



CORONAVIRUS (COVID 19) RISK ASSESSMENT

For Vranch House School and Therapy Department

	RISK	WHO MAY BE AFFECTED	CONTROL MEASURES	REMARKS/ RE-ASSESSMENT
1.	Incorrect or out of date guidance being adhered to	All staff	<p>The Chief Executive (CE), Head of Education (HOE) and Business Manager (BM) check Government, PHE and NHS information daily for updates and changes regarding CV19. Any changes in guidelines are fed back to the staff.</p> <p>The staff are frequently reminded of the precautionary actions they must take, including hand washing and mask wearing. Staff are informed as soon as any changes are made to health and safety procedure.</p> <p>Hand washing signs are in all the toilets, and up to date notices about CV19 symptoms are displayed in reception.</p>	Ongoing
2.	Spreading of CV19 by visitors to the site	Staff, patients and pupils	<p>Visitors are only allowed on the site if necessary to the running of the service. The following measures have been taken to minimise the number of visitors:</p> <ul style="list-style-type: none"> • Patients are advised to attend appointments with one parent/carer. • Deliveries of supplies/equipment/etc must be left at reception and not brought into the building by the courier unless absolutely necessary. 	Regularly re-assessed
3.	Contracting or	Staff,	There are posters placed around the buildings reminding people to	Ongoing

<p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>spreading CV19 by not washing hands adequately or frequently enough</p>	<p>patients, pupils and visitors</p> <ul style="list-style-type: none"> • Staff • Patients • Pupils • Visitors 	<p>wash their hands and use alcohol-based hand sanitiser. There are sanitiser dispensers at strategic points, including the main entrances, outside classrooms, outside the Nurses' office and outside the Therapy Department. Written and verbal prompts are also given as follows:</p> <p>Staff are frequently reminded by the Management Team (the CE, HOE and BM) to wash their hands thoroughly and use hand sanitiser:</p> <ul style="list-style-type: none"> • When arriving at work and before leaving work • When entering classrooms or the Therapy Department • Before and after seeing patients/handling individual school pupils • After going to the toilet, or toileting a child • Before and after preparing or eating food • After handling anything that may be unclean, or have come into contact with someone else <p>Patients and their accompanying parent/carer are asked to use hand sanitiser when entering and leaving the building.</p> <p>Pupils' hands are frequently cleaned by the school staff, and items that they touch or bring into contact with their mouths are cleaned using a product effective against CV19.</p> <p>Visitors are asked to use hand sanitiser when entering and leaving the building.</p>	
<p>4.</p>	<p>Contracting or spreading CV19 in common-use, high-traffic areas such as hallways, entry/exit points and kitchens.</p>	<p>Staff, Patients, Pupils, Visitors</p>	<p>Several measures have been taken to reduce the traffic in communal areas:</p> <ul style="list-style-type: none"> • No more than two people are allowed in the Therapy Department kitchen and class kitchens at any one time. • No patient appointments are held at the start or end of the school day to reduce traffic at the main entrances and in the hallways. • Except for specific medical or therapy interventions (such as tracker training) the pupils do not enter the hallways at the front of the building during the day to avoid contact with patients. • Fewer out patient appointments are held than usual to ensure that 	<p>Regularly re-assessed according to local and national CV19 infection rates as well as Government guidelines</p>

