

## Inclusion Hampshire August 2020 - Full provision opening (Chineham)

### RISK ASSESSMENT FORM

<b>Assessors name:</b> Emma Barnard, Business Manager	<b>Date of Assessment:</b> August 2020	<b>Activity/Task:</b> Full provision opening following COVID-19 pandemic lock-down for the Autumn term (September - December) 2020.
<b>Site address:</b> Office 5, The Clock Tower, Chineham Shopping Centre, Chineham, Basingstoke, RG24 8BQ	Source of reference: Gov.UK - Guidance for full opening: Schools July 2020.	<b>Head of Provision:</b> Matthew Atkinson <b>Deputy Head of Provision:</b> Ele Murphy

Activity / Hazards	Who may be harmed & How	Initial Controls	Risk Rating	Further Controls	Actions by whom & when	Implemented Y/N
Contingency planning in event of an outbreak	Learners / Staff	<p>Inclusion Hampshire has drawn up comprehensive planning based on 4 possible scenarios at the beginning of the Autumn term, ranging from 1) being National Lockdown to 4) the virus is no longer present.</p> <p>For individuals who are self isolating or who cannot still attend the setting a full home learning and therapeutic package is available to continue their provision.</p>	Low	<p>This RA is based on scenario 2), this RA follows the Governments 'Systems of Controls' (Appendix 1) and will be reviewed in line with any further Government guidance.</p> <p>All new learners to be set up and familiar with the virtual learning platform to ensure ease of transition should the need arise.</p>	<p>SLT to review National and Local Guidance and implement changes as required.</p> <p>Tutors to ensure learners are comfortable with the virtual learning.</p>	
Exposure to COVID-19	Anyone exposed to the virus or an infected person may contract Covid-19 – with associated range of health outcomes -Staff	<p>SLT to check the latest Government guidance on a daily basis. <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p>Any staff member or learner experiencing symptoms to remain at home, not attend site and follow self isolation guidance, access</p>	Medium	<p>Parents to be advised that learner is not to attend site if unwell.</p> <p>Staff members to contact Head of Provision if unwell before they are due to attend site.</p>	<p>SLT - ongoing</p> <p>To be clearly explained in information sent home prior to the start of term.</p> <p>Regular reminders to be</p>	

	-Learners -Contractors -Visitors	testing and engage with the NHS Test and Trace process.		Parents to contact Head of Provision if child is unwell in anyway prior to session.	given as appropriate.	
Government Guidance - Underlying Health Conditions	Learners / Staff	<p>As of 1st August 2020 the Government advice on Shielding was paused.</p> <p>Those staff and learners that have been shielding are now advised they are able to return to work and education as though the premises are COVID-Secure, with social distancing in place.</p> <p>The clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p>We appreciate that in some circumstances people are still being advised to shield on advice by their medical professional. In these instances Inclusion Hampshire will do everything possible to enable learning / working from home available.</p> <p>In the event of a local lockdown, and the advice of shielding was to change, we will review this accordingly for staff and learners.</p>	Medium	<p>To be outlined to staff and parents.</p> <p>Individual risk assessments for learners and staff where necessary.</p> <p>Further guidance please see appendix 2</p> <p>Parents to be asked to complete an updated Medical form if necessary - to include whether they have an existing condition that could present as a cough e.g. allergies / hayfever.</p>	Communication with parents prior to the start of term.	
Shortage of staff	Staff / Learners	<p>With the return of all staff for the Autumn term,cover can be arranged in the event of a staff member being unwell or needing to isolate.</p> <p>In the event of multiple cases we will follow advice given by PHE on whether the site should be closed.</p>	Low	Monitor numbers to ensure adequate staffing levels. If this cannot be met, Head of Provision to oversee communications with parents as to the closure of the provision.	SLT - ongoing	
Staff providing support to teaching	Staff / Learners	Non delivery staff to maintain social distance at all times.	Low	Barrier protection installed to the main admin desk.	Business manager.	

