

COVID-19: Operational risk assessment for MIDAS and STLS Swale

Please note: this risk assessment should be undertaken in conjunction with the most up-to-date version of the Government guidance

Assessment conducted by:	Clare Bridgewater Jill Palmer and Dan Zaccheo	Job title:	District Lead for Swale STLS/ Midas Centre Manager Meadowfield Principal and Assistant Principal	Covered by this assessment:	<ul style="list-style-type: none"> Swale STLS staff Midas/ STLS Administrators Visitors to The Midas Centre
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Date of assessment:	08.07.2020 Reviewed 02.09.2020	Review interval:	Termly (First week of every term)	Date of next review:	19.10.2020
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Related documents
<p>This document should help inform the risks and measures in place, in order to make the transition from working at home back to working in our district Early Years settings and schools as safe - psychologically and physically - as possible.</p> <p>All schools and Early Years settings we are visiting should have a risk assessment completed which is available to STLS upon request.</p> <p>This risk assessment is available to any professional working in conjunction with the STLS team on request.</p> <p>For guidance please go to: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</p>
<p>Local Authority documents and Government guidance:</p> <p>The government has said that all children will be expected to return to schools in September.</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Staff Workspaces – Midas Centre Meadowfield School				
Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further actions/comments	Residual risk rating (H/M/L)
Spread of Covid-19	H	<ul style="list-style-type: none"> Follow Meadowfield safety guidelines as displayed in front entrance Use hand gel provided on arrival and wash hands at least hourly If staff feel symptomatic while at work, at home or within another setting they should advise the STLS lead or Meadowfield SMT and go home to follow the current government guidance. Work spaces will be ventilated and windows can be opened. Where possible doors should be left open. Air conditioning must NOT be used. General cleaning is conducted daily by a cleaner. Sanitisers and sprays are available in the office and training rooms. Door handles will be cleaned hourly by MIDAS staff Where appropriate staff can choose to work at home when doing paperwork and administrative tasks. 		M

		<ul style="list-style-type: none"> • Staff may bring food and drink in personal containers. Staff are also permitted to make hot beverages or heat food in the kitchen. Any food must be for personal consumption and should not be shared. • Staff must disinfect any equipment and surfaces before and after use. Staff using crockery and cutlery will place these items directly into the dishwasher rather than leaving them on a trolley. Staff should not prepare food or beverages for others. 		
Risk of challenges to social distancing	H	<ul style="list-style-type: none"> • Configuration of furniture to allow for social distancing • Oak, (Ash and Elm from term 2) to be used as staff workspaces in addition to the office • Staff will be briefed on the use of these rooms • Maximum occupancy signs will be visible in all shared areas and this guidance must be observed. 	JM/NG Purchase/production of maximum occupancy signs	M
Risk of infection from other adults and pupils of Meadowfield School	H	<ul style="list-style-type: none"> • STLS and MIDAS staff will form a 'bubble'. • Use of Midas and its facilities to be strictly limited to the Midas and SLTS team (including visiting sensory teachers and SENIF practitioner) • Oak, Ash and Elm rooms must be vacated from 4pm to allow for essential cleaning. • In the event that a pupil enters the MIDAS centre on an unplanned visit, members of the STLS and MIDAS teams will close the doors of the work spaces and Meadowfield staff will be responsible for leading the pupil back into the main school building. A full wipe down of surfaces will then be undertaken by a member of the MIDAS or STLS team. 		M
Risk of infection to Meadowfield staff and pupils from the MIDAS and STLS team		<ul style="list-style-type: none"> • The Midas and STLS team will form a "bubble" and limit their interaction with other staff to purely essential contact. The use of Midas and its facilities to be strictly limited to the Midas and SLTS team 		M

