

Hillingdon Manor School Coronavirus (Covid-19) Pandemic Risk Assessment in relation to full re-opening: 2nd September 2020 (Pupils return 7th of September)

School	Yiewsley Grange & The Manor	Version	1.1
Assessor	Ciaran Walsh	Date	13/7/2020

Underlying principles based on current HMG guidance

The current guidance from the DfE states that:

- Schools are asked to prepare for all pupils to return full time from the start of the autumn term.
- Schools should not put in place rotas or physical distancing measures that will require additional space which makes it impossible for all pupils to return full time.
- Essential measures include a requirement that people who are ill should stay at home, robust hand and respiratory hygiene, enhanced cleaning arrangements, active engagement with NHS Test and Trace and formal consideration of how to reduce contacts between those in school and potential for contamination so far as is reasonably practicable.
- How contacts are reduced will depend on the school's circumstances and will, as much as possible, include grouping children together, avoiding contact between groups, arranging classrooms with forward facing desks and staff maintaining distance from pupils and other staff as much as possible.

Hillingdon Manor Context

All pupils at Hillingdon Manor have learning disabilities and a significant majority have severe complex communication and sensory needs. Many pupils require significant personal contact with teaching staff. It is acknowledged that strict adherence to the 2m or 1m+ metre rule (depending on context) is not always going to be possible.

We recognise that many of our children and young people will need preparation for full time attendance. This might include, for instance, visits to the setting, social stories, and any other approaches that our schools would normally use to enable a child or young person with SEND who has spent some time out of education, to return to full time attendance.

System of controls

This is the set of actions schools must take.

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (Covid-19) symptoms, or who have someone in their household who does, do not attend school

2. Engage with the NHS Test and Trace process
3. Manage confirmed cases of coronavirus (Covid-19) amongst the school community
4. Contain any outbreak by following local health protection team advice
5. Clean hands more often than usual
6. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
7. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
8. Minimise contact and maintain social distance where possible
9. Where necessary, wear appropriate personal protective equipment (PPE)

Summary of risks and links to the DfE's planning framework

Ref.	Risk	Page	Planning framework theme(s)
1.	Safeguarding arrangements		
2.	Inadvertent transmission to others through being on site		Health & safety: Mixing, Distancing & Hygiene Remote education
3.	Risk of increased transmission due to pupil journeys to and from school		Transport
4.	Risk of increased transmission due to staff journeys to and from school		Transport
5.	Unable to achieve and/or maintain social distancing		Health & safety: Distancing
6.	Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces, staff room, offices		Health & safety: Mixing, Distancing & Hygiene
7.	Play activities		Health & safety: Mixing, Distancing & Hygiene Curriculum
8.	Outdoor education on-site and off-site visits		Curriculum
9.	Practical food activities, including dining		Health & safety: Mixing & Distancing Curriculum
10.	Personal care activities		Health & safety: Distancing & Hygiene

Ref.	Risk	Page	Planning framework theme(s)
11.	Personal protection and PPE		Health & safety: Hygiene
12.	Personal hygiene		Health & safety: Hygiene
13.	A pupil or member of staff displaying symptoms of coronavirus whilst at school		Health & safety: Hygiene & Outbreaks
14.	Confirmed case(s) of coronavirus (COVID-19) amongst the school community		Health & safety: Hygiene & Outbreaks Remote education
15.	Local outbreak		Health & safety: Outbreaks
16.	Staff member or pupil becomes ill at school which is non-Covid related		
17.	Pupil wellbeing		Curriculum
18.	Staff wellbeing		Workforce
19.	Lack of appropriate staff to provide in-school education in a safe and controlled manner		Workforce
20.	First aid provision		Health & safety: Hygiene
21.	Use of alcohol based hand sanitiser		Health & safety: Hygiene
22.	Cleaning/exposure to virus on objects/surfaces		Health & safety: Hygiene
23.	School reopening additional buildings or parts of the schools following partial or full closure and lack of statutory testing and/or maintenance		Health & safety: Hygiene
24.	Inability to operate emergency systems or procedures		Health & safety: Hygiene

