

COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Endeavour Academy
OWNER: Kerrie Whelan (Head of School)
DATE: 01.06.2020

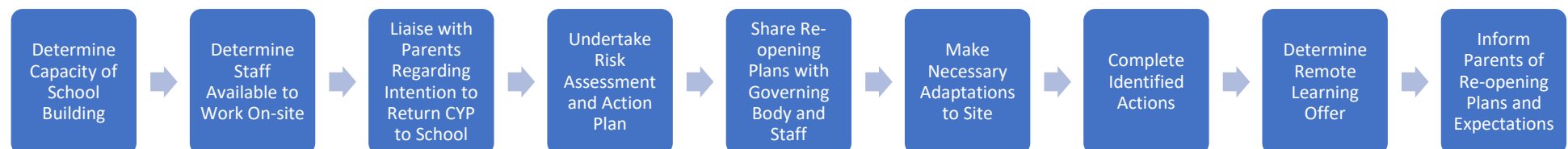
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the 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
- Infection Control Policy
- First Aid Policy
- Child Protection Policy
- 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'

Steps of Re-opening Preparation:



Risk Assessment/ Action Plan Sections:

Preparing Buildings and Facilities	3
Emergency Evacuations.....	4
Cleaning and waste disposal.....	5
Classrooms.....	7
Staffing.....	9
Group Sizes	12
Social Distancing.....	13
Catering.....	14
PPE	15
Response to suspected/ confirmed case of COVID19 in school	16
Pupil Re-orientation	17
Partial Re-opening.....	18
Transition <i>into new year group</i>.....	19
Safeguarding.....	20
Curriculum / learning environment.....	21
CYP with SEND	22
Attendance	22
Communication	23
Governors/ Governance.....	24
School events, including trips	25
Finance.....	25

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	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Site Manager is unavailable	H	Source alternative suitably trained person	20/05/20	L
		Site has been closed for prolonged period	M	Carry out a formal / recorded full pre-opening premises inspection - EDC	22/05/20	L
			M	EDC - Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied.	26/05/20	L
	Office spaces re-designed to allow office-based staff to work safely.	No windows for ventilation.	M	Office staff desks repositioned. Staff	01/06/20	L

				<i>working from home until necessary. Only essential cover on site. Doors to remain open to allow for air flow.</i>		
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	<i>M</i>	<i>2-meter markers are present on college floors. System in place to enter and exit the school. Signage in place. Staggered start and end times.</i>	<i>01/06/20</i>	<i>L</i>
	Consideration given to premises lettings and approach in place.	<i>Elective Home students not currently in school. Sufficient time allowed for cleaning in between.</i>	<i>M</i>	<i>No Elective Home students in for the remainder of school year.</i>	<i>20/05/20</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.					
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>			<i>Current evacuation routes are well spaced to avoid multiple groups of people to come into contact. Limited number of students on site.</i>	<i>L</i>	

	<p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>			<p><i>Staff reminded of evacuation procedure and shared with all students.</i></p> <p><i>Fire drill.</i></p>		
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>			<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by EDC Cleaning staff and Services Team.</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush with doors left open when not impacting on privacy.</i></p>		

	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.					
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	M	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	01/06/2020	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<p><i>All staff advised to leave the site once students have finished in order for cleaning to be undertaken.</i></p>		L
	Waste disposal process in place for potentially contaminated waste.			<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p>		

				<i>Waste collections made when the minimum number of persons are on site (i.e. after normal school opening hours).</i>		
Classrooms	<p>The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group.</p>			<p><i>Measure classrooms and other available rooms to assess capacity for staff and students:</i></p> <p><i>English Classroom: 7</i></p> <p><i>Math Classroom: 6</i></p> <p><i>Temporary Classroom – Large Open area (Assembly): 15</i> <i>(only to be set up if student numbers increase to 15 on site at any one time)</i></p>	<i>02/06/2020</i>	
	<p>Classrooms have been re/arranged to allow as much space between individuals as practical.</p>			<p><i>Single desks in classroom areas.</i></p>	<i>02/06/2020</i>	

	Classroom entry and exit routes have been determined and appropriate signage in place.					
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school entrance, in the staffroom and in all toilets.</p>	<p>3 Shared computers in classrooms.</p> <p><i>Cushions and beanbags in quiet area not easily washable.</i></p> <p><i>No COVID19 information posters currently in place in Endeavour. Limited reminders/ awareness for Students.</i></p>	<p><i>H</i></p> <p><i>M</i></p> <p><i>L</i></p>	<p><i>Computers not to be used by students at this time.</i></p> <p><i>Removed soft furnishings - quiet area not in use.</i></p> <p><i>Public Health posters displayed:</i></p> <ul style="list-style-type: none"> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> 	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>09/02/2020</i></p>	

Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • First aider • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<i>First Aider unable to work due to illness</i>	<i>H</i>	<i>Staff audit re available to work on-site from 1st June</i>	<i>20/05/20</i>	<i>M</i>
			<i>H</i>	<i>First Aid Cover on site via EDC.</i>	<i>25/05/20</i>	<i>L</i>
	Approach to staff absence reporting and recording in place. All staff aware.					
	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>					
Plans to respond to increased sickness levels are in place.						

	Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.					
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).					
	Approaches for meetings and staff training in place.					
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.					
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p><i>LSA required to lead some groups if not enough teachers on site to cover numbers.</i></p>				
	Approach to support wellbeing, mental health and resilience in place, including bereavement support			<p><i>Staff are aware of available support and advice for schools and students.</i></p>		

	<p>How staff are supported to follow this within their own situations and that of students and colleagues is clear.</p>			<p><i>Student Safeguarding Plan in place.</i></p> <p><i>Educational Psychology service</i> www.durham.go.uk</p> <p><i>EDC HR policies have been reviewed to ensure they reflect current circumstances and arrangements</i></p>		
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>					
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>					
	<p>Return to school procedures are clear for all staff.</p>					
	<p>Arrangements to return any furloughed staff in place.</p>	<p><i>N/A to Endeavour Staff (May be to EDC Tutors)</i></p>				
	<p>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</p>					
	<p>Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.</p>					

	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p>		
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches.</p>			<p><i>Vocational Tutors employed by EDC. No vocational lessons for rest of academic year.</i></p>		
Group Sizes	<p>Class groups have been determined on the basis of small, consistent groups of CYP, that can remain separate from other people and groups.</p> <p>NB: Up to 15 students in any one group.</p>					
	<p>Vulnerable and critical worker group sizes determined.</p> <p>NB: with peers where possible.</p>					
	<p>Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.</p>			<p><i>Same staff / Same students rota in place for each session offered.</i></p>		

Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are to take place in classroom area with packed lunch delivered to those on FSM. • Toilet arrangements 					
	<p>Information shared with parents regarding students travelling to school, encouraging walking and avoiding public transport as much as possible.</p>					
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>			<p><i>On arrival, students greeted by Endeavour staff, follow EDC procedures for entry to building i.e. hand washing and to go directly to Endeavour after doing this. Students sit at named table and wait for rest of class to arrive/class to begin.</i></p>		

	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			<i>Handwashing and cleaning (if needed)</i> <i>Conversations with parents</i> <i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i>		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.			<i>Assemblies currently running on TEAMS.</i>		
	Social distancing plans communicated with parents, including approach to breaches.			<i>Promoting positive behaviour policy updated, home school partnership agreement in place.</i>		
	Breaktime equipment – arrangements in place for cleaning.	<i>Playstation / xbox, board games sharing of controls and cross contamination.</i>	<i>H</i>	<i>All games to be kept in cupboard at this point in time and not to be used.</i>	<i>09/06/2020</i>	<i>L</i>
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<i>Kitchen has been closed with cold food options available from hatch serving area. Could lead to lengthy wait or</i>	<i>M</i>	<i>Liaise with catering team re packed lunch provision for FSM. These will be collected by one member of staff</i>		<i>L</i>

		<i>issues with maintaining social distancing if required to queue.</i>		<i>and delivered to Endeavour.</i>		
	Arrangements for the continued provision of FSMs for children not attending school are in place.			<i>Packed lunch if in school. Vouchers if at home.</i>		
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.			Lunch sitting time: 12.00- 12:30 location: Classroom		
	Arrangements for food deliveries in place			Managed by EDC		
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>Required only for First Aid, currently have aprons and gloves will need to check on supplies or requirements for specialist face shield.</i>	<i>H</i>	Required only For First Aid – to seek support form EDC with any specialist supplies required.	<i>L</i>	

Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 					
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 					

