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| Date of assessment: 21/05/2020 | Version No: | 04 |
| Date for review: 06/07/2020 | | |

Details of risk assessment including location/description of activity or equipment to be assessed:

Due to the worsening Covid 19 pandemic, on 23 March 2020 the government stepped up measures to prevent the spread of the virus and save lives. Schools and Colleges were instructed to close except for CYPA with EHCPs and the children of Key Workers although special and residential schools and colleges were to continue to operate for those CYPA with an EHCP, if it was safer for them to be in school / college than at home. Subsequently, on May 15th, this became safer to be in school or college or equally safe in either setting.

We are following Government advice and making case by case assessments of the health and safeguarding considerations for CYPA with an EHCP. Being a school and college and residential setting we recognise that there may, at times, be conflicting guidance. However, the guidance states ***“For some (CYPA), they will be safer in an education provision. For others, they will be safer at home. We trust leaders and parents to make these decisions and will support them as required.”***

We maintain our position that Safeguarding is paramount in all environments and at all levels on-site and off-site. We have adapted our Safeguarding Policy to reflect specific Covid 19 concerns. CYPA Individual risk assessments are updated when necessary

Since then we have maintained our provision for 52-week CYPA and, on 15th April, SLT agreed that some additional CYPA would return to School and College wef 21st April.

A number of measures have been put in place to reduce the risk of contamination / infection along with plans for managing any staff or CYPA falling ill.

Employees have been made aware of these measures and controls

| | | Likelihood | | | | | |
|----------|--------------------|------------|-------------|--------|----------|----------|---|
| | | Certain | Very Likely | Likely | Possible | Unlikely | |
| | | 5 | 4 | 3 | 2 | 1 | |
| Severity | Major (Fatal) | 5 | 25 | 20 | 15 | 10 | 5 |
| | Severe | 4 | 20 | 16 | 12 | 8 | 4 |
| | Lost time 3 days + | 3 | 15 | 12 | 9 | 6 | 3 |
| | Lost time | 2 | 10 | 8 | 6 | 4 | 2 |
| | Slight | 1 | 5 | 4 | 3 | 2 | 1 |

On the 10th April, the Government announced a suggested date of June 1st for schools to start to re-open to a wider group of CYPA. A task group has been set up at St. John's to develop plans to enable a safe reintegration of additional young people.

In order to support the understanding of this risk it has been redesigned and put into the following sections:

Safe Place & Safe Person,

Any required actions from this Risk Assessment can be found in the Covid-19 Action Plan (AP)

The Charity will make best endeavors to comply with all statutory and non-statutory guidance. However, we do recognise that given the amount of guidance from multiple sources that this will always be a complex task. We will be guided by what we believe, on current evidence to be in the best interests of our children, young people and adults. We will also be guided by what we believe, on current evidence, to be in the best interests of our staff.

Title of related risk assessments: Decision logs, CYPA Individual Risk Assessments

Safe Place

| Risk No. | HAZARD Product/Activity/ Plant/Equipment | Risk/Consequence | Risk Groups* | Pre-control risk rating | | | Control measures in use | Residual risk rating | | | RA2 for further controls (Yes/No) |
|----------|---|--|--------------|-------------------------|---|------------|---|----------------------|---|--------------|-----------------------------------|
| | | | | L | S | R | | L | S | R | |
| 1 | Contaminated surfaces within the School / College / Care Home | Transmission of virus to CYPA, staff members and anyone else they come into contact with | A B C D E | 4 | 5 | 20 High | AP 3, 15, 21 An increased formal cleaning regime in place Employees to clean equipment/shared surfaces frequently Hand sanitisers located in Receptions Extra hygiene requirements (handwashing etc.) enforced No multi-use handtowels to be used to dry hands individual hand sanitisers will be available for staff (via supplied bum bags), in addition to being available in receptions Cleaning schedule displayed in each | 2 | 5 | 10 Medium | No |

*Risk Groups: A: Students B: Staff C: Contractors D: Visitors E: Members of the public F: Vehicles/equipment G: Building/infrastructure H: Environment

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| | | | | | | | classroom at the school and college | | | | |
| 2 | Proximity, people gathering in groups within the School / College / Care Homes | Transmission of virus through being close to an infected person | A B C D E | 4 | 5 | 20 High | AP 2,4 Social distancing practices in place although this is difficult with some CYPA. Therefore, Day Learner CYPA who require close personal care, or who display behaviours that may put others at risk, may not return to St. John's at this time | 2 | 5 | 10 Medium | No |

