

COVID19: Risk Assessment

SCHOOL NAME: EMPLOYABILITY SOLUTIONS INDEPENDENT SCHOOL

OWNER: CATHERINE COOK, OPERATIONS MANAGER

DATE LAST REVIEWED: 14/09/2020



Purpose of this document:

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to prepare for the delivery of on-site education and 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
- Safeguarding and Child Protection Policy
- 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'

Related Documents

Government guidance:

[Coronavirus \(COVID-19\) Collection: Guidance for schools and other educational settings](#)

[Actions for schools during the coronavirus outbreak](#)

[COVID-19: cleaning in non-healthcare settings](#)

[Guidance for Full Opening: Schools](#)

[NHS Test and Trace: How it Works](#)

[Face Coverings in Education](#)

Steps of Re-opening Preparation:



Risk Assessment/ Action Plan Sections:

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 - Social Distancing
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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
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant, as appropriate.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Other statutory inspection • Insurance covers reopening arrangements 	<p>Some parts of the building have been unused during the summer period.</p> <p>Food remains in the freezers</p>	<p>L</p> <p>M</p>	<p>Carry out a formal / recorded full pre-opening premises inspection.</p> <p>Determine with Canteen staff how left-over frozen food should be dealt with</p>	<p>28/08/20</p>	<p>L</p> <p>L</p>
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Office does not allow for adequate space</p>	<p>M</p>	<p>Desks repositioned where possible. Staff working from home</p>	<p>28/08/20</p>	<p>L</p>

		between staff members.		where necessary. Only essential cover on site.		
	Consideration given to any groups / lettings arrangements		N/A	No after school groups or lettings until further notice	To be reviewed 02/11/20	N/A
	Consideration given to the arrangements for any deliveries (Fareshare have sent their own guidance and expectations – sent to team 14/09)	Groups of people gather together in reception which risks social distancing guidelines.	M	Non-essential deliveries and visitors to school are to be minimised, no more than one visitor in reception area. Signage to be displayed on front door.	14/09/20 28/08/20	L
	Entrance and exit routes to the school have signage / changes in place to allow social distancing	Several students arriving or leaving at the same. Single point of entrance/exit	M	Staggered start and departure times are organised, and students invited in to attend specific appointments to avoid mixing groups.	28/08/20	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these throughout the building.	None, all students are familiar as building is small and not a multiple building	L	Fire procedures updated with students who return for the first time. Reminders given	28/08/20	L

	NB In the event of emergency the priority is to exit the building calmly regardless of social distancing	campus like some mainstream secondary schools.		for those who may be in a different room to usual due to small bubbles / groups.		
School events, including trips	Planned events and trips can be resumed as long as they are carried out in line with protective measures.		M	Following government guidelines. Regular communication with parents	Ongoing	L
Catering	Arrangements in place for providing students lunches / meals prepared on site	Hungry students – those students not yet returning full time	L	Enhanced welfare checks for those still learning remotely	01/09/20	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place. Following government guidelines	PPE shortage	H	PPE available at reception, classrooms company vehicles etc. Please read additional guidance on Face Coverings in Education	01/09/20	L
Cleaning and Waste Disposal	Enhanced cleaning regime in place in line with government guidance: COVID 19: Cleaning	Spread of infection	H	Thorough deep clean and carpet cleaning carried out in all areas Enhanced cleaning schedule across site as areas used, door	28/08/20 Ongoing	L

				<p>handles, taps, surfaces etc will be disinfected regularly.</p> <p>Extra hand gel, wipes/tissues, cleaning products etc available at entrance and throughout site.</p> <p>Contracts for weekly removal of waste and sanitary bins remain in place. Social distancing observed at collection times.</p>		
Classrooms	The number of staff and students that can use each room at any one time has been determined according to the physical capacity of the building.		H	Capacity assessment completed, with each space compliant with current full school opening guidance.	28/08/20	L
	Classrooms and learning spaces rearranged to allow as much space between individuals as practicable.		M	Refer to Appendix A for classroom and room maximum capacities.	28/08/20	L

