



The Cedar School: Risk Assessment COVID-19 (05/1/22)

The purpose of this risk assessment is to make sure that we minimise the risks of COVID 19 for everybody.

What is the potential hazard?	What is the risk?	Which groups are at risk?	What are we doing to mitigate the hazard and risk?	Risk Rating HIGH MED LOW
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System of controls

This is the set of actions which all schools must take. They are grouped into ‘prevention’ and ‘response to any infection’.

Prevention

- 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, follow all government and school guidelines.
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing where appropriate
- 6) where necessary, wear appropriate personal protective equipment (PPE)
 - *Numbers 1 to 4 must be in place in all schools, all the time.*
 - *Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.*
 - *Number 6 applies in specific circumstances.*

Response to any infection

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community



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- 9) contain any outbreak by following local health protection team advice
- *Numbers 7 to 9 must be followed in every case where they are relevant.*

This document explains how we are meeting the requirements of this System of Controls at The Cedar School.

A national or local Lockdown due to the COVID-19 pandemic.	School is closed; school is closed to all but certain groups of pupils; the number of pupils able to attend school is limited; anxiety in families who may also receive reduced respite care at this time; staff are not able to attend school; increased anxiety amongst all stakeholder groups	Pupils Staff Parents/ Carers Others	<ul style="list-style-type: none"> • Undertake a Risk Assessment of each pupil – including input from Education staff, Health staff, parents/carers and Local Authority. Meet as a cross-team group (Headteacher, Deputy Headteacher, SENDCo, Senior Special School Nurse, Specialist Paediatric Physiotherapist / Children’s Occupational Therapist, Local Authority Manager) on a weekly basis to review the Risk Assessment of each pupil. These Risk Assessments will lead to a RAG rating for each pupil. This will determine the bespoke offer of education, health and care which we can offer to each pupil. • This offer will also be informed by the outcome of a survey of staff availability to deliver in-school education. • Any in-school education offered may be part time or full time and this may vary for individual pupils. • All other education will switch to Home Learning. • The Headteacher and Deputy Headteacher will set expectations for all work. Teachers will be responsible for providing in-school and home education which meets the needs of each child in their class. Wherever possible this education will be delivered by teachers and special support assistants (SSAs) from the child’s class as such consistency of relationships is essential for every pupil. • The school will review the provision on a weekly basis. • The school will work in partnership with the Local Authority in meeting requirements. • The school fully complies with all requirements, for example lateral flow testing, with all staff receiving appropriate training. 	High
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Maintaining a constantly up-to-date COVID 19 Risk Assessment.	School is not responding to the latest situation / requirements regarding COVID 19.	Pupils Staff Parents/ Carers Others	<ul style="list-style-type: none"> • A Cedar 'cross-staff groups' 'COVID Risk Assessment Team' meets as appropriate to review/update this document. All stakeholders are encouraged to feedback thoughts/views/ideas on an on-going basis. This is a working/'live' document. • Parents/Carers to feedback to Headteacher (neilrevell@cedarschool.co.uk) or Deputy Headteacher (cesiamoran@cedarschool.co.uk) if they have further suggestions about the school's Risk Assessment processes. • All stakeholders are also asked to refer to Southampton webpages - Young Southampton H&S webpage and Coronavirus Microsite. Southampton's COVID 19 guidance is accessible here and this is the guidance to which Cedar adheres. • The school has liaised with the Quality, Safety, Health and Environment Officer at Southampton City Council in the preparation of this Risk Assessment. • Parents/Carers or staff to feedback to Headteacher (neilrevell@cedarschool.co.uk) or Deputy Headteacher (cesiamoran@cedarschool.co.uk) if they have any concerns about the school's Risk Assessment processes. • It is vital that we get this right for everybody; we are all responsible for supporting this process. Thank you. 	Low
Communication	Some stakeholders are not aware of this Risk Assessment or of the measures which school has in place.	Pupils Staff Parents/ Carers Others	<ul style="list-style-type: none"> • The Risk Assessment process is shared with all staff, parents/carers, pupils and governors. • A 'COVID 19' tab is set up on the school website; the Risk Assessment and any other applicable documents are posted here. • Each updated Risk Assessment is emailed to all families. • Each updated Risk Assessment is emailed to all staff. • Each updated Risk Assessment is emailed to all governors. • Staff and parents/carers are responsible for ensuring they are aware of the latest government guidelines in regard to COVID 19 including safe distancing, washing hands on a regular basis and test and trace. They are responsible for adhering to these guidelines. 	Low



