

COVID-19 Risk Assessment and Contingency Plan – Heathermount School

Location:	Heathermount school	Assessment Title:	COVID-19 Risk Assessment – 14/01/2022
Name of Assessor:	Dave Stewart	Assessment Date: Ongoing	<p>Last update: 14/01/2022 following latest guidance and feedback</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=14%20January%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1037148/SEND_and_specialist_settings_additional_COVID-19_operational_guidance.pdf</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25</p>
		Consultations:	Staff have been consulted on the risk assessment.

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HAZARD		TO WHOM	LIKELIHOOD (L)	Consequence (S)	RISK RATING (LxS)	CONTROL MEASURES	CONTINGENCY PLAN
Activity / Equipment / process etc	Possible injury / harm						
Students / staff attending school from 4 January 2022 onwards	Potential to spread the Coronavirus (COVID-19) to other students, staff and others on site	Students Staff Visitors	2	3	6	<ul style="list-style-type: none"> Clearly stated to parents and staff that if anyone is ill or has symptoms, stay at home. (Reinforced in email and newsletters) Staff encouraged to complete daily LFT's from the start of January 2022. All secondary students (11 years +) to be strongly encouraged to take two LFT's (Sunday and Wednesday) and at the start of term, Monday 3 January 2022. When advised by the Government, all eligible students will be strongly encouraged to take up their vaccine. Some of these will be given at school in conjunction with the school nursing service. Any staff or students who are showing symptoms to be directed to get a test immediately. The school has several PCR tests if required. All rooms/areas will remain well ventilated by opening as many windows and doors as possible. Hygiene (hand washing) and respecting personal space to continue within school. From 4/1/2022, it is strongly recommended that face coverings are worn by secondary students and staff in classrooms and in corridors. This is also strongly recommended for students on shared transport to and from school. 	<p>If a threshold is met, contact the DfE helpline (0800 046 8687 option 1) to seek additional support</p> <p>Threshold</p> <ol style="list-style-type: none"> 5 students/staff who are likely to have mixed closely with a positive case within 10 days 10% of students/staff are likely to have mixed closely with a positive case within 10 days. <p>Whichever of the above is met first.</p> <p>Contact the DfE helpline (0800 046 8687 option 1) if anyone in school is hospitalised by COVID - 19.</p>
Students and staff with potential mental health issues as a result of the pandemic.	Increase in student behaviours that concern, increased anxiety levels in both staff and students. Safeguarding	Staff and students	2	3	6	<ul style="list-style-type: none"> Well-being supervisions for staff immediately applied if there are any concerns and/or requested by a member of staff (including 	<p>Mental health policy and support in place for all staff. Regular monitoring via tutors/therapy team of individual students – all</p>

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	concerns that may emerge.					<ul style="list-style-type: none"> signposting to internal and external support). “R-Zone” in place for staff and students who need it. Any behaviour incidents monitored closely by tutors and SLT – regular communication and support between home and school. Reminder of support available for staff via emails. 	<p>recorded on “MyConcern” so that the DSL/DDSL are aware and can intervene.</p> <p>Mental Health training took place on Thursday 2 September 2021</p>
Staff and students being potentially put at risk through an increase in points of contacts and a difficulty of maintaining social distancing. New variant circulating from 29/11/21 (Omicron)	Potential to contract or pass on COVID-19 to staff and students in school – this could then potentially be transmitted into the home	Staff, students and families	2	3	6	<ul style="list-style-type: none"> From September 2021 continue with the following. <ul style="list-style-type: none"> Robust use of hand sanitizer on entry and exit to Garden room. Regular handwashing encouraged. Good respiratory hygiene promoted by “catch it, bin it, kill it approach”. Fans can be used in school. (HSE regs) Natural ventilation encouraged, keep windows and doors open as far as possible. Classrooms to be kept well ventilated. CO2 monitors to be used in school to identify areas where air circulation is a concern. Areas of concern (staff room, therapy house, Lower school office and lunch hut) must have windows left open for increased air circulation. Encouragement of staff, students and families to have the vaccine and boosters when they are eligible Staff –encouraged to do daily LFT’s Student LFT’s (11+) twice upon return to school in January 2022. Face coverings strongly recommended but these remain optional for those 	<p>In addition to the column to the left - Reintroduce the following control measures is advised by Public Health England.</p> <ol style="list-style-type: none"> Use of 3 “bubbles” across the school to reduce contact between staff/students as much as possible. EYFS / Primary and Secondary/post 16. Separate lunch times and eating area for EYFS bubble. Thorough cleaning of Garden room between 1st and 2nd sittings and after 2nd sitting. Forward facing desks to be used in classrooms. There may be exceptions with specific groups (EYFS). Staff encouraged to maintain 2 metres social distancing where possible and PPE made available for staff to support them in carrying out their full duties where closer contact is needed (e.g., TA learning support, applying a hug vest, RPI etc). Where classrooms are shared (e.g., secondary), desks and equipment must be cleaned between classes Active monitoring of cleaning and the effectiveness of control measures by Site team and SLT.

