

COVID-19: Operational Risk Assessment for Grazebrook Primary School

Assessment conducted by:	Katie Beecroft, Duncan Kilty and Alia Choudhry	Job title:	Headteacher, Deputy Headteacher and Federation Business Manager	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	04/01/22	Review interval:	monthly (term time) or in response to changes in LA and Government Guidance	Date of next review:	11/02/22
Headteacher	Katie Beecroft	Executive Head	Nicole Reid	Chair of Governors	Chris Howard
					Hackney

Related documents	
<p>Trust/Local Authority documents:</p> <ul style="list-style-type: none"> Covid-19 Public Health Resources - Early Years Practitioners Guidance to support headteachers Guidance to support remote working Wellbeing guidance for staff Vaccination resources 	<p>Government guidance:</p> <ul style="list-style-type: none"> Coronavirus (COVID-19): Education, universities and childcare Managing coronavirus (COVID-19) in education and childcare settings Last updated 7th January 2022 Schools COVID-19 operational guidance Last updated 5th January 2022 Actions for schools during the coronavirus outbreak Last updated 5th January 2022 Health and safety: responsibilities and duties for schools Last updated 19 July 2021 The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs) Last updated 20 July 2021 COVID-19: cleaning in non-healthcare settings outside the home Last updated 19 July 2021 Providing school meals during the coronavirus (COVID-19) outbreak Last Updated 5th October 2021 Contingency Framework Last updated 7th January 2022 Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK Last Updated 6th January 2022 School attendance: guidance for schools - GOV.UK Last updated 6th January 2022

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk prior to action (H/M/L)	Control measures	Residual risk rating (H/M/L)
1. Virus control protocols			
1.1 Notification of or suspected case of Covid -19 procedure			
A member of the school displays symptoms associated with Covid-19	H	<ul style="list-style-type: none"> Anyone displaying symptoms of covid 19 should not attend the school setting and book a PCR test as soon as possible. If a symptomatic person attends the school they will be sent home immediately or isolated until they can be picked up. The isolation space is clearly marked, sanitised on a daily basis and all members of the community know that this space is reserved for this purpose. In the case of a symptomatic pupil who needs to be supervised before being picked up: <ul style="list-style-type: none"> If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up. Covid-19 Testing to be arranged by the child or young person's parent / carer as soon after symptoms are first noticed A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly following government guidance 	M
A member of the school community reports a positive Covid-19 test result	H	<ul style="list-style-type: none"> Anyone who tests positive on an LFD test should report their results and send a photograph of the positive test to school. Anyone who is named as a close contact of the affected person will be contacted by NHS test and trace. Individuals are not required to self isolate but are strongly advised to take daily LFD tests for 7 days if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> they are fully vaccinated they are aged between 5 years and 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons Children under the age of 5 are exempt from self isolation and do not need to take part in daily testing of close contacts. Anyone self-isolating with symptoms will be advised to access testing NHS Covid-19 Testing and engage with the NHS Test and Trace process- Test and Trace Website <ul style="list-style-type: none"> If a member of the school community tests positive, the NHS test and trace service will offer advice to those who've been in contact with the individual. Families, staff and children will be supported to book a test. Staff can get priority access to testing kits from government testing sites. The most vulnerable families who cannot access a testing kit will be offered one of the school testing kits. All members of the community will be made aware of the expectations for Test and Trace and they may be required to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. Individuals who are unvaccinated and identified as a close contact should self-isolate for 10 days and send confirmation of their track and trace message to school. 	M

