

Woodlands School COVID19: Risk Assessment and Action Plan

September 21

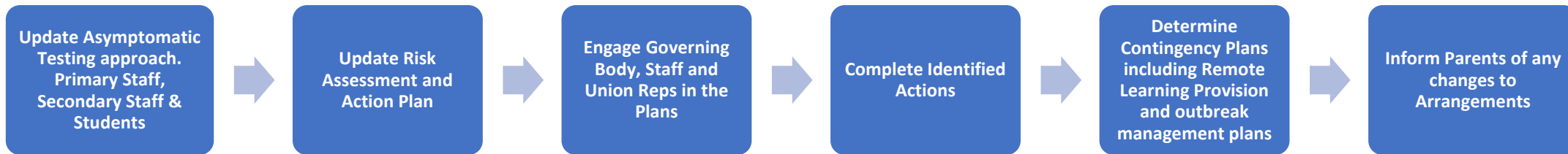
Purpose of this document:

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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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Health and Safety Policy and COVID 19: Risk Assessment and Action Plan	Maintain system of controls to minimise the spread of COVID 19.	Cross contamination, and spread of COVID19.	M	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p> <p>If recommended, use of face coverings in schools.</p> <p>Clean hands thoroughly more often than usual, frequent use hand sanitiser.</p> <p>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Engage with the NHS Test and Trace process.</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>Contain any outbreak by following local health protection team advice.</p>	On-going	L
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	Governors unclear on their role in the planning and full opening of the school, including support to the Head Teachers and Senior Leaders. Approach to communication between Leaders and governors are clear and understood.	L	<p>Ensure that a detailed and appropriate Health and Safety Policy and COVID 19: Risk Assessment and Action Plan is circulated to all those using or visiting Woodlands School.</p> <p>Ensure that regular review and update of Risk Assessment is undertaken</p>	On-going	L
Site	Consideration given to premises lettings and approach in place.	Risk assessment for any lettings reviewed to ensure they are	M	<p>Changing rooms reopened to lettings</p> <p>Additional cleaning daily in place before</p>		L

Arrangements		aligned with guidance.		school opens		
	Consideration given to the arrangements for any deliveries.		M	All deliveries to rear door of school, doorbell used to allow delivery of materials, normal self-distancing rules and sanitising of to be applied.		L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	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.	M	Initial mass Covid testing to be conducted in the Construction classroom. On-going adhoc testing to be conducted in Pupil Services		L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.	Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.	M	Existing well-rehearsed evacuation routes and process in place.	07/09/11	L
	Consideration given to PEEP – buddies are assigned or reassigned according to available persons.			PEEPs have been completed for new Year7 pupils	02/09/21	I
	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff			Evacuation exercise for new Year 7 conducted with class tutors 08:40 03/09/21	Complete	L
				Whole school exercise planned for end of September	23/09/21	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	Enhanced cleaning remains a necessary control measure.	M	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and hand wash are to be checked and replaced as needed by Churchill Housekeeper and cleaning staff	On-going	L

				Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Adequate resourcing for Cleaning service	L	Skanska / Churchill to maintain appreciate cleaning recourses at all times I	On-going	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.	M	Hand sanitiser available at all school entrances, food queues and in every classroom and office. Bins in classrooms regularly emptied, Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Skanska / Churchill to ensure soap and hand sanitiser dispenser are regularly replenished Resource Manager maintains stock check and ordering schedule reviewed and order made.		L
	Sufficient time is available for the enhanced cleaning regime to take place.	Insufficient Cleaning Resources	M	Skanska carryout additional COVID cleaning throughout day by Housekeepers All staff advised to leave the site by 18:00 in order for cleaning to be undertaken.	On-going	L
	Waste disposal process in place for potentially contaminated waste.	Testing waste is no longer considered hazardous and can be disposed of in the usual waste.	L	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	On-going	L
Classrooms	Classrooms have appropriate ventilation arrangements.	Windows open before and after lessons, and during lessons when	M	'If it is not appropriate to keep windows open at all times because of the drop in	On-going	L