Risk assessment

Ref.	Risk	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
1.	Safeguarding arrangements	Pupils	Signs and abuse are not identified and followed up leading to a	Medium	<ul style="list-style-type: none"> Normal safeguarding procedures will apply for in-school provision, reflecting any changes from the latest 'Keeping children safe in education' statutory guidance Procedures set out in the Covid appendix to the Child Protection(Safeguarding) Policy will continue to apply where necessary. This appendix, and associated 	<ul style="list-style-type: none"> Hillingdon Manor School Child protection and safeguarding policy Keeping children safe in education 	All staff	Ongoing	Low

Ref.	Risk	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
			child coming to harm		<p>arrangements, will also continue to apply where a child is not in school and receiving at-home support.</p> <ul style="list-style-type: none"> The safeguarding hub will continue to monitor the effectiveness of the arrangements and amend if necessary 	<ul style="list-style-type: none"> Coronavirus (COVID-19): safeguarding in schools, colleges, and other providers 			
2.	<p>Inadvertent transmission to others through being on site</p> <p><i>See also sections relating to specific aspects of operations</i></p>	Staff, pupils, and visitors	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<p>Staff and children</p> <ul style="list-style-type: none"> Pupils, staff and other adults <u>do not</u> come into the school if they have coronavirus (Covid-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone displaying those symptoms on arrival or developing those symptoms during the school day is sent home <p>Staff specific</p> <ul style="list-style-type: none"> Declaration to be signed by all staff confirming their commitment to the maintenance of a Covid secure school Staff continue with the Covid-secure procedures on arrival at school each day and familiarise themselves with the protocols if they become symptomatic Discussions will take place with individuals who were considered to be clinically extremely vulnerable with regard to maintaining social distancing in accordance with current guidance and may need to be re-deployed into alternative roles where they can socially distance. Individual discussions, where appropriate, with staff at comparatively increased risk from coronavirus (COVID-19) <p>Pupil specific</p> <ul style="list-style-type: none"> Create a 'deferred return list' of pupils who may need individual risk assessments, encompassing; <ul style="list-style-type: none"> a small number of pupils and students who will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical 	<ul style="list-style-type: none"> Guidance for full opening: special schools and other specialist settings Check if you or your child has coronavirus symptoms Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Safe working in education, childcare and children's social care Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) COVID-19: cleaning of non-healthcare settings guidance. School-based operating procedures 	All staff, pupils, parents, contractors, and other visitors	Ongoing	Medium

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					<p>appointment) – see guidance note from the Royal College of Paediatrics and Child Health</p> <ul style="list-style-type: none"> ➤ Continued home-based/remote education and support will be provided in these cases • Home/school agreement in place for each pupil before they come back into school specifying the parents'/carers' commitment to supporting a Covid secure school, particularly that pupils do not come into the school if they have Covid19 symptoms, or have tested positive in the last 7 days. • Staff carry out daily monitoring procedures for pupils and familiarise themselves with the protocols if they suspect a pupil is symptomatic. • Items brought into school by pupils should continue to be limited to essentials <p>Contractors</p> <ul style="list-style-type: none"> • Where it is necessary for contractors to visit the school, this should ideally be done when pupils and staff are not in school. Where this is not possible or practicable, contractors should adopt social distancing measures which will be clarified with them on arrival and abide by the Covid secure school measures • Contractors will not be allowed access without prior appointment. <p>(Building schedule of Works (Phase 1: café/New kitchen works to continue for the first 3 weeks of term-Fairlands contractors have provided relevant RA and site management plans. Contractors have cordoned off Kitchen and old staff room and are not required to enter main building or any area of operational school)</p> <p>Other visitors</p> <ul style="list-style-type: none"> • All visitors to the school should ideally have a prior appointment but must adopt social distancing measures which will be clarified with them on arrival and abide by the Covid secure school measures <p>The environment</p> <ul style="list-style-type: none"> • Schools will plan to minimise contact and maintain social distance as far as practicable. This will include consideration and appropriate implementation of: 	<ul style="list-style-type: none"> • School-based therapy protocols • Making Hillingdon Manor schools 'Covid secure' • Coronavirus (COVID-19): implementing protective measures in education and childcare settings • Actions for schools during the coronavirus outbreak • Staying alert and safe (social distancing) until 4 July • Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 • COVID-19 - 'shielding' guidance for children and young people 			