Someone in a staff member's or child's household identifies as symptomatic or tests positive for Covid-19	H	<ul style="list-style-type: none"> Individuals are not required to self isolate but are strongly advised to take daily LFD tests for 7 days if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> they are fully vaccinated they are aged between 5 years and 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons Children under the age of 5 are exempt from self isolation and do not need to take part in daily testing of close contacts. 	L
School is informed that an external visitor who met with staff/ children at school has become symptomatic within 14 days of visiting the school.	H	<ul style="list-style-type: none"> If a visitor to the school has identified as symptomatic within 10 days of being with staff and / or children, remain alert but those who have had contact with visitors do not need to isolate. Encourage the visitor to arrange to be tested as soon as possible if they have not done so already. 	L
1.2 Promoting good hygiene practices			
School community does not fully understand, or implement prevention steps to control the spread of Covid-19	H	<p>At all times the school will support colleagues, children and all members of the school community to follow government guidance on good respiratory health to reduce the likelihood of Covid-19 infection</p> <ul style="list-style-type: none"> minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school. clean hands thoroughly more often than usual ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach ensure enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach where necessary, wear appropriate personal protective equipment. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used Members of middle leadership, teaching and support staff unions are consulted to ensure staff understand and know how that it is their responsibility to implement the statements contained above. SLT will make reasonable adjustments based on the suggestions of staff. The governors will ratify the risk assessment after the process of consultation has been completed in school. enhanced signage around the school with reminders of expected behaviour regular communication with families around expected behaviour 	L
1.3 Regular asymptomatic testing			
Test are not carried out regularly and opportunities to spot asymptomatic cases are missed	H	<ul style="list-style-type: none"> Test kits are made available to all staff and staff are advised on where these can be sourced e.g. https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests Staff are advised to take tests twice a week and to inform the headteacher in the case of a positive test. Any staff member testing positive is to self isolate, carry out a PCR test for confirmation of infection and keep the school informed. 	
2. Stepping Measures up and down			
2.1 Monitoring case numbers within the school			
Thresholds are reached that show that transmission within school is likely	H	<ul style="list-style-type: none"> Key staff are aware of thresholds that indicate that transmission is likely to be occurring within the school: <ul style="list-style-type: none"> 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <ul style="list-style-type: none"> Identifying of groups that have mixed closely is as accurate as possible based on the following guidance: <ul style="list-style-type: none"> For early years, this could include: <ul style="list-style-type: none"> a nursery class a friendship group who often play together 	M

<p>School is advised to take extra measures to help break chains of transmission.</p>	<p>H</p>	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ staff and children taking part in the same activity session together ○ For schools, this could include: <ul style="list-style-type: none"> ■ a form group or subject class ■ a friendship group mixing at breaktimes ■ a sports team ■ a group in an after-school activity ● Any positive tests are closely monitored to ensure that the school is aware of case numbers. ● If the thresholds are met, conduct a review and reinforce the testing, hygiene and ventilation measures they already have in place. ● Consideration will be given to whether activities could take place outdoors, including exercise, assemblies, or classes ● Additional ways to improve ventilation indoors will be explore, where this would not significantly impact thermal comfort ● one-off enhanced cleaning focussing on touch points and any shared equipment will be carried out. ● HT will seek additional public health advice either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. ● A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. If they judge that additional action should be taken, they might advise the setting to take some or all of the other measures described in this document, for example extra testing. ● Any additional visits and visitors would be postponed if advised to do so. ● Children would be sent home and taught remotely if the school was advised to do so. ● The school would remain open for vulnerable young people and the children of critical workers in all circumstances. 	<p>M</p>
<p>3. School Organisation</p>			
<p>3.1 Organisation of teaching spaces</p>			
<p>The teaching timetable and classrooms do not follow guidelines and thus put more children and adults at risk</p>	<p>H</p>	<ul style="list-style-type: none"> ● Hand sanitisers available at entrance of all classrooms ● Staff will be encouraged to have two tests a week and to inform the school immediately of a positive test. ● Windows remain open throughout the day - more widely at break and lunch times and less during lesson time due to low temperatures. ● Pupils to sanitise hands on entry and exit to classroom ● Ideally, adults should maintain 2 metre distance from each other, and from children. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. 	<p>M</p>
<p>3.2 Availability of staff</p>			
<p>The number of staff who are available is lower than that required to teach classes and operate the school effectively and safely</p>	<p>M</p>	<ul style="list-style-type: none"> ● The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ● Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. ● Full use is made of testing to inform staff deployment. ● All staff are advised to take lateral flow tests twice a week ● All staff complete vulnerability risk assessment so that SLT can be kept informed of staff health and wellbeing. Staff are aware that they can approach any SLT with changes to their health. Hackney Education templates will continue to be used to complete this process. ● The school has identified a number for minimal permissible staffing to support safe, extended opening of the school. One member of SLT who is a Designated Safeguarding Lead must always be on site. In addition, there will always be enough teaching and support staff to cover classes and playtimes safely. Special consideration in this area is the provision for the school catering team. Should a majority of this team become unwell, or be required to isolate, advice from the Executive Headteacher and/or Hackney Education would be sought. ● All staff are given clear guidance on what to do if they suspect they, or a member of their household has developed symptoms. Testing information is shared with staff along with guidance as to how to get tested ● Existing school systems in place and SLT keep abreast of wellbeing checks and staff are aware that they can approach any SLT with changes to their health ● SENCO to communicate with teaching assistants about the specific needs and strategies to support the children they will be working with if redeployed to cover staff absences ● Staff who are shielding (if this is reintroduced) or required to self isolate, and are well enough to do so, will be assigned meaningful work to complete from home. The required technology would be made available to these members of staff. 	<p>L</p>
<p>3.3 Curriculum organisation</p>			

Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Plans for intervention are in place for those pupils who have fallen behind in their learning. • Remote learning is developed to address the needs of individual pupils • Curricula teams have compiled end of year expectations for teachers to use in their planning with adjustments made to ensure core knowledge is in place before moving on; subject leaders will monitor the successful delivery of these objectives • Interventions will be focused on social/emotional development and core skills such as early reading - phonics and reading fluency and maths place value and number knowledge and skills • KS1 children to be taught in reading groups aligned to assessed reading levels. KS2 children to be grouped by summer assessment information as well as teacher judgement • Additional groups in some year groups in maths to support catch up programme. 	L
3.4 Governance and policy			
Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> • Online meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school. • Governors are briefed on all major decisions including school reopening/FSM/Pupil learning/recruitment/Premises through online meetings and shared communication via email 	L
3.5 Policy review			
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on COVID-19 and its implications for the school. • Staff, pupils, parents and governors have been briefed accordingly. • Additional emphasis on safeguarding in online delivery of remote learning and behaviour expectations for pupils when working remotely • Additional members of SLT have First Aid at Work training • Medical policy addendum – all children displaying symptoms to be isolated and removed from site • Safeguarding addendum added • Health and Safety addendum reviewed and added 	L
3.6 Communication strategy			
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	L	<p>Communication strategies for the following groups are in place:</p> <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors • Local authority • Regional Schools Commissioner • Professional associations • Other partners • All groups have been fully informed of all matters progressing through open line of communication • Refreshed communication will be circulated ahead of school reopening as well as regular updates throughout the term where necessary • Governors are updated via the Executive Headteacher • Parent council and governors meetings to continue remotely to ensure the community are clear on expectations and important points are clarified as required. • SLT attendance at ongoing LA meetings will continue to take place 	L
3.7 Staff induction and CPD			

Staff are not trained in new procedures, leading to risks to health <u>New Wave Staff FAQ</u>	M	<ul style="list-style-type: none"> • A revised staff handbook is issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management • Staff updates are frequent and informative as to government and local authority guidance as to changes as a result of Covid-19 • Infection control/Fire safety and procedures/ were all shared with staff before the admission of pupils on the 7th September • Infection control - regular cleaning and sanitising of areas of work, increased hygiene procedures. • Those families identified on the schools safeguarding risk registers receive frequent phone calls including increased regularity of communication with social workers - see safeguarding addendum 	L
New staff are not aware of policies and procedures prior to starting at the school	L	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to starting. • The revised staff handbook is issued to all new staff prior to starting. • Staff induction continue as guided by our safer recruitment practices • Staff induction packs available online and in school 	L

3.8 Ventilation

Ventilation is not properly managed, leading to additional risk of spreading the virus.	H	<ul style="list-style-type: none"> • All spaces in the school will be well ventilated • All staff are aware of the need for proper ventilation • Where available mechanical ventilation systems are adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance • Natural ventilation – opening windows (in cooler weather windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). • Opening internal doors also used to assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • The need for ventilation will be balanced against the need to maintain comfortable temperatures within school • Comfortable temperatures will be maintained in a variety of ways as listed • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. • Rearranging furniture where possible to avoid direct drafts • Using heating as necessary to ensure comfort levels are maintained particularly in occupied spaces 	M
The need for increased ventilation leads to uncomfortable learning and working environment			

