

Risk Assessment: Covid-19



Risk ratings, acceptability and instructions:

Likelihood rating	Description	Explanation
1	Rare	An occurrence which would be considered highly unusual within the wider context of the risk. Less than 1 incident expected every 5 years.
2	Occasional	An occurrence which would be accepted as something which may happen now and again. At least 1 incident expected every 5 years.
3	Likely	An occurrence which would be reasonably expected to happen in the foreseeable future. At least 1 incident expected every 2 years.
4	Very likely	An occurrence which is almost certain to happen in the foreseeable future. At least 1 incident expected every year.

Impact rating	Description	Personal injury	Property	Operations
1	Minor	Bruising, minor cuts, mild chemical irritation of eyes or skin.	Minor property damage.	Minor disruption to operations.
2	Moderate	Loss of consciousness, burns, breaks or injury resulting in absence for more than 3 days but less than 2 weeks. Other non-permanent chemical effects.	Serious property damage confined to a single room or area. Repairs costing up to £2,500.	Disruption to limited aspects of operations for up to 2 weeks; disruption to several aspects of operations for up to a week. School remains open.
3	Severe	Reportable injury or disease. Effects leading to absence for more than 2 weeks.	Major property damage affecting the premises. Repairs costing up to £10,000.	Core operations disrupted for more than a week and for up to 4 weeks. School may be closed for up to 4 weeks.
4	Catastrophic	Death or life-changing injury.	Property damage rendering one or more of the buildings substantially unusable. Repairs costing over £10,000.	Core operations disrupted for more than 4 weeks. School may be closed indefinitely.

Acceptability matrix:

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Risk Rating (L x I)	Category	Actions
1-3	Low risk Acceptable	No further mitigation required. Activity or situation is permitted to continue. Review occasionally.
4-7	Medium risk Tolerable	Reduce likelihood and/or impact if practicable. Activity or situation is permitted to continue. Review regularly.
8-10	High risk Unacceptable	Review whether the situation is avoidable. Avoidable situations are not permitted to continue. If the situation is unavoidable, use all reasonable endeavours to urgently reduce likelihood and/or impact. Unavoidable situations must be reported urgently to the Headteacher. Enforce control measures. Review frequently.
10-16	Very high risk Intolerable	Review whether the situation is avoidable. Avoidable situations are not permitted to continue. If the situation is unavoidable, use best endeavours to urgently reduce likelihood and impact. Unavoidable situations must be reported urgently to the Headteacher and Proprietor. Enforce control measures. Monitor continuously.

Additional instructions

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Risks should be listed in order of Initial Risk Rating, highest to lowest.

The Initial Risk Rating and Mitigated Risk Rating should be colour coded.

Mitigation measures should be listed in order of significance.

Any mitigation measures which individually reduce the Likelihood or Impact Rating from a 3 or 4 should be highlighted in bold.

Any mitigation measures which need to be implemented separately in relation to an activity, rather than being within business-as-usual practice, should be highlighted in bold.

Further guidance is available in the Lokrum Fields Risk Assessment Policy.

Hazard	Nature of Harm	Initial Risk Rating			Control Measures Required	Mitigated Risk Rating		
		Likelihood	Impact	Score (LxI)		Likelihood	Impact	Score (LxI)
Staff, student, or visitor becoming infected with COVID-19 at Lokrum Fields	Notifiable illness	3	3	9	<p>Very low numbers of staff, students and visitors on site.</p> <p>All staff, students and visitors are required to use best efforts to maintain social distancing of 2m.</p> <p>Staff and students are provided with Covid-19 home test kits and asked to take a test at home twice a week, if they feel comfortable doing so. Test results should be shared with Lokrum Fields. Testing is voluntary.</p> <p>No individuals are allowed on site if any of the following apply:</p> <ul style="list-style-type: none"> They have Covid-19 symptoms which have not resulted in a current negative test 	2	3	6