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						<p>staff/students who are highly anxious.</p> <ul style="list-style-type: none"> Air purifiers for high use areas being investigated. (Dyson air purifiers) 	<p>8. Assemblies will not be held in school until it is deemed safe to do so. Assemblies/presentations via TEAMS may be more appropriate</p> <p>Face coverings</p> <ol style="list-style-type: none"> Primary students – not required to wear a face covering. Secondary students – Strongly recommended. Some students will be exempt. As of January 2022, recommended in class. Not to be worn when eating. Shields can be worn by students in catering lessons if they wish. Staff - To be worn when entering buildings to and from classrooms/garden room. Some staff will be exempt. Not to be worn in class, unless closely supporting a student. Staff to staff contact to be kept to a minimum and 2 metre distancing encouraged (PPE available where it isn't possible) Restricted access to reception
A member of staff in SLT tests positive and due to daily contact.	Severe illness/death from catching COVID 19. School unable to safely open if SLT are self-isolating – school closure possible.	SLT	2	4	8	<ul style="list-style-type: none"> Daily LFT testing for SLT. SLT meeting – well ventilated room Face coverings optional. All have had both vaccine jabs and two have had booster. 	If school has to close it will revert back to remote learning for the children, delivered by staff at home.
Staff and pupils at higher risk of interactions when travelling to and from school – including school transport (children) and public transport (staff)	Severe illness or death as a result of contracting Coronavirus (COVID-19) whilst travelling to school	Students staff	2	4	8	<ul style="list-style-type: none"> Hand sanitizer to be routinely issued on embarking and disembarking transport. New arrivals and departure procedures embedded to ensure safety and separation of students and adults. It is strongly recommended that students and 	<p>“Arrivals and Departures protocol and procedures” shared with staff, parents, taxi companies and children</p> <ol style="list-style-type: none"> School liaises with LA transport and parents to ascertain if transporting students in within their bubble is feasible or if parents wish to transport.

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						<ul style="list-style-type: none"> driver/escorts wear a face covering on shared transport. 	<ol style="list-style-type: none"> Face coverings to be worn by children over 12 where appropriate in taxis unless exempt. Parents can bring their child in school if agreed with the school (possible additional traffic).
Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19	Severe illness or death as a result of contracting Coronavirus (COVID-19) whilst at work	Staff	3	4	12	<ul style="list-style-type: none"> Shielding and CEV students/staff are no longer treated with additional considerations currently. Only those with the most severe conditions who may be vulnerable to the virus will be contacted directly by their GP and advise the school. 	<ol style="list-style-type: none"> BAME staff to be offered PPE alongside all staff to reduce possible transmission. A risk assessment will be in place for staff who are pregnant or have significant medical conditions
Lack of staff available to operate safe staff: student ratios and/or operate site. (DSL's, First Aid, Site team, Head/deputy)	Various potential injuries as a result of lack of supervision, and/or lack of site staff.	ALL	2	4	8	<ul style="list-style-type: none"> SLT monitor staff health and record those that have to self-isolate for any given period. Information shared with DT. 	<p>Ongoing monitoring of the number of students in school.</p> <p>Reference: Staff "Returning to Heathermount School in September" Handbook / Student Handbook/visuals.</p> <p>The school will continually assess staffing levels and if necessary, close the school if staffing levels are unsafe. LFT's will help support identification of asymptomatic cases.</p> <ol style="list-style-type: none"> Staff COVID Handbook and written with advice and guidance on how to follow procedures. The use of agency staff is permitted but will be kept to an absolute minimum and under constant review. Exposure risk from previous workplaces explored and discussed with agency. Return to High Quality Remote Learning via TEAMS if necessary to support students learning from home.
Suspected or confirmed case of Coronavirus (COVID-19) on site	Potential spread of Coronavirus (COVID-19) to other staff. Students and others on site.	ALL	3	4	12	<ul style="list-style-type: none"> Suspected cases from symptoms to a positive LFT – student/staff member to go home 	<p>If a threshold is met, contact the DfE helpline (0800 046 8687 option 1) to seek additional support</p>

