



Acorn Park COVID Risk Assessment

COVID 19 Risk Assessment	Assessment Details	
<p>The site is working to and following the guidance regarding COVID 19. We have a stringent set of health and safety measures that we must meet as part of our Risk Assessment.</p> <p>We want to reassure you that your child's and our staff's safety are of paramount importance.</p> <p>This is a 'living document' that will be updated as government and public health advice changes. We will monitor the controls we have in place and regular site assessments will continue, to enable us to assess the controls we have in place, update and amend risk ratings accordingly.</p>	Assessor name	Shelly Webb
	Name(s) of those assisting	Peter Marshall
	Name(s) of those assisting	Philippa Whipp
	Name(s) of those assisting	Tyrone Best
	Assessment date	30.3.21
	Date to be Reviewed:	Ongoing

Risk Rating Guide

Likelihood:		Consequence:		Risk Level Matrix:						Key		
1	Very Unlikely	1	Insignificant/no injury	Consequence	5	5	10	15	20	25	1-2	Insignificant
2	Unlikely	2	Minor Injury/Illness (requiring first aid)		4	4	8	12	16	20	3-6	Low
3	Fairley likely	3	Moderate (up to three day absence)		3	3	6	9	12	15	8-12	Moderate
4	Likely	4	Major Injury (Severe more than 7 day's absence)		2	2	4	6	8	10	15-16	High
5	Very Likely	5	Death(s).		1	1	2	3	4	5	20-25	Intolerable
				Likelihood								
				1 2 3 4 5								



Acorn Park

Hazards	Who is affected (R)Resident (OP)Other Peers (S)Staff (V) visitors/public	Risk Rating before control measures (CxL=)	Control Measures General Proactive Early Intervention Reactive	Risk Rating after control measures (CxL=)
<p>Cross Contamination- Measures to reduce the risk of cross contamination as far as is reasonably practicable.</p>	<p>Residents Staff Pupils Visitors Contractors Public</p>	<p>15</p>	<p>The guidance remains that children and staff should not come onto site if they or any member of their household has COVID symptoms.</p> <ul style="list-style-type: none"> • Face masks must be worn by our secondary pupils and staff. • Primary pupils and staff are exempt, it is a personal choice as to whether one is worn or not. • Masks must be used when moving around the buildings however are not required whilst outside. • Support workers should continue to use masks inside the homes. <p>A new mask must be worn each day and old masks disposed of following guidance. https://www.gov.uk/government/publications/face-coverings-in-education</p> <ul style="list-style-type: none"> • Staff must ensure that social distancing is adhered to. All Staff and pupils are not to congregate. • If someone becomes symptomatic whilst on site they should notify Michelle Webb on EXT 200 or via email- michelle.webb@acornparkschool.co.uk who will then liaise with the Heads of Provision. The Head of Provision will then arrange parental/legal guardian contact or advise staff to leave site. • The individual should leave site, or if awaiting collection education staff or pupils should wait in the Nurses treatment room in the admin building (here they are at least 2 metres away from other people, isolated behind a shut door, with a separate entrance/exit door to the building, and a separate toilet/sink). Open the door for ventilation. The symptomatic person should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. 	<p>8</p>



Acorn Park

			<p>Residential staff and young people should remain within their home in a well ventilated room as above.</p> <ul style="list-style-type: none">• Staff must ensure that PPE is worn. PPE packs are available in each of the COSHH cupboards/ Sluice rooms and the nurse's treatment room. In each pack is instructions on putting on, taking off and disposing of PPE appropriately. Please follow this guidance. Shelly Webb with notify the Housekeeping team to ensure that a deep clean is completed of the area affected. No staff are to enter this area until this has been completed and they have advised that it is safe to do so. Housekeeping are then to be notified when the staff member or young person has been collected to ensure a deep clean of this area can also be completed. <p>Fogging canisters are in stock to ensure a thorough disinfection can take place quickly.</p> <ul style="list-style-type: none">• The symptomatic individual will be required to arrange to take a PCR test. Please notify Shelly Webb as soon as test results are known. So that we can monitor and can make any necessary amendments.• If a young person, staff or a household member is tested positive with COVID they will be required to self-isolate as per government guidance. They will also be required to comply with any advice to isolate through the track and trace arrangements; please note we may be required to pass on your contact details to the Track and trace Team should this occur.• We will actively engage with the NHS track and trace, Public Health England and local authority health protection team and follow advice provided.	
Cross Contamination- Hygiene Measures to reduce risk as far as is reasonably practicable.		15	<ul style="list-style-type: none">• Staff must ensure robust hand and respiratory hygiene- We promote the 'catch it, bin it, kill it' approach.• All will be asked to wash their hands/use hand sanitiser immediately on arrival to site.	8



