

Risk Assessment Form ECCAT

**Key document ECCAT has worked with is
hyperlinked below:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Step 1

Practical steps to reduce risk

Schools are advised to seek to limit the numbers of students in school at any one time

The draft DfE Planning Guide sets out the need to put in place protective measures to reduce risks.

- How does the school propose to ensure social distancing at the start and end of each school day? **Students are in year group bubbles, with different zones, outdoor space and toilets. We are implementing a staggered exit (Year 8 and 10 at 3pm). Other year groups at 3:05 p.m. or 4:05 p.m..**
- If it is planned to undertake temperature checks, how will this be managed safely in terms of social distancing between the student and member of staff to avoid queues building up? **Medical advice is that temperature checks are unreliable. However, we have two 'laser thermometers' and any student or member of staff feeling unwell or displaying symptoms will have their temperature checked by a member of staff in full PPE**
- What measures are in place to protect staff and students who may at times need to use physical interventions (in AP and mainstream) to protect students from harming themselves or others? (They will clearly not be able to socially distance when doing this). **Full PPE equipment is available. Staff are trained.**
- In AP what measures are in place to ensure that enough appropriately trained staff are on site to support students with behavioural issues to keep safe? How and what PPE will be used in this situation? **The behaviour policy has been adapted to ensure clear expectations are understood. Rooms / Resources are available to students to cannot socially distance (prior to exclusions). PPE is available for all staff (visors, gloves, masks, aprons). LT duty will explain this to students every morning.**
- Is it practical to stagger arrival times, if so how? **No, however students will make their way to the Year group zones and remain in the super bubbles. We are to review this on a regular basis (eg. the compulsory wearing of face masks during this time).**
- How will parents be informed and the system monitored? **Full communication about the changes has been forwarded to all parents and the community via social media, email and letters. Communication will continue as Government guidance and advice is announced.**
- Is there sufficient staffing to monitor the safe arrival and departure of students at varying times? **Yes. There will be a duty rota for leadership team and inclusion staff.**
- How will overcrowding at the school gates or in the playground be prevented? **Guidance has been provided for parents on the safe dropping off and collection of students. There is space for this to happen in the carpark on site. We are to stagger the release of students to reduce social mixing.**
- Staff training to reduce transmission :**All staff have been trained in measures to reduce risk and minimise the risk of infection. The College keeps up to date with the latest advice through (but not exclusively) www.gov.uk/coronavirus www.nhs.uk/conditions/coronavirus-covid-19**

All staff and students are trained in how to recognise Covid symptoms and what to do should they have these symptoms at College or at home. Parents will be sent information about measures to take if they believe they have Covid by Facebook and on the College website.
<https://www.gov.uk/coronavirus>.
<https://www.scope.org.uk/advice-and-support/coronavirus-guidelines-and-risk/?qclid=EAlaIqObChMI9djhudjb6wl>