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			<ul style="list-style-type: none"> • A brief video guide has been produced for the school website. • Staff and parents are responsible for accessing the following information on-line for up-to-date information on COVID-19: <ul style="list-style-type: none"> - Public Health England - Gov.co.uk - NHS - DfE - Department for Health and Social Care - School collected information on staff and pupils. 	
School Transport	Spread of Infection due to close contact	Pupils	<ul style="list-style-type: none"> • Local Authority Transport Risk Assessments will be posted in the 'COVID 19' tab of the school website as and when they are received by us. Parents/Carers can also contact the Local Authorities directly if they require any further information. 	Med
Arriving at school	Spread of Infection due to close contact	Pupils Staff Parents/ Carers Others	<ul style="list-style-type: none"> • Children to remain in their transport until school adults approach to temperature check. • Children enter school directly into their individual classrooms. • School staff on duty to enforce guidelines. • Staff and pupils only to enter the building. • Late pupils are temperature checked by office staff. 	Med
Classroom set up	Spread of Infection due to close contact	Staff Children	<ul style="list-style-type: none"> • Face masks should be worn by staff in shared areas for example corridors or when with people from a different bubble. Staff may choose to wear a face mask at any time. Staff can make a reasonable request for a colleague to wear a mask. • Adults should have a change of clothes available. • Face coverings are provided. • NHS staff will use NHS guidelines for PPE. • Face coverings are available for children if they wish. • Tissues available for pupils and adults to use when coughing or sneezing and they must go into a bin after one use. 	Med



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			<ul style="list-style-type: none"> • Every member of staff has been given hand sanitizer with refill facility in school. • Hand sanitizer and anti-bacterial spray available in every classroom for regular use. 	
How is Cedar organised to minimise contact between persons?	Spread of Infection due to close contact	Pupils Staff Others	<ul style="list-style-type: none"> • Pupils stay in bubbles unless specific permission is given by SLT. • Staff should stay in bubbles when possible. • Whole school Assemblies – held by zoom and viewed in each classroom or outside; if singing a 2-metre distance should be maintained. • Lunches in classrooms; consistent lunch time supervisors in each class when possible. • Each Bubble has its own staff room and learning break out room so numbers in the rooms are limited. • Outdoor areas for each class. We are encouraging learning to take place outside whenever possible. • Pupils access rooms directly from the outside wherever possible. 	Med
		Staff Governors	<ul style="list-style-type: none"> • Staff Meetings – via zoom or socially distanced. • Governor meetings – via zoom • There is a kettle and microwave in every classroom to avoid use of communal areas. These are placed and kept safely to seek to avoid any risks to children or adults. • Drinks to be made in classrooms using covered cups. There is also a drinks machine with paper cups. • Where possible staff should take breaks outside. 	
Health Care	Children’s needs will have changed during the period of school closure and their needs will not be met.	Pupils Staff	<ul style="list-style-type: none"> • The Health Team will work with class teaching teams to identify and support each child’s Health Needs and to advise all staff as applicable. • The Health Team must notify teachers by email in advance if they need to take a child out of class and ensure that a mutually convenient time is agreed. The teacher has responsibility for ensuring that the timing is in the best interest of the child. 	Med



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Other Professionals and Visitors	Spread of Infection due to close contact	Pupils Staff Parents/ Carers Others	<ul style="list-style-type: none"> Other professionals and visitors to be given access where necessary through negotiation with the school. Unless it is an emergency, authorisation for any visitor must be given in advance by the headteacher, deputy headteacher, SLT or business manager. Other professionals and visitors will be required to sanitise hands, minimise contact and may be required to wear PPE (including a face mask), all as determined by the headteacher, deputy headteacher, SLT or business manager. Unless it is an emergency, authorisation for any visitor must be given in advance by the headteacher, deputy headteacher, SLT or business manager. Records of visitors and contractors to site recorded – name, address and contact number for Test and Trace (these details are to be kept for 21 days). A visitor protocol has been issued to all school staff and must be followed. 	Med
Remote Learning if a child/their family has to self-isolate.	The school must be able to respond immediately to remote learning for a child who needs to self-isolate.	Pupils Parents/ Carers	<ul style="list-style-type: none"> Remote learning plans have been made by classes and are on the school server for staff a summary version is website. Key workers will contact parents to discuss a mutual plan of learning support. Contact details for parents / carers / social workers will be maintained. 	Med
Break times	Spread of Infection due to close contact	Pupils Staff	<ul style="list-style-type: none"> Children and staff should stay in their bubbles. 	Med
Risk factors associated with Extremely Clinically Vulnerable Children	These risks, and concerns, will be individual to certain children and is more likely at Cedar due to	Pupils	<ul style="list-style-type: none"> The school will follow guidance in https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 It is the responsibility of parents/carers (for children) to adhere to this guidance and to inform the headteacher/deputy headteacher if their children are 'extremely clinically 	Med