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Staff, students and/or contractors may display symptoms of Coronavirus (COVID-19) whilst on site.						<p>immediately and to self-isolate.</p> <ul style="list-style-type: none"> • From 17 January 2022 people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6. • The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace. • If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest. • Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation. • Close contacts do not have to self-isolate but will be required to take an LFT on a daily basis and act on its results. • Contact DfE helpline (0800 046 8687 option 1) for advice. 	<p>Threshold</p> <ol style="list-style-type: none"> 1. 5 students/staff who are likely to have mixed closely with a positive case within 10 days 2. 10% of students/staff are likely to have mixed closely with a positive case within 10 days. <p>Whichever of the above is met first.</p> <p>Contact the DfE helpline (0800 046 8687 option 1) if anyone in school is hospitalised by COVID - 19.</p> <p>Be prepared to support NHS Test and Trace in identifying close contacts in exceptional circumstances.</p>

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						<ul style="list-style-type: none"> Record on a DiF 1 form on Datix to inform the Disabilities Trust. Out of hours – Contact line manager Keeley Mitchell. Staff briefed on protocol if staff/student display symptoms. Designated sickness room to be used (Meeting room) Any concerns regarding 19-19 study programmes go to ESFA territorial team – Our contact is Denise Young. 	
Provision of personal care to a student displaying symptoms of Coronavirus (COVID-19)	Potential spread of Coronavirus (COVID-19) between staff and students	Staff Students	3	4	12	<ul style="list-style-type: none"> Contact-free thermometers on site. To be kept in first aid cupboard in main office and AHT office. Isolate in meeting room Call parents to collect immediately. Supervised by staff member in room at a safe distance if required. PPE must be worn. Any PPE worn should be removed immediately and double bagged. 	Follow advice to increase control methods if required.
Measures to keep social distancing measures in place if possible whilst staff, students and others are on site.	Potential spread of Coronavirus (COVID-19) between staff, students and others on site.	ALL	3	4	12	<ul style="list-style-type: none"> Staff and students to respect personal space. 	<ol style="list-style-type: none"> Classrooms have been set up to allow for personal space between students. Desks re-arranged to allow for personal space. Students to have their own stationary. Any borrowed stationary is wiped down immediately after use. Adequate supplies of PPE are available to all staff if they wish to wear it. DT can supply extra as and when required. Excess furniture removed from classrooms. Teaching space marked using tape.

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					8		6. One-way systems established in main house as a result of small corridors. 7. Personal space graphic provided to staff to support students. 8. Lunch hall – personal space will the language used and reinforced during lunch. Floor markers will be used for lining up and collecting food. 9. Staff instructed to minimise use of communal areas such as reception, garden room, staff room and main office. Staff to maintain personal space between each other at all times. 10. New visitor risk assessment in place (see below) All visitors to wear a face mask whilst on site. 11. Face to face interviews to be carried out in meeting room, windows open and socially distanced.
Students attending taster sessions and assessment placements during lockdown. (current SEND legislation still in place and admissions still go ahead)	Additional students' entry into school may slightly increase anxiety levels –from parents, staff and students.	Staff, children in specific bubbles	2	4	8	<ul style="list-style-type: none"> Continue with the control measures around personal space, good hand hygiene and well-ventilated classrooms. 	1. All existing control measures followed by new children. 2. Comprehensive information sharing in transition to the taster/assessment days.
Offsite / educational trips or visits	Increased risk of contracting/spreading COVID 19	ALL	1	4	4	<ul style="list-style-type: none"> Current guidance does allow day trips and international visits from September 2021 Agreement required from the Headteacher for all trips following a rigorous risk assessment and suitable insurance. The Headteacher will take into consideration any public health advice requirements. 	To be reviewed in line with national guidance.
Staff, students and contractors not implementing suitable hygiene practices	Potential spread of Coronavirus (COVID-19) between staff, students and others on site.	ALL	2	4	8	<ul style="list-style-type: none"> Hand sanitising stations set up around school. Regular handwashing encouraged and signage increased around the school. 	Contractors on site to be kept to a minimum if necessary.