		<p>Staffing levels on site to be considered for each day, with those able to to work from home.</p> <p>Those staff who share desks, to ensure the workspace is kept clear and to be cleaned at the end of each day.</p>			SLT to determine support required on site.	
Contractors working on site	Staff / Learners / Contractors	<p>Only essential maintenance work or repairs to take place within the centre.</p> <p>Contractors to work out of session hours where possible.</p> <p>Contractor's operatives use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>	Low	<p>Business Manager to arrange any essential works.</p> <p>Contractors must follow Covid-19 safety guidance and be responsible for ensuring premises are left adequately clean.</p> <p>To be kept informed of any Chineham Shopping Centre maintenance and contractors due in the communal areas. Landlord to ensure all work commissioned by them is Covid-19 safety compliant.</p>	Business Manager - as required.	
Virus entering premises	Staff / Learners and their families.	Parents & Staff issued with guidance on what to look out for to ensure everyone who is attending is well.	Medium	Staff members to contact Head of Provision if unwell before they are due to attend site.	<p>To be clearly explained in information sent home prior to the start of term.</p> <p>Regular reminders to be given as appropriate.</p>	

Transmission between groups	Staff / Learners	<p>Due to the size and nature of the provision, we work as one 'bubble' across each provision, with groups remaining in 'sub bubbles' within their session times.</p> <p>Adequate time and staff allocated to cleaning at session changeover.</p> <p>Staff to manage the session changeovers to ensure minimum interaction between groups with arrivals and leaving processes in place.</p>	Low / Medium	<p>Cleaning plan to be followed.</p> <p>Contractor cleaners on site after learners have left to fully clean the centre.</p>	<p>Head of provision to timetable to ensure learners stay within 'sub bubbles'</p> <p>Arrival and leaving explained in information sent home prior to the start of term.</p>	
Cleaning	Learner / Staff	<p>Cleaning plan in place.</p> <p>Spot cleaning of highly used areas e.g handles and handrails to be completed before learners arrive, mid way through the session, before the end of the session.</p> <p>Contract cleaners clean the centre out of hours on days used by learners. Contractors adhere to all current guidance when cleaning educational premises.</p> <p>Foyer, entrance hall and toilets cleaned daily by contract cleaners employed by Chineham Shopping Centre. Contractors adhere to all current guidance.</p>	Low	<p>Continual monitoring of effectiveness of the cleaning and amendments made as required.</p> <p>Suitable cleaning products available on site. Disposable gloves provided for use whilst cleaning.</p> <p>Follow up with contractors to ensure all latest guidance is followed. Main contact points in communal areas to be cleaned 3 times a day by Chineham Shopping Centre operations team.</p>	<p>All staff</p> <p>Business Manager.</p> <p>Business Manager</p>	
Staff and Learner competency in effective handwashing.	Learners / Staff	<p>Regular hand washing - in particular: On arrival/before leaving the centre.; Before eating; After using the toilets.</p> <p>Staff - Before / after any cleaning.</p>	Low / medium	All learners to watch a handwashing tutorial on return to ensure correct standards are achieved.	Business manager to ensure proper signage in place	

		<p>Staff -Before donning PPE/after removing PPE;</p> <p>Warm running water available for hand washing, with liquid detergent and paper towels easily accessible in the Toilets and Kitchen.</p>		<p>Easy to understand guidance on handwashing to be displayed in the kitchen, toilets and delivery area for staff and learners.</p> <p>Importance of handwashing to be discussed regularly with learners</p>	<p>All staff to monitor that handwashing is taking place.</p> <p>To be clearly explained in information sent home prior to the start of term.</p>	
Use of PPE: Transfer of virus onto/off PPE	Staff and potential onwards transfer	<p>PPE available: Disposable gloves, 3 ply face masks with nose adjustments, disposable aprons, full face visor.</p> <p>Disposable gloves to be used when cleaning.</p> <p>Full level of PPE available to be used in the event a learner becomes unwell on site by the staff member looking after them. Level of PPE required depends on the needs of the learner and whether isolation and 2 meter distancing can be maintained.</p> <p>Wash hands before handling PPE. Don &amp; remove PPE in specified order. After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements. Wash hands after handling PPE.</p> <p><b>Please note:</b> learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of COVID-19 for anyone who does not have COVID-19 symptoms.</p>	Medium	<p>Further guidance on what to do if a learner becomes unwell on site, please refer to 'Suspected case of COVID-19 in the organisation' later in the RA.</p> <p>Please refer to the PPE guidance: Appendix 3</p> <p>Correct PPE guidance signage to be displayed where appropriate in the centre.</p>	<p>Business manager to ensure adequate levels of PPE are available.</p> <p>All staff to familiarise themselves on how to wear PPE correctly.</p>	
Non delivery staff - Administration office	Learners / Staff	<p>Administration staff to be timetabled as to when in the office and when to work from home to minimise staff numbers on site.</p> <p>Telephone calls:</p>	Low	<p>Perspex protective barrier to be installed at the front admin desk, nearest to the office door and corridor.</p>	<p>Arranged weekly - depending on workload.</p>	

