



COVID-19 Risk Assessment and Outbreak Management Plan for Bradon Forest School January 2022 2021

ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare	Prepare Employees, Parents and Pupils	Control Access	Distancing and Space	Implement Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> Ensure all health and safety compliance checks have been undertaken as per schedule (e.g. fire alarm, water hygiene etc) Review emergency evacuation procedures (fire wardens, escape routes, assembly areas) <p>Testing Site:</p> <ul style="list-style-type: none"> Daily registers of staff and students for Covid tests with results Registers of consent collated. 	<ul style="list-style-type: none"> Involve employees, governors and union representatives in plans to return to school and listen to any suggestions on preventative measures that can be taken. Communicate with parents, students and staff in December about current control measures including public and school transport Where necessary, complete individual risk assessments for employees and pupils at special risk (take 	<ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Each classroom utilises fire exits identified in the classroom Building access rules clearly communicated through signage on entrances and around the site. Parents adhere to drop-off and pick-up protocols to minimise contact. Keep screens closed to protect employees in reception. The signing in tablet is wiped after every use 	<ul style="list-style-type: none"> Students complete onsite test in January on a tutor group by tutor group basis Devise a system of entrances/exits for students that utilises fire exits and uses a one way-system in the Main block, Humanities and Maths. Consider any whole school events and whether they can be facilitated online Move parents evening and Options Evening Term 3 online 	<ul style="list-style-type: none"> Covid Testing site set up to follow DfE protocols and guidance Procedure in place to isolate any staff or student who tests positive for Covid Staff encouraged to take Covid test twice a week as a home test Students encouraged to be tested in school once in January 2022 Letter sent home to parents/carers reiterate importance of twice weekly student testing in 	<ul style="list-style-type: none"> Consultation with employees, trades Union Reps/ staff governors on risk assessments. Risk assessment published on school intranet and website. Employees encouraged to report any non compliance. The effectiveness of prevention measures will be monitored by school leaders. This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.



<ul style="list-style-type: none"> • Set up testing site in the Sports Hall • Staff fully trained up to test safely. • Testing site - rota of staffing established. • Timetabling student tests 1 and 2 by year group and tutor group • Planning for home testing and recording results including ordering sufficient kits, setting up email addresses etc • Ventilation and AC systems working optimally. Windows and doors should be open wherever possible. • Main block, Maths and Humanities will operate a one way system • Signage on stairways will clearly indicate the correct direction of travel-. Main block will have an 'up ' and a 'down' staircase 	<p>account of medical advice).</p> <ul style="list-style-type: none"> • Review EHCPs where required. • Information shared about testing available for those with symptoms. • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). • Encourage parents to phone or email staff, to help reduce the number of face-to-face meetings. • Review behaviour policies to consider how pupils will be managed. Brief staff and students in December • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Communication with contractors and 	<ul style="list-style-type: none"> • Records kept of all visitors to assist NHS Track and Trace • Staff on duty outside school to monitor protection measures. 		<p>December to reduce transmission and maintain high safety levels</p> <ul style="list-style-type: none"> • Students given home test kits to test twice a week • In line with updated government guidance (Jan 2022) students, staff and visitors to wear masks in communal areas and classrooms. Teachers do not have to wear masks at the front of the room • If any member of staff or a student displays COVID 19 symptoms, the guidance by PHE and HPT will be followed. • School to be cleaned daily with particular care taken in areas of most use. • Windows and doors should be open wherever possible to 	<ul style="list-style-type: none"> • School Leaders meet regularly to review the COVID control measures.
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<ul style="list-style-type: none"> • Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing information. • A COVID message to display on screens when locked. • Designate a room to be used for holding students with suspected COVID until they are taken home. • Reassure all students and parents about the return to school. • Communicate guidance in a timely and responsible manner. 	<p>suppliers to support plans (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <ul style="list-style-type: none"> • Communication with others (e.g. extended school provision, lettings, regular visitors, etc.) • Encourage students to access various levels of support which are appropriate to their needs. This may be additional support offered through counselling and mentoring in school. It may involve support and intervention at a higher level from external agencies. 			<p>maintain good circulation (coats may be worn in lessons)</p> <ul style="list-style-type: none"> • Hand sanitiser, wipes and tissues provided in all classrooms to support good hand and respiratory hygiene. • Additional hand sanitiser spray provided in entrances to the school • Ensure sufficient handwashing facilities are available. • Frequent hand washing encouraged for adults and students (following guidance on hand cleaning). • Student reminded to sanitize hand regularly; before and after eating, and after sneezing or coughing.. • Hands sanitized on entering and leaving the classroom. • Students need to provide their own 	
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				<p>equipment wherever possible</p> <ul style="list-style-type: none">• Staff and students are encouraged not to touch their mouth, eyes and nose.• Staff and students encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')• Bins for tissues provided and are emptied each day.• Shared materials and surfaces cleaned and disinfected frequently.• Students and staff to wipe down computer keyboards and mice at the end of each lesson.• The majority of employees in education settings will not require PPE beyond what they would normally need for their work. <p>Students whose care</p>	
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				<p>routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</p> <ul style="list-style-type: none">• Employees providing first aid to pupils will wash hands or use hand sanitiser, before and after treating an injured person; wear gloves or cover hands when dealing with open wounds; attempt compression only CPR and early defibrillation until the ambulance arrives (adult); use a resuscitation face shield to perform mouth-to-mouth ventilation in asphyxial arrest when performing CPR (child); dispose of all waste safely.	
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OUTBREAK MANAGEMENT PLAN – STEPPING MEASURES UP AND DOWN