	Resources not easily washable or wipeable are on a schedule for regular cleaning.		M	Beanbags and cushions allocated to consistent groups	10/09/20	L
	Stationery	Cross contamination of materials.	M	Stationery packs provided for each student	01/09/20	L
	Exercise books	Cross contamination of materials.	M	Students to work on paper and be provided with a plastic wallet or wipeable folder.	01/09/20	L
	IT Devices	Cross contamination	L	Devices / keyboards to be cleaned with Anti-bacterial wipes before each use.	01/09/20	L
	School will operate 'catch it, kill, it, bin it' policy	Spread of infection	H	Staff and students to follow policy, wash hands immediately after coughing or sneezing. Signs visible	Ongoing	L
Curriculum / Learning Environment	All students have access to technology and remote learning offer.	Audit of ICT accessibility not accurate / completed in the event of school closure.	H	Digital inclusion an ongoing concern for those families who do not have the means or access. ES to continue looking for ways to	Ongoing	M

				fund this and be ready to switch to remote learning if required.		
	<p>Whole school approach to adapting curriculum (S/M/L term) including:</p> <ul style="list-style-type: none"> ● PHSE curriculum ● Recognising ‘non-curriculum’ learning that has been done ● Capturing student achievements and outcomes 		M	<p>Staff have adapted curriculum and resources for remote learning.</p> <p>Agreements reached on how best to record and reward non-curriculum learning, achievements and outcomes.</p>	Ongoing	L
	<p>Student Behaviour Policy reviewed and amended where necessary in line with current circumstances.</p>		M	<p>Updated Policy.</p> <p>Communicated appropriately.</p>	01/09/20	L
Social Distancing	<p>Approach to potential breaches of ‘social distancing’ in place, including in the case of repeat or deliberate breaches.</p>		H	<p>Updated behaviour policy.</p> <p>Expectations communicated with individuals.</p> <p>Visuals on display.</p>	28/08/20	L

Staffing	<p>Staffing required to work with students invited into centre determined. Includes at least one of the following to be available at all times:</p> <ul style="list-style-type: none"> ● First Aider ● Designated Safeguarding Lead ● SENCO ● Caretaker / Centre Manager / Key holder ● Office Staff Member 	<p>Key member of staff unable to work on site from 1st September 2020 due to issues relating to COVID19</p>	H	<p>Arrange key staff member cover in the event of insufficient staff being available.</p>	28/08/20	L
	<p>Arrangements for staff who are working from home are in place (including those shielding / living with clinically vulnerable groups).</p> <p>Communication arrangements are in place with those staff, and their role in continuing to support the work of the school, and most of all the students, is clear.</p>		M	<p>Staff are encouraged to focus on their wellbeing. Line managers are active in discussing wellbeing with the staff they manage, including their workload.</p> <p>Agreed hours of communication in place, and staff directed to sources of support.</p>	Ongoing	L

	Approach for meetings and staff training in place.		M	Continue to take advantage of digital meetings, e.g. Zoom / Microsoft Teams	Ongoing	L
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision. Consideration given to the options for redeployment of staff to support the effective working of the school.	TA's may be required to lead sessions, where not enough teachers are available to cover on site. Staff are required to support cleaning procedures. Roles may change to meet the changing needs of the business and the students.	M	Included in communications to staff. All staff signed addendum to contracts prior to school closure in the event of changes to roles / hours of work being required.	Ongoing	L
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.		H	Included in communications to staff	01/09/20	L
	Approach to staff absence and reporting and recording in place. All staff aware they should contact their line manager. Updated roles and responsibilities issued to team.		H	Staff remote working to make contact via team communication group by 11am daily. Normal recording procedures in place.	Ongoing	L

	Staff contracts issued, extended or amended to reflect the current situation or changing needs of the business. HR tasks put on hold, can now be resumed.		M	To be actioned by BM and OM	Ongoing	L
Response to suspected / confirmed case of COVID19 in school	Parents understand the need to isolate their children and to refrain from sending them to school if they are presenting symptoms.		H	Parent's to be reminded of guidelines. Thermometer available to take / record temperatures.	01/09/20	L
	Approach to confirmed COVID19 cases in place during school day <ul style="list-style-type: none"> Who should be informed /action to take Area to be used established if student displays symptoms Cleaning procedures in place Arrangements for informing parents/local health protection teams 	Spread of infection Unavailability of testing Not enough cover if staff are instructed to self isolate.	H	First Aid bay designated for students displaying symptoms. Separate exit to be used when leaving the building PPE available within this room Procedures in place for medical rooms to be cleaned after suspected cases	10/09/20	M

	<p>Approach to confirmed COVID19 cases in place outside of school hours:</p> <ul style="list-style-type: none"> ● Approach to cleaning the building ● Arrangements for informing parent community in place 	Spread of infection	H	<p>Procedures in place for additional cleaning of areas where students / staff have been</p> <p>Arrangements in place to switch to remote learning in the event of whole year group / school closure</p>	Ongoing	M
Safeguarding	<p>SEN individual risk assessments are in place and weekly eyes on the child visits are taking place (see appendix B for hierarchy of needs)</p>	Re-opening arrangements not reflected in risk assessments	M	Review risk assessments to ensure there are no amendments required due to reopening.	Ongoing	L
	<p>Updated safeguarding guidance in place.</p> <p>Keeping Children Safe in Education update issued.</p>		H	Whole school Safeguarding update carried out during INSET day.	01/09/20	L
	<p>Staff are prepared for supporting wellbeing of students and receiving any potential disclosures.</p>		H	All staff have all received refresher safeguarding training including supporting student's wellbeing during reintegration	01/09/2020	M

