

COVID Risk Assessment

2nd part autumn term 2021

Introduction

From September 2021 the government required all schools to open for all pupils. This risk assessment identifies the actions required by the DfE and explains the control measures that reduce the risk of transmission of COVID. In October 2021, the number of positive cases at the school increased significantly. Changes were introduced to reduce the risk of transmission for the 4th November. Review is ongoing.

Some learners at Greenside have complex pre-existing medical conditions that make them clinically vulnerable. We will work with parents, carers and medical professionals to provide support, tailored to the specific needs of each learner.

At Greenside most of our learners do not understand social distancing, we reduce the risk of infection by working in 6 areas. These are called: Rainbow, Meadow, Orchard, Woodlands Barnwell and The Hyde. Each area has its outside play area. Movement of learners between these areas is limited.

Identifying risk

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| Hazard: Contraction of Coronavirus COVID-19 | <ul style="list-style-type: none"> • Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. • Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days. • The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking. • The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face. |
| Identify people at risk | 148 Employees, 166 Learners, 14 Health Professionals, 12 Governors, Visitors, including visiting professionals (infrequent but daily variable), Contractors (daily variable); family members and associates of all of the above. |
| How might people be harmed | Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth. Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications. |

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| Monitoring | <p>Applying Government Guidance</p> <p>In order to ensure that the school maintains current in relation to requirements the risk assessment will be monitored regularly. The following controls will be implemented:</p> <ul style="list-style-type: none"> • Dawn Brown is the designated responsible person who ensures she maintains update to date information for the DfE, LA and Public Health England and ensures that they are shared with other school leaders and are acted upon. • Staff will be advised of any relevant information prior to returning to the school. • Learners, parents, carers, etc. will be informed of any relevant new information as soon as possible. • Risk assessment will be reviewed and updated weekly, the Governing Body informed of any changes |
| Compliance | <p>Compliance with expected procedures</p> <ul style="list-style-type: none"> • Staff should report any suspected breaches of the required practices and procedures to a member of the senior leadership team. |

1: Control Measures - LEARNERS

| DfE Recommended actions | Control Measures |
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| 1.1 All learners are expected to attend school (Greenside makes specific provision for learners who have long term medical conditions which prevents them from attending school). | <ul style="list-style-type: none"> • The school will operate in 6 areas. • There will be 5 separate entrances (Rainbow and Meadow share). • Each area has their own designated outside space. • All learners will be expected to attend school with the exception of those on a phased return, or those who have tested positive for COVID 19 and are self-isolating, or have pre-existing, long term, complex medical needs and receive support at home. • To enable effective cover, reduce the risk of class closures, PPA the school will close for learners at 1.00 each Friday from week beginning 1st Nov until 6th December. All staff will fulfil their full hours on site. |
| 1.2 Support is available for vulnerable learners and staff | <ul style="list-style-type: none"> • Mixing for assemblies, dining and other indoor, social activities is kept to a minimum. • Movement of class staff between areas will be kept to a minimum. • Individual risk assessments in place • Masks, aprons, gowns, face shields and gloves available. • Use of face coverings will relate to specific activities (such as when undertaking hygiene changes, working / training in close contact with colleagues). • Colleagues who need to be exempt from wearing face coverings must inform a member of SLT who will undertake a risk assessment. • Face coverings are required when supporting learners to their home / school transport. • Face coverings are required when staff are in doors and are moving from one area to the next • Face coverings should be used for face to face meetings. • Staff may choose to wear face coverings in their area • Visitors are kept to a minimum and do not go into classes (without the specific permission of a member of the SLT) – the only on-site meetings are medicals – using a separate entrance. • Staff in Meadow and Rainbow use the meeting room for recreation. |

