

COVID19 – Treloar’s Trust Risk Assessment Summary for the Academic Year 20/21

Our risk assessments consider how to mitigate the risks to students, staff and others presented by COVID19 and the new SARS-CoV-2 variant as we increase the number of students attending Treloar’s both as day pupils and boarders. All planned returning students will be back by 18th January 2021 following the Christmas break of 2020 following the announced 3rd COVID19 lockdown..

The COVID19 risk assessments only address hazards directly relating to COVID19 and SARS-COV-2 variant. This risk assessment sits alongside the many other risk assessments the organisation holds in relation to premises, staff and students.

Hazard – COVID19 and SARS-COV-2 variant , 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). There have been no additional updates to the original government guidance related to the latest variant so our risk assessment and control measures in the main remain consistent. There is an added section on the Testing programme

Risk Consequence – The vast majority of people who become infected with COVID19 and SARS-COV-2 variant will have mild to moderate symptoms which will self-resolve, and will not require further NHS treatment. Whilst COVID19 and SARS-COV-2 variant illness can be fatal, this likelihood disproportionately impacts adults and specifically those with pre-existing conditions. Government guidelines mention that:

- the severity of the disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract Coronavirus (COVID19) and SARS-COV-2 variant
- the age of the children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with Coronavirus (COVID19) and SARS-COV-2 variant

The **severity** of COVID19 and SARS-COV-2 variant remains **high** until the vaccine programme now introduced is completed over the coming months.. It is likely most control measures will be maintained post vaccination but will be reviewed continually following government guidance.

This document sits alongside all other Trust policies and procedures, but particularly local COVID19 and SARS-COV-2 variant related documents, the Treloar’s Trust Business Continuity Plan and the Health Centre PPE COVID19 and SARS-COV-2 variant Risk assessment and Individual COVID19 and SARS-COV-2 variant Risk assessments completed by our Residential House Managers, Office Managers, Communal Areas and Head of School and College for student Classrooms.

Our risk assessments consider actions that the Trust should take to mitigate the risk presented by COVID19 and SARS-COV-2 variant during this 3rd lockdown. The safety of Treloar’s 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 maintain occasionally working from home, maintaining 2m social distancing where possible or 1m+ with appropriate mitigation and managing transmission risk. Fluid Resistant Surgical masks are now compulsory whilst travelling around the site and in offices /meetings etc. for all staff, volunteers, visitors and Contractors.

Staff are required to attend work where their role requires their physical presence or where it is operationally necessary to do so. Employees in the clinically extremely vulnerable group have now been advised to shield. 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, student meal times, student assessments and therapy will require appropriate PPE for staff to be worn to protect our students further. The Trust will amend their risk assessments to comply with changes of guidance and legislation and any changes within operational changes necessary. Our staff are required to wear fluid resistant surgical masks in all office environments unless they are a lone worker and remain in their office. Leaving their office the compliance to wearing a fluid resistant surgical mask applies.


A programme of testing has been introduced for eligible students (based on individual student risk assessments) on their return to Treloar's from January 2021 following the government guidance for specialist education settings and completion of the consent forms. Students that are not tested or do not consent will still be given the opportunity to attend full education. Returning residential students are tested twice with a Lateral Flow Device (LFD) 3-5 days apart and then PCR tested monthly thereafter.

As of the 4th January 2021, all Treloar's staff are tested weekly with Polymerase Chain Reaction (PCR) tests and this will continue until guidance changes. In addition, there is a programme of LFD testing for all staff providing student care which aims to test staff twice a week.


