

Whitefield Academy Trust (WAT) C19 Risk Assessment Document

Whitefield Schools

This version issued 20.05.21

Next review date – SLT meeting 07.06.21

This document provides a summary of controls in place to mitigate C-19 risk/s for pupils, staff and visitors across the Trust from Monday 26th April 2021 to address hazards directly relating to C-19. Therefore, it should be viewed as complementary to our other policies and practice that promote the safety and welfare of our pupils, staff and visitors – please see list on page 9.

This document is for all employees of Whitefield Schools. It will be explained to all staff by senior school leaders regularly at meetings, 121 meetings or at any request for further information by any member of staff. Measures to protect pupils and staff will be communicated to parents, carers, our Trust Board, commissioning local authorities and the DfE Regional Schools' Commissioner.

- The government on May 10th devised an updated COVID 19 operational guidance for SEND and specialist settings. Our controls are updated to reflect this advice.
- **Monitoring & evaluation**
Senior school leaders will report bi-weekly to the WAT Executive Team to review the impact of the detailed controls and assess the effectiveness of controls. They will review controls daily and make required adjustments to strengthen safety and reduce risk. Daily monitoring by the Principal and Senior Leaders will ensure consistency of the application of controls. All controls are reviewed and scored using a risk matrix to measure ongoing effectiveness.

Whitefield Academy Trust and Waltham Forest Local Authority have jointly agreed that in order to mitigate the risks of transmission of the virus and to provide a safe environment for staff and pupils. The schools in the Trust after a period of partial opening due to the lockdown have been fully opened for all the pupils since March 8th.

SLT make regular spot checks to ensure staff are following the risk assessment.

Summary of risks:

<p>Risk 1: Transmission of Covid 19 between staff/pupils on the school site – pre-mitigation</p> <ul style="list-style-type: none"> • There are 282 staff and 358 pupils on site during a normal school day. • Covid is a transmittable disease and the new variant of the virus is more readily transmissible. • The incidence in Waltham Forest has fallen significantly as a result of the last lockdown (12.6 per 100k) • The majority of staff have had the first dose of the C-19 vaccination and at least 50% had the second dose • Home LFD testing is offered to staff and secondary pupils • Many aspects of learning, care and communication require close physical contact. • Most pupils have a limited ability to socially distance. • Many pupils are unable to co-operate with testing for Covid. 	<p>Pre- mitigation risk total score: 16</p>
<p>Measures we take to mitigate the risk:</p>	
<p>Minimise contact with people who are, or may be, unwell</p>	<p>The school will follow the government Schools Coronavirus Operational Guidance where reasonably practicable:</p> <ul style="list-style-type: none"> • We expect staff and pupils who have Covid or who have the main symptoms (high temperature, continuous cough, loss of or change to taste or smell) or have tested positive in the last 10 days, not to attend school. Staff and pupils with symptoms are expected to take a Covid test. These expectations are shared with parents regularly and via staff guidance/ school website. • We take pupils’ temperature at the beginning of each day and ask parents to collect them if their temperature remains over 37.8 degrees. • We need to be vigilant to all signs of illness, recognising that Covid may show a range of symptoms, and ensure that any pupil or adult who is not well enough to be in school goes home. • We only allow visitors to the school when this is clearly in the interests of individual pupils (e.g. therapists) and we ask them to confirm that they are not experiencing Covid symptoms. • Adults or children who are in close contact with a confirmed case are immediately expected to self-isolate and are advised to follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. We will now use the revised government guidance on contact as follows: <ul style="list-style-type: none"> o Anyone who has been close to someone who has tested positive from 2 days before they developed their symptoms and up to 10 days afterwards o Close contact means face to face contact within one metre, being within one metre for one minute or longer, being within two metres for more than 15 minutes as a one-off or over the day, travelling in the same vehicle • Any household members of an individual who has tested positive that are also within school will also be sent home (e.g. siblings). • We support families to access PCR testing, providing tests for families who will have difficulty in using test centres.