3.9 Face Coverings

Members of school staff do not comply with the requirements for face coverings and so increase the risk of transmission		<ul style="list-style-type: none"> • All staff are required to wear face coverings in communal areas of the school unless they are exempt. • 	
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4. Contingency planning for remote education

4.1 Planning and delivery remote education

Children's learning will suffer due to any periods of remote education	M	<ul style="list-style-type: none"> • Class teachers will ensure all iPads in Key Stage 2 are ready to be sent home along with chargers • EY and Key Stage 1 pupils will receive ipads if required to aid remote learning. • Class teachers will be able to send home work for any pupil required to self isolate on the first day. • Class teachers will review work completed by those required to learn from home 	L
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		<ul style="list-style-type: none"> All teachers will receive training on expectations for delivering remote education. All Key Stage 2 pupils have access to google classroom to receive and submit any work. 	
4.2 Provision of free school meals			
Self isolation will result in some children that are eligible for free school meals being unable to receive these	M	<ul style="list-style-type: none"> Parents are able to call the school office to collect a free packed lunch for children Kitchen staff allocate time to make packed lunches each day 'No contact' collection of packed lunches will be arranged at the front of school Packed lunch provision communicated to all staff Parents to wear face coverings when entering the site to collect lunches Site supervisors to place lunches on a trolley outside of the school office, under the shelter, for parents to collect at 11.00am each day 	L
4.3 Contact with pupils			
School cannot maintain consistent contact with children and families during remote learning	M	<ul style="list-style-type: none"> Safeguarding register used to track contact with any pupils who are self isolating Remote learning plans to include video calls with all pupils Devices and internet connection provided for those that do not have access Most vulnerable learners to attend school Teachers to record type of contact had with children daily SLT assigned to call families and children that do not make contact SENDCo assigned to provide additional calls to EHCP children not attending in school provision Office staff to continue first day calling procedures for children learning in school 	L
5. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19			
5.1 Cleaning			
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. Thorough daily cleaning has continued in the school throughout this period and will continue Cleaning company has sent updated staff guidance and cleaning regimes to Hackney Council and school Additional cleaner in school employed from 11-2pm to ensure pinch points are cleaned Additional cleaning anti-bacterial product has been supplied in school to key staff and premises team Wipes are available for cleaning areas An additional cleaning company is on hand to assist with deep cleans Measures taken to ensure all cleaning is deployed in line with government guidelines <p>Clean and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> Objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and desks) No need to clean public areas passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids <p>When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none"> Disposable cloths, or Paper rolls and disposable mop heads <p>When cleaning and disinfecting, use either:</p> <ul style="list-style-type: none"> A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine A household detergent, followed by a disinfectant with the same dilution as above An alternative disinfectant, that's effective against enveloped viruses <p>Make sure all cleaning staff:</p> <ul style="list-style-type: none"> Wear disposable gloves and apron Wash their hands with soap and water once they remove their gloves and apron <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, you might need to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.</p>	M
Cleaning in case of confirmed case or staff member/pupil displaying symptoms	H	<p>Measures taken to ensure all cleaning is deployed in line with government guidelines</p> <p>Clean and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> Objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and desks) No need to clean public areas passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids <p>When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none"> Disposable cloths, or Paper rolls and disposable mop heads <p>When cleaning and disinfecting, use either:</p> <ul style="list-style-type: none"> A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine A household detergent, followed by a disinfectant with the same dilution as above An alternative disinfectant, that's effective against enveloped viruses <p>Make sure all cleaning staff:</p> <ul style="list-style-type: none"> Wear disposable gloves and apron Wash their hands with soap and water once they remove their gloves and apron <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, you might need to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.</p>	M

- Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.
- Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.
- If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.
- Dispose of any items that are heavily soiled or contaminated with body fluids.
- Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.
- Place these bags in a suitable and secure place away from children and mark them for storage.
- Wait until you know the test results to take the waste out of storage.
- If the individual tests negative, put the bags in with normal waste.
- If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours.
- If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your:
 - Waste collection authority by a specialist clinical waste contractor
 - If adults or children present allergic reactions to cleaning materials used the material will be changed. Normal procedures around allergic reactions will be followed in the first instance.