Acorn Park

			<p>Hands free sanitiser stations are available at the entrance of all education buildings, Oaktree and Woodlands. In the playground and at the main entrance to the site.</p> <p>Bottles of hand sanitiser are also available in each room.</p> <p>Staff have been issued with an individual bottle of hand sanitiser to carry upon their person. When this runs empty staff are to take it to housekeeping to top up.</p> <ul style="list-style-type: none">• Hands should be cleaned on entrance to site, before cooking, before eating, after sports, after using the toilet, and before home time.• Posters placed around the site as a visual reminder.• Pupil toilet breaks will be supervised to ensure hand washing guidelines are adhered to.	
Cross Contamination- Measures in the classroom to reduce risk as far as is reasonably practicable.		15	<ul style="list-style-type: none">• Hand sanitiser is allocated to each class. Disinfectant wipes are located in each classroom to ensure a regime of cleaning high touch point areas continuously. Staff have been issued with an individual bottle of hand sanitiser to carry upon their person.• Pupils to have their own labelled resources. Pupils to store these resources in their tray or at their workstation.• Each pupil has an individual desk or workstation in class.• If communal tables are used pupils will sit at either end of the long table.• LSA's are not to sit directly next to pupils where possible. If necessary it is safer to sit side by side than in front.• Movement is to be limited around each building.• Pupils will come in using external doors wherever possible, to limit congestion in corridors.• Practical equipment needs to be deep cleaned between uses.• Toys and equipment that are difficult to or cannot be cleaned such as beanbags, playdoh and other soft items removed from the classroom and stored securely.	6



Acorn Park

			<ul style="list-style-type: none"> • Staff to utilise the email system rather than a home schoolbook. Where books are utilised teachers are to wash hands and surfaces before, during and after pupil books are handled. • Staff and young people are asked not to bring items in from home to limit cross contamination. • All spaces should be well ventilated, windows opened. 	
Cross Contamination- Measures in the homes to reduce risk as far as is reasonably practicable.		15	<ul style="list-style-type: none"> • Hand sanitiser is allocated to each home. Disinfectant wipes are located in each home to ensure a regime of cleaning high touch point areas continuously. • An ongoing regime of deep cleaning by the residential staff. • Staff have been issued with an individual bottle of hand sanitiser to carry upon their person. • Residents to have their own resources. • Support workers are not to sit directly next to young people. If necessary it is safer to sit side by side than in front. • Movement is to be limited. Bubbles are to be kept separate where possible, there may need to be a crossover of staff bubbles to ensure business continuity but this must be kept to a minimum, and staff to ensure that COVID precautionary measures are in place- masks must be worn, social distancing adhered to, and hands sanitised. • Practical equipment needs to be deep cleaned between uses. • Toys and equipment that are difficult to or cannot be cleaned removed and stored securely. • All spaces should be well ventilated, windows opened. 	6
Cross Contamination- reduce contacts and maximise distancing wherever possible and minimise potential for contamination so far as is reasonably practicable- social distancing		15	<ul style="list-style-type: none"> • Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. 	8



