

COVID-19: Autumn Term 2020: Academy Risk Assessment



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| Academy Name | South Derbyshire Support Centre |
| Person Completing Risk Assessment: | Daniel O'Donovan |
| Date of Risk Assessment | 28 th July 2020 |
| Review Date (If required) | 30 th September 2020 |

| Who does this risk assessment apply to? | Tick all those that apply | | | | |
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| | Employees | Volunteers | Workers (Supply/Relief) | Contractors | Visitors |
| | ✓ | ✓ | ✓ | ✓ | ✓ |

Please also refer to the latest DfE guidance (as at 2 July 2020):

- [Guidance for full opening of schools](#)
- [Guidance for full opening of special schools and other specialist institutions](#)
- [Guidance for early years and childcare providers](#)
- [What parents and carers need to know about early years providers, schools and colleges in the autumn term](#)

| Statement of general policy | Action/Arrangements (What are you going to do?) and related guidance | Completed (date) /Outstanding/Ongoing details | Responsible (Name) |
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| Health and Safety | | | |
| Statutory site checks i.e. Legionella, fire safety tests etc | <p>These should have continued as normal due to ongoing responsibilities. If rooms / buildings are to be re-opened following prolonged closure, follow the relevant guidance as below.</p> <p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> | | |

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| <p>Ensure plans and actions in place to follow the Public Health – System of Controls:</p> <p>Prevention</p> <ul style="list-style-type: none"> • Minimise contact with individuals who are unwell • Clean hands thoroughly and frequently • Ensure good respiratory hygiene • Enhanced cleaning regimes • Minimise contact between individuals and maintain social distancing wherever possible • Have appropriate PPE policy <p>Response to Infection</p> <ul style="list-style-type: none"> • Engage with NHS Test and Trace process • Manage confirmed cases of COVID-19 amongst the school community • Contain any outbreak by following local health protection advice | <p>Statutory site checks will be maintained on a weekly basis during the summer holidays by the caretaker and Headteacher to ensure that SDSC can reopen in September.</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>Pupils and staff who are unwell will not be attending the centre. If someone becomes unwell at the centre, we will send them home as soon as possible and keep them isolated, with support, until they are collected. They will be asked to take a test and inform the headteacher as soon as possible. Reminder information will go out to staff and parents/carers before we return to school in September 2020.</p> <p>We will ensure that there is hand sanitizer at entry points to the centre so all pupils and staff members will use hand sanitizer when they enter. There are handwashing facilities in the Key Stage 2 classroom, the student and staff toilets and the kitchen upstairs for pupils and staff.</p> | <p>Weekly with final health and safety building check taking place on Friday 28th August 2020</p> <p>Reminder letter to be sent on Friday 28th August 2020.</p> <p>Hand Sanitizer will be put in place for the return of staff on 2nd September and students on 3rd September 2020.</p> | <p>SBS and DOD</p> <p>DOD</p> <p>DOD</p> |
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| | <p>There will be lidded pedal bins in the classrooms and gallery room for used tissues using the 'catch it, bin it, kill it' idea and posters will also be displayed in the classrooms and toilet areas.</p> <p>Workstations and toilet areas will be cleaned more frequently during the day.</p> <p>We will be using a whole school bubble as some staff will need to work across all key stages. We will also have a whole school assembly on a Monday morning. With a total of 26 pupils we are undertaking the class/year group bubble as used in some primary schools. Pupils and staff will use social distancing where possible although this will be difficult when all pupils and staff are back at the school.</p> <p>A PPE policy has been written and shared with staff.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>For Responses to Infection, we will be following government, Esteem and local health protection advice. We will ensure that anyone who has Covid-19 symptoms will be asked to take a test and to inform the headteacher as soon as possible. Action will then be taken depending on the outcome.</p> | <p>Pedal bins are already in place following wider opening from 1st June 2020.</p> <p>Daily from 3rd September 2020</p> <p>2nd September 2020</p> <p>31st July 2020</p> <p>From 3rd September 2020</p> | <p>DOD</p> <p>All Staff</p> <p>DOD</p> <p>DOD</p> <p>DOD and KM</p> |
| <p>Review of the total space available for teaching activities including non-classroom space.</p> | <p>To enable all pupils and staff to return we will need to use the original classrooms and space pupil workstations out as much as possible.</p> | <p>2nd September 2020</p> | <p>DOD and classroom teachers</p> |

