

COVID-19 – Treloar’s Risk Assessment Summary for the Academic Year 21/22

Our risk assessments consider how to mitigate the risks to students, staff and others presented by COVID-19 as advised by the Department for Education and Public Health England.

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:

- 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 COVID-19
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with COVID-19

The **severity** of COVID-19 remains **high**, however 100% of eligible staff, and a high proportion of students, are now fully vaccinated and may have also received the booster vaccine.

This document sits alongside all other Trust policies and procedures, but particularly:

- local COVID-19 related documents – Owned by local Senior Managers
- the Treloar Trust Business Continuity Plan – Owned by the Executive Leadership Team
- the Interim Standard Operative Procedures for Pandemic – Owned by Head of Healthcare and Nursing
- PPE COVID-19 Risk Assessment - Owned by Head of Healthcare and Nursing
- COVID-19 General Site Risk Assessment – Owned by Health & Safety Manager
- COVID-19 Staff Risk Assessments (where applicable) – owned by local Senior Managers
- COVID-19 Student Risk Assessment – Owned by Head of Quality

Our risk assessments consider the actions that the Trust should take to mitigate the risk presented by COVID-19. 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 staff and sharing the results of the risk assessment. Key steps have been to adhere to enhanced cleaning, handwashing and hygiene procedures, the routine use of PPE in all roles, maintaining social distancing as appropriate for the task taking into account any mitigating factors, e.g. use of Fluid Resistant Surgical Facemasks (FRSM), fresh air ventilation, regular testing routines for all staff, eligible students and any visitors, and checking the vaccination status of staff, students and visitors.

Treloar’s have adopted the NHS’ guidance to the changes in isolation guidance brought in to affect from 18th August 2021. If a member of Treloar’s staff is identified as a contact of a positive COVID-19 case, they are only required to attend work on site where it is operationally necessary for them to do so in order for Treloar’s to deliver a safe service; and following a comprehensive risk assessment completed by the line manager and HR.

All student face to face and personal care activities, including meal times, student assessments and therapy will require staff to wear appropriate PPE. Treloar’s will continue to monitor and review any changes in Government guidance and legislation, amending risk assessments and operational policies as necessary.

Aspect	Actions to mitigate harm through contracting COVID-19 by Student, Staff and Visitors During the academic year 20/21	Responsible person	Target date	Trust specific response
Communication	<ul style="list-style-type: none"> ○ A COVID-19 Response Group was formed from Senior Managers and key staff, such as the Infection Control Lead, Head of Health & Safety, etc., at the beginning of the pandemic to monitor and review guidance from .gov.uk, PHE and DfE; and implement any changes to policy necessary. ○ The COVID-19 Response Group meets weekly on Monday morning to discuss any changes to guidance, issues that have arisen and required communication to all stakeholders. Actions from the group are regularly reviewed. ○ We have carried out risk assessments for those students considered to be more at risk to support decisions in relation to their Care Plans, for instance, those students using Aerosol Generated Procedures (AGPs). Parents/carers (students where appropriate) and Local Authorities have been involved in these. ○ Parents/carers (students where appropriate) of those that will be attending Treloar’s have been provided with information on any “adapted arrangements” in school/college for 2021/22. All received updated guidance before the start of the new term in September 2021. ○ Staff are regularly informed of any changes to existing arrangements 	Principal	Complete	
		Principal		
		Head of Quality, Head of Healthcare & Nursing, H&S Manager	Complete	
		Principal	Complete	
		All		