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| *Risk Groups: | A: Students | B: Staff | C: Contractors | D: Visitors | E: Members of the public | F: Vehicles/equipment | G: Building/infrastructure | H: Environment |
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| | | | | | | | Staff to support CYPA to understand social distancing and practice this themselves Layout of rooms Route maps around school and college Maximum number of people in a room to be assessed Implementation of signs for “hot spot areas” Floor markers | | | | |
| 3 | Reduced number of employees could result in a lack of fire wardens/sweeps and first aiders | If fire were to break out, building may not be checked efficiently, leading to people being left in building. | A B C D E G | 4 | 5 | 20 High | AP 13, 24 Contingency Rotas in place & communicated to all staff. Sufficient staff first aid trained in residential houses, managers to consider when compiling rota. Trained nurses/HCA on both sites attending work. | 2 | 2 | 4 Low | No |
| 4 | Elevated risk of Legionnaires disease due to standing water in tanks/dead legs and cleaning or flushing programmes ceasing | Legionella discovered in some locations due to building being closed. Staff/Learner become unwell | A B C D E G | 4 | 5 | 20 High | AP 14 Ensure regular flushing regimes are in place to address this Regular checks of records made by Estates and H&S team | 1 | 5 | 5 Low | No |
| 5 | Statutory examinations may lapse (Gas, electric, water etc) | Equipment may not be fit for purpose Could have undiscovered issues e.g. leaks etc Injury to staff/learner/visitor Increased costs of maintenance/fixing accumulated issues | A B C D E G | 3 | 5 | 15 High | AP 12, 24 Implement control measures to mitigate in line with HSE guidance | 2 | 5 | 10 Medium | No |
| 6 | Lapse in timely incident accident reporting | Accidents/incidents may not be reported within time frame due to staff rotas being compromised, leading to a | A B C D E F G | 3 | 3 | 9 Medium | AP 16 Expand/adjust procedures to respond to dangerous occurrences or work related Covid 19, including RIDDOR and regulatory requirements | 2 | 2 | 4 Low | No |

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| | | failure to report externally and respond to. | | | | | | | | | |
| 7 | Increase in work related complaints/concerns, absence and accidents | Staff morale, anxiety, confidence and attendance will be impacted upon by how safe they feel and perform in the work place. If staff are anxious, not listened to, consulted or understood, they are more likely to make mistakes and not follow protocols and experience behaviours that challenge. | AB | 2 | 2 | 2 Low | AP 8 Investigate all complaints & accidents thoroughly. Keep records of concerns and absence Central point for Covid-19 related absence to be identified Regular and clear communication with staff Chair of Task Group to report every Thursday to SLT who meet three times a week on-line | 1 | 1 | 1 Low | No |
| 8 | Appropriate PPE | Lack of sufficient numbers of PPE – increased chance of transmission of Covid Lack of staff confidence Incorrect type of PPE for intended purpose Not meeting HSE requirements | AB | 3 | 5 | 15 High | AP 5, 19 PPE provided will have been thoroughly assessed as appropriate for the use for which it is intended and in line with government and Public Health England guidance Training will be supplied to support in the donning and doffing of PPE Staff will receive information and guidance for what activities require the use of PPE Weekly stock take and ongoing order of masks | 2 | 5 | 10 Medium | No |
| 9 | Fire Risk Assessments may be impacted by reduced numbers of employees in certain areas or areas not being utilised | Current Risk assessments are based upon full staffing team and numbers of people accessing areas – this has reduced and therefore maybe incorrectly assessed for the current time | A B C D E G | 3 | 5 | 15 High | AP 22, 24 Review Fire Risk Assessments for areas where the absence of automatic fire detection in some areas of buildings may have been tolerable due to people being present (so providing human detection). | 1 | 5 | 5 Medium | No |
| 10 | Reintroducing services (electrical, pressure systems, water) if these | Undetected faults Failure of systems to restart | A B G H | 2 | 3 | 6 Medium | AP 25, 26, 27, 28 Adopt additional precautions when reintroducing services (electrical, | 1 | 2 | 2 Low | No |