5.2 Hygiene and handwashing

Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency

H

- An audit of hand washing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.
- Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.

- All classrooms communal areas have hand sanitisers installed
- Hand soap and liquid soap is near all sinks for adults and pupils
- Additional adult liquid soap is available in all staff rooms
- Hand washing regime and frequencies have been timetabled within the school day
- Additional sinks in playgrounds have been installed

L

Pupils forget to wash their hands regularly and frequently

H

- Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.
- Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.
- School leaders monitor the extent to which hand washing is taking place on a regular and frequent basis.

- School day starts with teachers informing pupils and showing them with actions how to wash hands
- Posters are near all sanitising and soap units to encourage and remind staff

Upon return and departure of classrooms hand washing and sanitising is encouraged including:

- After coming into school
- After sneezing or coughing
- Before and after handling or eating food
- After going to the toilet
- Before and after staff hand out food packages
- SEND social stories and visuals about the importance of washing hands.
- Teacher or support staff to model washing hands with SEND pupils.

L

5.3 Testing and managing symptoms

Testing is not used effectively to help manage staffing levels and support staff wellbeing
Covid 19 Reopening Staff guidance

H

- Test Kits are provided to all staff or they can be ordered from: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>
- Staff receive guidance on successful use of test kits.
- Staff are advised to take two tests a week.
- Guidance on getting tested has been published.
- The guidance has been explained to staff as part of the induction process.
- Post-testing support is available for staff through the school's health provider.

- Testing emails are sent by SLT to staff to inform regarding localised testing
- Staff induction will include a hand out on COVID19 safety practice
- Post testing support will be provided through our HR provider and also the schools therapist consultant

L

Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> ● Robust collection and monitoring of absence data, including tracking return to school dates, is in place. ● Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. ● Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. ● A record of any COVID-19 symptoms in staff or pupils is reported to the local authority. ● Offices are recording data absence of all staff members who have displayed symptoms and not been tested prior to testing becoming available ● Staff member/adult in the home should request a test for the symptomatic household member ● Headteachers ensure wellbeing checks are made to staff and checks with families of pupils that display symptoms ● All entrance gates have contact numbers and emails of the school to be able to provide any further information if parents are unclear ● LA collects staff sickness data on staff members via iTrent ● All staff complete vulnerability risk assessment so that SLT can be kept informed of staff health and wellbeing. Staff are aware that they can approach any SLT with changes to their health. Hackney Education templates will continue to be used to complete this process. 	M
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 <u>Accident & PPE Use Procedures</u>	H	<ul style="list-style-type: none"> ● Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ● This guidance has been explained to staff and pupils as part of the induction process. ● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. ● All stakeholders are briefed with all new legislation related to school – staff updated via emails and handouts, families via letters emailed and uploaded onto the websites ● Self-isolation and testing emails have been shared with staff members ● Staff meeting have taken place on Google hangouts informing staff of symptoms and clear protocols on accidents/ PPE that needs to be worn and what do to if pupils display symptoms ● Regular updates are held ● Staff are referred to government guidance on PPE in schools. 	M
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> ● Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. ● This guidance has been explained to staff and pupils as part of the induction process. ● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. ● Senior staff are briefed on what to do if a case is confirmed ● Local Authority have provided a RA to follow shared with SLT ● Social Stories/visual aids to support SEND pupils 	L
5.4 First Aid/Designated Safeguarding Leads			
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> ● First Aid certificates extended for three months. ● A programme for training additional staff is in place. ● Collaborative arrangements for sharing staff with other schools in the locality have been agreed. ● Adequate First Aiders are available and SLT have also completed First Aid at Work to ensure that numbers are within ratio ● Paediatric numbers are adequate and retraining will be organised for those who have 3 months extensions on their qualification ● Staff training worksheets are circulated to SLT on a regular basis to identify training needs ● The Designated Safeguarding Lead and/or a deputy is available on site at all times 	L
5.5 Medical rooms			
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> ● Social distancing provisions are in place for medical rooms. ● Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. ● Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. ● Medical rooms and designated toilet facilities have been allocated, signposted and shared with all staff ● Additional PPE boxes have been allocated to medical cupboards around the school ● Premises staff and additional cleaning staff will be supplied to staff cleaning specific areas ● Additional isolation space identified for Nursery as separate site 	L