	<p>through a weekly 'Bulletin' email. Messages are disseminated through Clarion messaging to personal email accounts and reinforced by managers during morning briefings and departmental meetings. This will continue as updates are agreed or guidance changes.</p> <ul style="list-style-type: none"> ○ Systems are in place for staff to contact HR, and managers have access to Senior Management via on-call arrangements, for any COVID-19 concerns and in particular guidance on isolation arrangements and contact tracing. ○ Senior management and senior clinical professionals continue to monitor government guidance and review Treloar's COVID-19 policies in line with changes. New issues are raised through daily and weekly operational update meetings that include action plans. ○ Parents/carers (students where appropriate) and staff will continue to receive regular updates on any Government changes that may result in changing current practice as soon as practically possible after they are announced. ○ Governors receive the same communications as staff. ○ Staff are encouraged within the Staff Consultation Group and via communications to challenge any behaviours which undermine our commitment to safe practice. ○ Visitors are restricted to those deemed to be essential. This is determined as whether the visit is required to continue with the day-to-day provision of the service and the meeting cannot take place via phone or an online meeting forum. Senior Managers oversee and manage the approval process for visitors of their area. There is an information sheet that is sent to any visitors prior to their visit. 	<p>Principal and HR</p> <p>Principal and HR</p> <p>Principal Office</p> <p>Principal Office</p> <p>HR / Quality</p> <p>Senior Managers</p>	<p>Complete</p> <p>Complete</p> <p>System in place</p> <p>System in place</p> <p>System in place</p> <p>System in place</p>	
<p>Use of the building</p>	<ul style="list-style-type: none"> ○ Clear signs/way markers can be seen across the site. ○ Perspex screens have been installed around reception desks, and in other areas where their requirement has been identified through risk assessment. ○ Office spaces remain decluttered to ease cleaning and any re-designs to minimise staff contact have been kept in place. ○ Staff room / kitchen areas – have clear rules in place regarding use of 	<p>Facilities</p> <p>Facilities</p> <p>All</p> <p>All</p>	<p>All Complete</p>	

	<p>cutlery, plates, washing, social distancing etc.</p> <ul style="list-style-type: none"> ○ Advised room capacity signage is displayed for offices and meeting rooms. ○ A 'keep left and give way to wheelchairs' system has been implemented in the school and college corridors with signage and floor stickers to enforce this. ○ Posters to remind staff to social distance remain on display across the site. ○ All staff have been advised to maximise ventilation through propping open doors and windows but only where it is safe to do so (bearing in mind fire safety and safeguarding). ○ The use of outdoor space has been maximised for student learning. 	<p>All</p> <p>Principal's Office</p> <p>Principal's Office</p> <p>Senior Managers</p> <p>Head of School & Head of College</p>	<p>All Complete</p>	
<p>Health and Safety</p>	<ul style="list-style-type: none"> ○ The HSE website and the Department for Education and government alerts are regularly reviewed by the COVID-19 Response Group for updates to guidance for employers, Special Educational Needs and Care Homes in relation to COVID-19. ○ The current business insurance cover applies and the insurers will let us know of any additional COVID-19 related requirements as they arise. ○ The Environmental COVID-19 risk assessment completed by the Health & Safety Manager, in conjunction with the Senior Management Team, identifies all environmental COVID-19 related risks. For areas considered to be of a higher risk a separate COVID-19 risk assessment has been produced and additional measures implemented, e.g. swimming pool. ○ The Student COVID-19 risk assessment completed by the Health & Safety Manager and Quality Manager in conjunction with the COVID-19 Response Group identifies all COVID-19 student related risks. For a minority of students COVID-19 risks are greater and an individual COVID-19 risk assessment has been produced and additional measures implemented, e.g. those using Aerosol Generated Procedures. ○ Our approach to accommodating the differences between the government guidance for Education and Care Homes has been communicated to CQC, Ofsted, and PHE for their feedback and approval. 	<p>Health & Safety Manager/IPC Lead /Principal's Office / Head of Safeguarding</p> <p>CEO PA</p> <p>H&S Manager</p> <p>H&S Manager, Quality Manager, Head of Healthcare and Nursing, Residential Managers</p> <p>Head of Residential Svs & Head of</p>	<p>System in place</p> <p>System in place</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p>	

