

# COVID19: Risk Assessment and Action Plan from January 11th 2022

**SCHOOL NAME:** Thriftwood School and College

**OWNER:** Georgina Pryke

**DATE:** August 2021, revised December 21, revised January 2022

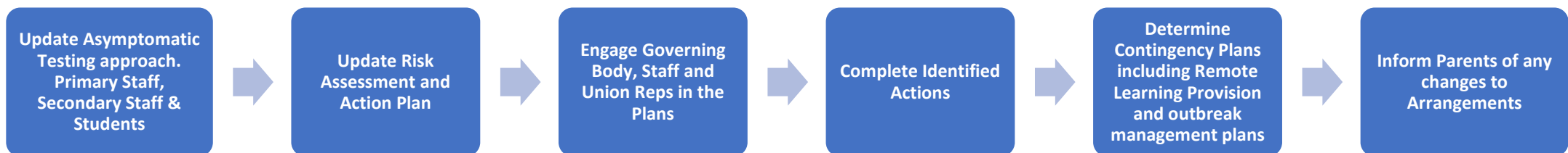
## Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place following the end of restrictions in July and changes to self-isolation protocols in August, to 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'

## Risk Assessment for Full Re-opening:



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The below table has been updated to remove any control measures which are no longer required by the DfE guidance following the ending of restrictions in July and changes to self-isolation protocols from August. Examples have been amended (*in blue*) to align to the latest practices.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.			DfE guidance followed throughout and shared appropriately with relevant bodies.		
<b>Site Arrangements</b>	Consideration given to premises lettings and approach in place.	<i>Risk assessment for any lettings reviewed to ensure they are aligned with guidance.</i>	L	No lettings taking place on either site at present.		
	Consideration given to the arrangements for any deliveries.		M	All deliveries come to reception for the site managers to distribute, with the exception of food which goes directly to the café / kitchen.	<i>Ongoing</i>	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	<i>Guidance stipulates that a small onsite testing facility is retained by secondary schools to provide onsite testing for those who cannot/ do not wish to test at home, and for initial onsite testing for return Sept.</i>	L	Onset testing at school, will be re-established in the girls changing room, and at college, on the stage. Risk assessment for testing is drawn up. Students will be tested upon arrival.	<i>Sept 21 Reviewed Jan 22 for initial testing upon return after Christmas</i>	L

<p><b>Emergency Evacuations</b></p>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</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><i>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.</i></p>	<p>L</p>	<p>Evacuation returns to pre-Covid arrangements. Fire drill on both sites to be carried out within the first half term.</p> <p>PEEPs reviewed in September.</p>		
<p><b>Cleaning and waste disposal</b></p>	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</p>	<p><i>Enhanced cleaning remains a necessary control measure.</i></p>	<p>M</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>Staff / students to continue to wipe down frequently touched areas regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by Dave and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities</p>		<p>L</p>

				<p>particularly door handles, locks and toilet flush.</p> <p>Handwashing and sanitisation is part of the daily routine for students and staff.</p>		
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>		<i>M</i>	<p><i>Hand sanitiser available at the school / college entrance and in every classroom</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	<i>On-going</i>	<i>L</i>
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p><i>Testing waste is no longer considered hazardous and can be disposed of in the usual waste.</i></p>	<i>L</i>	<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p>	<i>On going</i>	<i>L</i>

				<i>Hazardous waste collection organised.</i>		
<b>Classrooms</b>	Classrooms have appropriate ventilation arrangements.	<p><i>Windows open before and after lessons, and during lessons when temperatures allow.</i></p> <p><i>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</i></p>	M	<p>All rooms on school and college site have ventilation – either windows or extractor fans.</p> <p>Use of a carbon dioxide monitor to check ventilation is appropriate.</p>		L
<b>Staffing</b>	Approach to staff absence reporting and recording in place. All staff aware.			Same system as before.		
	<p>Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p><i>Shielding is no longer in place. Clinically extremely vulnerable staff and/ or students have risk assessments which identify any specific adjustments to allow them to attend on site.</i></p>	M	Staff risk assessments will be sent out to all to be reviewed in light of new guidance. Staff have a responsibility to identify and share any concerns / increased risks to their health.		L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	<p><i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i></p>		All teachers have a remote teaching responsibility if a child in their class has to self isolate.		
	Approach to support wellbeing, mental health and resilience in place, including bereavement support.			Staff are aware of available support and advice for schools and		

	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.			pupils available from ECC, including the Educational Psychology service <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a>  The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements		
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.			Tests are available on both sites for staff to sign out and take home for use, dependent upon supply from the DofE.		
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.  NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.			Check with the contractor any requirements their employer has specified before visit. Share school / college protocols.		
<b>Catering</b>	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	<i>Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</i>		E- voucher system as before.		

