

RISK ASSESSMENT FORM

Assessment undertaken by	Assessment and review dates
Name: Ian Hutchings, Laura Jeffery & Marianne Paemen	Assessment date: 04.09.20 Updated 09.11.2020
School: Sheen Mount Primary School	Activity: Visiting professionals / therapists
Restrictions due to Covid-19	Review date: Monthly

ITEM/ISSUE	HAZARD/POSSIBLE OUTCOME	RISK LEVEL/ PERSONS AT RISK	CONTROLS REQUIRED	FURTHER ACTION
Increased number of adults on site	Exponential increase of infection risk as "non-permanent staff" members enter the school with a new viral load.	High, school staff and children as well as other visitors	<p>In general visitors are not allowed on school premises for any reason other than pick-up and drop-off, which is itself carefully regulated (See separate general school COVID risk assessment). An exception to this rule is visiting professionals whose visit is vital for the emotional, physical and educational wellbeing of pupils or the proper functioning of the school and where the visit, despite significant efforts spent to try to move the delivery of the intervention/treatment/service online, cannot be done remotely.</p> <p>Authorised adults are required to wear a face mask when entering the school premises and are required to wear a face mask whenever a distance of at least 2 meters from another person cannot be guaranteed. If at all possible, any meetings/interventions should take place in the open air rather than inside. Where this is not possible, the location should be well ventilated.</p> <p>All authorised visitors are expected to also abide by strict COVID access, hygiene and distancing rules applicable to all staff members (see School's general COVID risk assessment)</p>	Prevent slippage due to increased number of exceptions and lack of effort/ understanding by some potential visitors regarding the importance and objective of these measures.

Entering school grounds	Touching of surfaces, including e.g. metal call button used to enter school grounds and building/contamination	Low/visitor	Signage to instruct visitors that upon entering the building they must immediately wash their hands in one of the toilets in the main reception area. Paper towels and a closed lidded bin provided in toilets in the main reception area.	Reminder given before signing in.
Booking space	Space is double booked/unable to safely access therapy space	Low/visitor,school staff and children	Booking system in place overseen by the Inclusion Team to ensure only one professional is using the therapy room (Neverland) at an allotted day/time. The full name of the child will be recorded in the details section of the entry for the booking on the school calendar. If specific school equipment is needed for the session, the visitor is required to inform the Inclusion team of the exact items needed so that they can be clean and ready for use in the room in time for the session.	Explore an online booking system accessible via Google.
Signing in	Touching the iPad/contamination	Low/visitor	Once hands have been washed, the visitor must sign-in to the iPad at the desk of the main reception area. Once signed in the visitor must use the hand sanitiser supplied by the school and located next to the iPad. Follow this procedure again when signing out.	Ensure consistent supply of hand sanitiser on front desk.
Movement inside the school	Endangering integrity of bubble structure by movements by authorised visitors inside the school	Low/pupils/adults /visitors	All authorised visitors are expected to follow the one-way system inside school buildings and keep at least 2m distance from all groups of pupils and individuals when circulating on school grounds.	Visitors to make themselves familiar with one way system and ask in case of doubt.
Going to/from therapy room (Neverland)	Coming into contact with different adults and children/contamination	Low/visitor, school staff and children	Access therapy room via school lunch hall (if visiting in the morning before 11.45) and walk through the tunnel along the boulevard and enter via the door opposite the Neverland Room. If the lunch hall is occupied (from 11.45 - 13.45), follow the one way route down the KS1 corridor and out of the doors at the end, walk round to the door opposite the Neverland Room socially distancing where necessary. When	

			returning to the school office turn left out from the Neverland Room, along the corridor, past SEN/D Office and turn right and leave via the door, walk around the building and enter through the door by the blue gate - you will be back to the school office (map supplied with routes clearly marked).	
Contact during a therapy session	Close contact with children and school staff supporting them/contamination	Low/visitor, school staff and children	Child and accompanying adult will either wash hands or sanitise before and after session with professional. Excessive furniture removed ready for September 2020. Windows open to ensure ventilated space. Therapist to wear PPE as directed by NHS England. Any parents wishing to attend therapy session to do so via Google Meets on class iPad/laptop (brought by school staff to the session).	
End of therapy session / meeting	Cleaning of room after use/contamination	Low/visitors, school staff and children	Therapist/ authorised visitors to follow Sheen Mount cleaning protocol: <ol style="list-style-type: none"> 1. surfaces wiped down with anti-bacterial wipes (supplied by school) 2. door handles and lock at the top of the door wiped down 3. dispose of used wipes in clinical waste bag (brought in by therapist/supplied by school) 4. complete sign-off sheet attached to door of therapy room. Please use your own writing equipment if possible, else clean pens will be provided in a green pot, and users should place used pens in the red pot for cleaning at the end of the day. 	

Leaving building	Washing hands and disposing of waste items/contamination	Low/visitors, school staff	Upon leaving school building therapist/authorised visitor is expected to: <ol style="list-style-type: none"> 1. use supplied anti-bacterial hand gel on office desk 2. sign out using the iPad 3. wash hands in toilets in the main reception area 4. dispose of PPE in either the lidded waste bin in accessible toilet or in therapist's clinical waste bag (taken with therapist and disposed of away from school premises) 	
Fire Alarm	Fire protocol/social distancing	Low	The responsibility is on the user of the room to read the emergency evacuation poster near the door of the room used and ensure they are familiar with the recommended evacuation route and nearest assembly point from that location.	
Classroom Observations	Social distancing from children and staff members	Low	Visiting professionals/authorised visitors would be expected to: <ol style="list-style-type: none"> 1. Wash hands before entering the classroom and refrain from touching surfaces. 2. Wear a face covering or face shield whilst in the classroom. 3. Sit at a safe distance away from the children and adults working in the classroom. 4. If a follow-up conversation is necessary, do this virtually. If this is not possible, book a room where social distancing can be maintained. 	
Dog Therapy visit	Contamination	Low	The Therapy Dog sessions will take place outside, with the following measures in place: <ol style="list-style-type: none"> 1. Dog and owner will enter/leave school grounds via the blue gate having messaged/telephoned to say they are on site. 2. Inclusion Leader/Admin staff will sign the owner in/out of the school system. 3. Reading will take place in the Sensory Garden, where social distancing can be maintained. 	

			<ol style="list-style-type: none">4. When walking the dog around the field, the owner will hold one lead and child will hold the other.5. Lead will be wiped down with antiseptic wipes between children.	
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