Aspect	Actions to mitigate harm of contracting COVID19 and SARS-COV-2 variant by Student, Staff and Visitors During the academic year 20/21	Responsible person	Target date
Management oversight and monitoring	<ul style="list-style-type: none"> ○ COVID19 and SARS-COV-2 variant Staff absence tracker managed by HR, with figures reported to CQC on a daily basis. 	Head of HR	On going
	<ul style="list-style-type: none"> ○ Weekly COVID19 and SARS-COV-2 variant meetings involving members of the Senior Management Team, Trust Leadership Team and other key individuals, e.g. Health & Safety Manager, IPC Lead. 	Principal	On going
	<ul style="list-style-type: none"> ○ The Senior Management team meets every morning to discuss daily issues. 	Principal	On going
	<ul style="list-style-type: none"> ○ Senior Managers provide an out of hours support service for staff for the escalation of parent/student COVID related concerns. 	Principal	On going
	<ul style="list-style-type: none"> ○ COVID19 and SARS-COV-2 variant student absence tracker. 	Principal	On going
	<ul style="list-style-type: none"> ○ Government alerts in relation to the changes in Government Guidance are received by the Clinical team, Head of Safeguarding and Principal's Office. When the changes affect practice, procedures and training are then updated accordingly as soon as practically possible. 	Principal	On going
	<ul style="list-style-type: none"> ○ Centralised record of all respite providers our students may be attending at weekends and during non-term time, to enable joined up risk assessments, and contact tracing (if required) 	Principal	On going

	<ul style="list-style-type: none"> ○ Dedicated PPE procurement resource and inventory tracking overseen by the Head of Healthcare and Nursing. ○ Senior Staff Nurse and IPC Lead relieved of all non-COVID19 and SARS-COV-2 variant related tasks in order to dedicate time to reviewing and implementing changes in COVID19 government guidance and IPC best practice. 	Head of Healthcare & Nursing Head of Healthcare & Nursing	On going On going
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. Parents/carers (students where appropriate) and Local Authorities have all been involved. ○ Parents/carers (students where appropriate) of those that attend education for 20/21 have been provided with detailed information on how things will work in school/college with the “adapted arrangements.” All have received updated guidance before the start of the new term commenced in September and have been reviewed and updated in January 2021 ○ Staff have been informed about arrangements for their return to 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 during pre-return discussion or during Work up Week and this continues as updates as agreed or guidance changes into 2021 ○ HR provides an out of hours support line service to answer COVID 19 and SARS-COV-2 variant related staff queries. ○ Parents/carers (students where appropriate) and staff will receive updates in relation to any Government changes that result in changing current practice as soon as practically possible after they are announced. ○ Governors receive the same communications as staff. ○ Staff are being encouraged within the Staff Consultation Group and by our messaging to challenge any behaviours which undermine our commitment to safe practice. ○ Information sheet for pending Visitors is available and sent out prior to any visit or at an agreed appointment on the day. ○ Only essential visitors are allowed on site with prior approval of the Principal. Remote meetings are taking place wherever possible using online meeting forums. 	Principal Principal Principal All Head of HR Principal and HR Principal and HR All	Completed September 2020 reviewed January 2021 Completed Sept 2020 Completed Sept 2020 Completed Sept 2020 In place & on going In place & on going On going Completed Completed On going
Use of the building	<ul style="list-style-type: none"> ○ Plans for use of the buildings with increased numbers on site have been put in place and are reflected in local risk assessments. 	All	Completed

	<ul style="list-style-type: none"> ○ Clear signs/markers can be seen across the site. ○ Screens for the Jowett and Tech Hub reception areas, and other depts. have been agreed and are in place ○ Office spaces have been decluttered to ease cleaning and re-designed to minimise staff contact. ○ Staff room /kitchen areas have clear rules in place regarding social distancing, etc. ○ Capacity signage displayed for all rooms. ○ Timetables for students in the same small group bubbles at all times each day, to avoid different groups mixing during the day, or on subsequent days has been developed and in place. ○ 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 unless by prior arrangement depending on activity being applied. ○ Time tables have been completed to include some outside learning where possible. ○ Signage for footfall and wheelchair movements across the site circulation is now signposted appropriately. Keep left and some floor stickers where needed in place ○ Clear signposting on social distancing in classrooms / corridors / halls / office spaces is displayed. ○ Agreement to deliberately prop doors open and open windows to limit use of door handles and aid natural ventilation has been agreed BUT ONLY where it is safe to do so bearing in mind fire safety and safeguarding guidelines, e.g. when the room is in use and supervised by staff as security remains a high priority. ○ Toilet arrangements are clearly signposted 	Principal's Office All All Principal's Office Facilities Head of School and Head of College Head of School and Head of College Head of School and Head of College Principal's Office Principal's Office All Facilities	Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed On going Completed
Health and Safety	<ul style="list-style-type: none"> ○ HSE website is regularly reviewed for any guidance they have for employers relating to COVID19 and SARS-COV-2 variant . ○ Insurers current cover still applies and will send out additional information if there is any advice re COVID19 and SARS-COV-2 variant required by them. ○ Generic COVID19 and SARS-COV-2 variant Templates issued to Heads of Departments for their teams to adapt and complete their own area risk assessments. 	All Lead Heads CEO PA H&S Manager All Lead Heads All managers	On going System in place Completed On going

