	The cleaning programme of currently used areas involves a more regular clean with focus on areas of higher touch volume such as door handles etc. All staff have a shared responsibility to ensure the safety of pupils and other staff, any further cleaning required should be reported immediately to the operations team and the equipment or area made out of use until this has taken place	5	
Increase of student numbers; overcrowding when entering /leaving the building/ moving around the centre Overcrowding of toilet/washroom areas, increasing the risk of spreading the virus.	Spread of virus	Staff Students Contractors Family members Wider community	10	The current, more virulent strain of COVID-19 carries far higher transmission risk; all schools across the country are open to all pupils but there is still a duty on schools to have all possible infection control measures in place Arbour Vale School is committed to providing a quality, engaging educational experience for all pupils onsite. Every pupil has been individually risk assessed	5	We will be monitoring the arrival and exit times of pupils for safety and allowing social distancing. Depending on the current guidance we may reintroduce a staggered approach to the arrival and exit times of pupils should circumstances require it. This will be reviewed no later than March 26 th 2021

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				<p>and extra measures to be supported onsite safely during the pandemic have been identified and implemented</p> <p>We have organised the school into a series of bubbles. Outside of an emergency, staff or pupils moving between bubbles will be restricted but essential moves for the operational need of the bubble will take place. This is to reduce transmission opportunity as far as possible as well as to ensure we are able to meet our responsibility to remaining open to all pupils as far as possible, we have limited the number of bubbles that cannot operate to a minimum and therefore maintain onsite offer to as many pupils as possible</p> <p>Pupils on transport will be collected from the vehicles in an orderly fashion by staff to allow control of entry points</p> <p>Breaks are being undertaken strictly in bubble groups, with distancing remaining a key measure to ensure operational</p> <p>Class groups should use the bathroom in their classes where possible or the toilet closest to their class</p> <p>Staff should continue to use facilities for toilets closest to their classroom. Infection rates remain high so we will continue to restrict the use of shared spaces for staff and pupils. In support of allowing maximum distancing where</p>		<p>Review of multi-use areas to be undertaken as above</p>

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				<p>possible we have produced staff “break bays” in a number of locations throughout the site. Staff are to remain in their phases where possible and each key stage has access to areas with different bays. Each bay can only be used by one person at a time, must have a two-metre area all around it and if more than one bay is present, this must be ventilated at all times. The bays will be sanitised with sanitising wipes before and after use and cleaning staff will be enhancing cleaning these areas throughout the day. Staff eating or drinking in the bays can remove their mask but should wear a mask at all other times</p> <p>Lateral Flow testing is in operation for staff via home testing kits, with staff requested to test twice weekly. Any staff registering a positive result on a test will be required to follow isolation rules and NHS Test and Trace protocols</p>		
<p>Controlling Social Distancing in a dynamic school environment</p> <p>Staff contact with Staff</p> <p>Staff contact with Students</p> <p>Students contact with Students</p>	<p>Spread of virus</p>	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Family members</p> <p>Wider community</p>	<p>10</p>	<p>Staff should ensure they are doing all they can to maintain distancing when possible</p> <p>When in corridors/multi use or social areas staff should wear a face covering unless they are exempt</p> <p>Social distancing via posters and emailed information is in place and embedded. The school site has 2-metre distancing markers visible on the floor</p>	<p>5</p>	

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				<p>and there is a marked 2 way but keep left system in place around the site to ensure clarity and safe distances can be more readily observed. Please do not overtake in the corridors, please keep 2 metres apart and find an alternate route if necessary</p> <p>Pupils and staff have been organised into “bubble” systems of operation ensuring that areas of the site are receiving reduced amount of usage by a controlled number of pupils/staff</p> <p>The bubble system involves staff and pupils forming small groups and only using certain education, recreation, dining and personal care facilities. This significantly reduces the chances of virus transmission and allows for small sections of the site to be closed down if infection of Covid-19 were to be confirmed rather than the entire site. Bubbles will be identified on a key stage/phases basis and emailed to all staff separately</p> <p>Offices are organised into smaller bubbles and should be respected as such, staff should not go into any offices and communication should be had from safe distances or by phone</p> <p>Staff will report any concerns with their bubble to the COVID-19 Lead or Operations Manager</p>		