	Work with other agencies has continued to support vulnerable students and families.		H	Ongoing. e.g. Addaction, C&K Careers, Social Care, CAMHS etc	Ongoing	M
Finance	Additional costs incurred or loss of income due to COVID19 are understood and clearly documented. For example, PPE, FSM, additional travel etc		H	Considerations given to possible avenues of support to recoup losses during COVID19 i.e. local authority, funding streams available	Ongoing	M/L
Student re-orientation back into school after period of closure / being at home	All school structures and timetables determined and communicated with parents and students.		M	Guidance to be communicated to parents and students	01/09/20	L
	Approach to supporting wellbeing, mental health resilience, including bereavement support in place.		M	Pastoral key workers available to support students with their mental health and wellbeing. Access to designated Student Services Leads for all students. Resources available to support the mental health of students.		

	<p>Consideration of the impact of COVID19 on families and whether additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care /other support 		M	Pastoral and Senior Leadership Teams will monitor and continue to provide support and advice where necessary.	Ongoing	L
Students with SEND	Approach to the provision of the elements of the EHCP including interventions and therapies.	Students not meeting targets before their annual review	M	Students with EHCP's prioritised to ensure needs met. Procedures in place.	Ongoing	L
	Annual reviews to continue remotely.		M	All reviews diarised and booked in priority order. Procedures in place.	Ongoing	L
	Requests for assessments / proposals for provision ongoing. Face to face appointments can resume observing COVID specific measures		M	Procedures in place.	Ongoing	L

	Risks to students posed as a result of the situation, are reviewed		H	Individual risk assessments are in place.	Ongoing	L
Attendance	Approach to support attendance for prioritised students determined. Utilise Minibus to support students to attend where necessary.		M	Procedures in place through Admin and Pastoral teams to encourage attendance and participation	Ongoing	L
	Approach to support for parents whose child struggled with engagement and attendance prior to closure. Utilise minibus to support attendance where necessary.		M	Procedures in place through Admin and Pastoral teams to encourage attendance and participation	Ongoing	L
Communication	Information shared with staff around reopening plan, changes to working patterns, procedures etc		H	Included in communications to staff via email	Ongoing	L
	Information shared with parents / students around reopening plans, expectations, social distancing, pastoral support, behaviour etc		H	Included with communication via letters, emails, social media, home visits, phone calls, in-school etc	Ongoing	L

Appendix A: Maximum Capacity

Liverpool			Kirklees		
Room	Staff	Students	Room	Staff	Students
Reception	2	2	Reception	2	2
Main Office	4	0	Main Office	2	0
IT Suite	1	3	Nurture Room	2	2
Yellow Room	2	6	Classroom 1	2	6
Comfy Room	2	4	Classroom 2	2	6
Circle Room	2	6	Green Room	n/a	n/a
Main Hall	2	14	Main Hall	n/a	n/a
Salon	2	4	Managers Office	1	1
Counselling Room	1	1	Kitchen	n/a	n/a
Managers Office	2	0	Minibus	2	4
Canteen	2	6			

Minibus	2	4			
Daily Maximum to be observed	12	24	Daily Maximum to be observed	9	12

As below but provision available on site whilst adhering to all current guidelines with access to classroom spaces, work packs, remote tutor support, pastoral staff and meals. DSL available daily to support, make referrals, attend remote meetings and liaise with other agencies.

As below plus: adaptations/resources provided to allow access to work pack, SENDCo available for remote access by parents, SEND specialist tutor available to support remotely, available DSL daily for referral if no contact or concerns raised, doorstep home visits for 'eyes on' every other day for those at high risk, DSL to attend remote meetings and liaise with other agencies.

