



New Leaf Triangle Coronavirus Covid 19 pandemic Risk Assessment

Address: Goadby Lane, Chadwell, Melton Mowbray, LE14 4LP

ASSESSOR/JOB TITLE: Director

Name: Lorraine Squires Shaw and Carly Steel

Written 23/04/20 LS

Reviewed and updated 10/06/20 LSS, 10/08/20 Carly Steel, 01/09/20 Carly Steel, 26/10/20 Carly Steel, 31/12/20 Carly Steel, reviewed 4/1/21 Carly Steel, reviewed 24/2/21 CS, reviewed 10/4/21 CS, reviewed 15/4/21 all directors, reviewed 25.8.21 CS, 3.1.22 Carly Steel, reviewed 1.2.22 CS

KEY
RISK MATRIX Risk = Probability (Frequency) x Consequence (Severity)

CONSEQUENCE (Severity)

		Severe (3)	Moderate (2)	Minor (1)
Frequent (3)	9	6	3	
	Occasional (2)	6	4	2
		Rare (1)	3	2

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Context

The main activities at New Leaf Triangle take place at this site, although the following guidelines must be followed at site 2 as well. It is 2 ½ acres of undulating ridge and furrow grassland with a 20 X 40m wood chip and rubber ménage, a steel barn containing 4 internal stables with a roller shutter door, 2 wooden stables (one of which is a hay store and the other houses the goats), a wooden feed/tool shed, 2 chicken coops and goat pen with 2 small goat shelters. There is also a 5 X 3M log cabin and a 6x3 M Log cabin, both consisting of a single room. The perimeter fencing is mainly hawthorn and blackthorn hedge, square stock wire with some rails in places. There is a car park area with 2 wooden five bar gates leading to the road. The car park is fenced off with a mixture of post and rail (screened with 2m willow screening), hedging and stock wire, wooden 1.6m fence panels and a wooden five bar gate leading to the yard which is backed with 2m foot willow screening. The yard area is fenced and screened from the car park with post and rail and 2m willow screening. The horse paddocks are sectioned off with post and rail fencing and stock wire. Small animals present are goats, chickens, rabbits, guinea pig, rats and dogs. The goats are housed in a stable at night. In the day the goats are put into the goat paddock adjoining the ménage, subject to weather conditions. There is a designated fenced off air rifle shooting area and archery area with an undercover shelter.

ACTION PLAN

FURTHER ACTION REQUIRED	BY WHOM	TARGET DATE	COMPLETED
<p data-bbox="85 850 1641 919">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1050624/Schools_COVID-19_operational_guidance_Jan_2022.pdf (changes in red)</p> <ul data-bbox="129 959 1579 1246" style="list-style-type: none">• Government recommendations are that students and staff are no longer expected to wear face masks in classrooms or communal areas.• Hygiene measures must remain in place including hand washing, cleaning procedures, social distancing and good ventilation.• Staff and secondary/post 16 students are advised to continue to do twice weekly lateral flow tests.• Everyone to follow NHS test and trace procedures.• When vulnerable children are self-isolating NLT must inform their social worker and keep in regular contact with the family.	All staff, students, parents/carers and visitors.	Immediate effect 1.2.22	

NUMBER	HAZARD/POSSIBLE OUTCOME	GROUPS	RISK RATING	CONTROLS IN PLACE	WHAT ELSE WILL WE DO
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1	Pandemic Disease - Coronavirus – Covid 19 Staff – illness/death Learners – illness/death Public – illness/death	Staff Students Public	6	<p><u>Current government guidance:</u></p> <p>The government guidance can be found here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • If there are any future lockdowns or restrictions, NLT will follow government guidelines and continue to offer support to the most vulnerable children and young people. This includes if they: <ul style="list-style-type: none"> - are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child - have an education, health and care (EHC) plan - have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include: <ul style="list-style-type: none"> - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services - adopted children or children on a special guardianship order - those at risk of becoming NEET ('not in employment, education or training') - those living in temporary accommodation - those who are young carers - those who may have difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study) - care leavers - other children and young people at the provider and local authority's discretion including pupils who need to attend to receive support or manage risks to their mental health • If a vulnerable child is self-isolating NLT management must inform their social worker if they have one. NLT must make regular contact with the family during non-attendance. • If staff have safeguarding concerns about any child/young person, including if you are unable to make contact with child/young person and/or parents/carers, please continue to follow current safeguarding procedures. See covid19 addendum to safeguarding policy. • All student attendance must be reported on the app within 30 minutes of the student arriving. This is the responsibility of the coordinators onsite. 	<ul style="list-style-type: none"> • Reviews to this policy will be communicated to parents and carers
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Protecting staff

Staff will be asked to disclose any conditions that may make them clinically vulnerable to a director. NLT will follow government guidelines to support such staff members. Staff will not be discriminated against for disclosing information about their health and this information will be treated as confidential. It is not possible for NLT staff to work from home due to 1-1 student support.

