

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Treetops School

OWNER: Mr T Smith

DATE: 24/09/2021

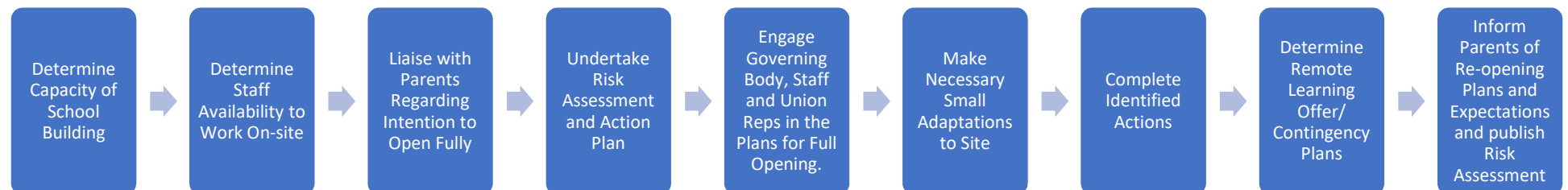
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school 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:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Full Opening Preparation:



Risk Assessment/ Action Plan Sections:

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Governors/ Governance.....	Error! Bookmark not defined.
School events, including trips.....	Error! Bookmark not defined.
Finance.....	Error! Bookmark not defined.

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

Theme	Risks	Action	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.			
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p>Various areas such as toilets, classrooms, kitchens etc., have been unused due to lower occupancy.</p> <p>All routine maintenance of premises has been carried out under the regular schedules as the school has been open. Statutory inspections of school facilities have taken place as normal and being addressed.</p> <p>Enhanced weekly flushing of whole school premises water system has been carried to address potential legionella and water safety issues. All 7 water fountains in school have been rendered unusable.</p> <p>Monthly checking of the Chlorine Dioxide water management system has been carried out to schedule by the contractor.</p>	Ongoing	<p>Example:</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

	<p>Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Present fire evacuation procedure adhered to</p> <p>Buddy system updated</p>	<p>July 2021</p>	
	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u></p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by cleaners and site staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	<p>July 2021</p>	

	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Regular cleaning staff to spend extra time cleaning to current Covid 19 requirements.	July 2021	
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	Hand sanitiser available at the school entrance and around school site from dispensers Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Stock check and ordering schedule reviewed and orders made regularly. Potential alternative suppliers have been identified in the event of low stock.	July 2021	L
	Sufficient time is available for the enhanced cleaning regime to take place.	Cleaning staff have adequate time allotted to complete their cleaning obligations.	Sept 2020	L
Emergency Evacuations	Waste disposal process in place for potentially contaminated waste.	Potentially contaminated waste to be stored in lockable waste bin for at least 72 hours.	23/3/20	M
	Process in place for safe removal and/or disposal of face masks.	Persons that have such mask to put it in correct storage bin.	23/3/20	L
Cleaning and waste disposal	Information posters are displayed in every classroom, at the main entrance, places visible to those at	Suitable posters relating to hand-washing, etc to be displayed in all classrooms. Posters are displayed at all necessary points around school.	July 2021	L

<p>the school gate, in the staffroom and in all toilets.</p>	<p>Including social distancing and hygiene information.</p> <p>Government guidance on information posters and other directives to be monitored daily.</p>		
<p>Clinically extremely vulnerable (CEV) people are no longer advised to shield.</p>	<p>CEV Staff may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p>	<p>July 2021</p>	
<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	<p>Use of Cover Supervisors</p> <p>Year group classes to buddy up when necessary.</p> <p>Management structures in place to manage workload.</p> <p>If insufficient staffing is available, classes to be closed until sufficient staffing is possible to maintain pupil safety.</p>	<p>July 2021</p> <p>July 2021</p> <p>Sept 2020</p>	<p>L</p> <p>L</p>
<p>Plans to facilitate whole school assemblies</p>	<p>Assemblies will be offered to Primary/Secondary departments separately, with the other accessing on Teams to limit contact.</p> <p>Then swapping the following week.</p>	<p>September 2021</p>	<p>L</p>
<p>Approaches for meetings and staff training in place.</p>	<p>Staff meetings to take place as normal within departments, but staff have the option to wear face coverings and socially distance if it makes them feel more comfortable.</p>	<p>September 2021</p>	<p>L</p>