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				<p>Temperatures will be taken of all pupils after arrival to class bubbles, this is to support our pupils in keeping safe and support bubble integrity. Each class has digital thermometers available but temperatures will not be taken routinely throughout the day</p> <p>Hand washing by pupils and staff as they enter school and throughout the day is observed</p> <p>Personal Protective Equipment available for staff</p> <p>Staff that are breaking a bubble for medical, safeguarding or health and safety reasons should ensure that a facemask and gloves are applied prior to entering and for the duration – there is to be no entering of bubbles by unauthorised staff outside of these three emergency areas</p>		
Vulnerable staff with medical conditions within the extremely clinical vulnerable group	Spread of virus	Staff Students Contractors Family members Wider community	12	<p>All staff and pupils classed as CEV and have been sent a letter detailing as such will need to remain at home and not attend site</p> <p>Any staff that feel they have needs that require further control measures over and above this risk assessment should ensure their line manager is made aware and steps are taken to support such staff Shielding is in place and if you have any issues or concerns, please discuss with your line manager/Principal as soon as</p>	8	

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				possible		
Continuity planning and response to any confirmed infection from COVID-19			10	<p>Engage with the NHS Test and Trace process and contact the local health protection team</p> <p>Staff or pupils that have been in close contact with any person that has tested positive for Covid-19 will be directed to self-isolate for 10 days</p> <p>Close contact is defined in government guidance as direct face to face contact within 1 metre for any length of time, direct proximity of 1-2 metres for more than 15 minutes or travelling in a vehicle</p> <p>We will continue to monitor confirmed cases, liaising with parents on any updates while maintaining confidentiality of pupil identities</p>	5	
Drop/off pick up zone transport Risk Assessment in place and has been reviewed, to cover COVID and changes to student numbers	Spread of virus	Staff Students Contractors Family members Wider community	10	<p>Parents/Transport dropping off and collecting students do not enter main building</p> <p>Social distancing markers are in place and should be used by all persons waiting for pupils to enter the building</p> <p>Transport staff will be using face coverings and maintain social distancing as far as possible</p> <p>Pupils arriving on transport will remain on their buses until collected from their</p>	5	

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				<p>bus by a staff member from their bubble</p> <p>At the end of the school day, pupils will remain in their classrooms and be called when their parents/carers arrive to pick them up</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	<p>Poor control of emergency situations.</p> <p>Fire Evacuation other Emergency incidents (lack of fire wardens, first aiders, nurses</p>	<p>Staff</p> <p>Students</p>	10	<p>Regular SLT briefings on staffing numbers are in place providing close monitoring of any shortfall situations and direct management of staffing resources. Bubbles will be maintained and shortfalls in staffing will be reviewed on a case by case basis</p> <p>Any high reduction in staffing could see closure of areas of the school following consultation with OHCAT ESLT and the Principal</p> <p>Practice such as administering controlled drugs or first aid emergencies should continue to be undertaken by trained staff, if trained staff are unavailable, assistance from senior staff should be sought</p> <p>At current, there is to be no office based meetings and on site meetings should be reduced to only essential meetings that cannot take place remotely</p>	5	
<p>Poor supply of PPE if required</p> <p>Supply of Masks (isolation rooms/personal care)</p>	<p>Spread of virus</p>	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Family members</p> <p>Wider</p>	10	<p>Staff that require PPE can access this through department stocks. Cleaning staff access PPE through Pinnacle FM as their employer</p> <p>Full PPE should be worn when</p>	5	