		<p>(including visiting sensory teachers and SENIF practitioner)</p> <ul style="list-style-type: none"> • STLS team to observe social distancing in stairwells and lifts. 		
<p>Social distancing and keeping visiting STLS sensory staff safe</p>	<p>H</p>	<ul style="list-style-type: none"> • STLS sensory staff and SENIF practitioner will be able to hot desk (in Ash, Elm or Oak as appropriate) and will adhere to the risk assessment and recommendations outlined in this document. • Head of STLS sensory and Early Years County Lead will liaise with Swale STLS District Lead if specific arrangements are required or requested for individual staff. • Use of the kitchen and tea and coffee facilities will not be available for visitors including the sensory team and SENIF practitioner (with the exception of the Valance Administrator who is permanently based in the building). Disposable cups will be available at the water station. 	<p>Risk assessment to be shared with sensory team</p>	<p>M</p>
<p>Risk of using shared equipment</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff will bring their own laptop to use whenever possible. • Disinfectant will be provided to clean work surfaces, monitors and keyboards. Staff to clean their own workspace before and after use. • Staff to follow a “one at a time” rule for use of the photocopier. Staff to disinfect the photocopier before and after every use. Use of the photocopier must be authorised by the Admin Manager (Jodie) before use. • In the event that staff use equipment from the office cupboards these items must be disinfected before and after every use. 	<p>JM to create signage relating to use of photocopier</p>	<p>M</p>
<p>Risk of using shared working areas (including</p>	<p>H</p>	<ul style="list-style-type: none"> • The toilets will be cleaned once a day. • Liquid soap and paper towels will be available in the toilets for hand washing. 	<p>JM to create signage relating to use of kitchen and toilets</p>	<p>M</p>

toilets and the kitchen)		<ul style="list-style-type: none"> • Floor markers will be placed outside of the toilets to remind staff of social distancing when waiting for the toilet. • Hand gel and disinfection wipes will be available in Oak, Elm, Ash, the admin office and kitchen for use where necessary. • A “one at a time” policy will be observed in the kitchen. Staff will disinfect any equipment they use before and after use. • Staff using crockery and cutlery will place these items directly into the dishwasher rather than leaving them on a trolley. 	JM/NG to purchase/produce floor markers	
Risk to staff deemed “vulnerable” working in a shared space	H	<ul style="list-style-type: none"> • Staff deemed to be vulnerable will follow government guidance and any advice given to them by a medical professional. • Where necessary home working will be facilitated • Staff will alert STLS District Lead of their vulnerable status to ensure appropriate measures can be taken to ensure their safety 		H
Midas Centre – Training rooms, communal areas, toilets and kitchen				
Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further actions/comments	Residual risk rating (H/M/L)
Spread of Covid-19	H	<ul style="list-style-type: none"> • Follow Meadowfield safety guidelines as displayed in front entrance • Use hand gel provided on arrival and wash hands at least hourly • If staff or visitors feel symptomatic they should advise the STLS District Lead and go home to follow the current government guidance. 		M

		<ul style="list-style-type: none"> • Rooms will be ventilated and windows can be opened. Where possible doors will be left open. Air conditioning must NOT be used. • General cleaning is conducted daily by a cleaner. 		
Risk of challenges to social distancing	H	<ul style="list-style-type: none"> • Configuration of furniture to allow for social distancing • Maximum occupancy signs will be visible in all shared areas and this guidance must be observed. • Chairs in the reception area have been removed • A “one at a time” policy will be observed in the kitchen. Staff will disinfect any equipment they use before and after use. Visitors will not enter the kitchen • Training and meetings will not take place in the MIDAS Centre until further notice (subject to review termly) 	JM to liaise with NG re room setup	M
STLS – Lift Meetings				
<ul style="list-style-type: none"> • In Term 1 LIFT meetings will operate remotely in order to support the control measures outlined above for the protection of MIDAS and STLS staff and limit community contamination. • The following procedure will be observed for remote LIFT meetings: All paperwork will be received and distributed electronically only SENCOs will be given an appointment to join the team and other professionals via Microsoft Teams Confidentiality agreements will be made verbally at the start of each meeting Where possible STLS staff will join the meeting from home <p>The risk assessment below will apply for face to face LIFT meetings which are planned to resume in term 2, subject to a thorough review of the measures outlined above and any further government guidance.</p>				
Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further actions/comments	Residual risk rating (H/M/L)
Spread of Covid-19	H	<ul style="list-style-type: none"> • Follow Meadowfield safety guidelines as displayed in front entrance 		M

