

Covid 19 – Treloar Trust Risk Assessment Action Plan for students on campus from June 2020

Our risk assessments consider how to mitigate the risks to students, staff and others presented by Covid 19 as we increase the number of students who may attend Treloar’s both as day pupil and boarders.

The COVID 19 risk assessments only address hazards directly relating to Covid-19. This risk assessment sits alongside the many other risk assessments the organisation holds in relation to premises, staff and students.

Hazard – Covid 19, which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing or body fluids. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Risk Consequence - The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve, and will not require further NHS treatment. Whilst Covid-19 illness can be fatal, this likelihood disproportionately impacts adults and specifically those with pre-existing conditions. Government guidelines mention that:

- ☒ severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19)
- ☒ the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19)

This must be balanced by the fact that the vast majority of the young people who attend Treloar’s have previously been identified as “clinically vulnerable” or “extremely clinically vulnerable” as part of the Government’s response to the pandemic.

The **severity** of Covid-19 remains **high** until a vaccine or treatment is available.

This document sits alongside all other Trust policies and procedures, but particularly the Covid 19 related documents, the Treloar Trust Business Continuity Plan and the Health Centre PPE COVID 19 Risk assessment and Individual COVID 19 Risk assessments for our Residential Houses, Offices, Communal Areas and Classrooms.

Our risk assessments consider actions which the Trust should take to mitigate the risk presented by Covid 19. The safety of Treloar staff and students is extremely important and we are ensuring the safety of the workplace by carrying out a risk assessment in line with HSE guidance, consulting with workers and sharing the results of the risk assessment. Key steps have been to adhere to cleaning, handwashing and hygiene procedures, helping people to work from home, maintaining 2m social distancing where possible and managing transmission risk.

Staff are required to attend work only where their role requires their physical presence or where it is operationally necessary to do so. Employees in the clinically extremely vulnerable group are advised shield for the duration of the shielding period. Employees in the clinically vulnerable group should work

from home where possible. If this is not possible, staff will be consulted individually about potential adaptations to their role should they be necessary, as and when they are required to be on site. All Classroom / face to face and personal care activities will require appropriate PPE for staff to be worn to protect our students further.

Aspect	Actions to mitigate harm as Student and Staff numbers increase	Responsible person	Target date	School specific response
Communication	<ul style="list-style-type: none"> ○ We have carried out risk assessments for all students with the aim of supporting decisions about the nature of our support and whether students should be onsite. Parents/carers (students where appropriate) and Local Authorities have been involved in all of these. ○ We have informed parents/carers (students where appropriate) that no student who is symptomatic or in a household where somebody else is symptomatic may come on to site and that they should follow the government's self-isolation guidelines. To support this, there will be daily screening for symptoms. ○ Parents/carers (students where appropriate) informed that pupils who are clinically extremely vulnerable should remain at home (subject to the outcome of a risk assessment) until otherwise advised by the Government. We understand that June 30th is the point at which this will be reviewed.. ○ Parents/carers (students where appropriate) of those that will be attending in a part-time capacity will be provided with detailed information on how things will work in school/college with the "adapted arrangements." All will receive updated guidance before the start of the new term in September. ○ Staff have been informed about arrangements for who should work from home and who should attend work. All of the new arrangements for working staff, and our expectations for those staff, have been disseminated through Clarion messaging and reinforced by managers. ○ Parents/carers (students where appropriate) and Staff will receive regular updates on any Government changes that may result in changing current plans proposed and in place as they happen. ○ Governors receive the same communications as staff. ○ Staff have been encouraged within the Staff Consultation Group and by 	Principal	<p>June 2020</p> <p>Ongoing</p>	