Acorn Park

			<ul style="list-style-type: none">• The site will be classed as one bubble. Children’s residential, Education Facilities, Administration, Therapy, and Nursing teams will all be classed as one site bubble.• There may be several staff and pupils who always need to take extra precautions, and we have a social distance lanyard and badge for this purpose.• Strict social distancing rules should be followed.• On entrance into the reception building there is an automatic hand sanitiser for all to use, we have a one way system operating, entrance through the double doors, floor signage is in place for the one way system and social distancing rules apply.• Outdoor lessons to be facilitated where possible within safe shaded areas.• Doors can be propped open where it is safe to do so (bearing in mind fire safety and safeguarding) to aid ventilation and limit people touching the handles. These must be closed when exiting the classroom.• Ensure windows are open to aid ventilation.• Toilets have signage to inform all that it is one person at a time.• Grandin staff and pupils to enter and exit the building at the start and the end of the day through the side gate only.• Hulvers staff and pupils to enter and exit the Hulvers building at the start and end of the day through the rear doors to classrooms or the side gate.• Reception staff and pupils to enter via the doors opposite the FAPS office, Seuss turn left up the back stairs, Zephaniah turn right up the main staircase. <p><u>Children’s Residential</u></p> <p>The homes are split into the following bubbles if the homes need to isolate- Aspen and Pine, Cherry and Willow, Holly, Quad and Grays</p>	
--	--	--	---	--



Acorn Park

			<ul style="list-style-type: none">• House managers to promote social distancing within the homes, discouraging more than 6 in a communal space. Staff to manage and plan around this.• All Staff and pupils are not to congregate.• All staff have access to the mobile sign in App. So they can sign in and out upon entrance to site without needing to access the reception building.• Masks to be worn when moving around inside the buildings, accessing photocopiers etc.• Avoid passing in corridors.• Doors can be propped open where it is safe to do so (bearing in mind fire safety and safeguarding) to aid ventilation and limit people touching the handles. These must be closed when exiting the classroom.• Ensure windows are open to aid ventilation.• Staff wishing to discuss issues with administration staff to do so via email, phone or by a pre-arranged appointment, not to drop into offices.• Staff are responsible to ensure that they monitor their office space to ensure that social distancing is adhered to.• Staff briefings to continue via Teams, to ensure staff are not congregating and mixing.	
		15	<p>Classes will close if staffing levels are affected and if it is no longer safe to complete education on site.</p> <p>Classes will move to virtual education. Separate details will be sent out from the Head of School to parents and home managers of children residing on site with further information when this occurs.</p> <p>This enables us to ensure that we are not using daily supply agency, and increasing the risk of cross contamination.</p> <p>https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=remote_education</p> <p>https://get-help-with-remote-education.education.gov.uk/send</p>	2



Acorn Park

<p>Cross Contamination- The use of shared spaces and minimise potential for contamination so far as is reasonably practicable</p>		15	<p>Shared classroom spaces will be utilised- for example Art, Science, Library, ICT. Each area will be wiped down by staff at the end of their allocated time ready for the next class. This enables us to meet operational needs and educational aims.</p>	6
<p>Large numbers of young people accessing the refectory and play equipment at once, measure we will put into place to reduce risk as far as is reasonably practicable.</p>	Pupils and staff.	15	<p>Classes will be staggered for break and lunchtimes-</p> <p><u>Breakfast Club</u></p> <ul style="list-style-type: none"> • Those pupils accessing the breakfast provision, from 8.50am to 9.15am will go straight from their taxi transport into the refectory. Place their coats on the coat hooks outside the refectory, remove any masks and wash/ sanitise their hands thoroughly. • Any lunchboxes should be placed on the lunchbox trolley. These will then be sanitised and stored ready for access over the lunchtime period. • Pupils to sit at the same tables as per their lunch arrangements. • Same precautions will be taken as with our lunchtime provision- no sharing of cutlery, separate carton/ bottled drinks provided to each pupil. <p><u>Lunchtimes</u></p> <p>Hulvers- 11.45 -12.05 Lunch, 12.05- 12.35- Play Upstairs refectory- Milne, Sissay & Morpurgo Downstairs refectory- Ahlberg, Dahl, Kerr & Rowling</p> <p>Grandin 12.10 -12.30 Lunch, 12.30- 1.00- Play Upstairs Refectory- Shakespeare, Steinbeck & Nichols Downstairs Refectory- Orwell, Pratchett, Tolkien & Golding</p> <p>Reception 12.35-12.55 Lunch, 12.55-1.20- Play Upstairs refectory- Zephaniah Downstairs refectory- Seuss</p> <p>Staff should supervise pupils at all times.</p> <ul style="list-style-type: none"> • Allocated sessions for each class to ensure controlled access the play equipment. • The play areas will be monitored by the FAPS team. 	8