	<ul style="list-style-type: none"> We participate in the local authority testing programme for staff, offering lateral flow tests to all staff (not only those working with secondary pupils), from the beginning of the Spring Term. Staff will be expected to self-swab and tests will be carried out by trained staff and overseen by SLT
PPE	<ul style="list-style-type: none"> We provide all classes with PPE – aprons, face coverings, visors and gloves. There is a system for staff to request PPE. Site staff will monitor the inventory in each bubble. Adults continue to wear PPE for care activities, including supporting pupils to eat, as is routine practice. All adults, including parents and visitors, unless they are exempt, are expected to wear a face covering when moving around the school site. Staff are required to wear face coverings when moving around the school. Staff are not required to wear masks in class unless it is appropriate to do so considering the needs of the pupils. Teams working directly with pupils carry out a further risk assessment (recorded as part of the pupil's PPSP) and wear PPE when they judge it reduces the risk of transmission. This may be for any close activity including physical intervention and individual interaction. We support secondary aged pupils who can safely manage wearing a face covering to do so when moving about the school/ when on educational visits / on home-school transport. Pupils will be supported to follow guidance around the safe and effective use of face coverings. The Government guidance on face coverings in education will be checked regularly along with local infection rates to inform the use of face coverings as a control.
Cleaning	<ul style="list-style-type: none"> We have invested in additional cleaning time to enhance cleaning over lunchtime and to clean handles and handrails around the school. If anyone tests positive, the classroom/ office and other areas they have used receive an enhanced clean. We have invested in a 'fogging' machine to give an additional clean to areas e.g. when groups from two bubbles are using them in succession Adults and pupils have their own set of key equipment. Pupils only use materials which can be easily cleaned. Adults clean workplace equipment, e.g. PC keyboards, after use. Adults clean surfaces in classrooms and offices every hour and clean resources after every use and always before the next pupil uses them.
Hygiene	<ul style="list-style-type: none"> Adults follow the key guidance for good hygiene and support pupils to do the same as far as possible: <ul style="list-style-type: none"> Washing hands regularly for 20 seconds using soap and water, particularly on arrival in school, after working with a pupil, before putting on or removing PPE, before and after eating and drinking, after using the toilet. Use sanitiser where soap and water is not practicable. Avoid touching their face.

	<ul style="list-style-type: none"> ○ Use a tissue when sneezing or coughing. ● Open windows and/or doors enough to provide constant background ventilation. ● Review areas where ventilation is difficult and take appropriate action. ● Open windows more widely when rooms are not in use. ● Use individual dishes at lunch and snack times.
<p>Maintain social distancing where possible</p>	<ul style="list-style-type: none"> ● Adults maintain a safe distance of 2M between each other and the pupils wherever possible ● The school will follow in the government <u>Schools Coronavirus Operational Guidance</u> for safe the provision of PE, Music and Drama and the provision of dedicated school transport. ● In most cases it will not be possible to maintain this distance from pupils; staff therefore use all possible measures to reduce risk including working next to pupils or behind them rather than face to face, encouraging pupils to maintain some distance and planning activities so that pupils need less close support. ● Class teams organise the room to make full use of space and maintain as much distance as possible. Where possible students are seated facing the same direction. ● In adult only environments adults keep 2M apart and the number of people in each area is clarified. 1 person is permitted to sit at a table. In rooms with big rectangular tables more than one person can be seated if they are able to maintain 2M distance. ● A sign on the door of each staffroom will indicate maximum occupancy . ● Large meetings will take place online or via the phone where possible. Up to ten staff from the same bubble or leaders across the bubbles will be able to meet in person on in a large well ventilated room. ● Screens are used where adults might otherwise be too close together e.g. between desks in offices. ● Lunchtimes are organised to reduce the number of pupils in each of the halls; some groups will eat in their classes. ● There is a schedule for the use of playgrounds and halls to avoid bubbles mixing and overcrowding ● MDAs collect food trolleys and take these to each 'bubble' while wearing PPE and maintaining distance from MDAs from other bubbles when collecting the trolleys ● Activities off-site include spaces (forest, parks) and large local shops following discussion with and approval by the Head of School. ● There are no assemblies or other large group shared activities 'in person.' ● Some pupils do not have the cognitive ability to cope with social distancing. These pupils will be identified, and class teachers will work with the PBS lead to review their PPSP and add additional strategies to support the individual and reduce risk. Playtimes and staff breaks will be agreed within each 'bubble' to ensure time for cleaning and encourage social distancing due to smaller numbers. ● Staff will maintain social distance during transport times when collecting and dropping off pupils from and to buses as much as possible and will stand in bubble groups. Where practicable, staff remain in class and are summoned as their buses arrive. We are reviewing arrangements for children who use wheelchairs to see if the risks can be further reduced.