Ref.	Risk	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
					<ul style="list-style-type: none"> - Consistent groups (e.g. 'bubbles' or classes) to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group - Staff aiming to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults - adaptations to the classroom to support distancing where possible. That might include moving unnecessary furniture out of classrooms to make more space, considering desk layout, and seating pupils side by side and facing forwards, rather than face to face or side on - the separation of groups as far as practicable, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group - staggered break times and lunch times as far as practicable, and time for cleaning surfaces in the dining hall between groups - planning for how shared staff spaces are set up and used to help staff to distance from each other - appropriate measures for arriving at and leaving school, e.g. multiple access/egress points and staggered arrival/departure times <p>Teaching and associated activities</p> <ul style="list-style-type: none"> • Specific protocols implemented to encompass class-based activities, toileting and personal care, cleaning and disinfecting, resources, home outreach, pupil and staff welfare, catering, and breaks • Similar protocols will be developed by the therapy teams • Teaching equipment such as pens, musical instruments should not be shared or where this is absolutely necessary, must be appropriately cleaned after each use. • For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the group; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art, library books and science equipment 				

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					<p>should be cleaned frequently and certainly between groups, or rotated to allow them to be left unused for a period of 48 hours between use by different groups.</p> <ul style="list-style-type: none"> Outdoor equipment should be more frequently cleaned, but it is not necessary for cleaning to take place between use by every group. <p>Training and development</p> <ul style="list-style-type: none"> The Hillingdon Manor has provided a package of training materials aimed at informing staff about the virus and how to mitigate its risk. The training has mandatory elements that provide clear guidance on infection control and hygiene protocols as well as refresher training at regular intervals as more information and advice emerges. Additional training will be provided for staff returning to school for the first time in September, and refresher training for all other staff <p>General</p> <ul style="list-style-type: none"> Cleaning hands more often than usual and on arrival and before and after eating, sneezing, coughing - washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser. <p>School's arrangements for pupil groupings/bubbles</p> <ul style="list-style-type: none"> Groupings and daily arrangements available to staff to relevant site (Class group-timetables-weekly arrangements) These arrangements will be shared with staff during INSET 				
3.	Risk of increased transmission due to pupil journeys to and from school	Pupils, staff	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	Medium	<ul style="list-style-type: none"> Pupils are brought into school by own parents/carers using their personal vehicle; no car sharing with children/parents or other families Use of public transport discouraged except where absolutely necessary and use of face covering is now mandatory in addition to social distancing where possible The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and DfE guidance and with the approach being adopted for the school. Ideally these should include: <ul style="list-style-type: none"> pupils being grouped together on transport, reflect the groups that are adopted within school wherever possible (At the time of writing-This was 	<ul style="list-style-type: none"> Guidance for full opening: special schools and other specialist settings School-based operating procedures Coronavirus (COVID-19): safer travel guidance for passengers Coronavirus (COVID-19): implementing 	Staff, transport authorities, parents	Ongoing	Low

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					<p>recommended but impractical-further guidance and update required)</p> <p>Local Authority transport have contacted all parents in August 2020 to inform them of their protocols</p> <ul style="list-style-type: none"> - use of hand sanitiser upon boarding and / or disembarking - additional cleaning of vehicles - organised queuing and boarding where possible • Multiple entry points identified for parents/transport to minimise queuing in drop off areas-On both sites Reception and side gates to be used as entry points on arrival and end of day to avoid congestion)-Students to remain in class bubbles at end of day and called to transport. School staff will escort students to transport • Routes, layouts, and congregation points reviewed, and measures introduced to aid circulation and social distancing.. • Staff briefed on the arrangements to be applied. 	<p>protective measures in education and childcare settings</p>			
4.	Risk of increased transmission due to staff journeys to and from school	Staff, pupils	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	Medium	<ul style="list-style-type: none"> • Staff travel to school on foot, bicycle, motorcycle, or own car with walking or cycling encouraged if at all possible • Where car sharing is absolutely necessary, the use of facemasks is strongly encouraged • Where staff need to use public transport, the use of face coverings is now mandatory in addition to social distancing where possible 	<ul style="list-style-type: none"> • School-based operating procedures • Coronavirus (COVID-19): safer travel guidance for passengers 	All staff	Ongoing	Medium