Acorn Park

			<ul style="list-style-type: none"> Staff to ensure that pupils are limited and well-spaced whilst waiting to use equipment. DO NOT use the equipment if this cannot be maintained. 	
Spread of infection on play equipment- measures to reduce risk	All site.	15	<ul style="list-style-type: none"> Regular hand washing promoted. Staff to utilise the individual bottles of hand sanitiser provided- young people to use before getting onto equipment, and again once they come off the equipment. Staff to remind young people not to touch their face and to cough and sneeze into a tissue or arm. Staff to ensure the equipment is not licked. No consumption of food or drink on play equipment or in the playground area. Play equipment to be sanitised daily, and cleaned weekly by Housekeeping. Research has found that Coronavirus can survive for several days on hard surfaces. However the risk is generally reduced surfaces are exposed to UV light & rain. Parents/ legal guardians can choose to opt their child out of outdoor play equipment use. 	6
Enhanced cleaning to reduce the risk as far as is reasonably practicable.		15	<ul style="list-style-type: none"> We have introduced enhanced cleaning across site. Individual hand sanitisers have been supplied to each member of staff, these are to be refilled once empty. Each classroom/ office has a hand sanitiser for use. Each classroom is provided with disinfectant wipes to ensure an ongoing regime of cleaning surfaces, desks, doors, light switches and door handles. Staff will also be responsible to ensure their phones, keyboards and monitors are kept clean. Reception staff have been provided with disinfectant wipes to ensure that doors, desks, screens are wiped between visitors and high touch points are cleaned continuously throughout the day. Staff to ensure that photocopiers are wiped down after use. Regular deep cleaning of the site- Our on-site housekeeping team will continue to work hard to ensure all areas are clean, disinfected and safe for all. They are following the government guidance on 	6



Acorn Park

			<p>cleaning, usage of PPE, and disposal of rubbish. They will continue to concentrate on-</p> <p>Classrooms-Desks, door handles, cupboards, frequently touched surfaces, grab-rails in corridors/ on stairs, toilet seats, doors, sinks and taps, light switches, plug sockets, dispensers, phones, touch screens, water coolers, conference rooms, and training rooms.</p> <p>Staff are responsible to ensure that their desks, keyboards and mice are kept clean.</p> <ul style="list-style-type: none">• Housekeeping Team to wear disposable gloves and aprons for cleaning.• All disposable cloths, PPE must be double bagged into a Black bin bag and tied.• Contaminated waste must be brought down to the bin store near Laundry. There are three black bins especially for COVID waste. The waste will stay in the bin for 72 hours, after that time it will be disposed of in the normal waste by Housekeeping.• Housekeeping to use a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect with Dettol disinfectant or Bio Guard disinfectant.• If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus (COVID-19), staff to use protection for the eyes, mouth and nose, as well as wearing gloves and a long sleeved apron.• Hands to be washed regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.• Laundry-Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.• Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.	
--	--	--	--	--