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				<ul style="list-style-type: none"> • They have tested positive for Covid-19 in the last 10 days • They tested positive for Covid-19 more than 10 days ago while asymptomatic but have since developed symptoms in the last 10 days • A household member has had a positive test in the last 10 days or has had Covid-19 symptoms in the last 10 days which have not resulted in a negative test • They should be in self-isolation following travel overseas <p>Staff have been trained on the above criteria.</p> <p>Entry criteria are communicated to visitors on or before arrival. Visitors are signed in and out by the Officer Manager. Contact details are retained for 21 days for NHS Test and Trace.</p> <p>Visitors other than parents and therapists are requested to wear a mask, unless they are exempt.</p> <p>Anyone may wear a mask on site if they wish to do so. Staff and students will be offered guidance on how to use a mask safely. We encourage regular changing of disposable masks and daily washing of washable masks.</p> <p>Staff will wear masks during meetings with parents and site visits from parents on request, unless they are exempt.</p> <p>Parents are advised of entry criteria during transition and reminded half-termly.</p>			
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				<p>Cleaners attend frequently. All frequently-touched surfaces (eg door handles and door surfaces, light switches, group tables, bathrooms) are sanitised at least daily. Internal doors are kept open where possible to avoid touching. Hand washing will be mandatory on entering the building – doors will be propped open at busy times to avoid touch contact before hands are washed.</p> <p>Hand sanitiser and suitable cleaning products are readily available on site. Sanitising wipes are available for staff to clean shared equipment. Staff are required to keep their own area and equipment clean at all times.</p> <p>Frequent and thorough hand washing is required, including: on arrival, before lunch, when preparing food, between activities in different areas (eg therapy), before leaving. Hand washing facilities are available in the kitchen and all three bathrooms and are kept well stocked. Individual towels are used for hand drying in the three bathrooms and appropriately laundered. Disposable paper towels are provided for use in the kitchen as well as the three bathrooms.</p> <p>Students are required to wash or sanitise their hands before (where possible) and after handling the school dog and safe wipes will be used to clean the dog in between handlers.</p> <p>No more than 8 people are allowed in any room.</p> <p>Staff participating in meetings or collaborative working will do so from their own workspace wherever possible, making optimal use of technology. Meetings</p>			
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				<p>and conversations around a shared table will be avoided where possible.</p> <p>Meetings with parents and professionals will take place online or by phone where practicable.</p> <p>Activities will take place in the larger rooms or outdoors where possible. Eg Birch will be used in preference to the Meeting Room or Maple for therapy and meetings, subject to individual need.</p> <p>External doors and windows will be opened where comfort permits. At least one window will be opened in each room or corridor where at least one person will be present for more than 15 minutes and will remain open throughout time that this applies. The last person to vacate the space for a long period or at the end of the day will close the windows.</p> <p>A fan may be used to improve ventilation. Natural ventilation is to be used in preference to air conditioning. Central heating is to be used in preference to heating via the air conditioning units.</p> <p>The use of the outdoor space will be maximised.</p> <p>Furniture has been carefully planned to comply with guidance and the needs of Lokrum Fields students. If social distancing is not possible, individuals will be seated side by side rather than face to face.</p> <p>Soft furnishings are permitted to maintain the home-from-home feel which is necessary for students' mental health. Blankets, sheets and loose covers are laundered regularly.</p>			
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				<p>Good respiratory hygiene is promoted: tissues and covered bins are readily available.</p> <p>Individuals are discouraged from bringing unnecessary items on site.</p> <p>Students are provided with individual equipment where practical.</p> <p>Food sharing is not permitted except as an organised activity where serving is carefully controlled. Utensils and crockery are cleaned at high temperature.</p> <p>Staff always wash and sanitise their hands when using the kitchen, including when making hot drinks.</p> <p>Staff will make their own hot drinks and place their own mugs in the dishwasher after use.</p> <p>All staff are required to be familiar with the Health and Safety Policy and related staff briefings.</p> <p>Visiting contractors and therapists confirm compliance with our latest Covid risk assessment in advance of attending and further mitigation measures are agreed as necessary.</p> <p>A First Aider is available in school at all times. First Aiders are aware of current HSE guidance in relation to providing First Aid in the context of Covid-19. Staff administering First Aid should pay particular attention to hygiene and wear PPE if face-to-face attention is required, while always prioritising any immediate urgent need of the student.</p> <p>Individuals who are experiencing symptoms which are unusual for them and which could reasonably be</p>			
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				<p>considered a possible symptom of Covid-19 should avoid attending Lokrum Fields. In addition to the key Covid-19 symptoms of a cough, temperature and loss of taste or smell, individuals are requested to exercise caution in the event of unusual fatigue, headache, rashes, stomach pain or nausea.</p> <p>Senior Leadership Team available for staff to raise potential issues.</p> <p>Risk assessment is reviewed at least half-termly by Governors, including formal monitoring of effectiveness, measured by number of infections.</p> <p>Management receive Government updates.</p> <p>Parents are encouraged to implement reasonable precautions outside Lokrum Fields, including following Government guidance for childcare and extra-curricular activities.</p> <p>Higher risk activities such as singing, use of microphones, playing wind and brass instruments, physical corrections of posture during PE and drama, team sports, swimming etc will be risk-assessed in light of prevailing guidance.</p> <p>In the event that a student fails to adhere to risk mitigation requirements, extra communication will be put in place with the student and their parents to ensure the student understands the purpose of the guidelines and to address any underlying concerns. An individual risk assessment will be completed. Therapists will be involved as necessary to ascertain the cause of any ongoing failure to adhere to requirements. Activities, seating arrangements and the means of curriculum delivery will be amended</p>			
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					<p>where necessary to ensure the safety of staff and students.</p> <p>Staff should avoid sharing vehicles unless they are in a household or childcare bubble.</p> <p>Any individual who is clinically vulnerable, including those who are pregnant, breastfeeding or have given birth within the last six months, are requested to make the Officer Manager aware of their vulnerability and individual arrangements will be agreed.</p>			
Spread of infection after symptoms emerge	<p>Notifiable illness</p> <p>School closure</p>	3	3	9	<p>Any individual showing Covid-19 symptoms at Lokrum Fields will be required to go home as soon as possible and obtain a Covid-19 test.</p> <p>All parents are informed during transition, and reminded half-termly, that they must collect their child immediately if they become ill and get them tested.</p> <p>Any student becoming ill will wait for a parent outside the building (unless this would cause them discomfort or distress) or in the meeting room. Staff will supervise the student from a distance of 2m+ or observe through a window if appropriate. PPE will be worn by staff if they and the student are inside the building and social distancing is not possible. Windows will be opened unless this would cause unreasonable discomfort. If it is necessary for the student to wait in the medical room (accessible bathroom) then, subject to privacy requirements, the door will be left open so that supervision can be provided from the corridor. The corridor will be out of use until the medical room has</p>	2	3	6