		<p>Meetings involving multiple departments should be held virtually or in a space which enables social distancing and good ventilation, e.g. the school hall.</p> <p>Staff briefings on Monday to take place in the school hall socially distanced and wearing a face covering.</p>		
	<p>Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.</p>	<p>Staff to provide work for pupils who they would currently teach. Middle Leaders to ensure this is maintained.</p> <p>Work to be sent home via InTouch and information provided via the 'app'. Pupils who cannot access InTouch to have work via post.</p> <p>Staff to be kept informed of what is expected of them in the event of remote provision being necessitated.</p> <p>Staff to be supported by their managers within SLT.</p>	Sept 2020	L

	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>	Sept 2020	
Staffing	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of self-testing kits.</p>	<p>Information regarding accessing testing circulated to staff via email.</p> <p>LFD Test kits are available within school for staff.</p>	March 2021	L
	<p>Return to school procedures are clear for all staff.</p>	<p>See absence policy</p>	Sept 2020	L

	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>	<p>PPE equipment available on request from site staff. Order reserve stocks of PPE and cleaning materials. Monitor Government bulletins on required PPE for S.E.N provision.</p>	23/3/20	L
	<p>Use of PPE in communal spaces</p>	<p>Staff in communal spaces, e.g. staff room, toilets, corridor, to wear masks, unless supporting students at the time.</p>	September 2021	L
	<p>Staff who are not fully vaccinated</p>	<p>Staff who are not fully vaccinated ('double-jabbed') are required to wear a face covering (mask or visor) while in the school building. This is to limit the risk of them becoming a close contact of students/staff who test positive. The exception to this is if wearing a face covering would interfere with your work with a student, e.g. during challenging behaviour</p>	September 2021	L
	<p>Approach to staff/pupils displaying symptoms</p>	<p>Pupils, students, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into the school site if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or have a positive test).</p>	July 2021	

		<p>If symptoms develop during the school day, students will immediately be taken to the school medical room, supported by staff in necessary PPE, and await collection by their parents/carers who will need to take them for a PCR test ASAP.</p> <p>For a staff member, if they develop symptoms, they must immediately leave site and access a PCR test.</p> <p>If they receive a negative result from the PCR test, they will be able to return to school.</p> <p>If they cannot access a PCR, they must isolate for 10 days.</p> <p>In the event of positive test result on a PCR test, they must isolate for 10 days from onset of symptoms.</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible 	<p>Close contacts of positive cases will be identified via contact tracing in school and will be advised to access a PCR test ASAP outside of school time.</p> <p>From 16 August 2021, pupils will not be required to self-isolate if they are identified as</p>	<p>September 2021</p>	

	<ul style="list-style-type: none">• Cleaning procedure in place• Arrangements for informing parent community in place	<p>a close contact of a positive COVID-19 case, but will be advised to access a PCR test. They will also be supported in school to access daily LFD tests for 10 days after last contact – subject to parental consent.</p> <p>Staff identified as close contacts will be advised to access a PCR test.</p> <p>Staff who are fully vaccinated will be able to continue to work while awaiting their PCR results, if not showing symptoms.</p> <p>Staff who have a negative PCR result and have had both doses of vaccination will be able to continue working even if they are identified as a close contact. They will be required to take daily LFD test and wear a face covering in the school building for 10 days after last contact with the positive case.</p> <p>Staff who are identified as a close contact but have NOT had both doses of their vaccination will be unable to continue attending work for 10 days after last contact and must stay off site.</p> <p>Students aged 18-year-old will be treated in the same way as other students until they have had the opportunity to be fully vaccinated. At which point, they will be subject to the same rules as staff, so if they choose not to get vaccinated, they will need to take daily LFDs for 10 days after last contact.</p>		
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		Site staff to arrange enhanced cleaning (using PPE) in any areas which may have been contaminated.		
	Process in place to engage with the Test and Trace and contract tracing process. Refer to ECC and public health guidance for more information.	Refer to ECC and public health guidance		
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support PPG/ vulnerable groups	Counsellor booked in to be available to students on a weekly basis at beginning of term. Staff to closely monitor and check in on students' wellbeing. Students not beginning schemes of work for first two weeks of term to allow time to settle back into education. Opportunities for PSHE sessions to discuss their experiences of lockdown etc.	Sept 2020	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility 	Form tutors in fortnightly contact with members of their tutor group to monitor, provide support as necessary and direct to necessary services.	March 2020	L