4.1		Staff, Visitors	<p>social distancing is adhered to in the waiting room.</p> <ul style="list-style-type: none"> • Many of the chairs have been removed from the waiting room to facilitate social distancing in case a patient arrives early. • Patients are asked to attend appointments with only one parent/carer, and the parent/carer is asked not to bring the patient's siblings with them unless alternative care cannot be arranged. • Contract cleaners are engaged to clean the buildings (including the hydrotherapy pool) to a clinical standard at the end of each day. <p>Staff and visitors are required to wear masks in all communal areas, including classrooms and the Therapy Department.</p>	
5.	Contracting or spreading the virus by not social distancing	Staff, Patients, Pupils and visitors	<p>The Management Team have taken steps to reduce the number of people in the buildings at any one time, in order to facilitate social distancing:</p> <ul style="list-style-type: none"> • Visitors are only allowed on the site if their presence is necessary to the running of the service. • Patients are only allowed to bring one parent/guardian with them to their appointment. • Signs have been put at the entrances to smaller rooms limiting the number of people who may be in the room at any one time, to allow adequate space for social distancing. 	Re-assessed according to changes to Government guidelines
6.1	Poor workplace ventilation leading to CV19 spreading	Staff, Patients, Pupils, Visitors	<p>All of the most frequently used rooms at Vranth House have external ventilation, and when the weather allows the windows (and external doors where possible) are open. Several rooms have air conditioning (including the lower school classrooms, the Therapy Office and some smaller office rooms); all have their own AC units which vent externally and do not recycle the air flow. The AC units are serviced as required (at least annually).</p> <p>For out patient appointments the rooms with the greatest ventilation are booked first, and the rooms with slightly lower levels of ventilation are booked last. All have external ventilation.</p>	Re-assessed if room use changes or building work is carried out.

			As Music Therapy involves singing it takes place in the school hall or in a room with an external door, as the volume of air as well as the ventilation will decrease the risk of CV19 transmission compared to using a smaller room. Singing is carried out by staff wearing 3-layered masks (as well as gloves and aprons).	
7.	Increased risk of infection and/or complications for vulnerable workers or service users	Staff and Pupils	<p>The staff and pupils who may be classified as ‘Vulnerable’ or ‘Extremely Vulnerable’ to CV19 have been identified.</p> <p>During lockdowns the staff categorised as such are asked to work from home in line with Government guidance.</p> <ul style="list-style-type: none"> • Affected staff have provided VH with copies of their ‘Shielding’ letters. • It was made possible for these staff to work from home on full pay until either their doctor felt they could be removed from the Shielding category, or when shielding was ended formally by the Government. • On return to work the staff body was made aware that these staff members were still at increased risk if they contracted CV19, so care regarding strict social distancing and avoiding shared work equipment etc must be taken. • The national guidelines/information regarding Extremely Vulnerable people produced by The Government, NHS and PHE is monitored by the Management Team and any changes affecting our vulnerable staff will be acted upon as they arise. 	Ongoing, reassessed according to changes in Government Guidelines
7.1		• Staff		
7.2		• Pupils	<p>The Pupils likely to be particularly vulnerable to CV19 have been identified by the Management Team.</p> <ul style="list-style-type: none"> • Parents/guardians are regularly provided with information regarding safety measures being taken by VH to mitigate against CV19. • Parents/guardians have direct access to any member of the Management Team if they have any questions or would like to discuss any concerns they may have. • The staff who work within two metres of any pupils classified as Extremely Vulnerable wear full PPE (disposable apron or gown, three- 	

			<p>layer masks, gloves) which is changed regularly throughout the day, and always changed if the staff member comes into contact with another pupil or staff member, or an item handled by such, or if the PPE becomes contaminated by body fluids (either the wearer's or the child's). All PPE must not be worn for more than four consecutive hours without being changed.</p> <ul style="list-style-type: none"> • Staff must wear a minimum of a two-layered mask in all areas of the buildings except whilst in a room on their own, whilst working at a desk facing the wall in the Therapy Department, or whilst eating their lunch. • The national guidelines/information regarding Extremely Vulnerable people- and that regarding schools- produced by The Government, NHS and PHE is monitored by the Management Team and any changes affecting our extremely vulnerable pupils will be acted upon as they arise. 	
8.1	<p>8. How would an outbreak be controlled if a staff member, patient, pupil or visitor tested positive for CV19?</p>	<p>Staff, Patients, Pupils, Visitors</p>	<ul style="list-style-type: none"> • Vranch House will follow the guidelines produced by Public Health England and by the local Public Health Team regarding the managing and reporting of a positive test result in a school and clinical setting according to the Government/DFE guidelines: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Any staff (and/or pupils) who were in close contact with the person who has tested positive for CV19 are required to take a PCR test at their nearest testing site and not return to VH without following these processes as appropriate: <ul style="list-style-type: none"> ○ <u>If anyone in close contact receives a positive PCR result then they are required to self-isolate</u> according to Government guidelines (currently for 10 days). ○ Those in close contact with a person who tests positive may return to VH if they themselves receive a negative PCR test result <u>and have been double-vaccinated</u>, but they must take daily lateral flow tests for 10 days following the contact. ○ <u>Those in close contact who have not been double-</u> 	<p>Ongoing, regularly reassessed according to Government guidelines.</p>

