



# 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	Incorrect or out of date guidance being adhered to	All staff	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 Support Manager (BSM) 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 absolutely necessary. The following measures have been taken to minimise the number of visitors:</p> <ul style="list-style-type: none"> <li>• Patients are only seen at Vranch House if it is not possible for their appointment to be carried out over the telephone or via a video call.</li> <li>• Patients are only allowed to attend appointments with one parent/carer.</li> <li>• Deliveries of supplies/equipment/etc must be left at reception and not brought into the building by the courier.</li> </ul>	Regularly re-assessed

			<ul style="list-style-type: none"> <li>• Meetings with other professionals are held via video conferencing where possible.</li> <li>• The hospital has been informed that only current Vranck House patients can be seen in their medical clinics at Vranck House.</li> </ul>	
3.	Contracting or spreading CV19 by not washing hands adequately or frequently enough	Staff, patients, pupils and visitors	<p><b>There are posters placed around the buildings reminding people to 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:</b></p>	Ongoing
3.1		<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<p><b>Staff are frequently reminded by the Management Team (the CE, HOE and BSM) to wash their hands thoroughly and use hand sanitiser:</b></p> <ul style="list-style-type: none"> <li>• When arriving at work and before leaving work</li> <li>• When entering classrooms or the Therapy Department</li> <li>• Before and after seeing patients/handling individual school pupils</li> <li>• After going to the toilet, or toileting a child</li> <li>• Before and after preparing or eating food</li> <li>• After handling anything that may be unclean, or have come into contact with someone else</li> </ul> <p><b>Staff are formally reminded via email at the beginning of each half term, and informally via vocal prompts daily.</b></p>	
3.2		<ul style="list-style-type: none"> <li>• Patients</li> </ul>	<p><b>Patients and their accompanying parent/carer are asked to use hand sanitiser when entering and leaving the building, and when entering and leaving the Therapy Department.</b></p>	
3.3		<ul style="list-style-type: none"> <li>• Pupils</li> </ul>	<p><b>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.</b></p>	
3.4		<ul style="list-style-type: none"> <li>• Visitors</li> </ul>	<p><b>Visitors are asked to use hand sanitiser when entering and leaving the building, and when entering and leaving a classroom or the Therapy Department.</b></p>	

<p>4.</p> <p>4.1</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>Staff, Visitors</p>	<p><b>Several measures have been taken to reduce the traffic in communal areas:</b></p> <ul style="list-style-type: none"> <li>• <b>No more than two people are allowed in the Therapy Department kitchen and class kitchens at any one time.</b></li> <li>• <b>Half of the chairs have been removed from the staffroom to ensure that the staff can maintain social distancing.</b></li> <li>• <b>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.</b></li> <li>• <b>The pupils do not enter the hallways at the front of the building during the day to avoid contact with patients.</b></li> <li>• <b>Fewer out patient appointments are held than usual to ensure that there is no more than one family group in the waiting room at one time.</b></li> <li>• <b>Many of the chairs have been removed from the waiting room to facilitate social distancing in case a patient arrives early.</b></li> <li>• <b>Patients are only allowed to attend appointments with one parent/carer, and the parent/carer is asked not to bring the patient's siblings with them unless alternative care cannot be arranged.</b></li> <li>• <b>Contract cleaners are engaged to clean the buildings (including the hydrotherapy pool) to a clinical standard at the end of each day.</b></li> </ul> <p><b>Staff and visitors are required to wear masks in all communal areas.</b></p>	<p>Regularly re-assessed</p>
<p>5.</p>	<p>Contracting or spreading the virus by not social distancing</p>	<p>Staff, Patients, Pupils and visitors</p>	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>• <b>Visitors are only allowed on the site if absolutely necessary.</b></li> <li>• <b>Patients are only allowed to bring one parent/guardian with them to their appointment</b></li> <li>• <b>Patients are only seen at Vbranch House if it is not possible for their appointment to be carried out over the telephone or via a video call.</b></li> <li>• <b>Meetings with other professionals are held via video conferencing where possible.</b></li> </ul>	<p>Re-assessed according to changes to Government guidelines</p>