	<ul style="list-style-type: none"> • In the event of a fire alarm activation everyone will make their way out of the nearest safe exit then reinstate social distancing when outside away from building, as it is more important to have a quick clearing of the building(s) for safety purposes
Reduce contact with other people	<ul style="list-style-type: none"> • We primarily host those visitors who have to be in school to support pupils or carry out essential building and maintenance work. • Initial visits will include up to two members of the family will visit the school and they will be given a tour during a quiet time of the day followed by a meeting with the HOS. Families will be encouraged to have an LFD test prior to the visit • Educational visits do not use public transport and avoid crowded places e.g. small shops. Educational visits in local open spaces and the local allotment continue. Senior leaders review all planned trips offsite. The school will follow in the government Schools Coronavirus Operational Guidance for safe the provision of educational visits. • There is a timetable for the use of mini buses used for education visits. These are being cleaned in between uses.
Work within 'bubbles'	<ul style="list-style-type: none"> • The structure of bubbles has been maintained to minimise the risk of cross-infection when measures end and other children return. • Each building represents a 'bubble' and staff and children based in that building go directly there in the morning and stay there throughout the day. We have allocated toilets, halls, staff rooms, playgrounds and quiet spaces to each building. • Therapists and specialist teachers only work directly within one 'bubble' though they may support other groups online. • Senior leaders ensure that all units have sufficient staff trained and confident to carry out physical interventions and support medical needs • Supply staff and MDAs are assigned to one 'bubble' and where possible to one smaller unit. • In order for a class be safely staffed, we may move staff from other units of the same bubble to support them • A senior member of staff oversees and supports work within each of the bubbles. • Senior staff may move between bubbles where necessary but will keep this to the minimum to manage risk • While government COVID measures are in place the structure of bubbles has been maintained to minimise the risk of cross-infection when measures end and other children return.
Maintain contact and share information with the local authority	<ul style="list-style-type: none"> • Senior leaders liaise with the local authority, including the public health team, to seek advice, share practice and gain a picture of the situation locally. This allows us to assess risk and to check that we are using all measures to reduce risk. • The school shares information with the public health team to help them build a picture of the local situation and put public health measures in place.
Identify staff or students who are asymptomatic	<ul style="list-style-type: none"> • We will provide lateral flow testing to staff to help identify asymptomatic infections. Staff who will be encouraged to use home testing kits twice per week • These controls are in addition to all the other controls already put in place to protect staff and pupils from potential infection. • Secondary students will be sent lateral flow test to use at home with their parents if they are able to.

carriers of the Covid-19 virus	
<p>Post mitigation risk score</p> <ul style="list-style-type: none"> • Mitigation measures reduce the risk of transmission but do not eliminate it. • With consistent use of measures, including only reducing the number of people on site, the likelihood of transmission will be reduced. Other measures continue to reduce risk. 	<p>Post mitigation total score 12</p> <p><i>With mitigation the frequency of risk should reduce to (3) and the potential harm to moderate to severe (3 or 4)</i></p>

<p>Risk 2: Impact on safeguarding and wellbeing – pre-mitigation</p> <ul style="list-style-type: none"> • Pupils who are able to understand the situation are anxious. • Even pupils with very limited understanding will pick up anxiety from those around them and will find the changes in routine and inconsistencies very difficult. • Staff are anxious about the risks of transmission in the school environment. • Staff and pupils who had to remain at home for extended periods of time may experience feelings of loss, loneliness and confusion which they may or may not be able to express. • Extended periods of time at home may have exacerbated safeguarding issues 	<p>Pre- mitigation risk Total score: 16 <i>Without mitigation, the frequency of risk is probable (4) and the potential harm is moderate to severe (4)</i></p>
<p>Measures we take to mitigate the risk:</p>	
<p>Pupils:</p>	<ul style="list-style-type: none"> • We maintain regular communication with parents and carers about updates, new information and measures in place. • Staff provide opportunities for pupils to express any feelings of loss and anxiety and address these as they arise. • PPSPs are amended to include support for Covid specific issues e.g. through social stories or provision of a ‘safe space.’ • Parents with anxiety about returning their child to school are contacted by a member of SLT or the Family Support Team or where relevant the Designated Clinical Officer who will discuss their concerns and provide reassurance of the measures that have been put in place to reduce the risk in school. Parents are further supported by the Education Welfare Officer to support the return of pupils to school. • Where Clinically extremely vulnerable pupils are still deemed safer at home than school we will support learning from home with a managed return to school when appropriate. • We provide Free School Meals vouchers as appropriate. • Our response to pupils’ behaviour will continue to be in line with our Positive Behaviour Support ethos reflected in the PBS policy with specific reference to the Addendum for C-19 https://intranet.wsc.local/Policies/Forms/Policy%20Oview.aspx • Staff report any safeguarding concerns as usual. The safeguarding team meet regularly and follow up concerns. • The Safeguarding Team works with social care and the Virtual School, as appropriate, to ensure support is offered to vulnerable/ looked after children. • Additional PPE may be required when supporting pupils with the most complex medical needs. • The Covid Premium Grant is used to support pupils fully access the curriculum after a period of remote learning