			<u>vaccinated for CV19</u> must isolate for 10 days even if their PCR test result was negative.	
9.	CV19 being spread during the high-risk activities of preparing and eating food	Staff and Pupils	<ul style="list-style-type: none"> • Staff preparing any food for pupils (meals, drinks, snacks or gastrostomy tube feeds) must wash their hands, and wear disposable gloves and face masks. • Masks must be worn by any staff entering the school kitchen. • Masks are worn by staff whilst feeding children (this includes meals, drinks, snacks and gastrostomy tube feeds). • 'Communal' food is not to be shared amongst the staff or pupils unless portions are individually wrapped (e.g. cake bars, individual pots of fruit or yogurt etc). • Dishes and cutlery used by the pupils must be washed in the dishwasher (not by hand) between uses. Gloves and masks must be worn when removing dishes and cutlery from the dishwasher. • Food or drink must not be left in open containers (except whilst being consumed), either on counters/tables/etc or in fridges. • All clean dishes and cutlery must be kept in closed cupboards or drawers (or in the owner's bag) when not being used to protect them from contamination via respiratory droplets. • Fabric tea towels/drying up cloths must not be used to dry dishes/cutlery/serving utensils/etc, disposable paper towels must be used instead. • After use dirty dishes and cutlery must be immediately washed (for those used by staff) or placed in the dishwasher (for those used by pupils) 	Ongoing, regularly monitored and re-assessed.
10.	Not having the correct PPE when needed		A range of PPE is available to all staff when required, including face masks, face visors, disposable gloves, disposable aprons, washable (at a high temperature to sterilise) fabric aprons and long-sleeved fabric gowns.	Ongoing, reassessed regularly according to NHS and PHE guidelines, as well as national and local CV19
10.1		<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • Staff wear a three-layered mask, an apron and gloves during contact with extremely vulnerable pupils and with all patients. • VH recognises that some people may find it difficult to understand 	

10.2		<ul style="list-style-type: none"> Patients 	<p>someone wearing a mask, or find it frightening or confusing, and in these circumstances the staff member may wear a clear visor instead.</p> <ul style="list-style-type: none"> Staff must wear a minimum of a two-layered mask in all areas of the buildings except whilst in a room on their own, or whilst working at a desk facing the wall in the Therapy Department. Patients over 11yrs old and their parent/guardian are asked to wear masks when attending appointments at VH. This is explained to the parent/guardian when VH staff telephone them to make the appointment, and they are reminded to put their mask on when they arrive at reception. Children aged three years old or younger must NOT under any circumstances wear face masks, for safety reasons. If the patient (if over 11yrs old) and/or their parent/guardian does not have a mask when they arrive at VH then they are provided with a disposable three-layered one at Reception. The Government guidelines regarding exemptions from the requirement to wear a mask are followed; as per the guidelines, people who say they have an exemption are not asked to provide proof. 	infection rates
10.3		<ul style="list-style-type: none"> Pupils 	<ul style="list-style-type: none"> Due to their age and physical and/or learning difficulties our pupils are not asked to wear masks at any time. Parents are encouraged to contact the HOE or CE at any time if they would like to discuss a change to their preferences regarding the PPE worn by staff working with their children. 	
10.4		<ul style="list-style-type: none"> Visitors 	<ul style="list-style-type: none"> Visitors meeting staff members only, away from any children, are asked to wear a mask and to practice social distancing. Visitors who will be entering a classroom or Therapy Assessment room when a child is present are required to wear a mask, and other PPE as appropriate, and to practice social distancing. 	
11.	Contracting or	Staff,	Care must be taken when handling PPE, putting it on and taking it off:	Re-assessed