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				<p>been deep cleaned and ventilated; students will be directed to use external paths to move around the building.</p> <p>If a student needs the bathroom after showing symptoms, they will use the nearest bathroom which will then be out of use until it has been sanitised and ventilated.</p> <p>All rooms are deep cleaned as necessary or closed off for sufficient time for the virus to denature. Staff or cleaning contractors using appropriate PPE will deep clean the contaminated area thoroughly. All cloths, gloves and aprons will be double bagged, stored for 72 hours outdoors and then put in the outside waste bin.</p> <p>Remaining students will be moved to a clean room or outdoors to allow time for deep cleaning.</p> <p>Individuals are reminded of the need to obtain a test promptly and to notify us of the result immediately.</p> <p>In the event of a positive test, any individuals who have been in close contact with the infected person (more than 15 minutes within 2m) will be sent home and required to self-isolate for 10 days starting from the date on which they were exposed to symptoms. If they develop symptoms, they should take a test and self-isolate for a further 10 days from the point of symptoms developing if the test is positive.</p>			
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					<p>All staff are aware of the procedures in place in relation to COVID-19.</p> <p>PPE is available if required.</p> <p>Staff are required to advise the Office Manager daily if they have been in close contact with any individual on site or if they have observed students being in close contact with each other whilst under their supervision; records of close contact are kept for 21 days.</p> <p>Engagement with NHS Test and Trace is expected of all individuals attending.</p> <p>Any cases will be managed in conjunction with PHE West Midlands (West) Health Protection Team, 0344 225 3560. All positive test results will be reported.</p>			
Staff shortages due to illness, shielding or self-isolation	<p>Reduced staffing may impact on students</p> <p>Short-term school closure</p>	3	2	6	<p>Staff are required to maintain social distance of 2m+ from all individuals on site wherever possible to avoid the need for self-isolation.</p> <p>Staff are encouraged to consider childcare contingency plans where possible for circumstances in which their children are required to self-isolate but they are not themselves required to self-isolate.</p> <p>Staff who are self-isolating will be encouraged to work remotely if they are well.</p> <p>We are developing a register of trusted supply staff who will be familiar with students and ensure continuity of operations.</p>	2	2	4

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Risks from cleaning products	Illness	1	1	1	<p>COSHH records are maintained.</p> <p>Products are securely locked away when ease of access is not necessary.</p> <p>Students are well supervised.</p>	1	1	1
Lack of available cleaning products	Increased risk of infection	2	2	4	The Office Manager and cleaning contractors are responsible for ensuring adequate contingency supplies or cleaning products and PPE are maintained.	2	2	4
Students feel unsafe / parental concern	<p>Impact on mental health</p> <p>Impact on attendance</p>	3	3	9	<p>Staff will clearly communicate risk mitigation measures to parents and students to provide assurance.</p> <p>Good communication links are maintained with parents.</p> <p>Individual risk assessments will be completed in liaison with parents and students as required by guidance, or otherwise on request or where students have known additional health needs. Risk assessments will include input from relevant clinicians and social workers.</p> <p>Students are permitted to wear their own fabric masks which can be washed in their own washing powder to make them sensory friendly, if this is assessed to help them feel safe and if they are competent to use the mask safely.</p>	2	2	4