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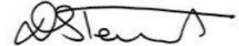

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					8	<ul style="list-style-type: none"> • Staff to be issued with personal hand sanitiser on lanyards • Procedures set for children and staff to wash hands at beginning and end of lessons • Cleaning wipes provided for frequently used areas to wipe down equipment etc. • Those staff in EYFS required to carry out intimate care or help with children dressing should avoid face to face contact where possible, i.e., stand behind child and wear PPE. 	
Non-essential persons attending site	Potential spread of Coronavirus (COVID-19) between staff, students and others on site.	ALL	2	4	8	<ul style="list-style-type: none"> • Visitors are allowed on site and are strongly encouraged to take an LFT before coming into school and to wear a face mask in enclosed spaces. 	<ol style="list-style-type: none"> 1. Visitors will be restricted and are encouraged to take place outside of school hours where possible. Any visitor to school must be agreed by the Headteacher. 2. Deliveries are contact free and are left on doorstep. Reduced hours for deliveries. 3. Staff who are not working directly with the children will work away from others and/or socially distance where possible.
Lack of adequate cleaning regime for general areas	Potential spread of Coronavirus (COVID-19) between staff, students, and others on site.	ALL	2	4	8	<ul style="list-style-type: none"> • Cleaners are in school each day cleaning all areas of the school especially those areas with heavier footfall and use (Inc. door handles, toilets etc). • Grab packs of cleaning materials available for staff to use at leisure times. • Cleaning materials available in each classroom for cleaning down areas. • Where there are more than one class using a room, staff can clean down desks / chairs between classes with anti-viral spray. 	<p>Regular reminders to staff regarding maintaining the systems of control as infection levels drop.</p> <p>Deep cleans put in place following a positive case.</p>

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Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. isolation room used to house a suspected case prior to next use.	Potential spread of Coronavirus (COVID-19) between staff, students and others on site.	ALL	1	4	4	<ul style="list-style-type: none"> Area to be deep cleaned with adequate PPE in place. Meeting room established as isolation room. Non-contact temperature thermometer gun available for use. 	
Catering Spread of infection through multi touchpoints	Potential spread of Coronavirus (COVID-19) between staff, students and others on site.	ALL	2	4	8	<ul style="list-style-type: none"> A canopy has now been installed on the terrace to expand the use of outdoor space when the need arises (raining etc). This allows more social distancing and helps meet the needs of the children who prefer to eat outside. See separate Catering risk assessment – in place from January 2021 	<ol style="list-style-type: none"> Limit number of children in eating areas Markers in place to ensure enough personal space within kitchen and dining area. Individual knives, forks and spoons to be given to students with their meal. All staff in the lunch hall (garden room) to wear shield / mask. All surfaces, chairs and tables cleaned down thoroughly between primary and secondary sittings and at the end of the final sitting. All staff and students to use anti-bacterial hand gel on entry and exit of the Garden room. <p>Catering have an individual risk assessment - students will be positioned at workstations to allow for some social distancing. Student shields are optional in catering lessons. Room 9 used to help split classes and reduce contact.</p>
Failure to implement and adhere to the latest Government advice/guidance	Failure to adhere to Government advice/guidance resulting in increased risk of infection	ALL	2	4	8	<ul style="list-style-type: none"> All guidance is being carefully considered & followed when issued. Consider Union advice and consult regarding risk assessments. Regular dialogue with school union representatives. Regular ongoing communication with parents and staff regarding changes to the school's response. 	Ongoing and regular communication with staff (staff meetings and weekly emails), Parents (Parent forums and weekly emails) and weekly calls with COG and DT. Regular posts on Governor hub for all Governors



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Name of Assessor:	Dave Stewart	Signed:	
			14/01/2022
Risk Assessment QA'd by:	Amy Thain	Signed:	
			14/01/2022

