

Reopening Risk Assessment

School/College Name:	Parayhouse School
Site Details:	Gliddon Road, W14 9DH
Plan Creators	Verity Carnevale/Holly Bristow
Date	25.5.20

Residual Risk Rating:

	Low	Medium	High
Likely	Moderate	Substantial	Severe
Possible	Acceptable	Moderate	Moderate
Unlikely	Acceptable	Acceptable	Moderate

	Considerations/Guidance	Actions	Likelihood	Severity	Rating
Health and Safety of Pupils (particularly those with underlying health conditions which could result in severe illness or death)	<p>Potential spread of Coronavirus (COVID-19) to pupils/students (in particular those with significant medical needs).</p> <p>Social distancing cannot be guaranteed and therefore the school's risk management plan centres on early identification of possible symptoms and the maximum hygiene measures possible with our students.</p> <p>Many students are unable to understand and follow instructions in relation to</p>	<ul style="list-style-type: none"> The school has created individual risk assessments for each student with the LA. The school will keep up to date on the latest Government guidance in case of any changes. The school will follow Government guidance in relation to PPE. PPE will be provided for intimate care. The school has sought risk assessments and safety measure plans from transport providers. Small student numbers are essential to ensure that the students and staff can operate from a limited number of rooms to 	Possible	High	Moderate

	Considerations/Guidance	Actions	Likelihood	Severity	Rating
	<p>necessary health and safety measures and may require personal care.</p> <p>Students must be transported via LA transport increasing their contact with external parties.</p> <p>Wearing of PPE cannot be guaranteed other than for intimate care as some students find this distressing and impacts on the ability to interact with the students.</p>	<p>allow staff to maintain their hygiene.</p> <ul style="list-style-type: none"> • Students will be continually encouraged to wash their hands and reminded of good hygiene practices including good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it'); • The school has ensured adequate stocks of hand soap and alcohol-based hand gel. • The school will ensure that any crockery and cutlery in shared kitchen areas (e.g. staff rooms) is cleaned with warm general purpose detergent or run through the dishwasher and dried thoroughly before being stored for re-use. • The school will be deep cleaned before use and ongoing cleaning will be robust and frequent. • Staff will ensure surface cleaning throughout the day. • Staff will ensure increased ventilation in classrooms and as much outdoor learning will take place as possible. • Student numbers will never be more than 20 on site at one time and a schedule will be created to 			

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		<p>manage this as we move past Phase 1.</p> <ul style="list-style-type: none"> The students will not be permitted to bring anything other than a lunchbox and water bottle to school and the school will not send items home. 			
Health and Safety of Staff (particularly those with underlying health conditions which could result in severe illness or death)	<p>In addition to the considerations outlined above the school must consider how staff will travel to work. We do not feel it is reasonable to ask staff to use public transport and so this must be taken in to account.</p> <ul style="list-style-type: none"> Based on the latest Government guidance on social distancing - Coronavirus (COVID-19): implementing social distancing in education and childcare settings and available here: <ul style="list-style-type: none"> Staff with serious underlying health conditions which put them at very high risk of severe illness from Coronavirus (COVID-19) must not attend work. Staff with other 	<ul style="list-style-type: none"> The school has identified staff with underlying health conditions and those for whom it is necessary to isolate or shield. The school has identified staff who are able to reasonably work at home The school is making plans for staff to be transported to work if they are able and do not live within walking distance or have a car. If staff are required to undertake cleaning they must be provided with the correct equipment and PPE to do so. Staff will be reminded of and encouraged to follow good hygiene practices. The school has ensured sufficient supplies of handwashing materials and sanitizer. 	Possible	High	Moderate

	Considerations/Guidance	Actions	Likelihood	Severity	Rating
	<p>conditions that mean they are at increased risk of serious illness as a result of Coronavirus (COVID-19) should work from home where possible, and education and childcare settings should endeavour to support this.</p> <ul style="list-style-type: none"> oIf a member of staff lives with someone in a vulnerable health group, including those who are pregnant, they can attend their education or childcare setting, if the numbers of children attending is reduced, and social distancing and good hand hygiene being practised. oSchools/colleges should allow staff who live with someone in the most vulnerable health groups to work from home where possible. 				