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5.	Unable to achieve and/or maintain social distancing	Staff, pupils, and visitors	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> • We recognise that many of our children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group • Groups should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups • Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. • In addition, the following will be considered/implemented as appropriate: <ul style="list-style-type: none"> - Pupils encouraged in a developmentally appropriate way to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if they are unwell wherever possible. - Ongoing monitoring for symptoms amongst staff and pupils. - Enhanced cleaning regime. - Where possible the same teaching staff work with the same groups. This will involve pupils' normal teaching and support staff to ensure familiarity of their needs wherever possible - Where possible (and only where this is relevant), the same desks etc. are used by the same pupils/staff each day or they are cleaned between use. - Timetabling reviewed to stagger school activities (e.g. PE, outdoor learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents. - Greater use of outdoor space and learning is used - Equipment use revised and measures to reduce simultaneous use with appropriate cleaning. - Where possible areas will be well ventilated, doors propped open, where safe to do so considering fire safety and safeguarding. 	<ul style="list-style-type: none"> • Guidance for full opening: special schools and other specialist settings • Reopening guidelines for Hillingdon Manor School • School-based operating procedures • School-based therapy protocols • Coronavirus (COVID-19): implementing protective measures in education and childcare settings • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 	All staff	Ongoing	Medium

Ref.	Risk	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
6.	Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces, staff room, offices	Staff, pupils, and visitors	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> The following will be considered as part of the school based protocols: <ul style="list-style-type: none"> Timetabling, so that groups are kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). Schools will consider children eating in their classrooms if this reduces potential transmission risks Plan set-up and use of shared staff spaces to help staff to distance from each other. Use of staff rooms should be minimised More frequent cleaning of rooms / shared areas that are used by different groups Frequently touched surfaces being cleaned more often than normal Class changeover/break times are staggered to reduce the level of circulation throughout school wherever possible Circulation routes reviewed wherever possible Arrangements are in place to ensure that toilets do not become crowded by limiting the number of pupils who use the facilities at one time and enhanced cleaning routines implemented Practical activities can go ahead if equipment and spaces can be cleaned thoroughly Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not Staff breaks are staggered to avoid congestion in the staff rooms or alternative arrangements for staff break times are considered including the use of outdoor space where applicable Widening routes where possible Removing unnecessary obstacles Signing and communications including markings and/or signage at entrances and movement intersections 	<ul style="list-style-type: none"> Guidance for full opening: special schools and other specialist settings Making Hillingdon Manor schools 'Covid secure' School-based operating procedures COVID-19: cleaning of non-healthcare settings Coronavirus (COVID-19): implementing protective measures in education and childcare settings Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 	Head, SLT, Premises Manager, Office Manager	Ongoing	Medium

Ref.	Risk	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
					<ul style="list-style-type: none"> - Separate entry and exit routes and consider whether the layout of the school could lend itself to multiple exits and entrances which could be designated to different class groups/bubbles - Accommodate extended queuing using defined queue areas and signage if this is necessary - Arrangements for deliveries 				
7.	Play activities	Teaching staff and pupils	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> • Existing school play risk assessment has been reviewed against government advice and shared with staff. • Break times are staggered, to minimise the number of children and staff moving around the school at the same time or different parts of the schools are used to minimise groups being together. New rotas for staggered break will be shared with staff during INSET • Outdoor play equipment will be cleaned more regularly. 	<ul style="list-style-type: none"> • Guidance for full opening: special schools and other specialist settings • School-based operating procedures • COVID-19: cleaning of non-healthcare settings 	Head, SLT, teaching staff, Premises Manager	Ongoing	Medium
8.	Outdoor education on-site and off-site visits	Staff, pupils, public	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	Medium	<ul style="list-style-type: none"> • Use of outdoor spaces will be maximised considering safeguarding, weather and general control measures listed in this risk assessment. • Use of outdoor spaces in the local area to support delivery of the curriculum may also be considered subject to the appropriate risk assessments and implementation of appropriate control measures 	<ul style="list-style-type: none"> • Guidance for full opening: special schools and other specialist settings • Reopening guidelines for Hillingdon Manor Schools • School-based operating procedures 	Head, SLT, teaching staff	Ongoing	Low
9.	Practical food activities, including dining	All staff and pupils	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious	High	<ul style="list-style-type: none"> • Strict hygiene rules must be adhered to if cooking with pupils. • School kitchens comply with the guidance for food businesses on coronavirus (COVID-19) • All trays and crockery will be cleaned via the dishwasher. • Pupils and staff will sanitise their hands before choosing their food. • Kitchen waste to be disposed of as usual. 	<ul style="list-style-type: none"> • Guidance for full opening: special schools and other specialist settings • School-based operating procedures • Guidance for food businesses on 	All staff	Ongoing	Low