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Likelihood of occurrence (1-5)	RISK = LIKELIHOOD X SEVERITY						
	Consequence Likelihood	Catastrophic (5)	Major (4)	Moderate (3)	Minor (2)	Negligible (1)	
1: Highly unlikely to ever occur. (Improbable)							Risk
2: May occur but very rarely. (Remote)	Almost Certain (5)	High (25)	High (20)	High (15)	Moderate (10)	Moderate (5)	
3: Does occur but only rarely. (Possible)	Likely (4)	High (20)	High (16)	High (12)	Moderate (8)	Low (4)	
4: Occurs from time to time. (Probable)	Possible (3)	High (15)	High (12)	Moderate (9)	Moderate (6)	Low (3)	
5: Likely to occur. (Very likely)	Unlikely (2)	Moderate (10)	Moderate (8)	Moderate (6)	Low (4)	Low (2)	
	Rare (1)	Moderate (5)	Low (4)	Low (3)	Low (2)	Low (1)	

Low Risk (1 – 4): School remains open to all students

Moderate Risk (5-10): School open to students with some control measures implemented

High Risk (12-19): School open to students with some significant and essential control measures in place

Extreme Risk (20-25): School to be closed



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Please note the flow diagram below should now read 10 days self-isolation rather than 14 days

Visitors to the school from 4 January 2022 – visitors are advised to take an LFT before coming into school and it is expected that visitors wear a face covering in enclosed and crowded places within school where they may come into contact with students/staff they won't normally meet.

Heathermount School Visitor Contingency Plan – to be considered if there is an increase in the number of positive cases in school or advised by the Director of Public Health

Hazard/Activity	Risks/Barriers	Actions
Pre-Visit Preparations	<ul style="list-style-type: none"> ❖ The transmission/spread of Covid 19 through physical contact with staff and pupils. 	<ul style="list-style-type: none"> ❖ Visitors will arrange and agree a date with the headteacher or a member of the Senior Leadership Team prior to visit. ❖ Visitors will confirm that they do not have any symptoms of Covid 19. (Persistent cough, high temperature, loss of taste or smell) ❖ Visitors will confirm that they are not self-isolating at the time of the visit. ❖ Visitors will confirm that they have not returned, within the last 14 days, from a country that requires travellers to quarantine. ❖ Visitors will inform the school of the number of rooms required prior to visit. ❖ Visitors will have discussed with the headteacher or a member of the Senior Leadership Team the itinerary for the visit including the number of colleagues and pupils to be seen
Movement around the school	<ul style="list-style-type: none"> ❖ The transmission/spread of Covid 19 through physical contact with staff and pupils. ❖ To prevent cross contamination of Class Bubbles 	<ul style="list-style-type: none"> ❖ Visitors will ensure that they remain 2m from the pupils and the teacher throughout their visit ❖ Visitors will not be able to walk around the school unaccompanied without the permission of the headteacher or member of the Senior Leadership Team. (Exceptional circumstances only). ❖ Face coverings will be worn in classrooms, inside buildings and in the grounds by the visitor.
Meetings with colleagues	<ul style="list-style-type: none"> ❖ Transmission and spread of Covid 19 due to poor ventilation and limited space in meeting rooms. ❖ Transmission onto surfaces and then transferring to adults. 	<ul style="list-style-type: none"> ❖ Visitors will not conduct face to face meetings with colleagues who are clinically vulnerable if requested by the school. These will be conducted through virtual meetings (Skype for Business / TEAMS) ❖ All meetings will take place in a well-ventilated room, which is able to accommodate social distancing (2m) ❖ Tables and chairs to be cleaned between meetings ❖ If staff members are wearing face coverings and request that visitors wear a face covering, this request must be accommodated.
Meetings with pupils	<ul style="list-style-type: none"> ❖ To prevent cross contamination of Class Bubbles ❖ Transmission and spread of Covid 19 due to poor ventilation and limited space in meeting rooms. ❖ Transmission onto surfaces and then transferring to adults and children. 	<ul style="list-style-type: none"> ❖ Visitors will not conduct face to face meetings with colleagues who are clinically vulnerable if requested by the school. ❖ All meetings will take place in a well-ventilated room, which is able to accommodate social distancing. ❖ Visitor and pupil/s to wash their hands prior and after the meeting. ❖ Tables and chairs to be cleaned between meetings in-line with the schools cleaning procedures.
General	<ul style="list-style-type: none"> ❖ The transmission/spread of Covid 19 through physical contact with staff and pupils. ❖ Transmission onto cutlery and cups and then transferring to adults and children. 	<ul style="list-style-type: none"> ❖ Visitors will wash their hand regularly throughout the day following government guidelines ❖ Visitors will remove all their personal belongings at the end of the visit