Acorn Park

			<ul style="list-style-type: none">• Clean and disinfect anything used for transporting laundry in line with the cleaning guidance.• Play equipment outside will be sanitised daily, and cleaned weekly with hot soapy water and left to air dry.• Education and residential staff to ensure that communal areas and high touch point areas are cleaned regularly throughout the day.• OT's to ensure that all surfaces and equipment is wiped down after each use.• Staff to ensure lanyards are kept clean as these touch many surfaces through the day. Staff to ensure they sanitise their hands after use.• Visitor lanyards are to be washed after use.• All vehicles will be cleaned concentrating on all touch points. Vehicle disinfectant foggers are available where necessary. Staff will have access to disinfectant wipes to utilise between trips.• No exchange of cards that have been brought to site from home, between pupils - birthday/ Christmas or gifts to teachers, unless 72 hours have been allowed to lapse and items are sterilised.	
PPE Usage on site to reduce risk as far as is reasonably practicable.		15	<ul style="list-style-type: none">• Face Shields, Masks, Safety Glasses, Gloves, Aprons, Arm protectors, Foot protectors and all in one protective suits are stocked on site.• PPE packs are available in each building in the COSHH cupboards/ Sluice rooms and the nurse's treatment room. In each pack is instructions on putting on, taking off and disposing of PPE appropriately. Please follow this guidance.• We will ensure we have sufficient and ongoing supplies of PPE, site stock levels will be monitored consistently by the housekeeping manager, and the facilities manager will be notified of any issues.• House managers are to check stock levels and liaise with the housekeeping manager to ensure sufficient stock levels are maintained.• We will ensure that we have sufficient and ongoing supplies of consumables- toilet roll/ tissues	6



Acorn Park

			<ul style="list-style-type: none"> All cleaning wipes, disposable cloths, masks and other PPE must be disposed of correctly- double bagged into a Black bin bag and tied. Contaminated waste must be brought down to the bin store near Laundry. There are three black bins especially for COVID waste. The waste will stay in the bin for 72 hours, after that time it will be disposed of in the normal waste by Housekeeping. We will have bins for masks across site, these red bins are labelled as face mask disposal bins. All masks must be placed into a sandwich bag and placed in the face mask bin. Housekeeping will then dispose of these correctly. <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-operational-guidance-coronavirus-covid-19</p>	
Procedures for Educational day visits to reduce risk as far as is reasonably practicable			<p>Education day visits can resume from 12.4.21. A full and thorough risk assessment should be completed prior to the visit.</p> <p>Staff to ensure that they minimise the numbers of staff and young people travelling to allow for distancing, staff must wear masks, and young people where possible. Hands should be sanitised before and after the journey. Windows should be open to allow ventilation where possible.</p>	
Procedures for the Nursing Team to reduce risk as far as is reasonably practicable.		15	<p>Our onsite nurses, when providing assistance, will wear PPE and will, where possible, maintain the 2-metre rule.</p> <p>A separate risk assessment has been devised for them regarding contamination and exposure whilst working on site, this can be provided upon request.</p>	6



Acorn Park

			<p>At times they may be able to offer advice over the phone and sometimes a first aider within the 'bubble' will be able to offer adequate first aid advice and support.</p> <p>The nurses will definitely need to be involved in first hand, including, but not exclusive to:</p> <ul style="list-style-type: none"> • Serious head injuries including self-injurious behaviour. • Seizures. • Burns. • Asthma attacks. • Loss of consciousness. • Difficulty breathing. • Chest pain. • Cardiac arrest. • Anaphylaxis or a severe allergic reaction. • Diabetic emergencies. • Choking. • Possible broken bones. • Anything else that you feel that nursing advice is required face to face. <p>If it's not an emergency staff are to call them first and they can then decide on the best course of action.</p> <p>If it is an emergency, then please try to offer them as much information as possible when you call, so that they can decide if any other action is required.</p>	
<p>Procedures for the Therapy and Wellbeing Team to reduce risk as far as is reasonably practicable.</p>		<p>15</p>	<p>In order to continue to provide therapeutic intervention to students at APS, members of the Therapy and Wellbeing Team will need to adopt some different measures to those outlined in this document.</p> <p>The national OFG guidance for clinical teams for Therapy intervention will be continuing for all the therapy areas e.g. speech therapy, psychological therapies and occupational therapies.</p> <p>However, virtual therapy has moved back to face to face contact, now that all clinical staff have received the second Covid vaccination. For those students who are not in school, therapy will be delivered to parents in various forms to suit the needs of the parent, e.g. on teams for a session or sending activities home for parents to do etc.</p>	<p>6</p>