5.6 Communication with parents				
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil information packs created. Covid 19 section has been created on the website with directives on hand washing/symptoms/where to go for support and guidance on government procedures Key messages enforced through regular updates to parents via email and the website 		L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 		M
6. Maximising social distancing measures				
6.1 Communal areas				
Groups of people gather in communal areas (parents, visitors, deliveries) which poses unnecessary risks	M	<ul style="list-style-type: none"> Arrangements are in place for segregation of visitors where necessary. Glass screen installed in front of reception desk. Limits are placed on the number of people in the staff room at any one time. 		L
7. Continuing enhanced protection for children and staff with underlying health conditions				
7.1 Pupils with underlying health issues				
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable Risk assessments for children with medical illnesses will be completed and RAG rated. The school nurse will be consulted for any child that has a Red rating on their risk assessment. Medical letter sent to all parents to ensure any update to medical needs is known and medication is returned to school Schools have a regularly updated register of pupils with underlying health conditions. The medical register will be checked as children enter the school. Any medication they are required to bring will be checked to ensure it has been brought with them WAMHS and A-Space available to offer support virtually SENCO to make check-in phone call to SEND pupils working from home twice per week. School nurse team available to offer support virtually 		L
7.2 Staff with underlying health issues				
Staff with underlying health issues or those within vulnerable groups are not identified and so measures have not been put in place to protect them SLT RA Guidance Whole Staff Medical RA Staff RA Example Letter	H	<ul style="list-style-type: none"> All members of staff with underlying health issues and those within vulnerable groups have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relating to people who are classed as clinically vulnerable and clinically extremely vulnerable. Current government guidance is being applied. All government guidance regarding cleanliness and good respiratory hygiene is in place ahead of staff returning to work. 		L

- All staff complete vulnerability risk assessment so that SLT can be kept informed of staff health and wellbeing. Staff are aware that they can approach any SLT with changes to their health. Hackney Education templates will continue to be used to complete this process.
- Staff who are shielding (should this be reintroduced) or required to self isolate, and are well enough to do so, will be assigned meaningful work to complete from home. The required technology would be made available to these members of staff.
- Clinically vulnerable staff or those who were in other ways deemed to be high risk, will have individual conversations with SLT to identify any concerns or adaptations required.

8. Enhancing mental health support for pupils and staff

8.1 Mental health concerns – pupils

Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general

M

- There are sufficient numbers of trained staff available to support pupils with mental health issues.
- All staff have been offered bereavement training so that they can support any pupils with these experiences.
- There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.
- Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).
- Resources/websites to support the mental health of pupils are provided.
- All staff members have been given specific training from A Space to pre-empt questions that may arise.
- Individual support has been provided to SLT to prepare them for the challenges of reopening and the effects on the community.
- Staff guidance to support pupils well-being and mental health shared ahead of wider opening
- Timetables for children have been adapted to include a renewed focus on PSHE including PSED for EYFS.
- SENCO/Inclusion Lead to make check-in phone call to SEND pupils working from home twice per week
- WAMHS and A-Space available to offer support virtually
- Regular resources are shared with families through the bulletin, website, and social media.

8.2 Mental health concerns – staff

The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general

M

- Staff are encouraged to focus on their wellbeing.
- Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.
- Staff briefings and training have included content on wellbeing.
- Staff briefings/training on wellbeing are provided.
- Staff have been signposted to useful websites and resources.
- All staff members have been given specific training from A Space to pre-empt questions that may arise.
- Staff have had resources signposted to promote positive mental health e.g. Headspace app.
- Individual support has been provided to SLT to prepare them for the challenges of reopening and the effects on the community.
- Standard procedures for staff wellbeing through employers assistance have been communicated.
- Resources for staff to have clarity on symptoms and where to access support are circulated via headteacher emails on a weekly basis.