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<i>and</i> Children who are vulnerable in a way which the school needs to understand	the needs of our children.		<p>vulnerable’ or if they consider their child to be especially vulnerable in a way which the school needs to understand.</p> <ul style="list-style-type: none"> • The headteacher/deputy headteacher will seek further guidance and support as appropriate. • Where appropriate there will be individual Risk Assessments for children, completed in partnership by NHS and education colleagues, to mitigate any specific risks. All staff must adhere to these individual Risk Assessments. 	
Risk factors associated with Extremely Clinically Vulnerable staff <i>and</i> Staff who are vulnerable in a way which the school needs to understand	These risks, and concerns, will be individual to certain staff.	Staff	<ul style="list-style-type: none"> • The school will follow guidance in https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 • It is the responsibility of members of staff to adhere to this guidance and to inform the headteacher/deputy headteacher if they are ‘extremely clinically vulnerable’ or if they consider themselves to be especially vulnerable in a way which the school needs to understand. • We constantly review COVID safe work place guidance and implement any additional recommendations. • Staff’s attention is drawn to Southampton’s Risk Reduction Framework for vulnerable employees. The following page includes a link to a risk assessment that can be used to assess risks to those who may be vulnerable. All staff are responsible for reading this and to inform the headteacher/deputy headteacher if they want a Risk Assessment: • https://www.youngsouthampton.org/working-with-children/schools-guidance/health-and-safety/microsites/coronavirus-microsite.aspx • The headteacher/deputy headteacher will seek further guidance and support from Southampton’s Health and Safety Team and/or HR as appropriate in any of these scenarios. 	Med



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First Aid	Spread of Infection due to close contact	Pupils Staff	<p><u>Covid-19: advice for first aiders</u></p> <p>1. Be aware of the risks to yourself and others When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets.</p> <p>2. Keep yourself safe In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them. The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. You can read their full advice on their website here. Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</p> <ul style="list-style-type: none"> ○ Wear face masks if possible if you are unable to maintain social distancing to treat a person ○ Wear gloves or cover hands when dealing with open wounds ○ Cover cuts and grazes on your hands with waterproof dressing ○ Dispose of all waste safely ○ Do not touch a wound with your bare hand ○ Do not touch any part of a dressing that will come in contact with a wound. <p>3. Give early treatment The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.</p> <p>4. Keep yourself informed and updated</p>	Med



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			<p>As this is a new disease this is an ever-changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.</p> <ul style="list-style-type: none"> ○ Click here to visit NHS 111 ○ Click here to visit Gov.uk ○ Click here to visit Resuscitation Council <p>5. Remember your own needs These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others, you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.</p> <p>6. If you think you may have been exposed to or contracted Covid-19 Please follow the school flow charts. PLEASE NOTE: This advice applies to everyone regardless of age, role or SEND.</p>	
Intimate Care	Lack of Infection Control	Pupils Staff	<ul style="list-style-type: none"> ● We will follow all of the Intimate Care and individual moving and handling plans which already cover infection control. 	Med
Behaviour Plans	Spread of Infection due to close contact	Pupils Staff	<ul style="list-style-type: none"> ● Individual Behaviour Plans will be updated to reflect the current risk. 	Med
Children leaving at the end of the school day	Spread of Infection due to close contact	Pupils Staff Parents/ Carers Others	<ul style="list-style-type: none"> ● Adults to remain in vehicles; school staff will take children to the vehicles. ● There will not be any after school clubs until further notice. 	Med
Parent/Carer wishing to talk to staff	Spread of Infection due to close contact	Staff Parents/ Carers	<ul style="list-style-type: none"> ● Unless this is an emergency, please arrange in advance with the school office. ● All such meetings will be held outside wherever possible. Social distancing must be maintained at all times. ● All staff are also available via email, telephone and zoom. 	Med