	our messaging to challenge any behaviours which undermine our commitment to safe practice.			
Use of the building	<ul style="list-style-type: none"> ○ Draw up a plan for use of the buildings with increased numbers on site. ○ Use clear signs/markers as appropriate ○ Consider screens for Jowett and LRC reception ○ Organise office spaces and staff room to minimise staff contact ○ Staff room / kitchen areas – put clear rules in place re use of cutlery, plates, washing, social distancing etc. ○ Agree areas of the school to be zoned and how this will work ○ Ensure that students are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days ○ Heads will try and assign the same staff to each group and, as far as possible; these stay the same during the day and on subsequent days. ○ Class groups will use the same classroom or area of a setting throughout the day. ○ Use outside learning where possible ○ Put in place one-way circulation and label appropriately, ○ Place clear signposting on social distancing in classrooms / corridors / halls / office spaces. ○ Deliberately prop doors open, open windows where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid natural ventilation ○ Toilet arrangements clearly signposted 	Head School and College / Heads of all other Services	June 2020 Ongoing	
Health and Safety	<ul style="list-style-type: none"> ○ HSE website regularly reviewed for any guidance they have for employers relating to Covid 19. ○ Check with insurers that all current cover still applies and if there is any advice re COVID 19 required by them. ○ Provide generic COVID 19 Templates for local leads ○ Local COVID19 Risk assessments to be completed 	All Lead Heads CEO PA H&S Manager All Lead Heads	Ongoing June 2020 May 2020 June 2020	
First aid	<ul style="list-style-type: none"> ○ First aider responders to be updated on the procedures to use to ensure safe practices in COVID 19 pandemic 	Principal PA	Ongoing	

	<ul style="list-style-type: none"> ○ Nurse support for emergencies due to need for specialised PPE 			
Cleaning	<ul style="list-style-type: none"> ○ Provide staff and parents with clear information about the cleaning that is taking place on a regular basis and after known/suspected infections according to guidance ○ Regular cleaning to our IPC Policy standards amended for COVID 19 ○ Additionally: ○ Surfaces that students touch during the day such as toys, books will be cleaned as often as possible throughout the day ○ Surfaces that students/everyone touch during the day such as desks, chairs, light switches, door handles, toilets, etc. will be cleaned at the end of day under the IPC Policy standards amended for COVID 19 ○ Hand soap/Hot-water will be readily available and 20 second wash and dry to be encouraged. ○ Posters around the building on hand washing guidance ○ Staff to extend help to students who have trouble cleaning their hands independently. ○ Children and staff to be encouraged not to touch mouth, eyes and nose. Posters around the building ○ Encourage staff and students to use a tissue or elbow to cough or sneeze and use lidded bins for issue waste. ('catch it, bin it, kill it') ○ Engage multiple suppliers and procure in advance so supplies won't run out. (Soaps, Paper Towels/Rolls, Tissues, Disinfectants, etc.) ○ Periodic clearance of bins throughout the day. ○ Continue to close the school on Mondays and commission deep cleans on these days ○ FOG cleaning commissioned after a known or suspected case of Covid 19 ○ Bins should have lids and foot pedals. ○ Provide guidance on the ongoing cleaning of intimate care facilities ○ Guidance provided re disposal of PPE 	IPC Lead and Head of Facilities	Resources and systems in place prior to the number of Students and Staff attending the site increasing.	
Social distancing	<ul style="list-style-type: none"> ○ Only a limited number of students in each classroom and these are displayed on each classroom door ○ Staff reminded of requirements to respect 2m social distancing space when working with other staff ○ Signage indication the corridor system in place wherever possible 	Head School and College / Heads of	June 2020	

	<ul style="list-style-type: none"> ○ Staggered drop off and pick up times for students ○ Different drop off places to be considered as numbers grow ○ Classes to eat in classroom or designated dining area maintaining safe distancing ○ No physical large group meetings ○ No large group playtimes – staggered play followed by cleaning ○ Shorter school day to maximise supervision ○ Fixed cohort maximum set as above (numbers on the doors) and related staff (no other staff, student, visitors to enter room except in an emergency). The cohort may be reduced depending on space availability and other considerations. ○ Cohort spaced at 2m intervals at allocated floor space / computer desks in classrooms where possible - students remain at same desk throughout the day. ○ Where possible, staff should not spend extended periods in very close proximity to students Agreed PPE to be worn at all times. ○ No activities which cause students to be close to each other. ○ No equipment (pens, toys, etc.) to be shared, and cleaned each day between each child’s use. ○ Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). ○ Parents to be requested to not allow their children to bring toys, books or any other non-essential items to school. ○ Where possible, reduce the number of items in the classrooms that are not necessary such as furniture. ○ Limit the amount of toys to what is needed for the class session and clean after each use. ○ Social distancing enforced as far as practical for students ○ All staff (teaching, premises, catering etc.) should try to maintain social distancing where possible to safeguard themselves and set an example to the students. ○ No team sports or other activities where children come very close together. 	all other Services	Ongoing	
Transport	<ul style="list-style-type: none"> ○ Zone and mark drop off and pick up areas for transport and parents 			