<p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p>	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.					
	Approach and expectations around school uniform determined and communicated with parents.			Promoting positive behaviour policy updated to include this information.	<i>01/06/2020</i>	
	Changes to the school day/timetables shared with parents.				<i>05/06/2020</i>	
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.					
	Approach to preparing students for a return to academic work and new social situations is developed and shared by all teaching staff.					
	This includes bringing together students who have remained in school during closure and those at home and celebrating non-academic achievements of students whilst at home/ during school closure.					
Approach to supporting wellbeing, mental health and			Students continue to have access to school counselling and			

	resilience, including bereavement support is in place.			CAMHS via telephone appointments.		
	Re-orientation support for school leavers is developed.			Careers support in place, additional careers lessons and live learning has taken place via TEAMS.		
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • Vulnerable groups 					
Partial Re-opening	<p>All students have access to technology and remote learning offer.</p> <p>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/clinically vulnerable.</p>			Application has been made to GOV computers for all programme. Awaiting allocation of 5 computers and 2 dongles.		
	Intelligence around critical worker parents – numbers					

	intending to take up provision is known.					
<p>Transition into new year group</p> <p><i>What will need to be different this year because of COVID19?</i></p>	<p>Online/ website support for families and young people around transition.</p>	<p><i>Yr 11 at risk of NEET due to extended time off school.</i></p>	<p><i>H</i></p>	<p>Careers Advice, Durham Works and College pastoral support links all in place to provide support.</p> <p>School AP grant in process to extend support on offer and assist through transition period until Dec 2020</p> <p>Predicted grades submitted to ensure no student is at a disadvantage from being able to progress to chosen option.</p>	<p><i>M</i></p>	
	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • Vulnerable children • Children with SEND 				<p>Yr 11 to be offered face to face contact days prior to Summer break.</p>	

	<ul style="list-style-type: none"> Physical and sensory needs, including adaptations, equipment etc (lead in times) School Leavers 					
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken.	<i>Re-opening arrangements not reflected in risk assessment.</i>	<i>M</i>	<i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups</i>		
	Staff are prepared for supporting wellbeing of students and receiving any potential disclosures.			<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>		
	Updated Child Protection Policy in place.			<i>Adopted with Temporary COVID19 Child Protection appendix</i>		
	Work with other agencies has been undertaken to support vulnerable CYP and families.					
	Consideration given to the safe use of physical contact in context of managing behaviour.			<i>Review individual consistent management plans to ensure they include protective measures.</i>		

Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.						
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons 	<i>Sport activities take place in EDC gym and sports hall which could be in use by other groups.</i>	<i>H</i>	No sport option on timetable for rest of this academic year. (Reduced staffing and no access to vocational tutor)	<i>L</i>		
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes 				<i>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i>		
	Student behaviour policy reviewed and amended where				<i>Updated Promoting Positive Behaviour</i>		

	necessary in line with the current circumstances.			<i>Policy with COVID19 appendix</i>		
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.			<i>Continued access to counselling and CAMHS support via telephone meetings</i>		
	Annual reviews.			<i>All students on EHCP will have a review meeting in July with relevant professionals, child and parents (via Zoom / TEAMS)</i>		
	Requests for assessment.	<i>At risk of not hitting given deadlines due to being unable to access information.</i>	<i>H</i>	<i>Continuing to work with SEND department and provide information where possible via EGRESS.</i>	<i>I</i>	
Attendance	Approach to supporting attendance for prioritised year groups determined.			<i>All parents have been made aware of the support available during COVID 19 and all are clear of the current guidelines that</i>		

				<i>attendance at this stage is voluntary and a matter of their own choice.</i>		
	Approach to support for parents where rates of persistent absence were high before closure.					
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.			<i>Daily staff briefings via TEAMS</i> <i>Risk Assessments and policies shared as produced / updated.</i>		
	Re-opening plans shared with Trustees.			<i>Virtual Trustees meeting where action plans were discussed and updates have been shared.</i>	<i>May 2020</i>	
	Communications with parents: <ul style="list-style-type: none"> • Plan for partial re-opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 			<i>Contact schedules with parents in place daily/twice weekly / weekly depending on vulnerabilities and needs. Rigorous recording on CPOMS of all conversations and contact sheets updated</i>	<i>Daily</i>	

				<i>at the end of each working day.</i>		
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 					
	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, social media</i>		
Governors/ Governance	Meetings and decisions that need to be taken prioritised.			<i>Virtual governing body meetings</i>		
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.					
	Approach to communication between Leaders and governors is clear and understood.					
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for					

	then these will be reviewed and potentially reinstated.					
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.					
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.					
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM					
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.					
	Insurance claims, including visits/trips booked previously.					
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support 					

	<ul style="list-style-type: none">• Catering					
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.					