Vaccination

All staff at NLT were offered the early vaccine from the local authority. Most staff are now vaccinated. Vaccines are now easily available for all individuals over 12. This is optional, but strongly recommended.

Staff who choose not be vaccinated, who do not have a medical reason not to do so, must follow all government isolation guidance. Isolation for unvaccinated staff members is likely to be more frequent due to restrictions, thus isolation will be without pay. Isolation for symptoms of covid, for a positive covid test result and for those who are vaccinated will follow the usual sickness and absence policy.

Lateral flow testing

Staff are asked to complete an at home lateral flow test twice per week. Results are to be reported to the NHS using the online system. Only a positive result needs to be reported to NLT.

Testing after being in close contact with someone with covid

Individuals (vaccinated or unvaccinated) who have been in close contact with anyone with a positive test result must take a lateral flow test every day for 7 days. Vaccinated staff or children under 18 do not need to self-isolate. Unvaccinated staff need to self-isolate during this time and are able to return to work after two negative lateral flow test results on day 6 and 7.

System of controls to minimise the risk of infection

			<ul style="list-style-type: none"> • Students attending NLT during any lockdown periods must be following social distancing guidance at home. NLT managers will check this with parents/carers before they attend. • Staff and students are regularly reminded of the importance of good hand hygiene and social distancing. Hands must be washed on arrival. • Posters about hand washing are provided. • Staff and students are provided with hand wash liquid and paper towels in the bathroom areas. • Staff and students are to wash hands in the bathroom areas only, not in kitchen sinks. • Learners are taught good hygiene when coughing/sneezing e.g. sneezing or coughing into tissue/elbow. • Cabins should be well ventilated and social distancing measures should be followed as per the signs outside the cabin. • Staff and students are encouraged to work outside as much as possible, and during inclement weather, to make use of all indoor space in the barns as well as log cabins in order to implement social distancing guidance as much as possible. • Surfaces and metal door handles to be wiped down regularly throughout the day. • Taxi drivers/parents/carers dropping off and collecting students to remain in the car park area and not enter New Leaf sites. • Staff are required to complete eLearning on Covid 19 awareness, including infection control. • Very few students need to use PPE in their sessions. Students must not share PPE. Students can be lent PPE if needed, e.g. overalls, gloves. These must be washed by a Director between uses or quarantined for 72 hours. • Staff, students and their families will be told to follow government test and trace guidelines for any suspected exposure or infection and if they have any evidence of symptoms. • PPE, including surgical disposable facemasks and gloves must be used by staff when dealing with first aid. Hands must be washed thoroughly afterwards and waste should be disposed of by double bagging and placing in the waste collection bins. • All staff and children to bring their own lunch and utensils, including drinks bottles/flasks. Staff all have their own mug for drinks. Waste should be taken home by individuals. • At break times/lunch children must remain with their 1:1 staff or outside within sight of their staff. • Staff must ensure that any students arriving at the same time have chance to wash their hands while observing social distancing. • Cooking - a small group of students can cook around the fire/chimenea together outside. 	
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			<ul style="list-style-type: none"> • Staff are able to take one student in their car to site 2 or into the community. <p><u>Contingency plan in place for outbreaks</u></p> <ul style="list-style-type: none"> • If staff or students show any symptoms of Covid 19 at New Leaf, they will have to go home as soon as possible and follow government guidelines with regards to self-isolation. • Students and staff must not attend New Leaf if they have symptoms of Covid 19. They must follow all government guidelines. • Any child who is ill and has to be collected, if showing any Covid 19 symptoms, must be isolated and the area cleaned thoroughly afterwards, using PPE. No one else to access the area until thorough cleaning has taken place. When the weather allows this should be outside in the play paddock or by the pond. If the weather is poor they should isolate in one of the top log cabins. Staff supporting should wear masks and gloves and follow social distancing guidelines of at least 2 metres. The children should also be advised to wear a mask, although this won't always be possible. Staff should ensure the area is thoroughly cleaned once the student has left, including the bathroom. • Any staff who is ill, showing Covid 19 Symptoms, must leave immediately. They must call the manager on site and arrangements will be made to supervise any child they are with and clean the area they have been working in. They must arrange for PCR Covid testing as soon as possible and keep directors updated as to the outcome of the test. Government guidelines should then be followed re Test and Trace procedures (https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) <p><u>Reporting cases</u></p> <ul style="list-style-type: none"> • The Department for Education coronavirus (COVID-19) helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline by calling 0800 046 8687 • Information about covid19 can be sought by phoning 119 	
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I have read and understand the New Leaf Triangle Coronavirus Covid 19 pandemic Risk Assessment above and agree to follow its guidelines