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| Classrooms and corridors are marked out and signage and safety barriers are put in place. Furniture to be moved or repositioned to reduce pinch points and promote free movement. One-way systems considered. | Due to the size of the school, we will not be able to use a one-way system or mark student places out. Pupils and staff will be briefed on the need to give way when walking in the corridors and passing each other. | 3 rd September 2020 | DOD |
| Plan is in place for toilet use (one pupil at a time) and other common spaces e.g. lunch arrangements and outside space/break times | We already use a 'one pupil at a time' rule in the centre. Break and lunch times are supervised and as much space as possible will be used to achieve social distancing. | 3 rd September 2020 | DOD |
| Critical path decision making process in case of the need for further closures, or scaling back operations, to address local infections | If we need further closures or scaling back of operations and provision, we will communicate this with parents via our text messaging system, our website and through phone calls where necessary. We will also liaise with Esteem Multi-Academy Trust and local health team and follow their guidance. | 3 rd September 2020 | DOD |
| Policy related to shared items (e.g. books, toys, practical equipment) and approach to cleaning these | Soft toys and bean bags will not be used due to the possibility of a virus staying on soft fabrics and they are more difficult to clean. | 3 rd September 2020 | DOD |
| Assess transport-related health and safety risks and how these can be mitigated. Handover of students etc. | Staff will meet pupils on arrival from parents dropping them off, taxi's bringing pupils to school, or pupils who walk or cycle to school. The same system will be in place for when pupils go home at the end of the day. | 3 rd September 2020 | All Staff |
| Amend procedures for fire drills | Academy specific action, ensure fire drill policy documents up to date and any required amendments due to COVID detailed e.g. PEEPS, distancing measures, safe egress , locations. We will continue with our previous plan for Fire Drills | From 3 rd September 2020 | DOD |

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| Assess requirement to provide suitable first aid cover to pupils and staff and any updates or training required for the new term | Five staff have full first aid training, three of which will have expired in July 2020, but we have been given a six-month extension. First aid courses will be sourced to ensure that staff training is updated. | 3 rd September 2020 | DOD and KM |
| Arrangements made to ensure appropriate distancing and precautions are in place in school office, staffroom and other staff areas | We do not have a staffroom but have communal areas for staff and pupils. Tables will be spaced out with seats at these tables and places assigned for staff and pupils. Office staff will be able to use Headteachers Office or Meeting room is needed to ensure appropriate distancing. | 2 nd September 2020 | DOD, KM and ER |
| Health and safety and hygiene inductions in place for staff who are returning to site after prolonged absence / working from home | Staff returning after a prolonged absence will undergo the information sharing along with other staff on the INSET Day on Wednesday 2 nd September 2020. | 2 nd September 2020 | DOD |
| Establish 'visitor policy' referring to precautions, hygiene and distancing requirements | Visitors will be only be invited in if necessary, for example for a meeting that cannot take place via online platforms. Visitors will be taken directly to the meeting room for the meeting, using hand sanitizer on entry and then washing their hands in the sinks in the staff toilets. | 2 nd September 2020 | DOD |
| Workforce and HR | | | |
| Staff individual risk assessments to be completed to determine where heightened precautions need to be taken for staff returning to school. | This will be undertaken during the first week back from 2 nd September 2020. | 2 nd , 3 rd and 4 th September 2020 | KM |
| Approach to staff who have concerns about returning due to anxiety or household arrangements | Take advice from Trust HR. | 2 nd September 2020 | DOD and KM |
| Plan deployment and responsibilities of staff who may need to self-isolate for a period | Staff will be given tasks and responsibilities to undertake at home if needed to self-isolate for an extended period. This will be communicated by email and by phone call. | 2 nd September 2020 | DOD and SR |