	<ul style="list-style-type: none"> Local COVID19 and SARS-COV-2 variant Risk assessments in place but will be updated as changes to government updates. Our approach to accommodating the differences between Education and Care Home guidance has been communicated to Ofsted, CQC and PHE for their feedback and approval. 	Principal and Head of Residential Svs	
First aid	<ul style="list-style-type: none"> First aider responders have been updated on the procedures to follow to ensure safe practices in COVID19 and SARS-COV-2 variant pandemic. HSE website to maintain updates last updated 15th September 2020. Nurse support for emergencies due to need for specialised PPE. 	Principal PA	On going
Cleaning	<ul style="list-style-type: none"> Agreed cleaning procedures in place and reviewed by IPC Lead in line with our IPC Policy. Amended the cleaning schedule in response to COVID19 and SARS-COV-2 variant. A second touch point cleaning procedure implemented for afternoons to cover communal areas, meeting rooms and wash facilities. Surfaces that students touch during the day such as toys and books are 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. are being cleaned at the end of day under the IPC Policy standards and amended for COVID19 and SARS-COV-2 variant. Hand soap/hot-water is readily available and 20 second wash and dry is being encouraged. Posters around the building on hand washing guidance are displayed. Staff extending help to students who have trouble cleaning their hands independently. Students and staff being encouraged not to touch mouth, eyes and nose. Posters displayed around the buildings. 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' posters displayed. Multiple suppliers and procurement in place so supplies won't run out. (Soaps, Paper Towels/Rolls, Tissues, Disinfectants, etc.) Periodic clearance of bins throughout the day. Procedure in place to commission deep cleans as required. 	Health Centre Team	On going
		<p>Head of Facilities and IPC Lead</p> <p>Head of Facilities</p> <p>Head of Facilities</p> <p>All</p> 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Systems in Place</p> <p>Systems in place</p> <p>Completed</p> <p>Completed</p>


	<ul style="list-style-type: none"> ○ Bins provided with lids and foot pedals. ○ Guidance on the ongoing cleaning of intimate care facilities provided. ○ Training provided regarding disposal of PPE. 		Ongoing
Social distancing	<ul style="list-style-type: none"> ○ Capacity numbers agreed for each classroom /office and meeting areas. Signs are displayed on each classroom /office door for guidance. ○ Staff reminded of requirements to respect 2m social distancing space when working with other staff. ○ Signage in place denoting social distance requirements. ○ Staggered drop off and pick up times for students in place. ○ There are various drop-off points around the site. Each student has a designated drop off point and additional points will be added if required. ○ Students have designated dining areas for eating to maintain safe distancing. Mitigation, e.g. screens, in place where social distancing cannot be maintained. ○ Reduced the number of large group meetings with physical attendance to essential training only. All meetings comply with room capacity. Meetings take place on line wherever possible. ○ Staff training is being delivered online or remotely wherever possible. ○ No large group playtimes. Staggered play times followed by cleaning. ○ Fixed size classroom capacities (no other staff or students to enter rooms except in an emergency). The room capacities may be altered depending on space availability and other considerations. ○ Social distancing at 2m enforced as far as practical for students. ○ 2m spacing allocated for floor space /computer desks in classrooms wherever possible. Students remain at the same desk throughout the day wherever possible. Cleaning of desks / computer equipment after each use. ○ Where possible, staff do not have extended periods in very close proximity to students. Agreed PPE is worn at all times. ○ No activities allowed which cause students to be close to each other. ○ Only essential equipment (no pens, toys, etc.) is shared, and cleaned each day between each student's use. ○ Students have their own boxes for storage of their personal equipment, e.g. 	<p>Health Centre & Facilities All</p> <p>Principal's Office Head of School and Head of College</p> <p>Head of School and Head of College</p>	<p>Completed</p> <p>On going</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>