			<ul style="list-style-type: none"> <li>• Fewer out patient appointments are held than usual to ensure that there is no more than one family group in the waiting room at one time.</li> <li>• Half of the chairs have been removed from the staffroom to ensure that the staff can maintain social distancing.</li> <li>• Therapy staff have been asked to work from home when possible (on days where they have no patients coming in for appointments)</li> <li>• 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.</li> </ul>	
6.	Poor workplace ventilation leading to CV19 spreading	Staff, Patients, Pupils, Visitors	<p><b>All of the most frequently used rooms at Vbranch 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 a minimum of annually).</b></p> <p><b>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.</b></p> <p><b>As Music Therapy involves singing it takes place in the school hall, 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, who wear 3-layered masks (as well as gloves and aprons).</b></p>	Re-assessed if room use changes or building work is carried out.
7. 7.1	Increased risk of infection and complications for vulnerable workers or service users	Staff and Pupils  • Staff	<p><b>In early March, prior to the national lockdown, the staff and pupils who may be classified as 'Vulnerable' or 'Extremely Vulnerable' to CV19 were identified.</b></p> <p><b>On March 19<sup>th</sup> staff categorised as such were asked to work from home for the foreseeable future.</b></p>	Ongoing

7.2		<ul style="list-style-type: none"> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Affected staff were asked to provide VH with copies of their 'Shielding' letters once they had received them.</li> <li>• 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.</li> <li>• 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.</li> <li>• Extremely vulnerable staff have continued to be asked to work from home where possible.</li> <li>• 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.</li> </ul> <p>In early March Pupils likely to be particularly vulnerable to CV19 were identified by the Management Team.</p> <ul style="list-style-type: none"> <li>• Parents/guardians are regularly provided with information regarding safety measures being taken by VH to mitigate against CV19.</li> <li>• 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.</li> <li>• The staff who work within two metres of any pupils classified as Extremely Vulnerable wear full PPE (disposable apron or gown, three-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.</li> <li>• 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.</li> <li>• VH has explained to parents/guardians since the start of lockdown</li> </ul>	
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			<p>that it respects the decisions of all the parents/guardians, whether that was to continue to send their child to school or not. Pupils who were at home received deliveries of (cleaned) equipment and resources from school staff (who left it outside the pupil's home for the parent/guardian to take inside), and individualised online lessons were provided.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	
8.	How would an outbreak be controlled if a staff member, patient, pupil or visitor tested positive for CV19?	Staff, Patients, Pupils, Visitors	<p><b>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:</b></p> <p><a href="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">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</a></p>	Ongoing, regularly reassessed according to Government guidelines.
9.	CV19 being spread during the high-risk activities of preparing and eating food	Staff and Pupils	<ul style="list-style-type: none"> <li>• <b>Staff preparing any food for pupils (meals, drinks, snacks or gastrostomy tube feeds) must wash their hands, and wear disposable gloves and face masks.</b></li> <li>• <b>Masks must be worn by any staff entering the school kitchen.</b></li> <li>• <b>Masks are worn by staff whilst feeding children (this includes meals, drinks, snacks and gastrostomy tube feeds).</b></li> <li>• <b>'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).</b></li> <li>• <b>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.</b></li> <li>• <b>Staff must have their own set of dishes and cutlery for use at work (if they requires them), must clean them immediately after use and dry</b></li> </ul>	Ongoing, regularly monitored and re-assessed.

			<p>them with disposable paper towels, and keep them separate from the dishes used by other staff or pupils.</p> <ul style="list-style-type: none"> <li>• Food or drink must not be left in open containers (except whilst being consumed), either on counters/tables/etc or in fridges.</li> <li>• 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.</li> <li>• Fabric tea towels/drying up cloths must not be used to dry dishes/cutlery/serving utensils/etc, disposable paper towels must be used instead.</li> <li>• 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)</li> </ul>	
10.	Not having the correct PPE when needed		<p><b>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.</b></p>	
10.1		<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staff wear a three-layered mask, an apron and gloves during contact with extremely vulnerable pupils and with all patients.</li> <li>• As per the Government guidelines on wearing masks in public VH recognises that some people may find it difficult to understand someone wearing a mask, or find it frightening or confusing, and in these circumstances the staff member may wear a clear visor instead.</li> <li>• 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.</li> </ul>	
10.2		<ul style="list-style-type: none"> <li>• Patients</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	

10.3		<ul style="list-style-type: none"> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Children aged three years old or younger must NOT under any circumstances wear face masks, for safety reasons.</li> <li>• 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.</li> <li>• 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.</li> <li>• Due to their age and physical and/or learning difficulties our pupils are not asked to wear masks at any time.</li> <li>• 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.</li> <li>• Parents/guardians are proactively contacted periodically by the HOE or CE to ask whether their preferences have changed regarding the PPE worn by staff working with their children.</li> </ul>	
10.4		<ul style="list-style-type: none"> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors meeting staff members only, away from any children, are asked to wear a mask and to practice social distancing.</li> <li>• 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.</li> </ul>	
11.	Contracting or spreading the virus by not using PPE correctly	Staff, Patients, pupils and visitors	<p><b>Care must be taken when handling PPE, putting it on and taking it off:</b></p> <ul style="list-style-type: none"> <li>• If worn, an apron must be put on first, followed by a mask and finally by gloves.</li> <li>• when removing PPE gloves should be removed first, followed by apron, and finally the mask.</li> <li>• The Public Health England/NHS England guide to putting on and removing PPE is included at the end of this document.</li> <li>• 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</li> </ul>	Re-assessed according to changes to Government guidelines