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A stakeholder does not conform with government guidance, advice or legislation about any aspect of COVID 19.	The risks for everybody increase	Pupils Staff Parents/ Carers Others	<ul style="list-style-type: none"> We are issuing this Risk Assessment and all of the procedures which it details. We are listening to staff, parent and children's feedback. <u>Anybody who is found to have compromised the health and safety of the school community by not adhering to this Risk Assessment, will be referred to SLT, the governors and possibly outside agencies.</u> It is vital that we get this right for everybody; we are all responsible for supporting this process. Thank you. 	High
A child or adult displays possible Coronavirus symptoms	Health of the child Spread of Infection due to close contact	Pupils Staff Parents/ Carers Others	<ul style="list-style-type: none"> If anyone in 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 must be sent home and not return before an agreed date with school. This will allow school to seek the correct guidance at that time. Any child will be monitored in a safe space with an adult who is wearing PPE. Stay at Home Guidance for Households with Possible Coronavirus Infection must be followed by anyone with possible coronavirus infection. 	High
Someone who has attended school tests positive for COVID-19	Health of the individual person Spread of Infection due to close contact	Pupils Staff Parents/ Carers Others	<ul style="list-style-type: none"> The school leadership team will work on conjunction with Test and trace and any individual who has tested positive to inform all close contacts. We will advise of the latest guidance and testing procedures. If there are more than 2 positive COVID cases within a 10 day period in the same bubble the headteacher and the deputy headteacher will follow the outbreak contingency framework under the guidance of the local public health team. Contingency framework: education and childcare settings (publishing.service.gov.uk) Any hospitalisation due to COVID will be reported to the DfE helpline (0800 046 8687, option 1) 	High
Cleaning while school open	Infection Control	Staff	<ul style="list-style-type: none"> Cleaners need half an hour to clean each classroom each day without others being present in the room. Teachers to negotiate the cleaning time for their classroom with 	High



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			<p>their cleaner. Teaching Teams are welcome to be in school before and after the school day while allowing the cleaning team this half-hour time in each classroom.</p> <ul style="list-style-type: none"> • All hard surfaces will be cleaned on a regular basis; this includes: <ul style="list-style-type: none"> - all door handles - areas above door handles - light switches - all tables and chairs and equipment used by staff and pupils - toilet flushes and regular cleaning of toilets - outdoor play equipment after each use • All classrooms have anti-bacterial spray disinfectant, disposable cloths (blue roll) and re-usable cleaning cloths. The cleaning team will re-stock each morning and evening. Cleaning cloths will be collected each evening and washed on a 60-degree wash. • Further information on cleaning (not specific to Covid-19) can be found in the following documents on Young Southampton (School Cleaning – Little and Often and School Cleaning Manual – January 2020). • If someone has become ill with suspected coronavirus whilst at school, whether a staff member or student, the following guidance should be adhered to: COVID-19: cleaning of non-healthcare settings guidance. • There is an ‘advice’ sign in each cleaning cupboard to ensure consistency of approach and adherence to this Risk Assessment across the school. 	
Contractors in school	Health & Safety Infection Control	Pupils Staff	<ul style="list-style-type: none"> • Records of visitors and contractors to site recorded – name, address and contact number for Test and Trace (these are to be kept for 21 days). • Unless it is an emergency, authorisation for any contractor must be given in advance by the headteacher, deputy headteacher or business manager. 	Med



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			<ul style="list-style-type: none"> • Contractors will be required to sanitise hands, minimise contact and may be required to wear PPE (including a face mask), all as determined by the headteacher, deputy headteacher or business manager. • Where contractors are coming into school, they must have up to date Risk Assessments and Method Statements. • Control measures regarding the Coronavirus must be included within their RAMs. • School to schedule contractor visits outside of the school working day wherever possible. • School to ensure no pupils or staff are in the area where contractors are working. • Contractors will be designated a toilet they can use whilst on site. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. • Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 	HIGH MED LOW
Fire Drill/Evacuation	Spread of Infection due to close contact	Pupils Staff Others	<ul style="list-style-type: none"> • The Fire Drill/Evacuation Plan has been adapted to ensure full social distancing in its arrangements. However, at all times, preservation of life supersedes the need to social distance during emergency evacuations. 	Low
Ventilation	Maintain air flow indoors	Pupils Staff Others	<ul style="list-style-type: none"> • Classroom windows and windows in shared areas must be open when the room is in use. • Government guidance on CO2 will be followed. 	Med