2: Control Measures - STAFF

| DfE Recommended actions | Control measures |
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| 2.1 Staff requirements | <ul style="list-style-type: none"> All staff are expected to attend work unless they have a certificate from their medical practitioner. We monitor each day to ensure we have sufficient numbers to meet necessary ratios for the likely number of returning learners even if there is sickness. More vulnerable staff have been identified and should there be an outbreak in school or local area will be given duties to restrict access to learners |
| 2.2 Staff training | <ul style="list-style-type: none"> We have delivered training on expectations through a combination of paper guidance studied remotely and online staff meetings. SLT monitor and provide advice on the implementation of expectations. |
| 2.3 Should there be an outbreak in the school or local area we will consider options if necessary, staffing levels cannot be maintained (including designated safeguarding leads and first aid providers) | <ul style="list-style-type: none"> We have capacity for trained DSL and trained first aider on site at all times We are able to provide sufficient leadership capacity on site at all times If there is a concern regarding the health of a learner:- <ul style="list-style-type: none"> The Teaching Assistant (TA) must inform their class lead (if the class lead is not available a member of SLT). The class lead will contact a nurse (if the nurse is not available inform a member of SLT, who will liaise with the nursing team). <u>Only a nurse or member of the SLT should contact home</u>, unless the area or class lead has been asked to call parents by a member of the SLT. Only nurse or member of SLT can take a child's temperature. In the event of a child being taken ill in school a member of the SLT will liaise directly with the area lead, whilst arrangements are made for the child to go home. |
| 2.4 Agree flexible working arrangements needed to support any changes to your usual patterns (e.g. staggered start / end times) | <ul style="list-style-type: none"> The school will operate a full day for the majority of learners. For those for whom staggered start and end times are appropriate this is reflected in appropriate adjustments to staffing levels. Remote learning and support is provided for learners who are unable to attend. |
| 2.5 Agree staff workload expectations | <ul style="list-style-type: none"> We have considered the impact on workload and welfare of staff and are confident that we have reached a reasonable and manageable position. TA's will support remote learning on Friday afternoons |

3: Control Measures - SITE MANAGEMENT

| DfE Recommended Action | Control Measures |
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| 3.1 Organisation: Physical and organisational structures needed to limit risks and limit movement around the building(s) | <ul style="list-style-type: none"> Site security remains effective and is not impacted by changes. Visitors must wear a face covering The number of people who enter the main office is kept to a minimum. The majority of meeting and reviews are undertaken via MS Teams Staff recreation space is managed: colleagues in Rainbow, Meadow use the meeting room (dining room on Wednesdays) Woodlands use the main staff room. Staff in The Barnwell Bungalows and Orchard use the Food Tech room. Staff from The Hyde use The Phoenix Centre. Parents and carers use the meeting room for medicals. Prospective parents are allowed to visit the school out of school hours. The school's social enterprise "The Greenside Studio" will have limited opening times for the public. |

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| 3.2 Classroom organisation | <ul style="list-style-type: none"> The majority of classrooms have immediate access to outside space. Classrooms have opening windows to enable ventilation. |
| 3.2 Building works: Agree approach to any scheduled or ongoing building works | <ul style="list-style-type: none"> We have scheduled and ongoing building works which are proceeding while maintaining safeguarding and social distancing arrangements |

4. Control Measures - CATERING

| DfE Recommended actions | Control measures |
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| 4.12 Arrangements for those out of school and eligible for benefits related to Free School Meals | <ul style="list-style-type: none"> We provide vouchers, food parcels for those eligible for Free school meals where appropriate. We operate a COVID helpline – open 7 days a week |
| 4.3 Suppliers: Arrangements with catering suppliers | <ul style="list-style-type: none"> We have ensured consistency of supply and that social distancing and hygiene measures will be in place, with many learners eating in their class. |

5. Control Measures - PPE AND HYGIENE

| DfE Recommended Action | Control measures |
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| 5.1 Protective measures: | <ul style="list-style-type: none"> We have informed parents that visits in person will be kept to a minimum. Staff are advised to be vaccinated and take regular lateral flow tests. The school has a good supply of test kits. Senior leads will support colleagues. The COVID Response co-ordinator at Public Health, is notified of all positive cases. Senior leads act on their advice. The school will inform parents and carers when a positive case has been confirmed within a specific class. During an “outbreak” we inform the Herts COVID support team of every new positive case (using the form they provide) Staff will test each morning and ensure a negative result, before coming into school. |
| 5.2 Cleaning: | <ul style="list-style-type: none"> From September 2021 the school increased the number of leaning hours by 10 per week. Cleaning is monitored by areas leads – senior leads feedback each month to the contract manager. Agreed protocols for the cleaning of equipment (toys, shared equipment) between uses are in place. |
| 5.3 Hygiene: | <ul style="list-style-type: none"> Additional cleaning materials have been provided All detergents and similar products are able to be safely stored Staff are aware of safe storage and use of cleaning materials COSSH advisory notes are available in close proximity for all “specialist” cleaning products |
| 5.4 Learning resources | <ul style="list-style-type: none"> Shared resources are located outside of the 6 main areas. |