			<p>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.</p> <ul style="list-style-type: none"> <li>• Disposable masks, gloves and aprons should only be handled by the person who will be wearing them.</li> </ul>	
12.	Contracting CV19 in the Hydrotherapy Pool or in the pool's changing rooms.	Staff, Patients, Pupils	<p><b>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.</b></p> <p><b>The climate-control system in the building vents externally, and doesn't recycle the air.</b></p> <p><b>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. The hydrotherapy building is then be empty for &gt;36 hours before being used by VH pupils on Mondays.</b></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><b>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 in contact with them, or were in the same room as them on site, will be informed.</b></p> <ul style="list-style-type: none"> <li>• <b>VH has contact details for all staff, pupils' parents/carers, patients' parents/carers and visitors.</b></li> <li>• <b>Those identified will be asked to isolate for the Government-recommended length of time (this is monitored for changes).</b></li> <li>• <b>The current Government/DFE guidance will be followed:</b>  <a href="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">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</a> </li> </ul>	Ongoing
14.	A staff member, pupil or patient attending VH when they feel unwell, and it is not	Staff, Patients, Pupils, Visitors	<p><b>If staff experience possible symptoms of CV19 as described by the NHS (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a>) then they must stay at home and take a CV19 test. If the test result is positive then they must self isolate for the amount of time recommended by the</b></p>	Ongoing, re-assessed regularly

	known whether they have CV19.		<p><b>Government (as of October 2020 this is 10 days from the onset of symptoms, up to date guidance may be found at <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>).</b></p> <p><b>Symptoms currently (October 2020) include a high temperature, a new continuous cough, and/or a loss or change to the sense of taste or smell. Staff are able to return to work on presentation of a negative test result.</b></p> <p><b>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.</b></p> <p><b>Prior to attending appointments patients are told - both verbally on the phone and also written via email - 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 appointment, but may either book a new one or have a video call appointment at the original appointment time.</b></p>	
15.	A staff member, pupil or patient attending VH after coming into contact with a person suspected of having CV19.	Staff, Patients, Pupils	<b>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.</b>	Ongoing, regularly re-assessed according to changes in Government guidelines.
16.	A staff member, pupil or patient becoming ill whilst at VH	Staff, Patients, Pupils	<b>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. Emergency services to be called if necessary</b>	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><b>Pillow cases must be changed between use with different patients, and then washed at ≥40° with laundry detergent.</b></p> <p><b>Hydrotherapy: Staff (and patients) must provide their own towels for hydrotherapy.</b></p> <p><b>Towels and aprons etc used for school pupils must be washed with laundry detergent at a high temperature immediately after use (≥40°), and be dried using heat (a tumble dryer).</b></p>	Ongoing
18.	CV19 being spread between staff and pupils during large gatherings of pupils/staff.	Staff, Pupils	<p><b>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)</b></p> <p><b>As long as CV19 requires it there will be no whole-school assemblies.</b></p>	Ongoing, reassessed when Government guidelines change
19.	Transmission of CV19 between staff via the use of the VH-owned vehicles.	Staff	<p><b>Each Vbranch vehicle is only to be used by one member of staff per day, if this is not possible then a two hour gap must be left between the use of one vehicle by two different staff members.</b></p> <p><b>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.</b></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><b>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.</b></p> <p><b>Lower School pupils follow a one way system when entering and exiting the building.</b></p> <p><b>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.</b></p>	Ongoing, regularly re-assessed according to changes in Government guidelines.



## Guide to donning and doffing PPE: Droplet Precautions

### for health and social care settings

#### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.


- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.


- 3 Put on your eye protection if there is a risk of splashing.


- 4 Put on non-sterile nitrile gloves.


- 5 You are now ready to enter the patient area.



#### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.


- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 3 Snap or unfasten apron ties the neck and allow to fall forward.


- 4 Once outside the patient room. Remove eye protection.


- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 6 Remove surgical mask.


- 7 Now wash your hands with soap and water.



Please refer to the PHE standard PPE video in the COVID-19 guidance collection:  
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)