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| <p>Agree the in-principle policy and staffing plan for keeping staff and pupils safe, eg:</p> <ul style="list-style-type: none"> • rota, limiting contact with groups, provision of safety equipment – PPE, hand sanitisers, limiting moving around the school, • Timetabling - staggered starting and ending times of the school day, drop off and collection and/or break and lunch arrangements | <p>Special arrangements communicated to staff and pupils/parents</p> <p>Take Trust HR advice on potential adjustments to staff working time / patterns</p> <p>Due to our small number of pupils and staff on site, we will not be putting rotas in place, or staggering start or finish times. All pupils will attend for their normal times as detailed below: Key Stage 2: 09:00 – 15:00 (Full-time placements) 09:00 – 12:00 (Part-time Curric Placement) 12:30 – 15:00 (Part-time Nurture Placement) Key Stage 3 and 4: 08:40 – 14:30 all students</p> | | |
| <p>Determine whether those staff returning to school sites for the first time in many months require training and schedule training days</p> | <p>Academy specific action. Seek approval from CEO if wishing to arrange an extra Inset day. We will not be requiring extra INSET days for training for staff who have not been in school as they have been kept informed of developments and risk assessments.</p> | <p>2nd September 2020</p> | <p>DOD</p> |
| <p>Arrangements in place for staff wellbeing.</p> | <p>Trust Well-Being Guide for Staff This has been shared with staff and is on our staff portal, which staff can access through on our website.</p> | <p>4th May 2020</p> | <p>DOD</p> |
| <p>Procedure for staff absence reporting</p> | <p>Trust to confirm guidance/procedure</p> | <p>2nd September 2020</p> | <p>DOD and KM</p> |
| <p>Communications</p> | | | |
| <p>Communications to staff (including but not limited to):</p> <ul style="list-style-type: none"> • Arrangements for keeping staff and pupils safe • Staff deployment and attendance expectations | <p>Guidance will be provided by Trust for non-academy specific communications. This information was shared with staff on 1st June 2020 when we returned for wider opening. These practices will be revisited on our INSET day on 2nd September 2020. They will be communicated in person to those on site and by</p> | <p>1st June 2020 2nd September 2020</p> | <p>DOD</p> |

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| <ul style="list-style-type: none"> • Curriculum and timetabling • Workload and wellbeing • Training <p>Academy specific communications to parents/carers (including but not limited to):</p> <ul style="list-style-type: none"> • Keeping your child safe • Attendance expectations • Uniform expectations • Emotional and therapeutic support • The curriculum • Transport/dropping off and picking up (where appropriate) • Parents visiting only when strictly necessary, by appointment • Other visitor restrictions | <p>email to any staff who will be working from home due to self-isolation, if needed.</p> <p>Timetable and Curriculum expectations were shared with staff on 17th July and any concerns were discussed then.</p> <p>An end of year letter was sent to parents on 17th July with information regarding the points raised. The letter was also posted on the school website. A similar letter will be sent the week before we return to school on 3rd September 2020.</p> | <p>17th July 2020</p> <p>17th July 2020</p> <p>24th August 2020</p> | <p>DOD and SR</p> <p>DOD</p> <p>DOD</p> |
| <p>Systems in place for regular briefings for all staff</p> | <p>There is a regular morning briefing for all staff before pupils arrive to school. There is also an end of day debrief for anything that arises during the day, that cannot wait until the next morning briefing.</p> <p>It staff are working from home, due to self-isolation, this information will be emailed to them. Anything that is confidential will be discussed during a phone call.</p> | <p>3rd September 2020</p> | <p>DOD and SR</p> |
| Pupils and Parents | | | |
| <p>Assess parental confidence and offer dialogue and support where there may be anxieties regarding pupils returning to</p> | <p>Through our weekly safe and well phone calls with families, we did not have any parents showing concerns about pupils returning to school full time in September. This will include new pupils who are starting for the first time.</p> | <p>17th July 2020</p> | <p>DOD and SR</p> |

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| school. Develop plans for re-engagement or 'transition' approaches supporting a return in September. | We will have a gentle first few days with pupils returning to gauge how their social and emotional health is and we will undertake some baseline testing within the first two weeks to assess where pupils are academically, and will then plan appropriately to meet their needs. | 3 rd September 2020 then ongoing as pupils return to school, if any are absent in the first few days. | DOD and SR |
| Collate information on wider family services supporting mental health, bereavement, domestic violence etc in order to be able to signpost/refer families where required (Public Health England has published guidance on supporting children and young people's mental health , Every Mind Matters and advice for groups with specific mental health needs) | We have been receiving supporting information from Changing Lives Mental Health Team and Derbyshire LA Early Help Services which we will be able to use for any pupils or families who will need this support. Academy specific action/ DSL lead with support from Esteem Early Help Team Dedicated Early Help website with up to date information developed and shared via all academy websites | 2 nd September 2020 | DOD and LL |
| Work with parents and local authority re transport arrangements and protective measures – especially if considering adjusting or staggering start and finish times | We will not be staggering or adjusting our start and finish times. Transport has been requested before, for those who we knew were returning, and during the summer holidays for those who are new starters. | 17 th July 2020 7 th August 2020 (New Starters) | KM and ER DOD and KM |
| Curriculum and timetabling | | | |
| Agree the emotional and therapeutic support and curriculum plan for pupils returning to school – including approach to physical and outdoor activity | We have redesigned our curriculum offer to ensure that we are offering a broad and balanced curriculum that meets the needs of our pupil cohort. The timetable showing our timetables and subjects will be on our school website. We will check with our local sports centre, where we take pupils for PE sessions, that they are open again and we can use their facilities. If they are not able to facilitate us, we will use the school grounds where possible. | 24 th August 2020 2 nd September 2020 | DOD KM and SR |
| Plan curriculum to support EHCP targets for SEND pupils | | | |