		Safeguarding		
First aid	<ul style="list-style-type: none"> ○ First aid responders have been updated on the adapted procedures as advised by the St John Ambulance to ensure safe practices during the COVID-19 pandemic. ○ Additional nurse support in place for CPR due to the need for specialised PPE. 	Principal's EA	Ongoing	
		Health Centre Team	Ongoing	
Cleaning	<ul style="list-style-type: none"> ○ Enhanced cleaning procedures in place and reviewed by IPC Lead in line with our IPC Policy. ○ The contract cleaners carry out a second touch point cleaning procedure in the afternoons to cover communal areas, meeting rooms and wash room facilities. ○ Procedures are in place to clean any shared equipment before and after use with easy access to cleaning equipment. This includes classroom equipment. ○ In addition to the contract cleaners touch point cleaning, there are procedures in place for staff to regularly clean high contact surfaces that are frequently touched throughout the day, e.g. desks, chairs, light switches, door handles, toilets, etc. ○ Hand soap and hot water is readily available in all classrooms, dining rooms and care areas. ○ Posters outlining good hand hygiene are on display by all hand wash sinks. Posters aimed at students are on display in the classrooms. ○ The staff assist students who are unable to clean their hands independently, and have been provided with the appropriate equipment to do so. ○ The government's 'Catch it, bin it, kill it' posters are displayed across the site. ○ Multiple suppliers have been sourced to ensure continuation of supplies, e.g. PPE, Soaps, Paper Towels/Rolls, Tissues, Disinfectants, etc. ○ Appropriate waste management has been implemented, with an increased number of yellow waste stream bins for the disposal of PPE across the site. Training provided regarding appropriate disposal of PPE. ○ Periodic clearance of bins throughout the day. ○ Procedure in place to commission deep cleans as required for areas 	Head of Facilities & IPC Lead	Ongoing	
		Head of Facilities	Ongoing	
		All	Ongoing	
		All	Ongoing	
		Facilities / IPC Lead Manager	System in place	
		Principal's Office	Complete	
		Head of School / Head of College / Head of Residential Svs	System in place	
		Principal's Office	Complete	
		Procurement	Complete	
		Facilities Manager / IPC Lead	Complete	
		Facilities Manager	Complete	
		Facilities Manager	Complete	

	<p>affected by any person with COVID-19 symptoms.</p> <ul style="list-style-type: none"> ○ All bins upgraded to be foot operated and with a lid. 	Facilities Manager	Complete	
Social distancing	<ul style="list-style-type: none"> ○ Guidance provided on room capacities for offices and training rooms and communal spaces. ○ Staff reminded of requirements to respect 2m social distancing space when working with students and staff. ○ Signage in place denoting social distance requirements. ○ Student designated dining areas to maintain safe distancing and reduce mixing between groups. ○ Reintroducing some larger group meetings with face-to-face attendance, e.g. assemblies, new parent induction, with compliance to room capacities and testing as appropriate. The majority of Meetings continue to take place online wherever possible. ○ Face-to-face staff training has been reintroduced with limitations on room capacity, additional cleaning measures, use of FRSM, and no handouts. Training still taking place online and remotely wherever appropriate. ○ Consideration given to the spacing of computer desks in classrooms wherever possible to maximise the distance between students. ○ 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 and wear agreed PPE at all times. ○ Only essential equipment is shared (no pens, toys, etc.) and cleaned each day and between students. ○ Students have their own storage boxes for their personal equipment e.g. pens, AAC, etc. ○ All soft furnishings, soft toys, and toys that are hard to clean (such as those with intricate parts have been removed from the classroom environment). ○ Where possible, unnecessary items in the classroom have been reduced, such as furniture. ○ Equipment has been limited to that required for the class session and is 	<p>Health Centre & Facilities</p> <p>All</p> <p>Head of school, Head of college and Head of Residential Svs</p> <p>Managers</p> <p>Training Department</p> <p>Head of school, Head of college</p> <p>Head of school, Head of college</p> <p>All</p> <p>IPC Lead</p> <p>IPC Lead</p> <p>IPC Lead</p> <p>Head of school, Head of college</p> <p>Head of school,</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p>	