	<ul style="list-style-type: none"> • Referrals to social care and other support PPG/ vulnerable groups			
	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	Remote learning contingency available and ready to be 'switched-on' when needed. Work packs available at short notice if pupils do not have access to IT facilities.	Sept 2020	
	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 School Leavers	Transition days took place in July 2020 Phone calls with tutors to answer questions.	July 2020	
		Conversations have taken place with old and new form tutors. Pupils have had access to a transition day with their new tutor groups in July.	July 2020	L
	Consideration given to any CYP who may need support with their			

	return to school and consultation has been undertaken with the family and other agencies involved.	Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.	L	
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff refresher training session on processes and procedures and the revised wellbeing material.		
	Updated Child Protection Policy in place.	Adopted most recent Child Protection Policy		
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school. Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Ongoing work with other agencies.		
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school. Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Review individual consistent management plans to ensure they include protective measures. Lead on physical restraint to bring a change of clothes, PPE and have an opportunity to shower after incidents of physical restraint.		
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.			

	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			
PPE	Establishing protocols for testing in school Delivering testing safely and effectively in school	<p>All pupils and post-16 students will be offered 2 onsite lateral flow device (LFD) tests, subject to parental consent, on Monday and Thursday mornings.</p> <p>If they test positive they will be sent home to self-isolate and will be asked to take a PCR test.</p> <p>Staff will continue to take twice weekly tests at home until October half term.</p> <p>Students who test positive will be required to wait in the medical room until they are collected by a parent/carer.</p> <p>Staff, pupils and students with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free polymerase chain reaction (PCR) test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to their setting, as long as the individual doesn't have COVID-19 symptoms.</p>	September 2021	

		Those with a negative LFD test result can also continue to attend.		
		<p>Ensure staff have access to adequate PPE to deliver testing</p> <p>Ensure staff have access to sufficient training to deliver testing.</p> <p>Ensure we have suitable environment for delivering testing</p> <p>Establish key roles for effective delivery of testing and train staff as necessary (Quality Lead, Test Assistant, Processor, COVID-19 Coordinator, Registration assistant, cleaner)</p> <p>Establish schedule for pupils to be tested in line with guidance.</p>	January 2021	
		School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children as possible regularly attend school		
		Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness)		
Approach to Suspected Cases and Positive Cases		Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus).		

Rising rate of infection Outbreak of cases in school			
Rising rate of infection Outbreak of cases in school	In the event of an outbreak in school follow advice from a director of public health, e.g. that face coverings should temporarily be worn in communal areas or classrooms (by pupils, students, staff and visitors). You should make sure your outbreak management plans cover this possibility		
Rising rate of infection Outbreak of cases in school	In the event of raising rate of infection, revert to previous risk assessment where necessary and appropriate.		
Visiting professionals	Visiting professionals will be required to share a negative LFD from that day and wear a face covering during their visit on site.	September 2021	L
Visiting Prospective Parents	Visiting prospective parents will be required to wear a face covering and will not enter occupied classrooms during their visit.	September 2021	L
EHCP Meetings	EHCP Review meetings which are already scheduled to take place on site will go ahead as planned, whilst observing social distancing guidance and wearing face coverings.	September 2021	L