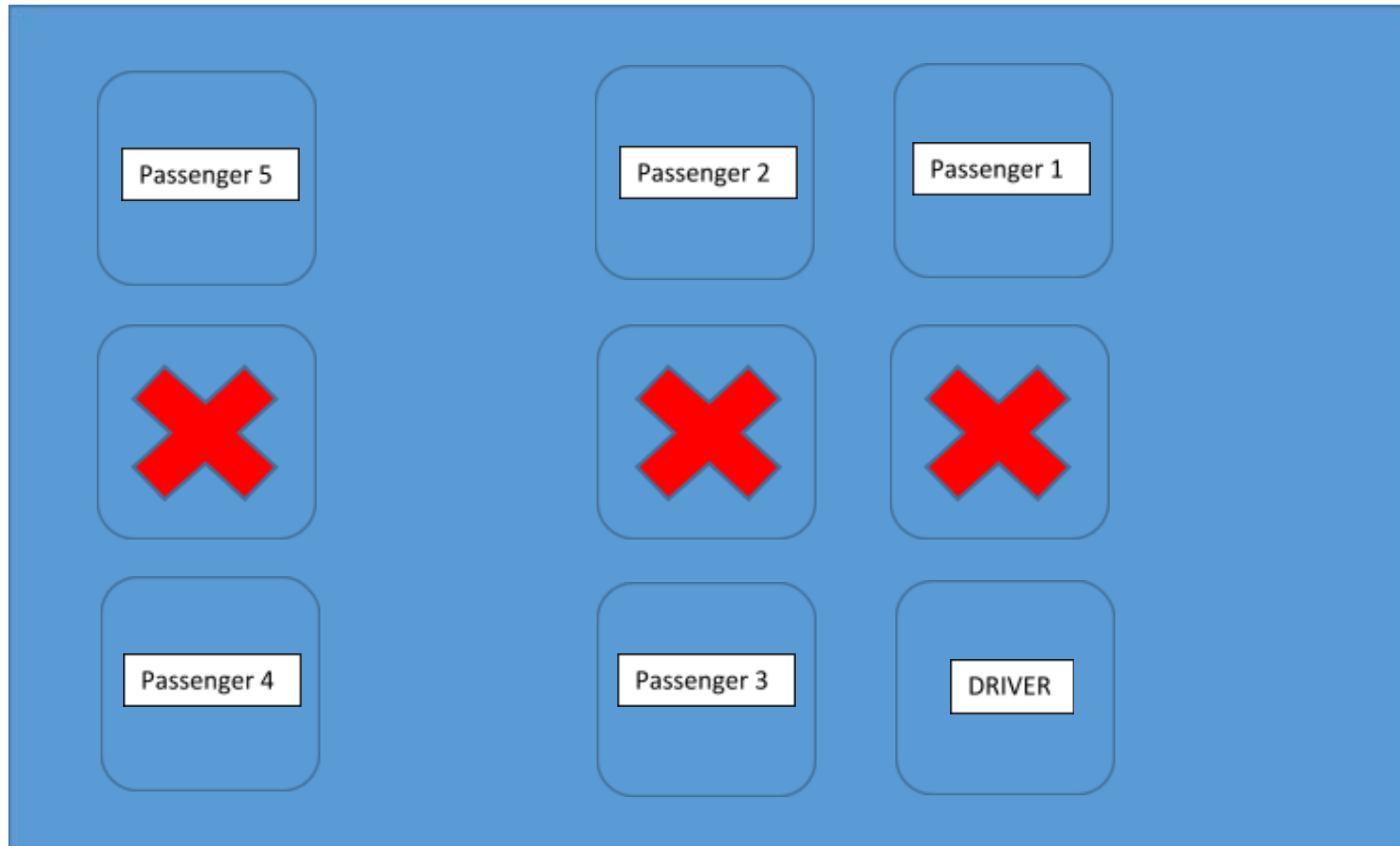
Individualised work pack and stationery sent home, food package/vouchers given. Daily telephone welfare check-ins are made on every day timetabled to attend and attendance recorded. At least daily tutor/learning support assistant contact to support with work including Zoom calls/online learning sessions. Daily interactions are securely logged. Any concerns are passed to the pastoral team. Full remote team available to receive phone enquiries and work is marked remotely/collected and new work issued as required. At least weekly contact is made with parents/carers.

Individualised work pack and stationery sent home, food package/vouchers given. Daily telephone welfare check-ins are made on every day timetabled to attend and attendance recorded. At least daily tutor/learning support assistant contact to support with work including Zoom calls/online learning sessions. Daily interactions are securely logged. Any concerns are passed to the pastoral team. Full remote team available to receive phone enquiries and work is marked remotely/collected and new work issued as required. Weekly contact is made with parents/carers.

MINIBUS SEATING ARRANGEMENTS

Please ensure the seats marked with a **X** are made **unavailable** by folding down the seats flat (rear) or keeping the tray out (front)

A record must be kept of who is using the vehicles and their condition etc, including visual evidence, by sending the information to the company vehicles whatsapp recording group before each journey.



There must be PPE (masks, sanitiser and cleaning products) available at all times. Drivers are responsible for ensuring these are stocked prior to each journey, even if they are not using the vehicles to transport any additional passengers.