Ref.	Risk	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
			respiratory illness; death			coronavirus (COVID-19)			
10.	Personal care activities	Teaching and support staff and pupils	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> Children who normally receive support should have this identified on their individual risk assessment to assess the requirements for delivery of that support including input from the parents/carers and healthcare professionals where appropriate. Where a child already has routine intimate care needs that involves the use of PPE, the same PPE should continue to be used. The majority of staff will not require PPE beyond what they would normally need for their work. PPE should be worn by staff caring for a child who has developed Covid-19 symptoms while they await collection if a distance of 2 metres cannot be maintained. Arrangements are in place to ensure that adequate stocks of appropriate PPE are always available in school Staff have been trained how to safely put on, take off and use PPE PHE guidance on putting on and taking off PPE is followed by all staff undertaking personal care 	<ul style="list-style-type: none"> Guidance for full opening: special schools and other specialist settings School-based operating procedures Coronavirus (COVID-19): implementing protective measures in education and childcare settings Putting on PPE Taking off PPE Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 	All staff tasked with providing personal or intimate care	Ongoing	Medium
11.	Personal protection & PPE	Staff, pupils, and visitors	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> Individual risk assessments are carried out for each pupil before returning to school that specifically include an assessment of whether they require PPE and in what circumstances that PPE would be required (e.g. for toileting, feeding) Where a child already has routine intimate care needs that involves the use of PPE, the same PPE should continue to be used. PPE should be worn by staff caring for a child who has developed Covid-19 symptoms while they await collection if a distance of 2 metres cannot be maintained. All staff involved in the use of PPE with those pupils already requiring it, should undergo refresher training on how to use PPE. 	<ul style="list-style-type: none"> Guidance for full opening: special schools and other specialist settings School-based operating procedures Coronavirus (COVID-19): implementing protective measures in education and childcare settings Putting on PPE 	All staff tasked with providing personal or intimate care	Ongoing	Medium

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					<ul style="list-style-type: none"> • Training to be provided to all staff requiring PPE where they have not previously used it • Arrangements are in place to ensure that adequate stocks of appropriate PPE are always available in school • Staff know how to safely put on, take off and use PPE • PHE guidance on putting on and taking off PPE is followed by all staff undertaking personal care • Regularly check supplies of PPE and reorder in good time to maintain a stock for at least a two month period • Ensure adequate bins are available 	<ul style="list-style-type: none"> • Taking off PPE • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 			
12.	Personal hygiene	Staff, pupils, and visitors	Others contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> • The Hillingdon Manor has provided a package of training materials aimed at informing staff about the virus and how to mitigate its risk. The training has mandatory elements that provide clear guidance on infection control and hygiene protocols as well as refresher training at regular intervals as more information and advice emerges. Additional training will be provided for staff returning to school for the first time in September, and refresher training for all other staff • Staff, visitors and contractors to be reminded of the personal hygiene requirements • Pupils will be reminded as above and supported to achieve this where necessary recognising that not all pupils will be able to self-manage personal hygiene, including hand washing regimes. Pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This will be considered in risk assessments in order to support these pupils and the staff working with them • PHE guidelines on hand washing routines to be followed • Posters around the school as appropriate 	<ul style="list-style-type: none"> • Guidance for full opening: special schools and other specialist settings • School-based operating procedures • Coronavirus (COVID-19): implementing protective measures in education and childcare settings • PHE Education Guidance • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 	Staff, pupils, and visitors	Ongoing	Medium
13.	A pupil or member of staff displaying symptoms of coronavirus whilst at school	Staff, pupils, and visitors	Others contracting coronavirus and/or passing onto others at home;	High	<p>General</p> <ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 	<ul style="list-style-type: none"> • Guidance for full opening: special schools and other specialist settings • Reopening guidelines for 	All staff	Ongoing	Medium