Staff Name		Signature	Date
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REVIEW ARCHIVE			
REVIEWED			

<p>Reviewed by LSS 10/06/20 Added sections on: PPE sharing, what to do if have symptoms, ill child collection, ill staff procedures, start and finish arrangements, ceased activities, Injury/First Aid, food arrangements, break/lunch time arrangements Specific government advice reference.</p> <p>REVIEWED Reviewed by CS 10/08/20 Added sections on: temperature checking, signage</p> <p>REVIEWED Reviewed by CS 1/9/20 Added sections: contact details and procedures in line with local council Site 2</p> <p>REVIEWED Reviewed by CS 26.10.20</p> <p>Change link to updated government guidelines</p> <p>Reviewed 31.10.20 Phone number added to report cases to Leicester LA 0116 305 3365</p> <p>Reviewed 31.12.20 Delayed start Visors</p> <p>Reviewed 4.1.21 Application for rapid test kits</p> <p>Reviewed 24.2.21 Roadmap out of lock down https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary</p> <ul style="list-style-type: none"> • The government has announced that children of all ages can return to face to face education from 8th March 2021. 	<p>All staff</p>	<p>11.8.20</p>	<p>Complete</p>
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<ul style="list-style-type: none"> • Cooking for others. If cooking outdoors two students can cook around the fire/chimenea together if maintaining social distancing and cooking using separate ingredients/equipment. • Vaccination offered to staff. • Staff are able to take one student in their car to site 2, if there is no other feasible option. This will help to reduce the number of people per site. Staff and students must wear face coverings and the student must sit in the back diagonal seat. <p>Reviewed 10.4.21 Testing of staff and students</p> <ul style="list-style-type: none"> • https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff • Staff are asked to test on Sundays and Wednesdays every week starting 11th April 2021, reporting their results to Lorraine via text on the same day as well as NHS test and trace. (above link) • A log of test results will be kept by directors <p>Reviewed 15.4.21 Masks</p> <p>It is now personal choice for staff and students to wear masks, due to the fact that sessions are mostly outside now the weather is nice. When in cabins and masks are not on, the area should be well ventilated.</p> <p>Reviewed 25.8.21 New government guidance for education</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p> <ul style="list-style-type: none"> • Under 18s and fully vaccinated adults do not need to self-isolate after being in close contact with someone who has received a positive test result. They do need isolate to if they have any symptoms themselves or a positive result themselves. All over 18s who are not vaccinated must follow strict isolation guidelines. • Masks are no longer mandatory. Staff at NLT are encouraged to make sure cabins are well ventilated at busy times. Staff are encouraged to wear masks when taking a student in their car. • Staff are advised to take two lateral flow tests per week. Negative results no longer need reporting. Staff must report positive tests to a director. • Education providers are not required to take the temperature of students. • All student attendance must be reported on the app within 30 minutes of the student arriving. This is the responsibility of the 1-1 staff member that morning. 	<p>All staff</p> <p>All staff</p>	<p>2nd dose May/June</p> <p>From 11.4.21</p>	<p>Ongoing</p>
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- Vaccines are now easily available for all individuals over 18. This is optional, but strongly recommended.
- Staff who choose not be vaccinated, who do not have a medical reason not to do so, must follow all government isolation guidance. Isolation for unvaccinated staff members is likely to be more frequent due to restrictions, thus isolation will be without pay. Isolation for symptoms of covid, for a positive covid test result and for those who are vaccinated will follow the usual sickness and absence policy.
- Staff are asked to complete an at home lateral flow test twice per week. Results are to be reported to the NHS using the online system. Only a positive result needs to be reported to NLT.
- Staff who have been in close contact with anyone with a positive test result must take a PCR test. Limited evidence suggests that it is most accurate to take this test on day 3-5 after exposure, but staff are to call 119 for up to date advice. Staff are then to report the test result to a director. Vaccinated individuals may continue to come to work whilst waiting for test results.

Reviewed 3.1.22 CS

England has moved to Plan B in response to the risks of the Omicron variant. The government guidelines <https://www.gov.uk/coronavirus> state:

- Get vaccinated and get your booster dose for age 12 and above
- Wear a face covering in most indoor public places and on public transport
- Let fresh air in if you meet indoors. Meeting outdoors is safer
- Get tested and self-isolate if required

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#history>