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					<p>Sealed plastic bags will be available for students to store their masks in throughout the day.</p> <p>A covered bin is available to discard disposable masks if a student has worn them on their transport.</p> <p>Responses to potential cases will be managed calmly.</p> <p>All staff understand the vulnerability of all students.</p> <p>Staff are vigilant to the possibility of Covid-19 having exposed students to various kinds of trauma and our SEMH policy will be implemented consistently to safeguard students' wellbeing.</p>			
Staff feel unsafe	Staff absence Staff mental health	3	3	9	<p>Individual risk assessments will be completed on request or where staff have known additional health needs.</p> <p>Staff are permitted to wear face coverings in communal areas but should avoid this interfering with teaching and learning, including causing unnecessary anxiety to students.</p> <p>Only one member of staff at a time should use the PPA area. Not more than two members of staff should be in the office simultaneously.</p> <p>Concerns raised by staff will be taken seriously.</p>	2	2	4
Social distancing is not always possible	Increased risk of illness	3	3	9	<p>The headteacher is responsible for reminding all individuals of the need to socially distance whenever possible.</p>	2	3	6

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				<p>Staff are expected to plan activities which allow for social distancing whenever possible.</p> <p>Where a student needs a member of staff to be within 2m of them, the member of staff will aim to avoid being face to face with the student.</p> <p>Staff who need to be within 1m of a student or another adult for 15 minutes or more will wear a mask, unless they are exempt.</p> <p>Students who are age 11 by 31/8/2021 who need to be within 1m of another person for 15 minutes or more will be asked to wear a mask if they are comfortable to do so.</p> <p>Students will be helped to choose appropriate seats in communal areas and for group activities to maintain social distancing.</p> <p>Staff will not sit down in communal areas unless they are alone or with one other person and can be seated without breaching social distancing; instead, staff will stand back from the seating areas to enable better social distancing.</p> <p>Staggered lunch and break times will be implemented if student numbers exceed 6. Learning spaces will be used for dining if necessary.</p> <p>Entry and exit to the building in the morning and afternoon is strictly controlled.</p> <p>Use of school vehicles will be kept to a minimum.</p>			
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					<p>PPE will be available for use by staff and students (and encouraged unless an exemption applies) on school vehicles.</p> <p>Visitors are ordinarily required to wait in the office. If this would make social distancing impossible, they will be asked to wait outside or in their vehicle or will be accompanied by a member of staff in a larger indoor space while they are waiting.</p>			
Off-site education and visits.	Risk of infection	3	3	9	<p>No off-site visits will take place until permitted under Government guidelines.</p> <p>This risk assessment will be updated prior to any off-site visits being planned.</p>	0	0	0
Students who are on dual placements	Risk of infection	3	3	9	Individual risk assessments are co-produced with other settings.	2	3	6
Students unable to attend school (eg due to: localised school closure, closure of Lokrum Fields, self-isolation)	<p>Impact on learning</p> <p>Impact on mental health</p> <p>Safeguarding</p>	3	3	9	<p>The Headteacher has overall responsibility for ensuring that students who are unable to attend school continue to have good access to the curriculum in accordance with prevailing guidelines and the students' needs.</p> <p>Virtual classes will be established to continue education.</p> <p>Work is set and shared using online platforms.</p> <p>Students all have a laptop / notebook which is routinely taken home to allow off-site access to the curriculum.</p>	2	2	4

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				<p>Appropriate assistance will be offered for students who lack internet access at home.</p> <p>Therapies will continue virtually.</p> <p>Where students have gaps in their knowledge as a result of current or previous absences, we will address these within our standard personalised curriculum.</p> <p>An individual who has been sent home with symptoms but receives a negative test result should cease self-isolating once their symptoms cease.</p> <p>Individuals who have significant cold or flu symptoms should not attend Lokrum Fields even if they have received a negative Covid-19 test. This will reduce the spread of other infections and limit the extent to which staff and students may be sent home unnecessarily.</p> <p>Individuals who have completed a self-isolation period, have a normal temperature but retain a cough or changes in their sense of taste or smell should attend as normal.</p> <p>Where students are engaging in online learning with a member of staff or therapist on a one-to-one basis, a risk assessment will first be conducted.</p> <p>Students engaging in online learning, and their parents, will be reminded of the guidance we have in place regarding safeguarding.</p>			
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					We will remain in close contact with students and families who are accessing remote learning and will liaise with connected professionals as appropriate.			
Health & Safety checks are impacted by Covid-19	Premises are unsafe	2	3	6	<p>Fire alarm testing is carried out weekly, Tuesday 3.15 by the Office Manager.</p> <p>A fire drill is carried out during first half term of the academic year.</p> <p>Water testing is carried out weekly.</p> <p>Emergency lighting checks are carried out weekly.</p> <p>Regular maintenance of grounds is organised by the Office Manager.</p> <p>All IT services are supported by Lourdes IT. PAT testing is carried out on annual basis.</p> <p>Routine health and safety walks are carried out by the senior leadership team.</p> <p>Governors review effectiveness of H&S measures half-termly.</p>	1	3	3