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| | <p>The relaxation of EHCP requirements comes to an end in July and as such academies will need to ensure plans are in place to fulfil EHCP objectives.</p> <p>The Trust encourages all schools to engage in populating and using the 3Rs Toolkit- respect, resilience, recovery This will ensure that good practise in moving on from the impact of the pandemic is available for all our academies to use and share and is archived for the future and for use if similar circumstances arise.</p> <p>School leaders should make efforts to communicate to parents and carers the content of the curriculum offer and the timetable</p> | | |
| Plan how pupils will continue to be supported remotely should they need to self-isolate or be subject to local lockdown | If we need to continue remote learning, we will continue to use Microsoft Teams for online learning and will post work home to those who do not have access to computers or laptops. | As and when required | DOD |
| Policies and procedures | | | |
| Review at least the following policies and procedures: -Health and safety -Child protection and safeguarding -check that you have COVID-19 addendum to your child protection policy (general guidance here , safeguarding and remote education here) | <p>Local policy reviews ongoing. Add government advice and workplace risk assessment to Health and Safety policy as Appendices</p> <p>Child Protection and Safeguarding guidance and addendums circulated from central team. Ensure chair of LGB aware of updated policies and S175 and Action Plan for 2020/2021 Add DfE attendance guidance to Attendance policy. Circulate updated KCSIE 2020 document to all staff and document receipt.</p> | 2 nd September 2020 | DOD |

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| -Attendance(guidance on attendance during COVID-19 here) Also potentially: -Behaviour -Exclusions -Pastoral/Welfare | | | |
| Consider whether enhanced safeguarding and welfare provision needs to be put in place –plan for the potential increase in disclosures and welfare needs including mental health | Safeguarding - ongoing practice and risk assessments Early Help – cases allocated prior to Covid 19 who are leaving Esteem Academies able to access support until end of Autumn 1 2020 We will undertake annual safeguarding refresher training on 2 nd September before pupils return on 3 rd September 2020. Staff will be briefed by DSL's as to possible issues that may arise. | 2 nd September 2020 | DOD, SR and LL |
| Assess whether any other trust and/or school-based policies and procedures need to be reviewed and amended | Trust policies - central team to review School based – headteacher/SBM to assess requirements and actions necessary | 2 nd September 2020 | DOD and KM |
| Ensure contingency planning is in place for local outbreaks – including pupil, staff and buildings measures required. | Take advice from Trust. Refer to previous planning and guidance and local health protection advice. Have pre-prepared communication for parents/carers and staff. | 4 th September 2020 | DOD and KM |
| Supply chains and contracts | | | |
| Reactivate and amend catering and/or cleaning contracts | Catering is provided from Newhall Junior School and they are going to continue to supply lunches for our pupils and this will be in a grab bag system, where it is portioned and put in a grab bag in the kitchen, transported to SDSC and then given to the pupil. SDSC staff will not need to serve food reducing contact. This has been communicated to parents via the end of year letter sent out on 17 th July 2020 | 17 th July 2020 | KM and DOD |

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| Reactivate supply chains | Supply chains and suppliers were informed of our closure dates and when we will be reopening. We will make contact when we return to ensure they are aware we are back in school. | 3 rd September 2020 | KM and ER |
| Check contractors and suppliers know and understand appropriate social distancing and hygiene arrangements | We will inform all contractors and supplier of our social distancing and hygiene arrangements when booking appointments, and when they arrive on site. | 2 nd September 2020 and when needed on site. | DOD, KM and ER |
| Agree approach to any scheduled or ongoing building works in relation to safety | There are no planned works taking place until Easter 2021. Any building repairs that are needed urgently, will be done when pupils have left school, or before they arrive. | 2 nd September 2020 | DOD and KM |
| Educational impacts | | | |
| Keep educational and EHCP impacts under review –ensure a plan is in place to assess impacts, specifically gaps in learning, and that the plans address these in the short and medium term. | We will be undertaking baseline assessments in English, Mathematic, reading and spelling within the first two weeks to assess where pupils are at. We will then plan accordingly to meet their academic needs. | 18 th September 2020 | DOD, SR, CK and DS |