	Considerations/Guidance	Actions	Likelihood	Severity	Rating
<p>Lack of staff available to operate safe staff: pupil/student ratios and/or operate site</p>	<p>Staff may need to self-isolate due to having an underlying health condition that may put them at increased or very high risk of severe illness from Coronavirus (COVID-19), or as a result of either themselves or a member of their household developing symptoms of Coronavirus (COVID-19).</p> <p>Staff are based all across London and the school cannot reasonably ask them to use public transport to reach work safely.</p> <p>Staff may have their own childcare requirements or critical worker partners that affect their ability to come into work.</p> <p>Incorrect staffing ratios pose various risks as a result of lack of supervision, lack of ability to effectively provide learning, catering and cleaning. A significant concern is the lack of the correct number of appropriately trained medical staff for students needs e.g. not all staff are first aid/dysphasia/diabetes</p>	<ul style="list-style-type: none"> • The school has identified the number of staff safely required to support the initial opening of the school. • The school has created a risk assessment of staff and identified those who are able to attend work. • The school has made plans to provide transport for those staff who are able to attend work but do not have a car nor are within walking distance. • The school is able to refer staff for COVID-19 testing if they display symptoms. • The school will review the medical needs of the students offered a place and consider whether the confirmed staffing allows their medical needs to be safely met on site. • The school will appoint at least 1 first aid trained staff member to be on site at all times. • The school will appoint a fire safety lead on each day of opening and ensure relevant training is undertaken if required. 	Unlikely	Medium	Acceptable

	Considerations/Guidance	Actions	Likelihood	Severity	Rating
	trained.				
<p>Suspected case of Coronavirus (COVID-19) on site</p> <p>Staff, pupils/student s and/or contractors may display symptoms of Coronavirus (COVID-19) whilst on site</p>	<p>Potential spread of Coronavirus (COVID-19) to other staff, pupils/students and others on site</p> <ul style="list-style-type: none"> • Staff and pupils/students eligible to attend the school/college should stay at home if they are unwell with a new, continuous cough, loss of smell or taste and/or a high temperature to avoid spreading infection to others, and/or if they are self-isolating due to another person within their household developing symptoms. • If a member of staff or contractor becomes ill with symptoms of coronavirus whilst on site they must be sent home and advised to follow the latest Government stay at home guidance . • If a member of staff is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work, this must be reported 	<ul style="list-style-type: none"> • If a member of staff, contractor or pupil/student displaying symptoms is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible so the school will use only one bathroom for students and keep the other for this event. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. • Transport providers or contractors displaying symptoms will be reminded of the regulations regarding self-isolation. • Transport providers or contractors will not be permitted to use the same toilets as the students and in fact no external parties will come into contact with students. • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not 	Unlikely	Medium	Acceptable

	Considerations/Guidance	Actions	Likelihood	Severity	Rating
	<p>to the enforcing authority under RIDDOR 2013 as a case of disease. Further information is available from the Health & Safety Executive (HSE) here.</p> <ul style="list-style-type: none"> • If a member of staff dies as a result of occupational exposure to coronavirus, then it is reportable to the enforcing authority under RIDDOR 2013. Further information is available from the Health & Safety Executive (HSE) here. • If a pupil/student becomes ill with symptoms of coronavirus whilst on site, they must be sent home with their parent/carer and advised to follow the latest Government stay at home guidance . • If an unintended incident at work has led to someone's possible or actual exposure to coronavirus, this must be reported to the enforcing authority under RIDDOR 2013 as a dangerous occurrence. Further information is available from the Health & Safety 	<p>need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <ul style="list-style-type: none"> • Staff and contractors will be made aware that they must inform a member of school/college staff prior to leaving the site (i.e. they should not just leave the site without informing that school/college that they have developed symptoms). • Parents of students, staff and visitors will be advised not to visit the school/college if they are displaying any symptoms and will be provided with documentation outlining these symptoms. • The school will identify a suitable isolation area. • In the event of a suspected case, the school will review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the Government guidance. 			

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	<p>Executive (HSE) here.</p> <ul style="list-style-type: none"> For suspected cases, use https://111.nhs.uk/covid-19 for identifying symptoms; Public Health England/Public Health Wales/Health Protection Scotland advice to be followed in relation to any suspected/confirmed cases. 				
Provision of personal care to a pupil/student displaying symptoms of Coronavirus (COVID-19)	<p>Potential spread of Coronavirus (COVID-19) between staff and pupils/students</p> <ul style="list-style-type: none"> If a pupil/student showing symptoms (a high temperature or a new, continuous cough) requires staff contact for personal care, schools/colleges should refer to the guidance on infection control procedures available here. 	<ul style="list-style-type: none"> The school has reviewed stocks of personal protective equipment (PPE) available in line with the recommendations in the Government guidance and purchased additional stocks. All staff that will come into contact with students have completed training on infection control in school settings. 	Possible	High	Moderate
Lack of adequate cleaning regime	<p>Potential spread of Coronavirus (COVID-19) between staff, pupils/students and others on site.</p>	<ul style="list-style-type: none"> A full deep clean will be undertaken before school reopening. The school will inform the college 	Unlikely	High	Moderate