		<ul style="list-style-type: none"> • Use hand gel provided on arrival and wash hands regularly • If staff or visitors feel symptomatic they should advise the STLS District Lead and go home to follow the current government guidance. • Rooms will be ventilated and windows can be opened. Air conditioning must NOT be used. • General cleaning is conducted daily by a cleaner. 		
Risk of challenges to social distancing	H	<ul style="list-style-type: none"> • The LIFT groups may be split to ensure smaller numbers. Maximum occupancy of the rooms will be adhered to. • Configuration of furniture to allow for social distancing • Visitors to observe social distancing in stairwells and lifts. 	JW to create groupings and schedule for lift meetings	M
Risk of using communal areas including toilets	H	<ul style="list-style-type: none"> • The toilets will be cleaned once a day. • Liquid soap and paper towels will be available in the toilets for hand washing. • Floor markers will be placed outside of the toilets to remind staff and visitors of social distancing when waiting for the toilet. • Hand gel and disinfection wipes will be available in Oak, Ash, Elm and the admin office for use where necessary. 		M
Risk associated with refreshments	H	<ul style="list-style-type: none"> • Use of the kitchen and tea and coffee facilities will not be available for visitors. • Disposable cups will be available at the water station 		M
Risk of using shared equipment	H	<ul style="list-style-type: none"> • Visitors will bring their own resources e.g. pens, paper, and paperwork. • Tables will be disinfected before and after use • Please see resources and work practices appendix 		M
Risk relating to documentation	H	<ul style="list-style-type: none"> • Please see Resources and Work Practices Appendix below 		M

STLS – Visits (including to Early Years settings, schools and homes)				
Home visits have been assessed as high risk, therefore STLS staff will not conduct home visits during term 1. This will be subject to a review at the beginning of term 2. It may be possible to provide direct family support by arranging a meeting at the child’s setting.				
Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further actions/comments	Residual risk rating (H/M/L)
Spread of Covid-19	H	<ul style="list-style-type: none"> STLS staff will take personal responsibility for the safety of the visit including carrying hand sanitiser and/or wipes, and wearing gloves and/or mask if necessary. (See individual pupil risk assessment as necessary). STLS staff to carry a small bag to dispose of contaminated matter if no bin is available. STLS staff to follow the “booking a visit” protocol outlined in the STLS procedures document (see attached appendix) STLS staff to follow the safety guidelines outlined by the host school as appropriate. If staff feel symptomatic while at work, at home or within another setting they should advise the STLS District Lead and go home to follow the current government guidance. 		M
Risk of challenges to social distancing	H	<ul style="list-style-type: none"> If social distancing cannot be observed, classroom observations should not be conducted. Meetings should be short and functional, have an agenda, and only necessary participants should attend. Where possible meetings should be conducted remotely via Microsoft Teams. 		M
Risk of infection from other adults, children and young people	H	<ul style="list-style-type: none"> Staff should observe social distancing as per government guidance wherever possible. When possible observations should be conducted in an outside area e.g. for EY and reception children 	1:1 and small group work is deemed a high risk activity and should	M

		<ul style="list-style-type: none"> • Close contact with children should be limited to interactions which are directly related to the observation and undertaking assessment of the named child. • It is appropriate for STLS staff make their own assessment of risk in situations relating to interacting with children and to stop the visit if they feel the risk is high. • When undertaking 1:1 and small group work STLS staff will check in frequently with the student that they feel safe and able to continue • Activities to be completed in outdoor environment where possible 	<p>be risk assessed on a case by case basis. In term 1 the preference will be for remote interventions via Microsoft teams</p>	
Risk of using shared areas	H	<ul style="list-style-type: none"> • STLS staff should limit their use of shared areas within schools and settings to essential work. 		M
Risk of using shared equipment	H	<ul style="list-style-type: none"> • STLS staff will take personal responsibility for the safety of the visit including using equipment and will carry hand sanitiser and/or wipes in order to disinfect necessary equipment, and their hands, before and after use. • Wherever possible STLS staff will limit the use of equipment that is shared or encourages close contact with the face • STLS staff will use only their own resources where possible • Do not carry resources between settings without disinfection 		M
Risk relating to documentation	H	Please see resources and work practices appendix		M
STLS – Off site training				
STLS staff will not be providing off-site training in term 1.				