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Working from home can adversely affect mental health

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- Staff working from home due to self-isolation have regular catch-ups with line managers.
- Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.
- Appropriate work plans have been agreed with support provided where necessary.
- Staff working from home may help provide remote learning for any pupils who need to stay at home.
- Standard procedures for staff wellbeing through employers assistance have been communicated.
- Resources for staff to have clarity on symptoms and where to access support are circulated via headteacher emails on a weekly basis
- Welfare calls with those staff working from home is on a rota for senior staff.

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8.3 Bereavement support

Pupils and staff are grieving because of loss of friends or family

M

- The school has access to trained staff who can deliver bereavement counselling and support.
- All staff have been offered bereavement training.
- Support is requested from other organisations when necessary.
- Specialist qualified consultants have been speaking to all staff to offer wellbeing and return to work support
- New Wave guidance document shared with all staff to support handling of conversations with young people about loss and bereavement
- Access to the LA Employers Access Schemes and Wellbeing scheme are being shared regularly with staff
- WAMHS liaison across Federation, offers 1:1 consultations for teachers and support staff

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- WAMHS and school staff to work together to support pupils 1:1/small groups
- SENDCo/Inclusion Lead to order books and resources on loss for children

9. Supporting Disadvantaged and Vulnerable Pupils

9.1 Maximising Attendance

Disadvantaged and vulnerable pupils are not sufficiently supported and so do not attend regularly

M

- All families are clearly informed that attendance is mandatory
- Plans are put in place to support disadvantaged and vulnerable pupils to return to school
- Catch up funding is channelled into providing additional support as required.
- School works closely with social workers to plan for maintaining contact with families.
- Teachers, SENDCO and SLT plan for return of key pupils.
- Specific families are communicated with extensively to ensure that questions and concerns are answered
- Outside agencies,

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9.2 In cases of self isolation

Disadvantaged and vulnerable pupils are not sufficiently supported during self isolation

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- Disadvantaged and vulnerable families are communicated with regularly to ensure protocols and policies are understood.
- Additional support is offered as required including referral to outside services.
- Social workers are informed of any self isolation.
- Remote learning is closely tracked and all possible interventions are put in place to promote and support engagement.
- Teachers, SENDCO and SLT make contingency plans for disadvantaged and vulnerable pupils in cases of self isolation.
- Additional routers, ipads and learning resources are made available to disadvantaged and vulnerable families

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10. Outside contractors

10.1 Contractors working on the school site

Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control
[Ashlyns Covid RA](#)
[BIRKIN Covid-19 Response](#)
[BIRKIN Covid RA](#)

M

- Ongoing works and scheduled inspections for schools (e.g. estates related) are able to continue.
- An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.
- Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective hygiene measures are in place
- Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.
- Distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.
- In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).
- Contractors attending site are expected to wash hands on entering the building
- Outline of requirements and hygiene procedures sent prior to site visit
- All relevant construction bodies and agencies consulted before return to school sites including providing RA, Method Statements in place with social distance measures adhered to
- Contractors to access site outside of pupil hours wherever possible
- All contractors to complete visitor registration with temperature check.

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11.1 Costs of the school's response to COVID-19

<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	<p>M</p>	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • LA finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with governors and LA. • Resources Meeting held 28th April. New budget agreed and surplus spending plan agreed • All governors sent updates on the financial direction of the school. Bursar provides monthly monitoring to ensure budget is sustainable • Finance Officer keeping records of all additional COVID related costs for possible reimbursement • Income generation being explored by the FSBM 	<p>L</p>
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12.1 Oversight of the governing body

<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>M</p>	<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms and in person. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Executive Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and hold leaders to account for areas of statutory responsibility. • All governing body meetings are being held online with the COG and VC receiving regular updates through the Executive Headteacher's reports • Major updates are reported to the full governing body and communication to families is also shared • Clerk to the governors provides minutes of meetings regularly shared with the Governing Board 	<p>L</p>
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Headteacher:	Katie Beecroft	Executive Headteacher:	Nicole Reid	Chair of Governors:	Chris Howard	Hackney:	
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