Acorn Park

			<p>For those students who are in school the therapy team will be working with the education staff with regards to individual sessions about how these will be facilitated.</p> <p>Students and accompanying staff will be accessing the Oak Tree Centre for therapy sessions as well as the Puffin Room in the Grandin building.</p> <ul style="list-style-type: none"> • Members of the Therapy and Wellbeing Team will wear PPE in the therapy team office and moving around site. • Members of the therapy team will wear grey lanyards to identify them to others as staff that work across site bubbles • If a face to face session takes place social distancing will be maintained between therapy staff, students and accompanying staff. • If a face to face session takes place Therapy staff will wear PPE including a facemask and visor and hands will be cleaned using hand washing or the use of hand gel. • Therapy staff will wear PPE when moving around the site • Social distancing will be maintained wherever possible • Any items of equipment that cannot be easily washed / disinfected should be allocated for use only by that student and stored appropriately. <p>Any work carried out for when a face to face contact happens will be carefully scheduled to minimise cross over between building bubbles.</p> <p>For further detailed information of the measures in place to support the safe delivery of therapy intervention, please refer to the additional risk assessments in place.</p>	
<p>Procedures for visitors on site to reduce to reduce risk as far as is reasonably practicable.</p>		<p>15</p>	<ul style="list-style-type: none"> • A Risk Assessment to be completed regarding the visit, and shared with all parties. • A health questionnaire will be completed upon arrival to site, a copy of the safeguarding leaflet and details of our COVID RA will be provided upon arrival. • Their temperature will be taken. If their temperature is above 37.4 they will be shown to a separate waiting space, provided a glass of water and after 15 minutes the temperature will be retested. If it remains high they will be asked to leave site. • Catering delivery drivers to deliver outside of the kitchen. 	<p>8</p>



Acorn Park

			<ul style="list-style-type: none">Any contractors to site completing statutory checks will be asked to complete a lateral flow test on arrival to limit any cross contamination.	
Travelling to and from site and transportation, measures to reduce risk as far as is reasonably practicable.	Staff, contractors, Pupils	15	<ul style="list-style-type: none">It is encouraged that public transport is not used and a private vehicle is used to and from the workplace. Face coverings MUST be used when on all forms of public transport as per government guidanceWhere staff are car sharing they should wear masks and use sanitiser as they would on public transport.Local authority transport also require young people to wear face masks and distance whilst travelling to and from school.Young people or Staff who wear face masks to site must be able to safely store their mask in a ziplock sandwich bag and if they wish to wear a face mask in school must have a clean mask to put on once they arrive at school and have another clean mask to wear for their return journey. Masks must be disposed of correctly. All must hand sanitise before and after touching their masks.Staff have been issued with a personal hand sanitiser, and should use this. When the bottle is empty please take it to Housekeeping to be refilled.All vehicles are to have all the high touch points wiped after use. Vehicle disinfectant fogging cannisters are available where necessary. Staff will have access to disinfectant wipes to utilise between trips.House managers will ensure that they minimise the numbers of staff and young people travelling to allow for distancing, staff must wear masks, and young people where possible. Hands should be sanitised before and after the journey. Windows should be open to allow ventilation where possible.There is separate guidance regarding home visits completed off site by APS staff. This can be supplied upon request.	8



Acorn Park

			https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#personal-protective-equipment	
Measures to reduce risk as far as is reasonably practicable at lunchtimes in the Refectory.		15	<ul style="list-style-type: none"> • Hand sanitisers provided in the lower and upper refectory spaces. • Floor markings to promote distancing whilst waiting for lunch. • One way system, in operation in the lower refectory- one door to enter and one for exiting. • Classes to be split into different sittings to enable distancing. • A member of the housekeeping team present over the lunch sittings to ensure a constant cleaning of tables, chairs, handles and surfaces between sittings. • Cutlery will be wrapped individually. • Staff to ensure that there is no sharing of food or drink. • All serving will be done by catering staff. • Individual bottles of water will be supplied so that there is no accidental sharing of water cups. • Doors and windows to remain open to aid ventilation. • All items to be disinfected via the dishwasher. • Staff should use the same table every day for their class. • Should catering staff fall ill, the freezers are well stocked. We will revert to packed lunches. They will be prepared to order and left in picnic boxes in the refectory for staff to collect. When returned all boxes will be put through dishwasher and bags sanitised. • Staff to have their Food Safety in Catering Level 2. • Food handlers to wash hands frequently before and after handling food, moving between areas, after coughing and sneezing. <p> https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 </p>	8
Measures to reduce risk as far as is reasonably practicable whilst using RPI's on site		15	<p>Reasonable precautions to use whilst mitigating the effects of a face mask snapping whilst in a hold- Reduce Time in the hold Transfer the hold between staff Direct face away from the young person</p>	10