Where appropriate staff may offer remote conversations via Microsoft Teams.				
The risk assessment below will apply for off-site training which is planned to resume in term 2, subject to a thorough review of the measures outlined above and any further government guidance.				
Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further actions/comments	Residual risk rating (H/M/L)
Spread of Covid-19	H	<ul style="list-style-type: none"> STLS staff will take personal responsibility for the safety of the visit including carrying hand sanitiser and/or wipes, and wearing gloves and/or mask if necessary. STLS staff to carry a small bag to dispose of contaminated matter if no bin is available. Teachers to follow the “booking a visit” protocol outlined in the STLS procedures document (see Work and Resources appendix below) Teachers to follow the safety guidelines outlined by the host school as appropriate. If staff feel symptomatic while at work, at home or within another setting they should advise the STLS District Lead and go home to follow the current government guidance. 		M
Risk of challenges to social distancing	H	<ul style="list-style-type: none"> Staff attending training will observe social distancing. 		M
Risk of infection from other adults	H	<ul style="list-style-type: none"> Training will be planned to take place in a suitable environment. It is appropriate for STLS staff make their own assessment of risk in situations relating to off-site training and to stop the visit if they feel the risk is high. 		M
Risk of using shared areas	H	<ul style="list-style-type: none"> STLS staff should limit their use of shared areas within schools and settings to essential work. Where training is held in shared areas STLS staff will take personal responsibility for the safety of the visit, 		M

		including disinfecting their work area and equipment before and after the session.		
Risk of using shared equipment	H	<ul style="list-style-type: none"> STLS staff will use their own laptops and equipment wherever possible. 		M
Risk relating to documentation	H	<ul style="list-style-type: none"> STLS staff will disseminate resources in electronic format ONLY. Please see Resources and Work Practices appendix below. 		M

Appendix - Resources and Work Practices	
Signing In	<ul style="list-style-type: none"> STLS staff visiting Early Years settings and schools will follow the signing in procedure of the host site. STLS staff will have gloves and their own pen to use as necessary.
Correspondence	<ul style="list-style-type: none"> All paper correspondence received by the STLS team will be quarantined for 72 hours before it is processed. Wherever possible electronic correspondence is the preferred method of communication, both by the STLS and MIDAS teams and to the STLS and MIDAS teams.
Brochures and Flyers	<ul style="list-style-type: none"> Hard copies of the professional's brochure and the parent/carer's brochure will be sent to all Swale settings and schools in September. The settings and schools will be advised that the envelope will be marked "MIDAS brochures" so that they can follow their own quarantine procedures. Hard copies of the brochures will no longer be displayed in communal areas within the MIDAS Centre. Electronic copies will be circulated to mailing lists in September 2020. Further electronic copies will be available on request.

<p>Equipment and Resources</p>	<p>Within the MIDAS Centre</p> <ul style="list-style-type: none"> • Staff will bring their own laptop to use whenever possible. • Disinfectant will be provided to clean work surfaces, monitors and keyboards. Staff to clean their own workspace before and after use. • Staff to follow a “one at a time” rule for use of the photocopier. Staff to disinfect the photocopier before and after every use. The admin Manager will authorise all use of the copier. • In the event that staff use equipment from the office cupboards, these items must be disinfected before and after every use. • Work areas must be kept clear and no items should be left out in the work spaces. Resources, files and all other items left in the MIDAS Centre must be disinfected and stored in the resource cupboards. <p>When working in other settings</p> <ul style="list-style-type: none"> • STLS staff will disseminate resources in electronic format ONLY, including handouts for off-site training. • STLS staff will carry hand sanitiser and/or wipes in order to disinfect necessary equipment and their hands, before and after use. • Wherever possible STLS staff will limit the use of equipment that is shared or encourages close contact with the face • Use only your own resources where possible • Do not carry resources between settings without disinfection • If a resource is created for a setting, where possible this should be shared electronically. When it is necessary to create or provide a physical resource this should be laminated and disinfected at handover. • Staff will bring their own laptop to use whenever possible. • STLS staff should limit their use of shared areas within schools and settings to essential work. • Where training is held in shared areas STLS staff will take personal responsibility for the safety of the visit including disinfecting their work area and equipment before and after the session.
<p>LIFT</p>	<ul style="list-style-type: none"> • LIFT documents should be sent electronically. In the event that this is not possible, any documents received in hard format will be quarantined for 72 hours and therefore must be received this far in advance of the LIFT deadline. • Agreement to Engage forms must be signed and scanned over to MIDAS before the LIFT meeting. • For Term 1 and 2, a LIFT referral and Agreement to Engage form are the only essential paperwork. Other relevant documents including personalised plans will be welcome if appropriate. • Early Years settings and schools may make up to three referrals at the LIFT meeting. Settings may use their allocated time for referral discussions and/or surgery conversations. <p>For LIFT meetings held remotely</p> <ul style="list-style-type: none"> • SENCOs will be given an appointment to join the team and other professionals via Microsoft Teams or Zoom