		<p>temperatures allow.</p> <p>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</p>		<p>temperature, then our suggested advice is to open windows for limited periods of time to try and get an adequate air exchange and then shut for temperatures sake.</p> <p>For example, open windows before school to get some air through, close for morning period, open at break times and then close when children come back in after breaks etc.'</p> <p>Skanska Facility Services to ensure ventilations systems are available at all times ad operating at optimum performance</p> <p>When the school are provided with CO² monitors from DfE Resource Manager to conduct a survey of CO² throughout the school to determine if adequate ventilation is provided</p>		
Staffing	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Failure to comply with school policies</p>	L	<p>All Staff to comply with Woodlands School Sickness and Absence Policy</p>	On-going	L
	<p>Risk assessments in place for those staff that 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>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.</p>	L	<p>Risk assessment have been undertaken for clinically extremely vulnerable or other as required or requested</p>	02/09/2021	L
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and</p>	<p>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</p>	L	<p>All Staff are aware of their role and contingency plans regarding remote education, are in place.</p>	02/09/2021	L

	communicated.					
	<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>	Failure to fully support pupils and staff	L	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</p> <p>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>	02/09/2021	L
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>	Availability of test kits	L	<p>Twice-weekly LFT self-testing program in place. All Staff and pupils are actively encouraged to complete twice weekly self-test and report results on Test Register</p>	02/09/2021	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	Failure to comply with Skanska and Woodlands School Risk Assessment.	L	<p>Skanska and Woodlands School Check with visitors and the contractor any requirements their employer has specified before visit. Share School Risk Assessment protocols.</p>	On-going	L
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.	L	<p>Process in place for the continued provision of FSMs for eligible children</p>	02/0/2021	L
PPE	PPE requirements understood and appropriate supplies in place.	Some PPE required for onsite testing and any specific arrangements	L	<p>Comply with DfE and UK GOV guidance on use of PPE.</p> <p>Training provided as required for the safe use of PPE, guidance on using and disposal of PPE.</p> <p>Strategy in place to obtain and maintain</p>	02/09/2021	L

				adequate PPE supplies established.		
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	Failure to comply with COVID 19 Risk Assessment and Action Plan	M	<p><i>If a pupil 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, overseen by Pupil Services</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Head Teacher and leaves the site as soon as possible.</i></p> <p><i>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible.</i></p> <p><i>Close contacts are identified by NHS test and trace if the individual has confirmed case.</i></p>	On-going	L
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</p> <p>Can contact Essex Test and Trace team for advice.</p>	M	<p><i>Decontamination and enhanced cleaning program place</i></p> <p><i>Proven communication plan in place</i></p>	On-going	L
Remote Education Plan	<p>Contingency plan for remote learning developed should self-isolation or restricted attendance be required.</p> <p>Technology support in place. DFE laptop allocation ordered, for contingency purposes.</p>	<p>Failure to establish robust process to support remote learning plan</p> <p>Insufficient Laptop and remote access for Pupils</p>	L	<p><i>All Staff are aware of their role and contingency plans regarding remote education, are in place</i></p> <p><i>Laptops / PCs and remote access has been made available for all pupils at Woodlands School.</i></p>	02/09/2021	L

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Failure to inform	L	Whole school Staff refresher training session undertaken Safeguarding Processes and procedures are up-to-date	01/09/2021	L
	Updated Child Protection Policy in place.	Failure to inform	L	Woodlands School Adopted most recent Child Protection Policy	On-going	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.	Failure to provide appropriate support	L	On-going support and possess in place as required to support Pupils	On-going	L
	Where physical contact is required in the context of managing behaviour.	Failure inform or provide appropriate training or support	L	Comply with Woodlands school policies and procedures	On-going	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		L	As outlined determined AROE Woodlands School Development Plan 2021 / 2022	On-going	L
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that is being done at home capturing pupil achievements/ outcomes utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 		L	As outlined determined AROE Woodlands School Development Plan 2021 / 2022	On-going	L
	Student behaviour policy reviewed and amended where	Failure to comply to guidance and appropriate pupil	M	All Pupils to comply to Woodlands School Behaviour for Learning Policy	On-going	L

	necessary to reflect the current circumstances.	behavioural norms and expectations		https://www.woodlandsschool.org/attachments/download.asp?file=41#		
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.		M	Appropriate measure implemented to safeguard pupils when using IT equipment provided by Woodland School Pupils and Parent receiving school owned IT equipment will sign an acceptable use policy when signing for a Lap Top of PC	On-going	L
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious. Approach to support for parents where rates of persistent absence were high before closure.	Failure to comply with school attendance policies	M	Comply with Woodlands School Attendance Policy https://www.woodlandsschool.org/attachments/download.asp?file=40 Attendance team to monitor and work with Parents and Carers local authorities.	On-going	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	Failure to inform and communicate clearly		All risk assessment is posted on the school website and circulated to all staff via email. Regular communication to all staff from Head Teacher via weekly staff briefings, newsletters and Friday email		
	Union representatives informed of updated plans.	Failure to comply with school attendance policies	L	Woodlands School COVID19: Risk Assessment and Action Plan	On-going	L
	Updated Risk Assessment published on website.	Failure to comply with school attendance policies	L	COVID19: Risk Assessment and Action Plan updated and maintained and posted on School Website	As required	L
	Communications with parents on the: <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have 	Failure inform or provide appropriate support	L	Maintain established and proven communication links with all staff, parents and carers Weekly letters	On-going	L