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<p>Build-up of clinical waste</p> <p>Additional waste created by increased hand washing</p> <p>Running out of hygiene control supplies</p>		community		<p>undertaking direct personal care with a pupil as appropriate to protect both staff and pupils involved. This can include gloves, face mask and if needed a disposable apron</p> <p>Staff should wear the PPE items described above when supporting any pupil with personal care activities that include but is not limited to toileting, changing, feeding etc. If this is not possible for a member of staff, they should immediately consult their line manager or phase leader</p> <p>If a PPE item is not available that is required, staff should report to senior staff and Pinnacle consulted to support temporary shortfall.</p>		
<p>Unnecessary visitors/contractors on site, poor control of this. Control of essential visitors for critical needs/Educational support teams</p> <p>Are there sufficient additional hand washing facilities for students/staff/visitors</p>	Spread of virus	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Family members</p> <p>Wider community</p>	10	<p>AVS and Pinnacle control visitor and staff access and to apply social distancing measures and regular cleaning of high use areas</p> <p>We are continuing to reduce contractors or visitors in the main school building as far as possible. There are many supporting professionals that require access to site in order to support pupils and each is assessed on a case by case basis for their need to support pupils face to face or if this can be supported remotely</p> <p>The vestibule and reception area should be kept as clear as possible with regard to keeping numbers of necessary visitors</p>	5	

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				<p>waiting for support to a minimum and the time frame while waiting as short as possible</p> <p>Where possible meetings will continue to be undertaken via a digital platform such as Zoom or Microsoft Teams as this is the safest option for all participants and those on site</p> <p>We recognise that this will not always be possible or appropriate. Necessary on site meetings will be held in the internal meeting room or the Primary meeting room. These areas are easily accessed from outside and can be easily cleaned after each use</p> <p>Necessary visitors to site will be made aware of this risk assessment, offered the opportunity to read it and undergo an introduction to onsite control measures</p> <p>Unnecessary visits by visitors, parents or school partners to the school site should be avoided until further notice. This is monitored jointly between Pinnacle site team and the senior school member of staff</p> <p>Parents/Transport dropping off and collecting students do not enter main building</p>		
Have you promoted GOV.UK guidance and Best Practice? You cannot	Spread of virus	Staff Students Contractors	10	There are posters present around the building and in the entrance lobby promoting government guidance and	5	

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promote without promotion. Is additional signage in place		Family members Wider community		school staff expectations Extra signage has been placed strategically to support social distancing at 2 metre intervals and to further promote government guidance, one-way system floor markers are also in place		
Additional COSHH risks due to change of cleaning materials, hand washing materials See HSE guidance https://www.hse.gov.uk/index.htm		Staff Students	8	Pinnacle to control use of any new cleaning materials and to update COSHH data	4	
General Medical Emergency/Accident/Injury	Any injury or harm requiring first aid treatment	Pupils Staff Visitors	12	Most staff have a First Aid Qualification Most staff are trained on Generic Epilepsy, Dysphasia and Asthma. First Aid boxes located in work bases and main office Staff are matched to pupils they are trained with and can best support There is always a first aid trained member of staff on site Isolation room identified for any staff/ students who show symptoms of Covid19 while onsite, this is currently Watford AG240. They will remain there until appropriate arrangements can be made to transport them offsite	4	

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Appropriate PPE for 1 st Aiders		Staff	10	PPE for first aiders is available and should be worn when dealing with any first aid situation. This include gloves, a face mask and a disposable apron if appropriate	5	
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	Increased Business Risk/lack of compliance threat of prosecution Spread of virus	Staff Students Contractors Family members Wider community	10	Key senior, operations and Union staff to review all measures at least monthly but more often as guidance is updated. This risk assessment will be discussed at Leadership meetings and this risk assessment emailed to all staff following revisions Consultation with union representatives will be undertaken prior to publishing to all staff and uploading to the website Revised versions of this RA will be sent to OHCAT H&S team to ensure approval of controls are empowered and there is opportunity for consultation at Trust level	5	
All Pupil RA's need to be amended to reflect COVID 19	Individual pupil increased personal risk due to underlying factors being over looked	Pupils	8	All pupils' personal risk assessments should have a COVID-19 added to the hazard area and any necessary controls made clear. We recognise for many of pupils there will be minimal to no additional controls needed and in such cases the control should be "adherence to the general Covid-19 risk assessment"	4	
Transport Providers, have they been checked and RA to prevent the spread of COVID 19	Spread of virus	Staff Students Family members Wider	10	Transportation of pupils is being supported via usual transport mechanisms. Transportation staff have been communicated with, understand school expectations in coronavirus	5	