	<p>pens, AAC, etc.</p> <ul style="list-style-type: none"> ○ All soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts have been removed). ○ Parents have been advised not to allow their child/young person to bring toys, books or any other non-essential items to school/college. ○ Where possible, non-essential items have been removed from the classrooms, such as toys and furniture. ○ Limited equipment to that that is required for the class session and cleaned after each use. ○ All staff (teaching, premises, catering etc.) to maintain social distancing where possible to safeguard themselves and set an example to the students. ○ No team sports provided or other activities where students come very close together less than 2m apart. 		
Transport	<ul style="list-style-type: none"> ○ Drop off and pick up areas for transport and parents in place and policed to maintain social distancing. ○ Plan parents' drop-off and pick-up protocols that minimise adult to adult contact in place. ○ No entry into the Treloar's site buildings permitted by designated drivers or parents/ guardian. ○ Stagger drop-off and collection times in place. ○ Communicated external and internal Trust transport protocol for ensuring adequate social distancing to and from the school/college with parents. ○ Ensured external and internal transport arrangements for any changes to start and finish times were agreed in advance. ○ Ensured that external transport providers were aware that their staff should not work if they, or a member of their household, are displaying any symptoms of Coronavirus. ○ Confirmed that the transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. ○ Agreed the appropriate PPE to be 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. 		Completed

PPE	<ul style="list-style-type: none"> ○ PPE ordered on a weekly basis and to the specification advised by the clinical staff in the Health Centre. System in place and regularly monitored. ○ Process in place to monitor and flag any issues in continuous supply. ○ Guidance/training on use of PPE provided for all staff by Clinical Educator and identified nurses. ○ Government guidance on the use of PPE for Educational and Care Home Settings regularly reviewed by senior nurses / IPC Lead and changes to practice / training implemented as soon as practically possible. ○ Use of Fluid Resistant Surgical Masks (FRSM) provided by Treloar's is mandatory for: <ul style="list-style-type: none"> ○ all staff supporting students ○ all staff and visitors to a residential house ○ all staff in communal areas (unless seated and socially distanced to eat or drink) ○ for working in shared offices ○ travelling around the site in corridors and rest areas ○ All contractors, Visitors and Volunteers to wear FRSM provided by the Trust on arrival. 	<p>Head of Finance</p> <p>Head of Finance Head of Healthcare and Nursing Head of Healthcare and Nursing</p> <p>Trust Wide</p>	<p>On going</p> <p>On going On going On going</p> <p>On going</p>
Personal hygiene	<ul style="list-style-type: none"> ○ Mandatory Infection Prevention and Control training for all staff and comprehensive IPC policy in place. ○ Sufficient supplies of toiletries and handwashing soap, toilet roll etc. in place. ○ Promote government advice - cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. ○ Promotion of 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 with training and posters in place. ○ Systems, signs etc. in place 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. ○ Procedure for the screening of staff and students for symptoms occurs on arrival in place. 	<p>Managers</p> <p>Procurement</p> <p>IPC members</p> <p>Principal's office/ IPC team</p> <p>Principal's office/ IPC team</p> <p>Facilities</p> <p>Principal Office</p>	<p>On going</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
Response to anyone who is	<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 are being sent home or 	<p>HR and Health Centre</p>	<p>Systems in place</p>