Staff:	<ul style="list-style-type: none"> • Leaders work collaboratively with staff and unions to address concerns and inform practice. • The school will carry out individual risk assessments for Pregnant women in line with the guidance from the Royal College of Gynaecologists. • Staff receive regular communication, information and updates through various channels so they are fully aware of all the measures that are in place to keep them safe. • Senior leaders share information about confirmed cases of Covid and the action taken in response to these • Senior and middle leaders across the school are in frequent contact with staff and available to discuss any concerns. Staff members are signposted to internal and external wellbeing support available to help with anxieties around working on site, e.g. occupational health, counselling and support from charities. • The school's CPD offer continues remotely and includes sessions linked to the current situation including support for staff wellbeing. • Staff are reminded of the emotional impact on others and expected to express any concerns at an appropriate time and place to avoid placing further stress on their colleagues. • Most staff in the academy have been vaccinated
Post mitigation risk score <ul style="list-style-type: none"> • This is a period of rapid change and the mitigations in place support wellbeing. • However, the situation is such that many staff and pupils will be experiencing anxiety at some point. • We will continue to monitor the situation and to provide support for individuals. 	Post mitigation total score 9 <i>With mitigation the frequency of risk should reduce to (3) and the potential harm to moderate (3)</i>
Risk 3: Impact on learning and progress – pre-mitigation <ul style="list-style-type: none"> • Some pupils will miss school due to self-isolation or illness • Some staff may be absent due to self-isolation or illness, impacting on consistency of education for pupils • Some pupils and families find it difficult to access supported learning from home <p>These factors all impact the quality of education which pupils receive.</p>	12
Measures we take to mitigate the risk:	
Pupils unable to attend school	<ul style="list-style-type: none"> • Whitefield will offer high quality education and therapy input to all pupils to enable them to catch up with their learning. Senior leaders will monitor and evaluate the quality of provision.

<p>will access high quality supported learning at home.</p>	<ul style="list-style-type: none"> • Teachers will plan activities with individualised targets for each pupil taking into account EHCP targets to maintain skills and ensure progression. • Where appropriate teachers will deliver short online lessons via Google Classroom or Teams/ Zoom • Teachers will maintain regular contact with parents to talk through activities, concerns, and progress. • Therapists will be available to be contacted for support for teachers and will contact parents if needed • Where possible equipment designated to individual pupils will be allowed to be collected by parents to continue therapy at home whilst self-isolating. • Teachers will provide suitable activities to support SALT programs devised by therapists. • Teachers will liaise with external professionals as appropriate. • Logs of all communications will be kept for individual pupils. • The middle leaders will monitor the quality of supported home learning and support teachers to share good practice.
<p>Post mitigation risk Experience shows that most pupils cope well when they are in school and that those who have missed a period of learning still respond well on their return to school. Some pupils do respond to supported home learning but others find it very difficult to engage. However, our skills in supporting home learning are growing. Even with mitigation the risk for some young people is high. The school will work with children on their return to school to consolidate existing skills and help them to move forward.</p>	<p>Post mitigation total score 9 <i>The frequency of risk is occasional (3) and the potential harm in the long term is moderate (3)</i></p>

Additional documents

- Schools coronavirus (COVID-19) operational guidance (February 2021)
- Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 25th February 2021)
- Schools coronavirus (COVID-19) operational guidance (6th April 2021)
- Safeguarding policy (September 2020)
- Positive Behaviour Support Policy (September 2020) (plus Addendum for C-19)
- Medical needs policy
- Risk Assessment for Whitefield Schools School Transport - September 2020
- Supported Home Learning at Whitefield Academy Trust 2020-2021

- SEND and specialist settings - additional operational guidance: COVID-19 – May 10th 2021

SEVERITY of risk (harm to individual and/or organisation)		
Verbal	Numeric	Description
Highly critical	5	Likely harm
Critical	4	Potential harm
Moderate	3	Potential for moderate harm
Minor	2	Potential for minor harm
Negligible	1	No significant risk

FREQUENCY		
Verbal	Numeric	Description
Frequent	5	Risk likely to occur
Probable	4	Risk will be experienced
Moderate	3	Some manifestations of the risk are likely to occur
Remote	2	Manifestations of the risk are possible but unlikely
Improbable	1	Manifestations are very unlikely