

Theme	Risks	Action	Date	Risk Level post action (L/M/H)
<p>Preparing Buildings and Facilities</p>	<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>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.</p> <p>Monthly checking of the Chlorine Dioxide water management system has been carried out to schedule by the contractor.</p>	Ongoing	L
	<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>Present fire evacuation procedure adhered to</p> <p style="text-align: center;">Buddy system updated</p>	January 2022	L

	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.			
	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	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 to be checked and replaced as needed by cleaners and site staff. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	July 2021	L
	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	L
	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

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	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
	Process in place for safe removal and/or disposal of face masks.	Persons that use disposable face masks to put in correct storage bin after use.	23/3/20	L
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	Suitable posters relating to hand-washing, etc. to be displayed in all classrooms. Posters are displayed at all necessary points around school. Including social distancing and hygiene information. Government guidance on information posters and other directives to be monitored daily.	July 2021	L
Staffing	Clinically extremely vulnerable (CEV) people are no longer advised to shield.	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.	July 2021	L
	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.	Use of Cover Supervisors as necessary Year group classes to buddy up when necessary in case of emergency. Management structures in place to manage workload. If insufficient staffing is available to maintain pupil and staff safety, classes to be closed until sufficient staffing is possible to maintain pupil safety.	July 2021 July 2021 Sept 2020	L L
Social Distancing and PPE	Approaches for meetings and staff training in place.	Staff meetings to take place as pre-COVID, but staff have the option to wear face coverings and socially distance if it makes them feel more comfortable.	January 2022	L
	PPE requirements understood and appropriate supplies in place.	PPE equipment available on request from site staff. Order reserve stocks of PPE and cleaning materials.	March 2020	L

	Long term approach to obtaining adequate PPE supplies in place.	Monitor Government bulletins on required PPE for S.E.N provision.		
	Use of PPE in communal spaces	Staff in communal spaces, e.g. the corridor, have option to wear face coverings if they feel more comfortable doing so.	March 2021	L
Testing	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Information regarding accessing testing circulated to staff via email.	March 2021	L
	Process in place for use of self-testing kits.	LFD Test kits are available within school for staff to use twice weekly.		
	Establishing protocols for asymptomatic testing in school	<p>All pupils and post-16 students offered 2 onsite lateral flow device (LFD) tests, on Monday and Thursday (am), or on their first day in school of the week.</p> <p>If a pupil tests positive they will be sent home to self-isolate for at least 5 days. The day of the positive test being Day Zero.</p> <p>If a negative test is recorded on Day 4 and Day 5, they may return on Day 5. If not, they can return after 2 consecutive days of negative tests or Day 10 – whichever comes first.</p> <p>Students who test positive on an LFD will be required to wait in the medical room until they are collected by a parent/carer.</p> <p>Those with a negative LFD test result can also continue to attend.</p>	August 2021	L

	Supporting delivery of testing	<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>Maintain key roles for effective delivery of testing and train staff as necessary</p> <p>Maintain schedule for pupils to be tested in line with guidance.</p>	September 2021	L
Attendance and Wellbeing	<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	L
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p> <p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support <p>PPG/ vulnerable groups</p>	<p>Counsellor booked in to be available to students on a weekly basis at beginning of term.</p> <p>Staff to closely monitor and check in on students' wellbeing.</p> <p>Students not beginning schemes of work for first two weeks of term to allow time to settle back into education.</p> <p>Opportunities for PSHE sessions to discuss their experiences of lockdown etc.</p>	Sept 2020	L

	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	<p>Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness)</p> <p>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).</p>	August 2021	L
Contact/Suspected Contact with Positive Case	Approach to staff/pupils displaying symptoms	<p>Pupils/staff should not come into the school site if they have symptoms of COVID-19 due to the risk of them passing on the virus (these symptoms include a persistent cough and/or a high temperature).</p> <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 may return to school after 10 days of isolation (counting onset of symptoms as Day Zero)</p>	March 2022	L
	Approach to confirmed COVID19 cases in place.	Site staff to arrange enhanced cleaning (using PPE) in any areas which may have been contaminated if positive case has been on site.	August 2021	L

		<p>If a pupil tests positive they will be sent home to self-isolate for at least 5 days. The day of the positive test being Day Zero.</p> <p>If a negative test is recorded on Day 4 and Day 5, they may return on Day 5. If not, they can return after 2 consecutive days of negative tests or Day 10 – whichever comes first.</p> <p>Students who test positive on an LFD will be required to wait in the medical room until they are collected by a parent/carer.</p>		
Remote Learning	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	<p>Remote learning contingency available and ready to be 'switched-on' when needed.</p> <p>Work packs available at short notice if pupils do not have access to IT facilities.</p>	Sept 2020	L
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	<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

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Rising Rate of Infection Locally	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	August 2021	L
		In the event of raising rate of infection where current Risk Assessment is no longer sufficient, revert to previous risk assessment.		