Ref.	Risk	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
			exacerbation of existing medical conditions; serious respiratory illness; death		<p>‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> The student, staff member or visitor should be brought to the medical room on respective sites until they can leave the building EHT/HOE should be informed immediately and a tracing process will begin-EHT/HOE will direct further instructions i.e separation of students, room allocation- Instructions to cleaning team. PHE will advise EHT on next steps (See below) <p>➤ Home-based/remote education and support will be provided for pupils in these cases</p> <ul style="list-style-type: none"> Schools will ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. If someone tests positive, they should follow the ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. <p>Staff</p> <ul style="list-style-type: none"> The member of staff immediately removes themselves from the workplace, going to a specially designated room 	<p>Hillingdon Manor Schools</p> <ul style="list-style-type: none"> School-based operating procedures Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Coronavirus (COVID-19): implementing protective measures in education and childcare settings PHE Education Guidance Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) RIDDOR reporting of COVID-19 			

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					<ul style="list-style-type: none"> The member of staff immediately informs the senior management of their symptoms, by phone, from the designated room using their own mobile Should they need to use the bathroom at this time they should use a separate bathroom if possible. The bathroom will then be cleaned and disinfected using standard cleaning products before being used by anyone else. The member of staff will organise for themselves to be picked up, if necessary, and leave the building as soon as possible The rooms in which the member of staff should be thoroughly cleaned and disinfected by staff wearing the appropriate PPE Once the member of staff has left the building, the school will carry out a risk assessment of the rooms that member of staff has been occupying, the people they have been in contact with to collate any information which may be required by the local health protection team (LHPT) <p>Pupils</p> <ul style="list-style-type: none"> The school has in place a regime for monitoring the health status of each pupil each day. This could include: <ul style="list-style-type: none"> initial temperature checks on arrival in school each morning; although DfE guidance does not require this, because many of our pupils are non-verbal or may have difficulties communicating that they feel unwell, this adds an additional level of reassurance for staff, pupils and families classroom team each morning to assess and record (on a pro-forma) the health status of each child e.g. temperature, general health state, breathing, coughing, emotional state etc. EHT and or SMT to be immediately informed of any concerns The school has a clearly written protocol including: <ul style="list-style-type: none"> immediate isolation of pupil from the classroom to a designated isolation room, preferably one that has a window to allow ventilation and large enough for another adult to also safely be in the room in relation to maintaining a safe distance 				

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					<ul style="list-style-type: none"> - PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else - immediate communication to parents to collect their child - immediate removal of the child's designated equipment and resources from the classroom to allow for speedy cleaning and disinfection - all staff and pupils from the suspected pupil's classroom to vacate to a safe place (e.g. the school hall) to allow for cleaning and disinfecting of the classroom's surfaces - Once the pupil has left the building, the school will carry out a risk assessment of the rooms that member of staff has been occupying, the people they have been in contact with to collate any information which may be required by the LHPT 				
14.	Confirmed case(s) of coronavirus (COVID-19) amongst the school community	Staff, pupils, and visitors	Others contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	Medium	<ul style="list-style-type: none"> • The school will contact the LHPT if they become aware that someone who has attended has tested positive for Covid-19. The LHPT will also contact the school directly if they become aware that someone who has tested positive for Covid-19 attended the school, as identified by NHS Test and Trace. • The LHPT will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • The LHPT will work with the school to guide them through the actions they need to take which may include sending home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. <ul style="list-style-type: none"> ➤ Home-based/remote education and support will be provided for pupils in these cases 	<ul style="list-style-type: none"> • Guidance for full opening: special schools and other specialist settings • 			