Acorn Park

			Ask another staff member to replace the snapped mask with a new one.	
			<p>The Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020 apply to those working within children’s homes or residential special schools as follows-</p> <ul style="list-style-type: none">• The regulations place a legal duty on adults who have tested positive for COVID-19, and their close contacts, to self-isolate for designated periods. Where a child tests positive, the duty to ensure the child self-isolates (so far as reasonably practicable) is placed upon their responsible adult (the adult with parental responsibility for that child, or who has custody or charge of that child for the time being).• Local public health experts will work with us – on an individual basis, taking account of our current situation – to determine who needs to isolate and how we should respond.• Where local public health teams notify individual members of staff that they are required to self-isolate, the legal duty will apply, and they should notify us as their employer. Where a member of staff is notified that a child in their care is required to self-isolate, this should be reported to the home manager and staff should ensure the child adheres to advice so far as reasonably practicable.• Where NHS Test and Trace instruct individuals to isolate on the basis that they are potential contacts, the duty will also apply.• However in some instances residential staff have volunteered to isolate within the children’s home. This should always be at the discretion and agreement of both the staff and the care home manager, taking all of the individual circumstances into account. Any member of staff isolating on-site must ensure they continue to isolate themselves from anyone else in the setting who is not.• isolation for residential settings and safe working in education, childcare and children’s social care• The home’s business continuity plan will be followed.• The Housekeeping manager will liaise with the house manager to ensure continual supplies of PPE are stocked.• Testing kits to be obtained to ensure that staff and young people are able to access tests via the HPT.• SLT to review staff annual leave or holiday requests to ensure sufficient leadership on site at all times.	



Acorn Park

			<ul style="list-style-type: none">• The Head of Care will set daily check-ins with home managers to keep them apprised and offer of support. Line managers to do the same for their staff teams, to ensure all communication is clear to all staff.• https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-childrens-social-care-services/coronavirus-covid-19-guidance-for-local-authorities-on-childrens-social-care#residential-provision-childrens-homes-residential-schools-registered-as-childrens-homes-and-foster-care	
Children's home- enforcing a temporary deprivation of liberty			<ul style="list-style-type: none">• The amendment made to regulation 20(3) of the Children's Homes (England) Regulations 2015 allowed a children's home to enforce a temporary deprivation of liberty where powers under Schedule 21 of the Coronavirus Act 2020 were being exercised in relation to isolation of a young person who was infectious or suspected of being infectious with coronavirus (COVID-19) to prevent the virus from spreading.• The savings provision means that where a child was being deprived of their liberty in a children's home as permitted by regulation 20(3) on 25 September 2020, this can continue as though the amendment made to regulation 20(3) is still in force. This will only be for the duration of the period that the child is subject to the relevant powers in Schedule 21 of the Coronavirus Act 2020.• In general, the permitted maximum period for the exercise of powers in the Coronavirus Act is 14 days, unless the requirement has been set at a shorter period by a Public Health Officer or it is extended by a Public Health Officer.• Any decisions relating to the exercise of these powers will continue to be recorded and there is a requirement for their use to be monitored. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-childrens-social-care-services/coronavirus-covid-19-guidance-for-local-authorities-on-childrens-social-care#residential-provision-childrens-homes-residential-schools-registered-as-childrens-homes-and-foster-care</p>	