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| | have been unused due to decreased numbers | Not being able to undertake business until systems fully operational | | | | | pressure systems, water). Additional safety precautions or engineer availability may be appropriate. | | | | |
| 11 | Security of site may be at risk due to reduced availability of security personnel and staffing levels | Unknown intruders on site Damage to property & equipment Health & safety accidents/injury Theft/Vandalism/Fire | A B D E F G | 4 | 4 | 16 High | AP 20, 29, 30 Review security risk assessment and procedures Complete thorough and daily inspection of premises to check for signs of break in/vandalism Create site security protocol | 2 | 3 | 6 Medium | No |

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| Risk No. | HAZARD Product/Activity/ Plant/Equipment | Risk/Consequence | Risk Groups* | Pre-control risk rating | | | Control measures in use | Residual risk rating | | | RA2 for further controls (Yes/No) |
|----------|--|--|--------------|-------------------------|---|------------|---|----------------------|---|--------------|-----------------------------------|
| | | | | L | S | R | | L | S | R | |
| 12 | Visitor with CV19 entering the School / College / Care Homes | Transmission of virus to CYPA, staff members, their family members and anyone else they come into contact with | A B C D E | 4 | 5 | 20 High | AP 2, 10, 15, 17, 21 No non-essential visitors to the organisation No visits to residential homes Sanitizers in Reception areas and visitors directed to use upon entry and exit Poster on CV19 symptoms placed on the entry/sign in point stating symptomatic individuals will not be allowed entry. Handwashing posters placed in toilets / on notice boards etc Plans to be created for individuals for drop off and collection from school/college. Staggered arrival and departure times | 2 | 5 | 10 Medium | No |
| 13 | Employee / visitor becomes ill within the School/ College/Care Homes | Transmission of virus to CYPA, staff members, their own family members and anyone else they come into contact with | A B C D E | 4 | 5 | 20 High | AP 2, 10, 17, 20, Staff temperatures taken on arrival at work Isolation rooms identified on each site for ill employees/visitors. Individual to be sent home and advised to follow NHS guidance Deep clean to be undertaken of contaminated areas Track & trace exercise undertaken following positive diagnosis | 2 | 5 | 10 Medium | No |

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| 14 | Contaminated surfaces of vehicles/proximity of people when using vehicles | Transmission of virus to CYPA, staff members and anyone else they come into contact with | A B C D E F | 4 | 5 | 20 High | <p>Share the transport with the same learners each time</p> <p>Vehicles are assigned to houses to minimise the risk of transmission</p> <p>The vehicle with fabric seats is only to be used by the learners, staff and allocated education staff of Preston Drove house</p> <p>wiping down the inside of the vehicle with appropriate cleaning products</p> <p>wiping down touch points on the outside of the vehicle including door handles</p> <p>open windows to increase ventilation</p> <p>seating arrangements to maximise distance between people in the vehicle</p> <p>Transporting a learner using own vehicle:</p> <p>share the transport with the same people each time</p> <p>keep to small groups of people at any one time</p> <p>open windows for ventilation</p> <p>face away from each other</p> <p>consider seating arrangements to maximise distance between people in the vehicle</p> <p>clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch</p> <p>driver and passenger to wear a face covering</p> | 2 | 5 | 10 Medium | No |

Safe Person

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| 15 | Day learner becomes ill within the School / College | Transmission of virus to CYPA, staff members, their family members and anyone else they come into contact with | A B C D E | 4 | 5 | 20 High | AP 20 CYPA temperatures taken on arrival at school/college Person to be removed to the designated area where they will be isolated behind a closed door, with an open window for ventilation All day learners to go home if symptomatic – (created as part of agreement with parent/carers if CYPA return or attend) and advised to follow NHS guidance online The affected areas will be decontaminated in accordance with governmental guidance. | 2 | 5 | 10 Medium | No |
| 16 | Resident becomes ill within School / College / Care Home | Transmission of virus to CYPA, staff members, their own family members and anyone else they come into contact with | A B C D E | 4 | 5 | 20 High | AP 15, 20, 21 All resident learners to have temperature checked twice daily. AM prior to attending college and PM on return from College. CYPA will be removed to the designated area which is at least 2 metres away from other people 38-week residents will go home if symptomatic – (created as part of agreement with parent/carers if CYPA return or attend) and advised to follow NHS guidance online 52-week residents - will be moved to an alternative empty residential house as isolating in one room is not viable Core team of staff only to work with that CYPA Strict hygiene routines to be adhered to | 2 | 5 | 10 Medium | No |

