

COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Moundwood Academy

OWNER: The Beckmead Trust

DATE: June 2021

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 phased re-opening of the school 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
- 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'

This is a flexible working document and is subject to revision based on individual site requirements.

	Plan	Concerns	Who?
Reopening of schools and Moundwood Academy response.	<p>Across the upper (secondary) part of the school face coverings are encouraged (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. For consistency, staff in the lower part of the school are also encouraged to wear face coverings. Exemptions to this rule apply (e.g. pupils that are asthmatic) and no-one should be excluded from education on the grounds that they are not wearing a face covering.</p>	<p>Anxiety around Covid-19. Possible impact on pupil attendance. i.e families choosing to self-isolate etc.</p> <p>Pupils finding difficulty adhering to social distancing which may be exacerbated by limited available space (dining hall, corridors etc)</p> <p>Pupils and families will be supported with provision of face masks where required.</p>	ALL STAFF
Home Visits and offsite working.	<p>Due to risk factors associated with home visits. Staff are <u>not</u> expected to carry out work within the homes of families. Where it may become necessary to carry out a home visit, staff should follow the government guidance and other identified strategies for reducing risk. For example, wearing a face covering and maintaining social distancing when visiting families at home and or working offsite with pupils.</p>	<p>Individual Risk Assessments. Attending homes where someone in the household has been instructed to self-isolate either by NHS England or other organisations e.g. schools attended by siblings.</p>	ALL STAFF
Meetings and visitors to the school.	<p>We should only welcome essential visitors into school. Where possible, meetings with other professionals and or stakeholders should be held remotely.</p> <p>If any visitors to the school develop Covid-19 symptoms whilst on site they will be asked to adhere to government and NHS UK guidelines.</p>	<p>Visitors attending physical meetings whilst unknowingly unwell - e.g. delivery drivers, postal servicemen, contractors, parents/carers.</p>	ALL STAFF

	Plan	Concerns	Who?
Classroom Practice	Following government guidelines pupils will be expected to social distance where possible. Face coverings will not be expected to be worn in classrooms. Equipment in each room used will need to be sanitised after use with key touch points cleaned throughout the day.	Pupils not managing to social distance or follow expectations around appropriate use of face coverings.	ALL STAFF
Communal Areas and Break Times	<p>Primary and secondary pupils will be encouraged to social distance where possible. Pupils in the upper part of the school will also be encouraged to wear face masks when transitioning around the school or in communal areas unless exempt.</p> <p>At break times and lunch times activities will be provided as normal. Pupils will not be expected to wear face coverings whilst participating in sporting activities. All regular indoor activities (e.g. in the dining hall) will require pupils to wear their masks.</p>	Pupils not managing to social distance or follow expectations around appropriate use of face coverings.	ALL STAFF
End of Day Routines	<p>Where possible, staff will be supported to leave the site once pupils have gone home. If meetings / prep / training etc can be done from home, then staff will be allowed to leave earlier than normal. However, if essential work cannot be completed from home (attend meetings etc), staff will be required to continue working onsite within their regular working hours.</p> <p>Staff can have individual RAs completed upon request.</p>	Essential day to day routines must be effectively maintained. i.e daily home/school telephone communication.	ALL STAFF

	Plan	Concerns	Who?
Timetables and activities	<p>Pupils will access a full education timetable where possible.</p> <p>School day to return to normal for all pupils where possible – 09:00am – 15:00 for pupils.</p>	There are no known conflicts within the current class groups. However, SLT are mindful that there are several new pupils expected to join the school shortly that meet the criteria for on site learning.	AGE/AAP/LGO
		In order to support any issues that arise, SLT and or other available staff will be available on the corridor to support. In addition to this there will always be at least one member of the SLT available to support with daily operations.	JJA/AAP/AGE/AOR/LGO
		Individual Risk Assessment to be completed for new starters as soon as possible	AAP/JJA/LBR
	Teachers to continue teaching all core and foundation National Curriculum subjects.		AAP/AOR
	Break and Lunchtime split between lower and upper school to resume as before.		LGO/AGE/GDA to organise cleaning rota for climbing frame and table tennis equipment.

	<p>Break time activities to take place in the following areas:</p> <ul style="list-style-type: none"> ● Primary Play Area ● Sports Hall ● Enclosed Outdoor Area ● Play Field 		
	Lunch will remain a choice of hot meal or sandwich option.	All lower or upper school pupils and staff congregating in enclosed space.	SLT to organise lunchtime routines including seating system as previous (pupils seated in tutor groups and called up to collect lunches).
	Offsite activities	Venues must be able to provide a copy of their risk assessment in relation to Covid-19 and social distancing requirements.	Must be organised at least two weeks in advance and authorised by SLT once all relevant and necessary information has been provided. E.g. risk assessment for travel and venue, parental consent.
	Swimming for lower school	<p>Number of pupils allowed to participate in swimming lessons. Ability to control interaction with members of the general public whilst at the pool.</p> <p>Venue must be able to provide a copy of their risk assessment in relation to Covid-19 and social distancing requirements.</p>	Are there masks available for pupils and staff whilst travelling on the mini-bus?