		<p>Messages to be taken for staff to return calls when appropriate, unless urgent, to minimise handling of phones and allow for staff to focus on learners.</p> <p>Photocopying: One person assigned to the copier for the day. All work to be printed before the start of the day and collected together. Any further copying / printing required to be collected by the assigned user.</p>		<p>Regular cleaning of all phones in line with the cleaning plan.</p> <p>Regular cleaning of the photocopier in line with the cleaning plan.</p>	<p>Business Manager</p> <p>All staff</p>	
Timetabling of learners on site.	Learners / Staff	<p>Social distancing is the main method of control available to education provisions to reduce the spread of the virus.</p> <p>Learners to be within a 'sub bubble' in their session times which will remain the same throughout the week.</p> <p>Google Classroom and the existing therapeutic support to remain in place for when home learning is required.</p>	Low	<p>Head and Deputy Head of provision to ensure learners are timetabled to best suit their needs whilst adhering to social distancing guidelines.</p>	<p>Head and Deputy Head to monitor this.</p>	
Safeguarding		<p>Safeguarding and child protection policies DSL on site at all times.</p>	Low	<p>Reintegration of learners - safeguarding training for all staff.</p> <p>Staff training day - focussing on KCSIE 2020</p> <p>Polices updated re KCSIE 2020</p>	<p>All staff to complete.</p> <p>03.09.2020</p>	
Impact on Learner and their families wellbeing	Learners / families	<p>Strategies to be updated for each learner to ensure transition back is well managed and staff are aware of any particular difficulties.</p>	Medium	<p>Staff to undertake Reintegration training to aid with assisting learners on their return.</p> <p>Pastoral support to families parents and carers to continue as we</p>	<p>SLT to review this in line with</p>	

				<p>are currently doing with some outside meetings if conditions are suitable.</p> <p>Home visits to be reintroduced when deemed safe to do so.</p> <p>Head of provision has completed a course in COVID-19 Psychological First aid by PHE.</p>	current guidance.	
Impact on Learner behaviour	Learners / Staff	<p>Learner risk assessments to be reviewed.</p> <p>Dynamic risk assessments to be carried out throughout the sessions to ensure behaviours remain manageable.</p> <p>If a learners behaviour on site presents in such a way guidance is not being followed and deemed unsafe, staff will contact the parent to ask that the learner be collected.</p> <p>Usual Inclusion Hampshire strategies apply with consideration given to the impacts of the current situation.</p>	Medium	<p>Staff to undertake Reintegration training to aid with assisting learners on their return.</p> <p>All returning staff to have read the addendum to the Behaviour policy.</p>	<p>Head and Deputy Head of Provision to review prior to the start of term</p> <p>All Staff</p> <p>All staff</p>	

Learner absence	Learners	<p>Attendance at Education settings will be mandatory again from the beginning of the Autumn term.</p> <p>Inclusion Hampshire will continue to follow our robust and thorough safeguarding procedure for any daily absence.</p> <p>We will continue working with the referring schools and the families to assist in ensuring the learner feel comfortable to in the setting.</p>	Low	<p>Our Pastoral Manager will be available to assist with those learners and families that may feel anxious about returning.</p> <p>Pictures and videos of what to expect at the centre will be sent to all learners and can be found on the website for them to visual any changes.</p>	Expectation of attendance to be clearly explained in information sent home prior to the start of term.	
Meetings / Visitors	Learners / Parents / Staff / agencies	<p>No visitors on site:</p> <p>Visitors on site will be considered only as a last resort in the event an urgent meeting needs to take place, numbers to be limited to ensure strict social distancing.</p> <p>Ensure that site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.</p> <p>A record should be kept of all visitors.</p> <p>Any multi agency meetings previously having taken place at the centre e.g. EHCP reviews, school reviews or PEP's will be arranged as a conference meeting remotely.</p>	Low	<p>Staff will only attend remote conference meetings until deemed safe to do otherwise.</p> <p>An electronic visitors book will be completed to minimise use of shared stationery.</p>	<p>SLT to review this in line with current guidance.</p> <p>Office staff to log visitors.</p>	