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					<ul style="list-style-type: none"> The school will keep proportionate records of pupils and staff in each group, and any close contact that takes places between children and staff in different contexts. The school will not share the names of people with Covid-19 unless essential to protect others. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where Covid-19 is suspected it will take any additional actions as advised by the LHPT. These may include recommendations that a larger number of other pupils or staff self-isolate at home as a precautionary measure. If the LHPT and local Director of Public Health (LDPH) confirm an 'outbreak' the school will work with the LHPT in relation to addressing the risks and further testing of staff and pupils. 				
15.	Local outbreak	Staff, pupils, and families	Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death Stress and anxiety	Medium	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise schools to close temporarily to help control transmission. In this instance, the school will revert to its spring/summer term operating arrangements and return to providing remote education and support, possibly in conjunction with in-school provision for vulnerable children and the children of critical workers. 	<ul style="list-style-type: none"> Guidance for full opening: special schools and other specialist settings 	All staff	Ongoing	Low
16.	Staff member or pupil becomes ill at school which is non-Covid related	Staff, pupils, and visitors	Death or serious medical emergency	Medium	<p>Where seriously ill</p> <ul style="list-style-type: none"> Follow NHS guidelines. Call 999 if necessary. Isolate the ill person in a separate room if possible – send all other occupants of the room to a place of safety. Implement first aid as necessary. Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics. <p>Where not seriously ill</p>	<ul style="list-style-type: none"> Guidance for full opening: special schools and other specialist settings 	All staff	Ongoing	Low

Ref.	Risk	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
					<ul style="list-style-type: none"> Where the staff member or pupil becomes not seriously ill (non-Covid related), but sufficiently so to have been sent home under normal operating circumstances they should still do so, being mindful of any operating restrictions regarding access to/egress from the building and transport arrangements 				
17.	Pupil wellbeing	All pupils	Stress and anxiety arising through uncertainty, changes in normal staffing, reintroduction after an extended period out of school and reduced contact with peers		<ul style="list-style-type: none"> A range of preparatory interventions will be planned on an individual basis to prepare pupils to return to school. These may include visits to the setting and social stories Discussions with individual parents who may have specific concerns 	<ul style="list-style-type: none"> Guidance for full opening: special schools and other specialist settings School-based operating procedures Extra mental health support for pupils and teachers 	All staff	Ongoing	Medium
18.	Staff wellbeing	All staff	Stress and anxiety arising through uncertainty, and returning to work	Medium	<ul style="list-style-type: none"> Discussions with individual members of staff who may have specific concerns. Staff have access to Employee Assistance Programme 	<ul style="list-style-type: none"> Guidance for full opening: special schools and other specialist settings School-based operating procedures Education and childcare during coronavirus: Supporting wellbeing Extra mental health support for pupils and teachers 	All staff	Ongoing	Medium
19.	Lack of appropriate staff to provide in-school education in a	Staff, pupils, and families	Staff may be redeployed and/or children may not be able to attend	Medium	<ul style="list-style-type: none"> In the event of there being significant numbers of staff in school due to Covid-19 (or other illness), self-isolation and/or continued shielding, the EHT will consider a range of options which might include: 	<ul style="list-style-type: none"> Guidance for full opening: special schools and other specialist settings 	Head	Ongoing	Low

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	safe and controlled manner		in the short-term		<ul style="list-style-type: none"> - redeployment from other schools in the group if practical - reassessing safe and appropriate staff to pupil ratios - deploying appropriately skilled and trained TAs to lead groups - recruiting short-term staff • temporarily closing to one or more group (class or bubble) and providing home-based provision and support- The 6th form is identified as a group where less impact will be felt for the majority of students 				
20.	First aid provision	Staff, pupils, and visitors	Serious injury or death First aider contracting coronavirus or spreading virus to others.	High	<ul style="list-style-type: none"> • First aiders providing routine first aid treatments within 2m of a person should wear a fluid resistant face mask and, if appropriate and available, disposable plastic apron and disposable eye protection which should be kept in or next to first aid kits. • Yiewsely Grange containing early years and nursery facilities will apply the Government guidance in relation to paediatric first aid cover <p>CPR</p> <ul style="list-style-type: none"> • In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths. • As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions • A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control. • Further information is also contained in the Government guidance for first responders and others in close contact with symptomatic people with potential COVID-19 • Updated guidance and statement is available from the Resuscitation Council UK which emphasises the crucial importance of doing CPR for the person in cardiac arrest. 	<ul style="list-style-type: none"> • Guidance for full opening: special schools and other specialist settings • Reopening guidelines for Hillingdon Manor Schools • Guidance for full opening: special schools and other specialist settings • School-based operating procedures • Government guidance in relation to paediatric first aid cover • Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings • Guidance for first responders and others in close 	All staff	Ongoing	Low