	Check corridors before you go out of the classroom and ensure that you can socially distance, or wait for the area to be clear. Limit queueing in corridors. Use radios to check.	Limit pupil movement around the building during the school day.	SLT/All staff. Radios to be used to communicate movement around site where necessary.
	Social stories or guides for children to explain the changes to school day and interactions.		LGO/KFR/HWA
Classroom organisation		Hand sanitiser in main areas to encourage regular cleansing of hands.	GDA/LGO/AGE
	Go through pupil guidance, rules and expectations with pupils as much as is required.		SLT to share below rules/expectations with all. Letters have been sent home to parents/carers
	One pupil per desk where possible. Set desks apart at least 2M+ between seats where feasible.		Staff to set up upon reopening
	Designate 2M+ around each child's table and teacher desk, sink area, in front of smartboard in tape as a reminder where feasible.		Staff to set up upon reopening

	Pupils to have their own equipment where feasible, rather than sharing. Pens, pencils, rubbers, ruler, colouring pencils. Kept in their own tray/pencil case,		Class teachers to allocate pupils' resources.
	Frequent wiping of surfaces, handles and high frequency touch points.	Cleaning products to be stored securely out of reach/pupil access.	GDA/Class teams to be responsible for their class bases. GDA to ensure that cleaning products remain available and oversee safe storage arrangements.
	Pupils and staff advised to push open fobbed doors with elbows rather than hands.		All staff and pupils
	Staff to use PPE if supporting pupils with using the toilet.		All staff.
	Pupils directed to wash their hands frequently under staff supervision.		All staff. Visual prompts in class bases.
	Remove toys that are difficult to disinfect. Avoid sharing of any soft toys.		
	Wipe clean all computer keyboards after use. Attempt to	Will antibacterial wipes be available in each classroom?	GDA/AGE to liaise with DFU to ensure availability of cleaning products.

	keep the same computers for the same children.		
	Art equipment/ frequently used resources should be stored in individual class cupboards to avoid unnecessary movement around school to collect equipment.		Activities should be planned in advance. Staff to collect any resources not readily available in the classroom prior to the activity to minimise movement around the school. If an essential item is needed during the school day, SLT or corridor support to offer support with delivering the item to the classroom where possible.
Staff rota	At present all staff are to continue duties on site.		All staff except those shielding.
Virtual learning for pupils educated off site.	Pupils not accessing on site learning will have access to remote virtual learning. This is with the exception of those that require a physical work pack.		AAP/LGO/JJA - Individual pupil risk assessments and PBSPs kept updated. Class teams to liaise with SLT regarding any pupil's exhibiting continued challenging behaviour leading to the use of P.I and/or pupils that disperse bodily fluids when dysregulated.

Social distancing	Face coverings/PPE available for use in reception areas		GDA
	Whole Staff meetings to take place in the sports hall. Google Meets to be set up in instances where neither the sports hall or playground are available.		All staff
Pupil criteria	The school will reopen to all pupils as per government guidelines.		SLT to review cases for offsite and blended learning on an individual basis.
	Can transport/parent bring them in safely? Parents encouraged to walk if they can rather than take public transport.		Local Authorities will continue to transport pupils to and from school. AM: Pupils to be collected from the gate by a member of their class team and taken to their class rooms using external doors where possible. Staff members to avoid congregating in narrow entrance walkways.

			<p>Pupils should wash their hands on arrival.</p> <p>SLT to coordinate pupils remaining in their cabs so that they can enter site one at a time.</p> <p>PM: SLT to escort pupils to the gate using existing form based walkie talkie set up.</p>
	<p>If pupils display behaviour which involve spreading bodily fluids, such as spitting, licking areas or urinating, this will be reviewed by the SLT on an individual basis.</p> <p>If pupils are displaying daily challenging behaviour which requires Physical intervention, this will be reviewed by the SLT on an individual basis.</p>	Risk assessments to be reviewed frequently.	All cases will be reviewed individually and actioned accordingly.
Staff transport	Transport is available to all.		Staff members are responsible for arriving at work on time, and

			ensuring that they are ready for work at 8:00am . We are all aware that the number of passengers on PT has been limited, this should be factored into journey times where necessary.
	Lateness		<p>If lateness is unavoidable please ensure that you contact ELAS and, if possible, a member of SLT. This should be via a telephone call; text messages are not an appropriate method of communicating lateness.</p> <p>All lateness beyond 08:20 should be reported to ELAS as well as informing a member of SLT.</p>
Pupil transport	SLT to liaise with transport to ensure they are aware of any revision to school times.		AGE/AAP/NCO have liaised with passenger transport to communicate this and have confirmed with the LA.
	Instruct transport to not open the car door until staff ask them to, to avoid pupils congregating at the gate. Take in one at a time and lead to sink to wash hands.		NCO to liaise with transport in order to communicate these expectations.