Session delivery		<p>Session delivery to be in areas of adequate size to allow for social distancing.</p> <p>Tables and seating areas to be 2 meters apart minimum and marked out to ensure distancing is maintained.</p> <p>Teaching rooms to be used for 1-1 sessions only and be assigned to a particular learner and staff member.</p> <p>Windows to be opened to maximise ventilation.</p> <p>Separate resources packs, e.g. stationary, laptops, work books to be made for each group, to be cleaned and stored away at the end of each session, please see attached notes: Equipment and resources</p> <p>Corridors and stairs to be used by one person at a time.</p>	Low	<p>Removal of excess furniture</p> <p>Designated rooms to be detailed on the timetable.</p> <p>Structured activities planned for each session. No games involving handling shared items, such as cards will be played.</p>	<p>SLT to set up areas to be able to maintain social distancing whilst being able to offer the support required.</p> <p>All staff to monitor throughout sessions.</p> <p>Staff to inform learners on how to use stairs and corridors effectively. Signs to be put up to remind all about use of stairs, corridors and rooms.</p>	
Activity - Table Tennis		<p>Players must ensure they stay 2meters apart at all times and wash hands before playing.</p> <p>Windows to be open.</p> <p>All equipment must be cleaned thoroughly before being put away at the end of each game.</p> <p>Area left to be well ventilated before the next people play.</p>	Medium	<p>Keep separate sets of equipment for each group.</p>	<p>One staff member to oversee the activity.</p>	
Activity - Music Session		<p>Tables and seating areas to be 2 meters apart minimum and marked out to ensure distancing is maintained.</p> <p>Teaching rooms to be used for 1-1 sessions only and be assigned to a particular learner and staff member.</p>	Low / medium	<p>All equipment to be wiped and cleaned between individual learner sessions.</p> <p>Learners to have their own microphone protector</p>		

		Windows to be opened to maximise ventilation.		which will be washed between session,		
Activity - Counselling		<p>Tables and seating areas to be 2 meters apart minimum and marked out to ensure distancing is maintained.</p> <p>Teaching rooms to be used for 1-1 sessions only and be assigned to a particular learner and staff member.</p> <p>Windows to be opened to maximise ventilation.</p>	Low	Arms of chairs to be wiped and cleaned between individual learner sessions.		
Kitchen	Learners / Staff	<p>Only one person can access the kitchen at any time.</p> <p>Learners only access the kitchen for handwashing. Handwashing guidance to be displayed.</p> <p>All glasses, crockery and cutlery to be placed directly into the dishwasher and washed timely.</p> <p>Any cleaning cloths / tea towels to be changed every session and washed daily.</p> <p>All touch points and surfaces to be cleaned after use and in line with the Cleaning plan.</p> <p>Disposable gloves to be worn while making food, tea/coffee for groups of learners/staff</p>	Medium	<p>Sign on the door to this effect.</p> <p>Rota in place to ensure this happens.</p>	<p>Enforced by all staff on site.</p> <p>To be clearly explained in information sent home prior to the start of term.</p>	
Toilets	Learners / Staff	<p>Social distancing to be adhered to at all times.</p> <p>These facilities are to be used by only one person at a time. Staff to monitor toilet breaks throughout the session.</p>	medium		Business manager to ensure adequate signage in place.	

		<p>Liquid antibacterial soap and paper towels to be provided for mandatory handwashing. Everyone to use hand sanitiser on returning to the teaching area.</p> <p>Cleaned daily by Contract Cleaners. Touch points cleaned during the day as per the Cleaning Plan.</p>			<p>To be clearly explained in information sent home prior to the start of term.</p> <p>All staff to monitor usage and implement the cleaning plan.</p>	
<p>Arrival on site - Staff (to minimise use of entrance buzzers)</p>	Staff	<p>All staff are aware of the guidance to ensure they are well to attend the centre.</p> <p>One member of staff each day to be responsible for operating the internal entrance buzzer and signing in staff, to replace staff sign in sheets.</p> <p>Handwashing on arrival.</p> <p>Hand sanitiser at entry / exit point.</p>	Low	<p>Intercom phone to be cleaned as per the Cleaning plan.</p> <p>Internal doors that are not fire doors and which are safe to do so to be propped open to minimise touching of door handles.</p>		
<p>Learners travelling to the centre</p>	Learners / Parents	<p>Parents / Carers to be asked to arrange to bring and collect learners from their sessions if possible.</p> <p>Those having to travel on public transport to ensure they follow current guidance on travelling - see Transport notes attached.</p> <p>The learners whose travel is arranged for them, all operators have confirmed they are operating within the current guidance and increased cleaning is in place.</p>	Low / medium	<p>The importance of learners arriving and leaving for their sessions on time to be communicated to parents.</p> <p>Regular communication with taxi operators to ensure all current guidance is being followed.</p> <p>Further guidance on transport see appendix 4.</p>	<p>To be clearly explained in information sent home prior to the start of term.</p> <p>Business Manager</p>	
<p>Arrival on site - Learners</p>	Learners / Staff	<p>Learners to be asked to arrive promptly for their session time.</p>	Low / medium	.		