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		community		spread reduction methods and should be wearing spread reducing PPE As far as possible transport vehicles have been consulted with, transport routes revised and staggered pick/delivery arranged		
Completion of normal compliance checks due to lack of staff or additional work pressures.	Increased H&S risk to site Increased Business Risk/lack of compliance threat of prosecution	Staff Students Contractors Family members Wider community	10	Pinnacle FM are continuing compliance checks as part of PPM routines. This counts as essential works and is continuing as BAU. With the recent changes to government guidance, Pinnacle FM now have all of their staff are at full capacity of staff team	5	
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, pupils/students and parents/carers aware of the plan? Plan B for poor weather/heavy rain	Inability to continue to function and meet statutory/guidance requirements	Staff Students	9	The school is fully open following a period of lockdown however, it is recognised that shielding or COVID-19 closures could affect pupils being educated on site. Affected pupils are supported through continued access to education via an online virtual learning environment while they are at home and physical resources and equipment where needed In adverse weather, until further review, pupils will have additional learning in their classes to ensure bubble integrity can be maintained. No shared use areas should be used to ensure spread reduction controls can be robust unless approval from a member of senior leadership is sought	3	

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<p>Poor ventilation within classrooms See HSE guidance</p>	<p>Spread of virus</p>	<p>Staff Students</p>	<p>10</p>	<p>All classrooms have windows with direct access to fresh air. Fans can be distributed as necessary but only in very hot weather where use of a fan is needed to support medical need</p>	<p>5</p>	
<p>Physical Activity/Education Has appropriate planning following the latest guidance been considered If using external providers have RA's been reviewed</p>	<p>Spread of virus</p>	<p>Staff Students</p>	<p>10</p>	<p>PE lessons will not include any team contact sports/activities. This will be reviewed regularly in line with school policy and NGB guidance</p> <p>Horse-riding/ Swimming (Hydro pool/Splash Pool/ Montem lessons) and Rebound Therapy/ Trampolining have been temporarily withdrawn from the PE curriculum offer</p> <p>Students will not change for PE lessons but will arrive to school in PE appropriate clothing</p> <p>Equipment usage will be minimalist for lessons, as a part of a modified PE curriculum offer. All equipment will be cleaned with appropriate cleaning agents prior to being used by another class bubble or put into quarantine for 72 hours</p> <p>Class bubbles will not move between teaching spaces throughout the term. But will access an outdoor space when possible</p>	<p>5</p>	

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<p>If resuming outside visits/trips has the appropriate planning been considered. Have Risk Assessments been completed and signed off</p>	<p>Spread of virus</p>	<p>Staff Students Family members Wider community</p>	<p>10</p>	<p>There will be no trips as part of this review but educational visits will resume on a case-by-case basis as individual trip assessment increases and improves. Government guidance continues to show that educational visits are not advised</p> <p>This section will be reviewed weekly along with all other elements of this risk assessment</p>	<p>2</p>	

GUIDANCE ON USING GENERIC RISK ASSESSMENT

Health & Safety legislation requires every employer to adequately assess the risks to the health & safety of the activities they undertake. This form allows staff to carry out risk assessments for individual pupils, the environments they will be working in and the activities they will be undertaking.

What is a Risk Assessment?

A risk assessment is a careful examination of how people may be harmed from a particular activity or situation. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

How to identify a Risk in 5 steps

Step 1. Identify the hazard

Step 2. Decide who might be harmed

Step 3. Evaluate the risk and decide whether the precautions are adequate or if you need to do more

Step 4. Record your findings

Step 5. Review your findings and revise if necessary

Notes: Please provide relevant documents and guidance information in support of this Risk Assessment

This risk assessment has been produced with deference to all relevant Covid 19 guidance and legislation

Risk Matrix

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
			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

RISK MATRIX