Acorn Park

<p>Positive Result- operational procedure</p>			<ul style="list-style-type: none"> • If a PCR test is reported as positive. Shelly Webb to update the Heads of Provision and Head of Service. • We will contact the DFE, Ofsted, Public Health England, and the local authority health protection team. • The Head of school to contact parents/ legal guardians and local authority • The Head of Care will direct the house managers/ night managers to update the residential children’s legal guardians, social workers and local authorities. • The Head of Service will communicate with staff. • A text messaging service has been implemented to aid the swift communication of messages with parents and staff. This test message is to be followed up by an email. <p>The following information will be requested from the individual who has tested positive-</p> <ul style="list-style-type: none"> -Date of birth -Mobile telephone number -A list of all people they have had contact with whilst on-site 48 hours prior to the onset of symptoms or a positive PCR test whichever occurred earlier Dates, locations, how long for and at what distance- i.e. 1 meter, 2 meters, whether PPE was worn. -When symptoms started? What symptoms? <p>This information enables us to ascertain those that are classed as close contacts and that will be required to self-isolate for 10 days.</p> <ul style="list-style-type: none"> • Shelly Webb will then contact those staff involved and the Head of School/ Head of Care will contact families of those involved. • Those classed as close contacts will be required to isolate for 10 days. <p>https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</p>	
			<p>A lateral Flow testing regime has now been introduced. This is to assist us in identifying asymptomatic staff and children. Tests will be completed twice a week.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</p>	



Acorn Park

Lateral Flow testing on site			Where a positive LFT is identified staff and pupils will be asked to leave site and obtain a confirmatory PCR test. Children residing on site will be asked to return to their home, and the home will isolate whilst waiting for the PCR results. Once obtained if positive they will then isolate for 10 days.	
Lateral Flow testing at home			<p>Staff will begin home testing twice weekly from 8.3.21.</p> <p>Any Pupils that have been completing lateral flow testing on site will be given home testing kits week commencing 15.3.21 to be continued through the Easter holidays.</p> <p>Any families wishing to participate must contact the school and arrange 3 tests on site before the home testing kit can be provided.</p> <p>Any positive result from a home LFT must be confirmed by a confirmatory PCR. You should isolate until these results come through then follow government guidance on isolation.</p> <p>Although staff and pupils are home testing we will continue testing visitors, contractors, pupils that require on site testing, and agency staff on site.</p> <p>Regular rapid testing is now also available for parents, their households and support or childcare bubbles. The government is encouraging all families to participate in twice weekly testing to help stop the spread. Parents and other adults in the household can access tests by:</p> <p>Ordering tests online www.gov.uk/order-school-household-tests Getting an assisted test at work, if it is available Attending a test site to get tested (where you will be able to see how to take the test) or pick up tests to do at home. To find out more on school household testing visit-</p> <p>Households and bubbles of pupils, students and staff of schools and colleges: get rapid lateral flow tests - GOV.UK (www.gov.uk)</p>	



Acorn Park

Wellbeing Support			<ul style="list-style-type: none">The Head of Care and the Head of Education will ensure that there is a good wellbeing support for the children and staff directly affected e.g. diversionary/social activities, educational, information on sleep, diet, exercise, socialisation, anxiety and peer support. Therapy team to assist. <p>https://www.gov.uk/government/publications/promoting-the-health-and-wellbeing-of-looked-after-children--2</p> <p>https://youngminds.org.uk/ https://www.nhs.uk/oneyou/every-mind-matters/</p>	
-------------------	--	--	---	--

Amendments to COVID RA

Date	Name
9.4.21	Updated face mask advice
30.3.21	Update that a confirmatory PCR is now required for both home and on site positive LFT's
26.3.21	Amendment to bubbles and lunchtime arrangements for staff and pupils, following SLT
17.3.21	Amendment to risk rating following positive behaviours witnessed
11.3.21	Update regarding YP home LFT's
3.3.21	Update regarding staff home LFT's
22.2.21	Updated Risk ratings following discussion with Ofsted



Acorn Park

By signing below you are confirming that you are adhering to the risk assessment above:

Date	Name