	Considerations/Guidance	Actions	Likelihood	Severity	Rating
	<ul style="list-style-type: none"> • Adequate general cleaning processes are key to infection control and minimising the spread of COVID-19. • If the school employs cleaning staff, then you'll be responsible for ensuring that suitable procedures are in place, suitable personal protective equipment (PPE) is made available and worn/taken off and stored correctly; and that suitable training is provided. If the school uses a contract cleaner, they should liaise with them to ensure that they are satisfied with the procedures, PPE and training that they have in place. • Schools need to keep up to date on the latest Government guidance COVID-19: cleaning in non-healthcare settings (available here). 	<p>that no staff will be permitted to access our areas.</p> <ul style="list-style-type: none"> • The school has reviewed the cleaning regime (e.g. consider areas of the school/college remaining in use, location of frequently touched objects and surfaces, suitability of existing cleaning substances and equipment used etc.), with a view to understanding the cleaning requirements. • The college has confirmed the rigorous cleaning regime which will be undertaken daily. • The school has reviewed stocks of cleaning substances, equipment, and PPE. • The school will ensure routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc.). • If staff do need to undertake cleaning they must be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum). • The school do not believe it is suitable to remove all toys from the premises (as other schools) as much of our students' learning is play based however we will ensure these items are regularly cleaned and soft toys will be 			

	Considerations/Guidance	Actions	Likelihood	Severity	Rating
		removed.			
Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing	<p>Schools may have a number of staff that are now working from home, perhaps for the first time; and will need to ensure that suitable measures are in place to protect and promote their health, safety and welfare including aches and pains from adopting poor posture whilst using DSE, fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction</p> <p>The Health & Safety Executive (HSE) have confirmed that there is no increased risk for DSE work for those working at home temporarily. So in that situation employers do not need to do home workstation assessments. However, you could provide workers with advice on completing their own basic assessment at home and we have produced a 'Temporary Home Worker Self-Assessment Checklist' available here to assist you in this.</p> <p>There are of course many challenges to ensuring the</p>	<ul style="list-style-type: none"> • The school should provide employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing (you can download our guidance document 'Working from Home: A Brief Guide for Employees' here). • Provide employees working from home with information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and provide details of any external resources they have access to (e.g. confidential helpline, occupational health, Employee Assistance Programme, school/college counsellors etc.). • Consider any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.). • Where feasible, consider providing employees working from home using a laptop with inexpensive equipment to assist them in setting up an appropriate temporary workstation (e.g. wireless keyboard and mouse, laptop riser, etc.). • Line Managers to communicate 	Unlikely	Medium	Acceptable

	Considerations/Guidance	Actions	Likelihood	Severity	Rating
	wellbeing of employees in their home as supervision and monitoring is more difficult. The fact that many employees who are currently working from home will not have previously done so and won't continue to do so following the Coronavirus (COVID-19) pandemic, adds further challenges as they are unlikely to have appropriate workstations in their home.	<p>regularly with employees working from home (e.g. weekly check-ins as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have.</p> <ul style="list-style-type: none"> • Line Managers to keep their teams up to date on any changes that may impact them • 			
Risk of staff inability to manage in school and home school learning	Staff will need time to ensure that they are able to effectively meet the needs of students on site and learning at home.	<ul style="list-style-type: none"> • The school has created a rota which allows staff time to manage their work load and support students effectively. • Senior leaders will monitor staff capacity on an ongoing basis. 	Unlikely	Medium	Acceptable
Absence of the Designated Safeguarding Lead (DSL) or other key safeguarding staff	<ul style="list-style-type: none"> • The DSL, Deputy DSL and/or other key safeguarding staff may be absent from the school/college (i.e. either as a result of having to self-isolate because of an underlying health condition that may put them at increased or very high risk of severe illness from COVID-19, or as a result of either themselves or a member of their 	<ul style="list-style-type: none"> • The DSL is available by phone or email at all times. • There is a trained Deputy DSL available and a DSP at all times. • All staff are familiar with recording procedures via MyConcern – a site that is remotely accessible to all members of the Safeguarding Team • The safeguarding team all have relevant contact details for social care teams at home. 	Unlikely	High	Moderate

	Considerations/Guidance	Actions	Likelihood	Severity	Rating
	<p>household developing symptoms of COVID-19).</p> <ul style="list-style-type: none"> Schools are likely to already have plans in place for absence/illness of the DSL/Deputy DSL, although it would be beneficial to review these given the current situation. In line with the Government guidance document 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' (available here) you'll need to ensure that a DSL or deputy is available. 				