Site issues	What we need to do to the site in preparation?	Settings should clean and disinfect equipment, toys and surfaces more regularly. This includes keyboards, mice, tables, chairs, door handles, light switches and bannisters.	GDA/Class teams
	How much and what sort of PPE we will need in stock?		GDA/AGE to liaise with DFU/LLA
	Extra deep cleans to be scheduled regularly		GDA/AGE to liaise with the cleaning team.
	Would certain sites benefit from a one-way system or closing off certain areas that are impossible for social distancing?		<p>Pupils to continue to access the building using external doors and designated entrances/exits for lower and upper school, where possible.</p> <p>Traffic in the corridor to be minimised as far as possible. Activities should continue to take place in each nurture base.</p> <p>Photocopying/preparation of resources to be carried out in advance of pupils arriving. If resources needed during the school day SLT/corridor support to collect and deliver to rooms where possible.</p>

Virtual learning – return to lockdown? (class, school, local or national) Physical Work packs	<ul style="list-style-type: none"> ● Create Google Classrooms for new class groups. ● Passwords / logins all stored centrally so that class teachers can easily share these with pupils + parents/carers. ● Compile a list of pupils that will require access to a Chromebook and or work pack. 		AOR Ongoing training for staff on use of Google Classrooms.
Staff guidance	See do's and don'ts below		
Parents guidance			
Pupil guidance			
Visitor guidance			

Do and Don't: Children

<u>DO</u>	<u>DON'T</u>
<ul style="list-style-type: none"> ● Keep your distance ● Wash your hands with soap and water for 20 seconds frequently 	<ul style="list-style-type: none"> ● Don't touch your face ● Don't touch others

<ul style="list-style-type: none"> • Use a tissue or elbow to cough or sneeze and use bins for tissue waste • Follow adult instructions first time • Be where the adults ask you to be, when they ask you to be/go there. • Follow all the school/class rules • Be kind to each other • Ask permission to leave the classroom so the staff can help keep you safe 	<ul style="list-style-type: none"> • Eat/drink without washing your hands
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Do and Don't: Staff

<u>DO</u>	<u>DON'T</u>
<ul style="list-style-type: none"> • Look after each other • Wash hands immediately on arrival to school and regularly whilst on site or use sanitiser if you need to be quicker. • Use a tissue or elbow to cough or sneeze and use bins for tissue waste • Sign in/out using their own pens • Adhere to social distancing as much as possible • Use PPE when required. 	<ul style="list-style-type: none"> • Don't touch your face • Don't eat or drink without washing your hands • Don't shame the pupils if they fail to follow the instructions, please teach them the importance of doing so. • Don't neglect to exercise our duty of care to help safeguard and keep the pupils and ourselves safe, including PI if and when necessary as a last resort.

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| <ul style="list-style-type: none">• Report any issues or causes for concern asap to the SLT• Be kind and thoughtful to your colleagues, many of whom will be anxious and experiencing frustration and difficulties away from work.• Clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products• Supervise children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues• Posters and lesson plans on general hand hygiene can be found on the eBug website• if staff, young people or children become unwell on site with a new, continuous cough or a high temperature they must be sent home and parents contacted.• If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move | |
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<p>them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not go to a pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. 	
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Do and Don't: Parents

<u>DO</u>	<u>DON'T</u>
<ul style="list-style-type: none"> • Wash your hands with soap and water for 20 seconds frequently • Use a tissue or elbow to cough or sneeze and use bins for tissue waste • Contact the school office with any queries • Support your children with work packs or virtual learning where required • Remind your child about social distancing • If there is any urgent reason to come to the school, if possible talk to staff on the intercom and if this is not possible, wash your hands on entry and keep social distance 	<ul style="list-style-type: none"> • Don't touch your face • Don't send your child to school if they have symptoms • Don't come to the school site if you can call instead • Don't get out of your car to congregate with staff, speak on the phone later

Do and Don't: Visitors

<u>DO</u>	<u>DON'T</u>
<ul style="list-style-type: none"> • Wash your hands with soap and water for 20 seconds frequently • Use a tissue or elbow to cough or sneeze and use bins for tissue waste • Keep social distance when visiting the school • Ask us questions about anything you are concerned about 	<ul style="list-style-type: none"> • Touch doors, handles and bannisters as much as possible