	<p>ceased</p> <ul style="list-style-type: none"> Contingency plans Outbreak management plans Wellbeing/ pastoral support 					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Contingency plans Outbreak management plans 	Failure inform or provide appropriate support	L	Maintain established and proven communication links with all staff, parents and carers Weekly letters	On-going	L
	On-going regular communication plans determined to ensure parents are kept well-informed	Failure to inform	L	Weekly letters, website updates, social media	On-going	L
Governors/ Governance	<p>Trustees have oversight of plans and risk assessments.</p> <p>Approach to communication between Leaders and Trustees is clear and understood.</p>	<p>Trustees unclear on their role in the planning and full opening of the school, including support to the Head Teachers and Senior Leaders.</p> <p>Approach to communication between Leaders and Trustees are unclear</p>	L	<p>Ensure that a detailed and appropriate Health and Safety Policy and COVID 19: Risk Assessment and Action Plan is circulated to all those using or visiting Woodlands School.</p> <p>Ensure that regular review and update of Risk Assessment is undertaken</p>	As required	L
	Trustees have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.	Failure to inform	L	Trustees regular briefed by Head Teacher	As required	
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Unplanned expenditure	L	Track and monitor spend	On going	L

	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Unplanned expenditure	L	Submit claims for exceptional; COVID 19 expenditure.	TBC	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Failure to monitor revenue streams and inform a	L	Woodlands school is currently fully open for lettings	On-going	L
Testing	Test kits are securely stored and distributed to staff and students (secondary).	Failure to monitor / secure	L	All testing kits are stored in locked secure locations	On-going	L
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents 	Failure inform or provide appropriate support Decline to participate in LFT programme, Failure to repost positive LFT results	M	Twice-weekly LFT self-testing program in place. All Staff and pupils are actively encouraged undertake twice weekly testing Staff and Pupils Submit twice weekly self-test results on Test Register	On-going	L
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.	Decline to participate in LFT programme, Failure to repost positive LFT results	M	Twice weekly Test Register reminder email sent to all Staff and Pupils Staff and Pupils Submit twice weekly self-test results on Test Register	On-going	L
	Process in place to monitor and replenish test supplies	Failure / availability of sufficient supple of LFT self-test kits	M	Resource Manger to support COVID Test Lead Assistant Head Teacher, maintain an inventory of available test kits and reports when stocks are depleted. COVID Test Lead Assistant Head Teacher to re-order stocks of LFT test kits as required.	On-going	L

<p>Outbreak Management Plan</p>	<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>Woodlands 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 reintroduce temporarily some control measures.</p>	<p>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.</p>	<p>L</p>	<p>Woodlands School to comply with UK.GOV, PHE, DfE and ECC guidance</p> <p>https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</p>	<p>On-going</p>	<p>L</p>
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<p>COVID arrangements for return to School September 2021</p>	<p>Clarifications of changes regarding Covid at Woodlands School September 2021</p>	<p>Failure to inform Measures taken to ensure Pupils and Staff remain safe at school.</p>	<p>M</p>	<p><u>Self-isolation</u> <i>You do not need to self-isolate if:</i></p> <ul style="list-style-type: none"> • <i>You are fully vaccinated</i> • <i>You are under 18 years old</i> <p><i>Only need to self-isolate for 10 days if you test positive.</i></p> <p><i>It is advised that the Lateral Flow Tests are followed up with a PCR.</i></p> <p><i>As of August 16th 2021 Pupils and Staff do not need to self-isolate if having been in close contact with a positive case. Woodlands school are longer required to track and trace this is undertaken by the NHS.</i></p>	<p>On-going</p>	<p>L</p>
<p>COVID arrangements for return to School September 2021</p>	<p>Clarifications of changes regarding Covid at Woodlands School September 2021</p>	<p>Failure to inform Measures taken to ensure Pupils and Staff remain safe at school.</p>	<p>M</p>	<p><u>Social distancing - beginning of the day</u> <i>At the beginning of the school day Pupils will enter the school building at different times from different outside locations</i></p> <ul style="list-style-type: none"> • <i>Year 11 to come in for their Morning Enhancement classes at 8.15am, lining up by the table tennis tables to be taken into their Morning Enhancement by their tutors</i> • <i>Year 10 will be in for 8.25am, also lining up by the table tennis tables to be taken into their Morning Enhancement by their tutors</i> • <i>Year 9 8.40am start and are to line up by the old caretaker's house</i> • <i>Year 8 8.40am as well and also lining up by the table tennis tables</i> • <i>Year 7 on the netball courts and again an 8.40am start</i> 	<p>On-going</p>	<p>L</p>