Ref.	Risk	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
						contact with symptomatic people with potential COVID-19 <ul style="list-style-type: none"> • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 			
21.	Use of alcohol based hand sanitiser	Staff, pupils, and visitors	Alcohol vapours ignited resulting in burns to hands	Medium	<ul style="list-style-type: none"> • Wash hands with soap and water wherever possible. • Supervision of hand sanitiser use given risks around ingestion. Pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • When using alcohol based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition. • 	<ul style="list-style-type: none"> • Guidance for full opening: special schools and other specialist settings • 	All staff	Ongoing	Low
22.	Cleaning/exposure to virus on objects/surfaces		Contracting coronavirus and/or passing onto others at home; exacerbation of existing medical conditions; serious respiratory illness; death	High	<ul style="list-style-type: none"> • A robust cleaning regime has been implemented indicating which areas need to be cleaned, the manner in which they will be cleaned, the frequency of the cleaning and who will carry out that cleaning • Increased cleaning to take place and particular attention paid to frequently touched objects and hard surfaces including toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, play equipment, telephones, keyboards, electronic entry systems • Classrooms are cleaned daily, and more often for heavily used areas. Where areas are shared between groups, the more frequent cleaning will take place as appropriate. • Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, this is in line with fire safety and safeguarding requirements. • Cleaning and other staff are briefed on the cleaning regimes. 	<ul style="list-style-type: none"> • Guidance for full opening: special schools and other specialist settings • School-based operating procedures • Necessary standards in relation to cleaning in Hillingdon Manor school • COVID-19: cleaning in non-healthcare settings 	Premises Manager & Head	Ongoing	Low

Ref.	Risk	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
					<ul style="list-style-type: none"> A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas Where there is a suspected or confirmed case of Covid-19 within the school, PHE guidance on cleaning and waste in these circumstances is followed. Staff know how to put on and take off PPE correctly Regular check are made of supplies of cleaning materials, liquid soap, paper towels, tissues, toilet roll, bin bags etc. to ensure appropriate stocks are maintained and reordered in good time Arrangements are in place for the disposal of clinical and general waste where required Appropriate arrangements are in place for laundering, cleaning, and decontamination of soiled items/equipment in line with national guidance 	<ul style="list-style-type: none"> Managing school premises, which are partially open, during the coronavirus outbreak COVID-19: infection prevention and control (IPC) Putting on PPE Taking off PPE Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 			
23.	School reopening additional buildings or parts of the schools following partial or full closure and lack of statutory testing and/or maintenance	Staff, pupils, and visitors	Equipment / system failure leading to enhanced physical or biological risks to people	Medium	<ul style="list-style-type: none"> Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas safety, fire safety, play/sporting equipment tests, has taken place during the Covid period Head/Facilities manager has ensured all necessary checks/paperwork/maintenance is up to date prior to the full reopening of the school Where checks / paperwork / maintenance is lacking; steps taken to address this prior to reopening including items taken out of use (where possible), or guidance obtained from a competent person 	<ul style="list-style-type: none"> Guidance for full opening: special schools and other specialist settings Making Hillingdon Manor schools 'Covid secure' School-based operating procedures Hillingdon Manor cleaning and maintenance checklists Managing school premises, which are partially open, during the coronavirus outbreak 	Head & Premises Manager	Prior to opening	Low

Ref.	Risk	Who might be affected	How might they be affected?	Inherent risk (L, M, H)	Current control measures (what are we doing to control the risk)	Reference documents	Who carries out actions?	When needed by?	Residual risk (L, M, H)
24.	Inability to operate emergency systems or procedures	Staff, pupils, and visitors	Inability to implement appropriate social distancing and/or protective measures	High	<ul style="list-style-type: none"> Emergency Plan, Fire Safety Management & Evacuation Plans Fire Risk Assessment have been reviewed and updated where necessary to reflect current and planned operating arrangements. Ensure any required PEEPS remain in place or are created for 'new' staff/pupils where necessary, are appropriate to current circumstances and that they are understood by all staff working in the setting. Staff, pupils, and visitors to undergo induction in the fire and emergency routines and accident/first aid procedures where these have changed, including where usual routes may have changed. Clarify means of summoning emergency assistance, particularly when operating social distancing. 	<ul style="list-style-type: none"> Guidance for full opening: special schools and other specialist settings Reopening guidelines for Hillingdon Manor Schools School-based operating procedures 	All staff	Ongoing	Low