	<ul style="list-style-type: none"> • Confidentiality agreements will be made verbally at the start of each meeting • Where possible STLS staff will join the meeting in a secure location within their home <p>For LIFT meetings held at MIDAS</p> <ul style="list-style-type: none"> • The LIFT groups may be split to ensure smaller numbers. Maximum occupancy of the rooms will be adhered to. • Follow Meadowfield safety guidelines as displayed in front entrance • Use hand gel provided on arrival and wash hands regularly • If staff or visitors feel symptomatic they should advise the STLS District Lead and go home to follow the current government guidance. • Visitors to observe social distancing in stairwells, lifts and meeting rooms • Configuration of furniture will allow for social distancing • Visitors will bring their own resources e.g. pens, paper, and paperwork. • Tables will be disinfected before and after use • Rooms will be ventilated and windows can be opened. Air conditioning must NOT be used. • Use of the kitchen and tea and coffee facilities will not be available for visitors. Disposable cups will be available at the water station. All professionals attending the meeting may bring their own drink in a personal container. Any food must be for personal consumption and should not be shared.
<p>Booking and planning a visit, training and remote working.</p>	<ul style="list-style-type: none"> • All visits to Early Years settings and schools must be booked in advance. This can be done by phone or email. • On the day of the visit the STLS staff must contact the setting or school to confirm that the visit is going ahead. • All visits will adhere to the guidance outlined in the risk assessment above. • It is appropriate for STLS staff make their own assessment of risk in situations relating to interacting with children and to stop the visit if they feel the risk is high. • Face to face 1:1 and small group work is deemed a high risk activity and should be risk assessed on a case by case basis and must be approved by the STLS district lead. In term 1 the preference will be for 1:1 interventions to take place remotely via Microsoft Teams • Home visits have been assessed as high risk, therefore STLS staff will not conduct home visits during term 1. This will be subject to a review at the beginning of term 2. It may be possible to provide direct family support by arranging a meeting at the child's setting. • STLS staff will not be providing off site training in term 1. Where appropriate staff may offer remote conversations via Microsoft Teams. Off-site training will resume in term 2, subject to a thorough review of the measures outlined above and any further government guidance. All off site training must be approved by the STLS District Lead prior to confirmation. • Electronic diaries MUST be kept up to date at ALL times.
<p>Food and beverages</p>	<ul style="list-style-type: none"> • Use of the kitchen and tea and coffee facilities will not be available for visitors (with the exception of the Valance administrator). Disposable cups will be available at the water station. Professionals hot-desking or visiting the

	<p>MIDAS centre may bring their own drink in a personal container. Any food must be for personal consumption and should not be shared.</p> <ul style="list-style-type: none">• STLS and MIDAS Staff may bring food and drink in personal containers. Staff are also permitted to make hot beverages or heat food in the kitchen. Any food must be for personal consumption and should not be shared. Staff must disinfect any equipment and surfaces before and after use. Staff using crockery and cutlery will place these items directly into the dishwasher rather than leaving them on a trolley. Staff should not prepare food or beverages for others.
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