	<ul style="list-style-type: none"> ○ Plan parents' drop-off and pick-up protocols that minimise adult to adult contact ○ Stagger drop-off and collection times where possible ○ Agree with external and internal Trust transport details of ensuring adequate social distancing to and from the school and communicate this with parents ○ Ensure agreement with external and internal transport arrangements for any changes to start and finish times ○ Clarify that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus ○ Confirm that the transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers ○ To agree that appropriate PPE is worn to reduce risk when the trust transport drivers are transporting students who cannot maintain social distancing and need support to access the vehicle or fasten seatbelt ○ To get confirmation that external transport providers are communicating revised travel plans clearly to parents. 	Head School and College / Heads of all other Services	June 2020 Ongoing	
PPE	<ul style="list-style-type: none"> ○ PPE ordered for the Trust on a weekly basis in association with the Health Centre ○ Persistent efforts in place for ordering supplies ○ Guidance/training on use of PPE provided for all student facing staff by Clinical Educator and identified nurses ○ 	Health Centre Lead/Procurement	Ongoing	
Personal hygiene	<ul style="list-style-type: none"> ○ Ensure that there are sufficient supplies of toiletries and handwashing soap, toilet roll etc. ○ Promote government advice - cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly ○ Ensuring good respiratory hygiene - use a tissue or elbow to cough or sneeze and use bins for tissue waste - promoting the 'catch it, bin it, kill it' approach ○ Create systems, signs etc. to encourage students and staff not to touch their mouth, eyes and nose ○ Where a sink is not nearby a mobile sink unit will be provided 	Procurement SLT Procurement	June Ongoing	

	<ul style="list-style-type: none"> ○ Screening of students for health concerns occurs before arrival and on admission 			
Response to anyone who is unwell	<ul style="list-style-type: none"> ○ If anyone becomes unwell (staff or student) with a new, continuous cough a high temperature changes to smell and taste, they must be sent home or return to their residential house and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance or the if the student is residential staff must follow the internal procedures instructed by the nursing team. Screening of students for health concerns occurs before arrival and on admission ○ If a student is awaiting collection, they should be moved to a room where they can be isolated behind a closed door and with appropriate staff supervision wearing PPE. Ideally, a window should be opened for ventilation. ○ If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. ○ If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be placed out of order and instructions issued for COVID19 cleaning should be carried out after the agreed isolation period. ○ In an emergency, for students call the health centre following protocol for staff call (9)999 if they are seriously ill or injured or their life is at risk. ○ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the student / staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area See the COVID-19: cleaning procedure in the IPC policy and do PPE as per their training. ○ Testing for Covid 19 is requested the same day a 52 week student presents with symptoms 	Head School and College / Heads of all other Services	June 2020 Ongoing	
Food	<ul style="list-style-type: none"> ○ Heads meeting with catering and Dietician teams to discuss expected 	Head of Facilities	June 2020	

	<p>provision as student returning numbers grow.</p> <ul style="list-style-type: none"> ○ Plans being agreed to phase increase of on-site food provision ○ The catering dept. will ensure kitchens continue to be clean and safe and ready for use ○ Agree the layout of the dining rooms to maintain social distancing practices can be maintained. 		Ongoing	
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We review our advice to staff, students and families as Government guidance changes. The Nursing and Healthcare team advise on all changes and maintain updated standard operating procedures.