unwell	<p>return to their residential house and advised to follow the COVID19 and SARS-COV-2 variant guidance for households with possible coronavirus infection guidance; or if the student is residential staff follow the internal procedures outlined in the Health Centre SOP and as instructed by the nursing and HR team.</p> <ul style="list-style-type: none"> ○ Screening of students for health concerns occurs before arrival and then again before entering the premises. ○ If a symptomatic student is awaiting collection, they are moved to a room where they can be isolated behind a closed door and with appropriate staff supervision wearing PPE. The room allows for natural ventilation. ○ If they need to go to the bathroom while waiting to be collected, there is a separate bathroom and SARS-COV-2 variant provided. The room is placed out of order and instructions issued for COVID19 cleaning will be carried out after the agreed isolation period. ○ In an emergency; for students the health centre is called following the agreed protocol, for staff (9)999 is called if they are seriously ill or injured or their life is at risk. ○ If a member of staff has helped someone who is unwell with a new, continuous cough, loss of smell and taste, or a high temperature, they do not need to go home unless they have not worn the correct PPE/ followed the correct procedure or develop symptoms themselves (and in which case, a test is available) or the student / staff member subsequently tests positive. Staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning of the affected area See the COVID19 and SARS-COV-2 variant: cleaning procedure in the IPC policy and do PPE as per their training. ○ PCR testing for COVID19 and SARS-COV-2 variant is requested the same day if a staff or student presents with symptoms or staff or students have been in direct contact with a positive test result. 	<p>Head of Healthcare and Nursing Health Centre</p> <p>Health Centre / Facilities</p> <p>All</p> <p>HR</p>	<p>On going</p> <p>System in place</p> <p>Systems in place</p> <p>Systems in place</p>
Food	<ul style="list-style-type: none"> ○ Heads of School, College and Residential Services met with Catering and Dietician teams to discuss the provision for students and returning staff. ○ Agreed a plan to phase increase of on-site food provision during the phased return until reaches normal capacity. ○ The catering department are ensuring the kitchens continue to be clean and safe and ready for use within their Environmental Health guidance including 		<p>Completed</p> <p>On going</p> <p>On going</p>

	<p>COVID19 and SARS-COV-2 variant measures for staff social distancing practices.</p> <ul style="list-style-type: none"> ○ Agreed layout of the dining rooms to maintain social distancing practices in place with Perspex partitioned screens and PPE being worn by all staff associated with food provision and service. ○ Some Catering provision has been moved into the Residential Houses. ○ Additional dining area has been created on Brewer House with a mobile extension provision ○ Contingency plans have been developed for loss of staff numbers. Plans to consider staff sickness related illness by 40%. ○ Café menu revised to offer pre-packaged food only with no self-service at the chiller cabinets, and advisory floor stickers for socially distanced queuing. 	Head of Facilities and Head of School and Head of College	Completed Completed
Emotional Impact: Student	<ul style="list-style-type: none"> ○ ○ Students were given the time and support they needed from their MDT and the staff that work with them to reintroduce them to Treloar's. ○ MDTs considered any specific challenges that individual students may have with returning to Treloar's and put in place any specific provision and support interventions required. ○ Social stories were used for students (as appropriate) in advance of them returning to support with transition. Video footage was also sent to show some of the students the changes to the site to help support them gain an understanding of how things would look when they returned. ○ Students and families were called post Xmas holidays and during Work up Week to allow them to ask any questions about returning during the announced 3rd lockdown. ○ Additional Counselling support has been made available for any student who requires it. 	Head of School and Head of College	Completed Completed Completed Completed On going On going
Emotional Impact: Staff	<ul style="list-style-type: none"> ○ HR provides an out of hours support line service to answer COVID19 and SARS-COV-2 variant related staff queries. ○ HSF offer a 24 hour support line for staff. ○ Provide HSF package of wellbeing support for all staff. ○ There is a team of Mental Health Champions in place and promoted across the 	HR	

	<p>campus to provide support to staff.</p> <ul style="list-style-type: none"> ○ Reflective Practice Groups are in place, both on a planned and reactive basis. ○ Existing staff supervision arrangements will take account of the need to reflect and discuss implication of COVID19 and SARS-COV-2 variant. ○ Managers maintain regular discussions with any staff that are working from home. ○ HR / Managers provide emotional and practical support to staff that are isolating and need assistance with food supplies, etc. 	<p>Dept Managers</p> <p>HR and Dept Managers</p>	<p>On going</p>
<p>Testing Programme</p>	<ul style="list-style-type: none"> ○ A testing programme has been introduced for eligible students (based on individual student risk assessment) on their return to Treloar's from January 2021 following the government guidance for specialist educational settings and on completion of the consent forms. ○ Students that are not tested or do not consent will still be given the opportunity to attend full education. Residential students will be tested twice 3-5 days apart on their return with LFDs and monthly thereafter with PCRs. ○ Staff required to take a Polymerase Chain reaction (PCR) test on their return from January 4th and weekly routine PCR testing of all staff will continue thereafter or until guidance changes. 		<p>On-going</p>

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.