| DfE Recommended Action | Control measures |
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| | <ul style="list-style-type: none"> Central supplies of resources reduces movement between areas (Resource room + dining room) |
| 5.5 Make arrangements for cases where PPE supplies | <ul style="list-style-type: none"> We have sufficient supplies of necessary PPE for all staff There is a central supply of PPE equipment (dining room) Each area has a supply of PPE equipment All staff to follow government guidance on cleaning in non-healthcare settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Hand gel at entrance for parents, carers, visitors Hand gel and soap in stock in large quantities Soap and disinfectant replenished every day. Children hand wash very regularly |
| 5.6. Planned response should someone fall ill on site | <ul style="list-style-type: none"> We have clear procedures for reporting symptoms and positive tests. We are able to provide a suitable outdoor space for anyone that becomes unwell on site with accompanying PPE and space for the staff members to maintain social distance. |

6: Control Measures - POLICIES AND PROCEDURES

| DfE recommended actions | Control Measures |
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| 6.1 Attendance: | <ul style="list-style-type: none"> During high incidents we support parents who are unwilling for their children to return to school due to pre-existing, life threatening medical conditions, providing remote learning. We support home learning for learners who may have to stay at home for self-isolating |
| 6.2 Safeguarding: | <ul style="list-style-type: none"> We have reviewed our safeguarding policy and governors have approved an addendum relating to COVID protocols The Child Protection Policy has been reviewed to reflect the return of more learners. Statutory safeguarding guidance has been referred to (Keeping Children Safe In Education and Coronavirus (COVID-19): Safeguarding in Schools, Colleges And Other Providers). Additional time is provided to designated safeguarding leads and their deputies to enable them to provide support and address any concerns. Communication with School Nurses will be continued where appropriate. |
| 6.3 Communication with parents/carers: | <ul style="list-style-type: none"> We maintain regular communications with parents and carers, updating them regarding COVID We have increased the use of email correspondence. Senior leads work in partnership with medical professionals and social services to support and improve attendance. |
| 6.4 Suppliers / contractors: | <ul style="list-style-type: none"> Contractors seen by appointment only – speak to office prior to arrival so they have relevant information Deliveries to phone ahead where possible to be advised of procedures |
| 6.5 Health and Safety: | <ul style="list-style-type: none"> We have reviewed our health and safety policy and procedural arrangements and have drafted an addendum to our health and safety policy which reflects amended arrangements for site transit /management |

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| 6.6 PPE: | <ul style="list-style-type: none"> • We have identified what PPE is required to support specific learners (eg those that require suctioning). This is in place and training has been provided. • There is a central stock of PPE (located near the meeting room) + each area has its own supply of PPE. |
| 6.7 Test, track and trace | <ul style="list-style-type: none"> • We have procedures for reporting symptoms and positive tests and a plans for the action we will take in such circumstances. • In the event of a positive case being confirmed senior leads will act on the advice provided by medical professionals and take the actions required to reduce the risk of transmission. |

7: Control Measures - WELL-BEING

| DfE Recommended Action | Control Measures |
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| 7.1 Staff well-being: | <ul style="list-style-type: none"> • Appropriate sources of support (Wellbeing Team and Wellbeing service commissioned be the school) have been identified and can be easily contacted. |
| 7.2 Learner well-being: | <ul style="list-style-type: none"> • Processes are in place and functioning effectively to sensitively identify issues. Knowledge of issues leads to wider or targeted offers of support. • Appropriate sources of support have been identified and are being utilised. |

8: Control Measures – LEARNING / CURRICUM

| DfE Recommended Action | Control Measures |
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| 8.3 The full, curriculum should be taught wherever possible. | <ul style="list-style-type: none"> • The full Greenside curriculum is taught throughout the school. • To reduce the risk of transmission from 9.11.21 the following measures were introduced... <ul style="list-style-type: none"> - No visits to cafes - No visits to large supermarkets and shopping centres - No use of public swimming pools - No visits to riding stables. |