	<p>cleaned after each use.</p> <ul style="list-style-type: none"> ○ All staff (teaching, premises, catering etc.) to maintain social distancing where possible to safeguard themselves and set an example to the students. 	<p>Head of college</p> <p>Senior Managers</p>	<p>Ongoing</p>	
Transport	<ul style="list-style-type: none"> ○ 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. ○ 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 a seatbelt. 	<p>Contract and Admissions Manager</p> <p>H&S Manager, IPC Lead</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	
PPE	<ul style="list-style-type: none"> ○ PPE ordered on a weekly basis in association with the Health Centre specification. System in place to regularly monitor supply. ○ Process in place to monitor and flag any issues in continuous supply. ○ Guidance/training on use of PPE provided for all student facing 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. 	<p>Procurement</p> <p>Procurement</p> <p>Health Centre</p> <p>Head of Healthcare and Nursing</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Personal hygiene	<ul style="list-style-type: none"> ○ 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. ○ Where a sink is not nearby a mobile sink unit has been provided. ○ Visitors are asked prior to their visit not to come on site if they have any symptoms. 	<p>Procurement</p> <p>Managers</p> <p>Principal's Office</p> <p>Facilities</p> <p>All</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p>	

<p>Response to anyone who is unwell</p>	<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 return to their residential house and advised to follow the COVID-19: guidance for households with possible coronavirus infection, or if the student is residential, staff must follow the internal procedures instructed by the nursing and HR team. ○ If a student is awaiting collection, they are moved to a room where they can be isolated behind a closed door 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 provided. The room is placed out of order for an agreed isolation period and then cleaned appropriately. ○ 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 any of the COVID-19 symptoms, 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. For cleaning the affected area, staff follow the COVID-19: cleaning procedure in the IPC policy and use PPE as per their training. ○ Testing for COVID-19 is requested the same day if a staff member or student presents with symptoms, or if a staff member or student has been in direct contact with a confirmed positive COVID19 case. 	<p>HR, Health Centre</p> <p>Health Centre</p> <p>Health Centre</p> <p>Health Centre</p> <p>Health Centre</p>	<p>Ongoing</p> <p>Systems in place</p> <p>Systems in place</p> <p>Systems in place</p> <p>Systems in place</p>	
<p>Food</p>	<ul style="list-style-type: none"> ○ The Heads of School, College and Residential Services met with the Catering and Dietician teams to discuss the arrangements for students and staff. ○ A phased increase of on-site food provision was implemented. ○ The catering department ensure the kitchens continue to be clean and safe and ready for use within their Environmental of Health guidance 	<p>Head of Facilities & Head of School and College</p> <p>Head of Facilities</p>	<p>Completed</p> <p>Ongoing</p>	

	<p>including COVID-19 measures for staff social distancing practices.</p> <ul style="list-style-type: none"> ○ The layout of the dining rooms was reviewed to maintain social distancing with the provision of Perspex screens to partition diners. ○ PPE is worn by all staff associated with food provision and service. ○ Some Catering provision has been moved into the Residential Houses, Pike Hall, Chill Out Zone and Burnham Common Room to allow for social distancing between students. 	<p>Head of Facilities, IPC Lead</p> <p>Head of Facilities, IPC Lead, Head of Residential Services</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>	
Management Oversight and Monitoring	<ul style="list-style-type: none"> ○ Tracker with staff absences being sent to the CQC. ○ Weekly update meetings with the Senior Managers held every Monday morning to discuss operational issues as they arise. ○ Departmental huddles for daily / weekly updates ○ COVID-19 related on call manager briefings in place. ○ HR and Safeguarding on-call services for COVID-19 related staff issues. 	<p>Head of Residential Senior Managers</p> <p>Sch & Coll Senior Managers</p> <p>Senior Managers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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.