

### September 2021 Risk Assessment and Action Plan

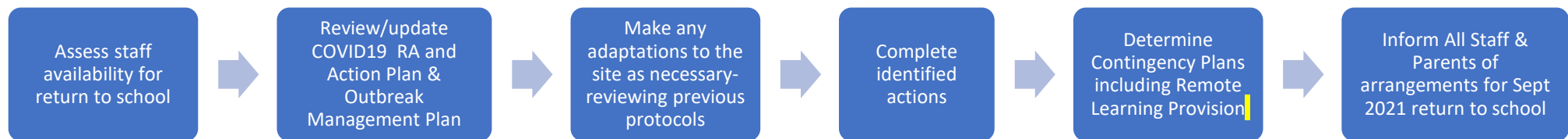
**Purpose of this document:**

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place for the return to school September 2021 and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- DFE Guidance relating to COVID19 [Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-schools)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](https://www.hse.gov.uk/riddor/)
- [The Health Protection \(Notification\) Regulations 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2010/1273/contents/made)
- Public Health England (PHE) (2017) [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-protection-in-schools-and-other-childcare-facilities)

**Risk Assessment for September 2021 return:**



**Overview:**

The following risk assessment takes into account the following considerations:

- The complexity of need and developmental level of our students
- The restrictions of the size of the school building
- The need for staff to move flexibly across classes

**\*The below table includes examples in grey, these are not exhaustive.**

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Risk Level Post-Action
<b>Site Arrangements</b> <u>Coronavirus: latest information and advice - HSE news</u>	Review office space(s) to allow staff to continue to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	M	Limit access to office for all non-admin staff Divider placed between reception and office space	L
	Review entrance and exit access by pupils, staff, visitors and manage as appropriate for the safety of all	Bottlenecks likely at entrance to school gates	M	Students exit from school is staggered by staff Students remain in their classrooms until called Signage at gate reminding passenger assistants and parents to socially distance and wear masks where possible	L
	Consideration given to the arrangements for any deliveries				
	Regular communication with Parents/Carers confirming expectations/requirements when on the school site via Ping. Appointment only procedure still in place			Parents to be informed of safety measures and reminded that all visits to school are by appointment only	
	Visitor management			All visitors reminded that if they are experiencing symptoms, they should not visit the school.	

				All visitors requested to wear masks.	
<b>Cleaning and waste disposal</b>	Review enhanced cleaning regime is in place in line with <u>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</u>			Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.  Hand towels and handwash are checked regularly by college staff  Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	
	Adequate cleaning supplies and facilities around the school are in place.		M	Hand sanitiser available at the school entrance  Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach  Stock check and ordering schedule reviewed, and order made.  Antibacterial wipes and sprays available in classrooms and toilets  Staff to spray toilets in between classes	L

	Classrooms allow as much space between individuals as practical.	Extremely difficult due to nature of children's learning needs and size of rooms			
<b>Classrooms</b>	Review classroom and communal space use	Needs of school and students are such that use of all spaces is deemed to have more benefit than risk		Creative hub can now be used  Use of hall should be limited where possible (e.g sports outside)  All communal learning areas should be cleaned between use	
	Review non-essential equipment or resources which are not easily washable or wipeable.	Soft toys, cushions and beanbags in classroom are not easily washable.	M	Limit soft furnishings	L
	Increased ventilation (where reasonably practicable)	Some rooms do not have windows  Inclement weather		Reminder to keep windows/doors open as much as practically possible and/or purge fresh air at mid-morning and lunch break.  Minimise use of non ventilated areas	
<b>Staffing</b>	Review any individual staff risk assessments (clinically extremely vulnerable, pregnant staff), are there appropriate and sufficient		H		L

	<p>arrangements in place for mitigating risks as identified.  <u><a href="#">Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></u></p> <p><u><a href="#">Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</a></u></p>				
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.			Senior Leaders to communicate remote learning expectations to staff	
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors. Protocols and expectations shared.  <u><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a></u></p>	<p>Decide on the delivery of this learning</p> <p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p>		<p>Given the differing needs of the students, home learning provision will be agreed with families on a case-by-case basis within 24 hours of notification of absence from school</p>	
<b>Mixing and 'bubbles'</b>	GOV.UK no longer recommend that it is necessary to keep children in consistent groups				