	spreading the virus by not using PPE correctly	Patients, pupils and visitors	<ul style="list-style-type: none"> • If worn, an apron must be put on first, followed by a mask and finally by gloves. • when removing PPE gloves should be removed first, followed by apron, and finally the mask. • The Public Health England/NHS England guide to putting on and removing PPE is included at the end of this document. • Reusable two-layer (minimum number of layers) fabric masks must be stored so that they are kept clean, and are not at risk of being accidentally handled by other people. Reusable masks should be worn for no more than four hours before they are exchanged for a clean one, and worn masks should not be stored in contact with clean ones. A small sealable plastic bag is suitable for mask storing. • Disposable masks, gloves and aprons should only be handled by the person who will be wearing them. 	according to changes to PHE and NHS guidelines
12. 12.1 12.2	Contracting CV19 in the Hydrotherapy Pool or in the pool's changing rooms.	Staff, Patients, Pupils	<p>The pool is cleaned at the end of each day to a clinical standard by professional contract cleaners. VH staff wipe down the plinths, door handles, hand rails and taps between patients.</p> <p>The climate-control system in the building vents externally, and doesn't recycle the air.</p> <p>Outside groups: only one outside group currently uses the pool. The group use the pool for one session on Saturdays only, and they clean the area after use.</p>	Ongoing; re-assessed when required to reflect changes to Government guidelines.
13.	All at risk parties not being informed if there is a confirmed case of CV19 in a person who has been on site.	Staff, Patients, Pupils, Visitors.	<p>If there is a case confirmed in someone who was on the premises when they were likely to be infected then all those who came into close contact (according to the Government definition) with them will be informed.</p> <ul style="list-style-type: none"> • VH has contact details for all staff, pupils' parents/carers, patients' parents/carers and visitors. • Those staff and/or pupils identified will be asked to attend their nearest testing site immediately to take a PCR test, and must not return to VH before they get the test result: 	Ongoing, regularly reassessed according to changes in Government guidelines

			<ul style="list-style-type: none"> ○ If they test positive then they must isolate according to Government guidelines. ○ <u>If they are double-vaccinated for CV19 and test negative then they may (pupils)/must (staff) return to VH immediately, but must take daily lateral flow tests for 10 days following their contact with the CV19-positive person.</u> ○ <u>If they are not double-vaccinated</u> then they must self-isolate for 10 days following their contact with the CV19-positive person. <ul style="list-style-type: none"> • The current Government/DFE guidance will be followed: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	
14.	A staff member, pupil or patient attending VH when they feel unwell, and it is not known whether they have CV19.	Staff, Patients, Pupils, Visitors	<p>If staff experience possible symptoms of CV19 as described by the NHS (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) then they must stay attend their nearest testing site for a CV19 PCR test. If the test result is positive then they must self isolate for the amount of time recommended by the Government (as of 1st September 2021 this is 10 days from the onset of symptoms, up to date guidance may be found at https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection).</p> <p>Symptoms currently (August 2021) include a high temperature, a new continuous cough, and/or a loss or change to the sense of taste or smell.</p> <p>The parents/guardians of VH pupils have been asked not to send their child to school if they are unwell with new symptoms, as it is recognised that some of the pupils can routinely present as unwell (e.g. vomiting) as part of their underlying health condition.</p> <p>Prior to attending on-site appointments patients are told when the appointment is booked that if they or their child feel unwell in any way (including, but not limited to, having an increased temperature or loss of their sense of taste or smell) then they must not attend their</p>	Ongoing, re-assessed regularly according to NHS and government guidelines
14.1				
14.2				