The Outbreak Management Plan indicates how the school would operate if there was an outbreak in school or the local area.



If the school is made aware of several cases within a 14-day period it would seek advice from the Local Health Protection Team. Action may include implementing elements of the Outbreak Management Plan in addition to the control measures listed in the Risk Assessment above. In certain circumstances, Local Authorities, Directors of Public Health and Health Protection Teams can recommend further measures as part of their outbreak management responsibilities.

PLAN		DO			REVIEW
Prepare	Prepare Employees, Parents and Pupils.	Control Access	Distancing and Space	Implement Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> All meetings including parents' evenings to be virtual unless essential. Thorough review of classroom and site logistics including communal areas, toilet facilities and pathways to allow for social distancing. Requirement that all students and staff wear face masks on buses Students and staff are required to wear face masks whenever inside the school or in inside communal areas. This includes classrooms. 	<ul style="list-style-type: none"> Re-organise any parents' evenings or open/ information evenings to virtual events. Prepare staff and student briefing to communicate control measures. Liaison with transport providers to confirm protective measures during journeys. Limit visitors by exception (priority contractors, emergencies etc.). 	<ul style="list-style-type: none"> Floor markings around the school site to indicate distancing rules. 	<ul style="list-style-type: none"> Staff to be present when students arrive at school, during lesson changeovers, breaks and lunchtime and at the end of school to help enforce social distancing measures, using the social distancing markers on the ground. Consider the timings of school day and where necessary revert to split breaks and lunches Implement Year group bubble areas at break and lunch times Operate a year group timed slot at lunchtime 	<ul style="list-style-type: none"> If there is teacher and student movement, protocols in place for cleaning teacher and student desks at end of lesson. Limit shared resources being taken home. For off site lessons, teachers will ensure that students wear face masks on the mini-bus and that social distancing measures are in place for the setting Students and staff are required to wear face masks when moving around the school 	<ul style="list-style-type: none"> Communicate any measures in a timely fashion to staff, students, parents and governors Liaise with union reps and staff governors



<ul style="list-style-type: none"> • Deep clean site and prepare a rigorous cleaning programme. • Ensure PPE is available for staff. • COVID-19 posters/ signage displayed around the school • Modify school reception/ entrance area to maintain social distancing • Place 2m markings along the main street corridors. • In areas where queues may form, put down floor markings to indicate distancing. E.g lunch servery areas • Organise classrooms for maintaining a 2m space between teachers and students • Organise classrooms so that all desks face the front • Inspect classrooms and remove unnecessary items. • Remove soft furnishings, soft toys 			<ul style="list-style-type: none"> • Nominate social areas for use by year groups • Desks arranged to face the front of the classroom. • Teacher/ Teaching Assistant zone at the front of the room. • Teach PE outside, whenever possible. • Students will be unable to access lockers. • Staff to supervise movement around the site to maintain social distancing. • Virtual assemblies held. • Limiting the number of students who use the toilet facilities to one student at a time with appropriate signage. • Teachers to deliver lessons from the front of the room using verbal instructions only • Teaching Assistants to not sit beside students but to 	<p>and communal areas / classrooms</p> <ul style="list-style-type: none"> • Students without facemasks are regularly challenged and should have an exemption card • Enhanced cleaning protocols instated 	
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and toys that are hard to clean.			support learning through other methods such as use of mini-whiteboards		
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