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| | | | | | | | Follow advice from NHS 111 and government. Staff working with affected CYPA to wear appropriate PPE | | | | |
| 17 | Proximity, people gathering in groups within the School / College / Care Homes | Transmission of virus through being close to an infected person | A B C D E | 4 | 5 | 20 High | AP 2, 4, 15, 21 Social distancing practices in place although this is difficult with some CYPA. Therefore, Day/38-week residential CYPA who require close personal care, or who display behaviours that may put others at risk may not return to St. John's at this time. Guidance to staff regarding PPE and when it is needed Staff to support CYPA to understand social distancing and practice this themselves Residential houses to undertake Risk assessments Hand hygiene protocols | 2 | 5 | 10 Medium | No |
| 18 | Staff returning from absence | May not be aware of new protocols/procedures May experience high anxiety levels see RA number 7 | A B C D E | 4 | 5 | 20 High | AP 8, 11, 21 All Covid related documentation including risk assessments, floor plans, government guidance etc to be held centrally so that it can be accessed by all staff Consider "welcome back" pack' training or booklet including requirements covering social distancing controls and new ways of working. | 2 | 5 | 10 Medium | No |
| 19 | Lone Working/ Working from home | Risk of social isolation, poor mental health and musculoskeletal issues | A B C D E | 3 | 3 | 9 Medium | AP 6, 8, 23 Advice for all staff working from home regarding DSE set up Ongoing wellbeing forums for all staff Wellbeing advice regularly communicated on intranet Regular contact from Line Manager Contact from our DSL | 2 | 2 | 4 Low | No |
| 20 | Staff and learners who fall into vulnerable groups | Increased risk of severe health complications if Covid is contracted | A B | 4 | 5 | 20 High | AP 2, 7 Government advised vulnerable groups to work from home and follow guidance Learners to stay at home (non-52-week residents) Assess cases on an individual basis Maintain regular contact EAP guidance Utilise OH | 4 | 3 | 12 High | No |

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| | | | | | | | Encourage staff to disclose vulnerabilities | | | | |
| 21 | New staff starting work or lack of supervision of existing staff due to staffing levels | Increased risk of accidents/incidents through staff not being fully trained or supervised in their work activities | A B | 4 | 4 | 16 High | AP 9, 21 Clear structure of management responsibility especially when usual manager is absent. Clear risk assessment in place for new employees who have not been able to complete Maybo training | 2 | 1 | 2 Low | No |
| 22 | Anxiety of staff attending work regarding Covid 19 | Staff anxiety levels may increase for a number of reasons e.g. concerns for family, concerns about work, concerns regarding contracting/transmitting Covid | B | 4 | 3 | 12 High | AP 8, 23 Ensure the promotion of wellbeing and self-care through good communications, promote employee benefits and support tools such as employee advice line, technological solutions for communications, and mental health awareness and training tools Internal support Learner facing staff will be provided a bumbag with PPE and hand sanitiser. Stock will be replenished after use | 2 | 2 | 4 Low | No |
| 23 | CYPA behaviour | Disruption to routine and change in approach for CYPA may cause an increase in challenging behaviours both on-site and off-site. New learners may have not have had a full assessment therefore needs may not be fully known or met. | B D E F G | 3 | 4 | 12 High | AP 9, 21 Individual risk assessments to determine whether CYPA are to return to school or college, take into account the risks both on site and off site. Risk assessments completed on new staff who are unable to attend and complete Maybo training. All new learners are subject to a 9-week review period already but Admissions Officer to alert LAs to this matter during admissions process | 3 | 2 | 6 Medium | No |

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| Agreed By Covid Task group: | Ellie Crosthwaite | Signature: | Ellie Crosthwaite | Date: | 22.05.20 |
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| Risk Assessor: | L. Harman | Signature : | LHarman | Date : | 21/05/2020 |
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| Head Teacher | F. Pass | Signature : | Fran Pass | Date : | 21/05/2020 |
| Head of HR | L. Dollin | Signature : | Liz Dollin | Date : | 21/05/2020 |
| CEO | S. Charleton | Signature : | <i>Simon P. Charleton</i> | Date : | 21/05/2020 |
| Chair of Governors School | K. Nicholls | Signature : | K Nicholls | Date: | 01/06/2020 |
| Chair of Governors College | L. Parkyn | Signature : | Len Parkyn | Date: | 01/06/2020 |
| Chair of Trustees | S. Smith | Signature : | Simon Smith | Date: | 01/06/2020 |


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