			appointment, but may either book a new one or have a video call appointment at the original appointment time.	
15.	A staff member, pupil or patient attending VH after coming into contact with a person suspected of having CV19.	Staff, Patients, Pupils	<p><u>Unvaccinated</u> staff, Pupils' parents/carers, patients' parents/carers and visitors are all informed that they must not come to VH if they have been in contact with a suspected (or confirmed) case of CV19 until the current Government-recommended isolation time has lapsed (currently 10 days).</p> <p><u>Vaccinated</u> staff and pupils who come into contact with a case of CV19 must immediately attend their nearest testing centre for a CV19 PCR test. If the result is positive they must isolate for 10 days from the date of the contact. If the result is negative then they must return to work immediately, and take daily lateral flow tests until 10 days after the contact.</p> <p>Vaccinated patients and parents/carers who have come into contact with a positive case can attend VH if they have subsequently had a negative PCR test result.</p>	Ongoing, regularly re-assessed according to changes in Government guidelines.
15.1				
15.2				
16.	A staff member, pupil or patient becoming ill whilst at VH	Staff, Patients, Pupils	<p>They will be taken to an isolation room and one of the School Nurses will attend them. The CE and HOE will be informed immediately.</p> <p>Emergency services to be called if necessary</p>	Ongoing, regularly re-assessed according to Government guidelines.
17.	CV19 being spread amongst staff/pupils/patients through the use of fabric items such as towels and pillow cases.	Staff, Patients, Pupils	<p>Pillow cases must be changed between use with different patients, and then washed at $\geq 40^{\circ}$ with laundry detergent.</p> <p>Hydrotherapy: Staff (and patients) must provide their own towels for hydrotherapy.</p> <p>Towels and aprons etc used for school pupils must be washed with laundry detergent at a high temperature immediately after use ($\geq 40^{\circ}$), and be dried using heat (a tumble dryer).</p>	Ongoing, reassessed when NHS/PHE guidelines change

18.	CV19 being spread between staff and pupils during large gatherings of pupils/staff.	Staff, Pupils	<p>VH school pupils eat their lunch in their own classrooms rather than congregating in the school hall (as happened prior to the CV19 UK lockdown).</p> <p>As long as CV19 requires it there will be no whole-school assemblies.</p>	Ongoing, reassessed when Government guidelines change
19.	Transmission of CV19 between staff via the use of the VH-owned vehicles.	Staff	<p>Before and after using a Vbranch vehicle staff must use an antibacterial wipe or spray to clean the steering wheel, gear stick, handbrake and door handles etc.</p>	Ongoing
20.	Transmission of CV19 between VH staff/pupils/transport drivers/parents/patients at school drop-off and pick-up times.	Staff, Patients, Pupils, Visitors	<p>No out patients are to be seen for face-to-face appointments before 9:30am or between 3:30-4:00pm to avoid school pupils in the corridors.</p> <p>Lower School pupils follow a one way system when entering and exiting the building.</p> <p>Secondary School pupils are to go straight to their classrooms when they enter in the morning, and at the end of the day they are to wait in their classrooms to be collected, rather than waiting in the reception area as they used to.</p>	Ongoing, regularly re-assessed according to changes in Government guidelines.
21.1	Transmission of CV19 between staff, or from staff to pupils or patients	Staff	<p>Staff are required to carry out a Lateral Flow Test (LFT) at least twice per week. If they have a positive LFT then they are required to immediately attend the nearest testing site for a PCR test, and then go home and isolate until they have received the results.</p> <ul style="list-style-type: none"> • If the result is positive then they must isolate for 10 days. • If the result is negative then they must return to work immediately and take lateral flow tests daily until 10 days after the initial positive LFT. <p>Staff are all encouraged to have the CV19 vaccination and any advised boosters. Currently vaccination is not a legal requirement for those working in healthcare or education.</p>	Ongoing, regularly re-assessed according to changes in Government guidelines and local and national CV19 rates.