<p><b>Masks</b></p>	<p>Masks to be worn in all communal areas by staff and students in year 7 and above. <b>Recommendation for staff and pupils to wear masks in class during January.</b></p> <p>All visitors to wear masks throughout their visit.</p>			<p>Masks available on both sites. Communication sent to parents and visitors</p>		
<p><b>PPE</b></p>	<p>PPE requirements understood and appropriate supplies in place.</p>	<p>Some PPE required for onsite testing.</p>	<p>L</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 during the school day and needs to be isolated</li> <li>Cleaning procedure in place</li> <li>Arrangements for informing parent community in place</li> </ul>	<p><i>Current guidance states that with a positive LFT the pupil / staff member needs to isolate for at least 7 days. If produces a negative LFT on day 6 and day 7, can come out of isolation.</i></p> <p><i>If displaying symptoms, a PCR needs to be obtained.</i></p>	<p>M</p>	<p><i>If a pupil or student begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately. They wait to be collected in the medical room (school), room at the back of the catering area (college), overseen by Mina / Frances.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs GP / LW / CL and leaves the site as soon as possible.</i></p>		<p>L</p>
	<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> </ul>	<p><i>Close contacts are now identified by NHS test and trace following a confirmed case.</i></p>		<p>Guidance on this shared with staff.</p>		



	<ul style="list-style-type: none"> <li>• Arrangements for informing parent community in place</li> </ul>	<p><i>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</i></p> <p><i>Can contact Essex Test and Trace team for advice.</i></p>				
<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			All staff have a responsibility for putting in place a remote learning offer for a student in their class / tutor group. Pastoral team will maintain contact with the family.		
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.			Laptops and tablets available on both sites.		
<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		<i>L</i>	<i>Safeguarding training for all staff at the beginning of September.</i>	<i>1.9.21</i>	<i>L</i>
	Updated Child Protection Policy in place.			<i>Adopted most recent Child Protection Policy</i>		
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP			This is usual practice	<i>On going</i>	

	and families to complete risk assessments and planning.					
	Where physical contact is required in the context of managing behaviour.			Risk management plans reviewed / drawn up for new students if required and shared with parents.	<i>Sept 21</i>	
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.					
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that is being done at home</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DFE 'catch-up' funding and programmes</li> <li>• <a href="#">contingency remote learning plan</a></li> </ul>					
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			Behaviour Policy currently under review, to be finalised in the Autumn Term.		
	Arrangements for teaching pupils how to keep themselves safe online are in place and <a href="#">aligned to the contingency remote learning plan</a> .			E-safety a key part of the computing curriculum throughout all key stages.		
<b>Attendance</b>	Approach to promoting and supporting attendance for all-pupils			Pastoral team to contact families with high anxiety. Reception		

	determined, including those who may be anxious.					
	Approach to support for parents where rates of persistent absence were high before closure.			As before. Contact initially via reception and then support from the pastoral team. Attendance closely monitored as part of SEN / SMP panels.		
<b>Communication</b>	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.			Provided for staff August 2021  On-going information as it is received from the DofE shared with staff / parents.		
	Updated Risk Assessment published on website.				August 21 December 21 January 22	
	Communications with parents on the: <ul style="list-style-type: none"> <li>Revised plans, any control measures that remain in place and any that have ceased</li> <li>Contingency plans</li> <li>Outbreak management plans</li> <li>Wellbeing/ pastoral support</li> </ul>			Letters to parents on a regular basis		
	Pupil communications around: <ul style="list-style-type: none"> <li>Revised plans, any control measures that remain in place and any that have ceased</li> <li>Contingency plans</li> <li>Outbreak management plans</li> </ul>			Delivered via assembly.		

	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media		
<b>Governors/ Governance</b>	Governors have oversight of plans and risk assessments.  Approach to communication between Leaders and governors is clear and understood.			Risk assessment and updates sent to the Trust		
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>					
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.			<i>Any costs are recorded.</i>		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.					
<b>Testing</b>	Test kits are securely stored and distributed to staff and students (secondary).			Test kits available on both sites for staff and students, dependent upon supply. Signed out appropriately.		
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> <li>NHS instruction leaflet</li> </ul>			College and school own produced videos to be shown to the students before performing the tests.		

	<ul style="list-style-type: none"> <li>• Training video and online resources on the document sharing platform</li> <li>• Contact details if queries</li> <li>• Process for reporting incidents</li> </ul>					
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.			Guidance resent to parents regarding reporting their results.		
	Process in place to monitor and replenish test supplies			Monitored by the test administrators.		
<b>Outbreak Management Plan</b>	<p>Outbreak management plan developed to cover arrangements should children, pupils, students or staff test positive for COVID19, and how the school shall operate if advised to take extra measures to help break chains of transmission.</p> <p><i>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (<u>Stepping measures up and down</u>) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</i></p>	<p><i>Outbreak Management plan covering re-introduction of some measures including reduced mixing, face coverings, remote education is developed, and all staff are aware of their role. Communicated with parents and students regarding when this would come into place and how they would be informed if required.</i></p>		Outbreak plans drawn up and shared with staff.		