(to minimise use of entrance buzzers)		<p>One designated staff member to be at the main door to welcome learners to minimise having to touch the entrance buzzer.</p> <p>One staff member to be at the top of the stairs to sign in learners (in place of the sign in sheets) and ensure hand washing takes place.</p> <p>Handwashing on arrival.</p> <p>Internal doors that are not fire doors and where it is safe to do so, to be propped open to minimise touching of door handles.</p> <p>Hand sanitiser at entry / exit point</p>		Parents and learners to be advised before the start of term that only staff and learners are allowed on site and new arrival measures explained.	To be clearly explained in information sent home prior to the start of term.	
Face Coverings	Learners / Staff	<p>Guidance states face coverings do not need to be worn in education establishments. Disposal face coverings should be placed in a refuse bag, securely tied and disposed of in normal waste if the wearer is not displaying any symptoms. Reusable face coverings should be taken off by the wearer and placed in a separate bag they have brought with them.</p>		<p>Separate bin available to dispose of the face coverings.</p> <p>Hands to be washed after handling face coverings</p> <p>See appendix 5 for further guidance.</p>	<p>Business Manager</p> <p>To be clearly explained in information sent home prior to the start of term.</p>	
Learner breaks		<p>Session breaks are not to be taken and any essential breaks be kept to a minimum.</p> <p>If deemed necessary a break is required it will be 1-1 with a member of staff. These will be no longer than 10minutes and social distancing will remain in place at all times.</p> <p>To re-enter the building the staff member will follow the staff arrival procedure above and adhere to the handwashing guidance</p>	Medium	<p>.</p> <p>The staff member who is signing in that day should record signing out and in if an essential break is deemed necessary.</p>	It will be communicated to each parent that breaks will not be allowed - To be clearly explained in information sent home prior to the start of term.	
Refreshments	Staff / learners	Learners to wash hands before eating.	Medium			

		<p>Learners advised they can bring snacks if they wish. However there will be limited food available onsite. These will be prepared once during session at a designated time by one member of staff.</p> <p>Shopping will take place once a week only.</p>		<p>Good hygiene and cleaning practices will apply, including handwashing and the use of gloves.</p> <p>No petty cash to be used, card payment only.</p>	Business Manager to oversee this.	
First Aid & administration of medicines	Staff / Learners	<p>Learners to be directed to undertake their own first aid where applicable / possible (e.g washing grazes, application of self-adhesive dressings).</p> <p>Learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of COVID-19 for anyone who does not have COVID-19 symptoms.</p> <p>Any temperature checks to be made with disposable forehead thermometers.</p>	Medium	<p>First aider on site at all times.</p> <p>Disposable gloves available.</p>		
Immunisation		It is advised for Schools to engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the organisations control measures.	Low	Our Pastoral Manager to continue to liaise with the relevant team and arranged a suitable way to deliver the programme.	Parents to be kept informed via the Pastoral manager.	
Suspected case of COVID-19 in organisation	School Staff/Teachers/ Parents/Visitors to School	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough, temperature or loss or change of taste and smell) then they should go home and follow the Government guidance on staying at home <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Where a learner becomes unwell and is waiting for collection they will be moved to a separate area identified for this use.</p>	medium	<p>Follow steps as detailed in Appendix 6</p> <p>Ensure all staff are aware and are able to advise to anyone with symptoms to engage with the NHS Test and Trace Service (see appendix 7)</p>		

A confirmed case of Coronavirus within the organisation		If a confirmed case of COVID-19 is declared within the organisation the rest of that group and applicable staff should be sent home and advised to self-isolate for 14 days.	low	Further guidance please see appendix 8		
Site Maintenance prior to reopening		<p>Prior to opening general maintenance checks to include:  Check the water supply to the centre.  Fire alarms:  Centre system checked weekly throughout closure  <i>Fire extinguishers:</i>  <i>Annual service December 2019.</i>  <i>Lighting</i></p> <p><i>Cleaning:</i>  <i>Full cleaning by contact cleaners took place after closure.</i></p>	low	<p>Regular running of the water whilst the building has been closed.</p> <p>In house alarms to be checked prior to reopening.  Visual check following  Ensure all lights are working and all emergency lights work as required.  Contract cleaners to do a full clean of the site prior to reopening.</p>	Business Manager	