<p>COVID arrangements for return to School September 2021</p>	<p>Clarifications of changes regarding Covid at Woodlands School September 2021</p>	<p>Failure to inform Measures taken to ensure Pupils and Staff remain safe at school.</p>	<p>M</p>	<p><u>Break and lunchtime arrangements</u></p> <ul style="list-style-type: none"> • <i>Separate break and lunch queues for different year groups</i> • <i>The order will be rotated half-termly</i> • <i>Year 7 will go to lunch at 13.10</i> • <i>The rest of the school will go back to their 13.20 lunch</i> • <i>No seating indoors but additional seating outside</i> <p><i>Winter Plan – January-February half-term can eat indoors.</i></p> <ul style="list-style-type: none"> • <i>Year 11 will be able to have their break and lunch COVID arrangements for return to School September 2021 during these months in Activity Studio One and Two</i> • <i>Year 7 will stay on the netball courts</i> • <i>Year 8 and 9 will remain on the lower field</i> • <i>Years 10 and 11 will have the top field</i> • <i>If it rains heavily Year 7 to use the Modern Foreign Languages corridor classrooms</i> • <i>Year 8 will be up in science across both sides</i> • <i>Year 9 down the Humanities corridor</i> • <i>Year 10 in English and Year 11 in maths</i> 	<p>On-going</p>	<p>L</p>
<p>COVID arrangements for return to School September 2021</p>	<p>Clarifications of changes regarding Covid at Woodlands School September 2021</p>	<p>Failure to inform Measures taken to ensure Pupils and Staff remain safe at school.</p>	<p>M</p>	<p><u>School one-way system</u></p> <ul style="list-style-type: none"> • <i>Covid one-way will continue throughout the school system</i> 	<p>On-going</p>	<p>L</p>

<p>COVID arrangements for return to School September 2021</p>	<p>Clarifications of changes regarding Covid at Woodlands School September 2021</p>	<p>Failure to inform Measures taken to ensure Pupils and Staff remain safe at school.</p>	<p>M</p>	<p><u>Assemblies</u></p> <ul style="list-style-type: none"> • <i>Assemblies will resume again in the Performance Hall</i> • <i>Adequate ventilation will be maintained in the performance hall and throughout the whole school</i> • <i>Weekly remote assemblies will continue</i> 	<p>On-going</p>	<p>L</p>
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<p>COVID arrangements for return to School September 2021</p>	<p>Clarifications of changes regarding Covid at Woodlands School September 2021</p>	<p>Failure to inform Measures taken to ensure Pupils and Staff remain safe at school.</p>	<p>M</p>	<p><u>Classrooms</u></p> <ul style="list-style-type: none"> • <i>At lesson Pupils to go straight into their classrooms</i> • <i>All Pupils and Staff to sanitise hands as they enter the classroom</i> • <i>There is currently no requirement to wipe down desks or equipment, however sufficient stocks of cleaning materials are available should the school be instructed to reinstate this measure.</i> • <i>Classrooms will be properly ventilated</i> • <i>Classrooms rooms will be thoroughly cleaned every evening</i> • <i>Desks, tables flat surfaces etc. cleaned and disinfected each+ evening.</i> 	<p>On-going</p>	<p>L</p>
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<p>COVID arrangements for return to School September 2021</p>	<p>Clarifications of changes regarding Covid at Woodlands School September 2021</p>	<p>Failure to inform Measures taken to ensure Pupils and Staff remain safe at school.</p>	<p>M</p>	<p><u>Changing for P.E</u></p> <ul style="list-style-type: none"> • Existing COVID arrangements for changing for PE in separate areas to remain • Pupils with P.E Period 1 continue to come into school wearing our P.E kit • Pupils with a P.E lesson Period 5 will go home in their PE kit. • Arrangement will be reviewed and updated based upon UK GOV, PHE. ECC guidance. 	<p>On-going</p>	<p>L</p>
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<p>Created</p>	<p>06/09/2021</p>
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<p>Prepared by:</p>	<p>Donald Wykes</p>	<p>Resource Manager</p>	<p>Signed:</p>	<p><i>Donald Wykes</i></p>
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A risk assessment is a 'Live Document' that can be annotated / updated at any time to reflect changes in circumstances, hazards, risk and severity and the appropriate control measures