<p><u>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</u></p>	<p>('bubbles'). This means that bubbles will not need to be used in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and we no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>In some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>				
<p><b>Social Distancing?</b> Hands, face, space and fresh air!</p>	<p><b>From GOV.UK:</b> Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</p>				

	Approach to avoiding children and young people entering school congregating in large numbers			On arrival, students move straight to class and time spend in corridor is limited  Students are taken to the toilets in class groups	
	Approach to assemblies – <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a>			Consider and review any alternative outdoor areas (weather permitting) for assemblies, classes etc.,  Consider split assemblies initially for two ends of school and limiting number of attendees per child	
<b>Catering</b>	Review arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. Liaise with catering team/Contractor re any changes to processes and procedures/RA update			Caterers have been updated on changes	
	Review arrangements for when and where pupils and staff will take lunch			Students eat in two separate groups (ends of the school) and enhanced cleaning is in place between groups Staff may use staff room again but are encouraged to keep space clean and windows open	

<p><b>Visors/face coverings</b></p>	<p><u>Schools COVID-19 operational guidance - GOV.UK</u> (<a href="http://www.gov.uk">www.gov.uk</a>)</p> <p><b>Face coverings</b></p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p><u>Contingency framework: education and childcare settings</u> (<a href="http://publishing.service.gov.uk">publishing.service.gov.uk</a>)</p>				
<p><b>Response to suspected/ confirmed case of COVID19 in school</b></p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/take action</li> <li>• Area established to be used if an individual is displaying symptoms</li> </ul>			<p>If a student or staff member presents as symptomatic or is confirmed as having COVID whilst on site</p> <ul style="list-style-type: none"> <li>• Headteachers/SBM to be informed initially</li> <li>• Individual to be isolated in office in Hub</li> </ul>	



	<p>during the school day and needs to be isolated</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>			<ul style="list-style-type: none"> <li>• Parents to be informed to collect immediately and that individual must undertake a PCR and remain at home until results are received.</li> <li>• If positive close contacts to undertake a PCR but still attend school if vaccinated or under 18</li> <li>• Those who are not vaccinated must remain at home to isolate for 10 days</li> </ul>	
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> <li>• Contact tracing arrangements if needed</li> </ul>			<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Parents/staff member to inform school</li> <li>• PCR test to be taken</li> <li>• If positive, close contacts to undertake a PCR but still attend school if vaccinated or under 18</li> <li>• Those who are not vaccinated must remain at home to isolate for 10 days</li> </ul>	
<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			Remote learning contingency is available and ready to be 'switched-on' when needed.	
	Technology support/DfE laptop allocation in place.			Families with limited access to IT resources identified	

				Families asked to contact SBM or class teacher if they have questions  All students have access to GSuites	
<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff refresher training session on processes and procedures	
	Reviewed/updated Child Protection Policy in place			Adopted most recent Child Protection Policy and staff have read KCSIE Part 1 2021	
<b>Attendance</b>	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			Parents reminded that attendance is mandatory but to speak to senior leaders if they have concerns  Where there is any concern regarding medical needs, staff will seek advice of medical professionals  Support provided by Family Support Manager	
<b>Communication</b>	Information shared with staff around the Sept 2021 return to school and any amendments to usual working patterns/practices and groups.			Information shared	
	Updated Risk Assessment published on website.			Information shared	

	Governors have oversight of Sept 2021 return to school and risk assessments.			Information shared via Ping	
<b>School events, including trips</b>	Review the school's annual calendar of events.  <u>Schools COVID-19 operational guidance - GOV.UK</u> <u>(www.gov.uk)</u>			School trips will now be permitted and risk assessment completed	
<b>Testing</b>	Test kits are securely stored and distributed to staff and parents			Kits have been distributed	
	Staff and parents are aware of how to safely take and process the test.			Information shared	
	Staff and parents re aware of how to report their test results to school and to NHS Test and Trace.				
	Staff are aware of how to report any incidents both clinical and non-clinical.				
	Process in place to monitor and replenish test supplies Process in place for appropriate PPE to be available (Secondary)			Monitored by SBM	