- Pupils are made aware of their part in reducing transmission : **Yes, we have** signage, assemblies, tutor time that reinforces this message. Reinforcing their messages is ongoing and continual. Hand sanitisers are strategically placed around the College and in every classroom. Students and staff are required to sanitise their hands as they enter the classroom.
- Arrangement of classrooms : **All classrooms have forward facing desks and only allocated to year group bubbles. Staff rotate around these bubbles wearing PPE equipment/face masks. TAs only are with specific year groups. Unnecessary items are removed from classrooms. Deep cleaning is planned throughout (and at the end) of each day.**
- Reduced mixing at lunch and break : **we have organised separate times and locations for lunch and break. All year groups should not mix. The key to this is student responsibility and scheduled staff ensuring students are kept apart.**
- Reduced student mixing in the College's Toilet facilities : **each year group has their own toilets. There is ongoing cleaning of these throughout the day and at the end of the day.**
- Measures if Covid is suspected : **There is a separate medical room for suspected Covid cases. All students and staff know that if they have the symptoms in school they report immediately to reception and the child will be isolated. The parent will collect and will phone NHS 111 to book a Covid test. The child or member of staff will not be expected in until a Covid test is taken and the results are returned. LA will be informed. Any area that the child or member of staff has been in or any equipment encountered will be deep cleaned. Those with whom the member of staff or child has been in contact with will be identified and, in conversation with Public Health, these families / individuals will be contacted.**
- Will parents/carers be instructed that they may not enter the premises other than in an emergency situation? **Yes, and this has been communicated via email, letter and social media. We have plenty of space at the front of the College to socially distance. Staff scheduled down there will reinforce this. Masks must be worn before entering and a 'declaration form' must be completed.**
- Will there be clear guidelines on entry to school/college about the procedures in place for essential visitors to the school? **Yes, as above. External visitors are for essential needs only and each person will be asked to complete a Visitors Self Declaration form wrt to Covid19 and risk factors.**
- Will there be social distancing measures in place for visitors to the school/college? **Yes, this is in place. These visitors are likely to be delivery personnel only or other professionals such as social workers. Face masks must be worn.**
- Will visitors working closely with students be offered PPE where necessary? **Yes, face visors and masks.**
- How will other unauthorised visitors be kept away? **Held at Main Reception / the College gate. Perimeters of the College locked.**
- Are office staff trained in revised safe working arrangements and are they satisfied that their working environment is safe? Have screens been fitted to protect them where necessary? **Screens fitted where appropriate and necessary.**

<https://self-referral.test-for-coronavirus.service.gov.uk/test-type>

- Will enough staff be available at the beginning of the day (and able to socially distance) to assist students in coming into school where needed (students with SEND/ anxiety etc)? **YES. In addition to staff required to deliver tutorials and sessions, there are members of LT on duty all day every day and a rota of inclusion staff in as well and based in the Compass. The SENDCo and Safeguarding lead will identify those who may require a 'different type' of support.eg. meet and greet students or provide a safe space.**
- How will break times operate to ensure social distancing? **Staggered break and lunch times for each year group and in different zones.**
- What will happen in wet weather at break and lunchtimes? **As above**
- What arrangements are in place to ensure that meals can be safely prepared and served? **Staggered lunch times. Year 8 have their own servery. There is a deep clean between each year group bubble accessing the main canteen.**
- How many separate lunch sittings will be needed to ensure social distancing and is sufficient staffing in place to manage this, even where someone may be absent? **2 hours donated to lunch to allow for 5 sittings,. A Canteen for Year 8 is in LS (in their zone).**

- Have students been told to bring water bottles? Yes. It has been mentioned in all information going to students and parents. Student have a machine that allows them to refill their water bottle without any contact (during their allocated break or lunch period).
- How will breaks for staff operate? Staff have timetabled lunch and breaks. Some staff may be on duty (scheduled)
- Have assemblies and the coming together of other large groups, both staff and students, been suspended As we are in exclusive Year bubbles, we may have the occasional large group gathering in the assembly hall however we will reduce the need for these to an absolute minimum.
- Have off site visits been suspended? Yes, and will continue to be until the Gov't suggests it is acceptable.
- What are the plans for ensuring that staff can travel safely to and from school?
The College has plenty parking and the storing of bikes inside the premises will be permitted during this time (for example in an office). The Government has reinforced that face masks should be worn if staff have to take public transport.
- For those who have no car and cannot walk or cycle, how can they safely travel to school, when use of public transport is discouraged? (note car sharing other than between members of the same household should not happen). A safe travel plan for each individual member of staff needs to be agreed.
We expect staff to have a reasonable and safe travel plan and we will do all we can to support this. On all public transport, face masks must be worn.
- Where school transport operates under normal circumstances, how will this operate at this time, ensuring social distancing and hygiene arrangements?
The bus service operated by the College for students living on route is operational and face masks / hand washing will be mandatory. The driver has a screen to isolate him from students.

Step 2

Reviewing staff for availability in school/college

- Have you been given an assurance that there will always be a head/deputy, first aider, Designated Safeguarding Lead (DSL), SENCO, caretaker and sufficient cleaning staff on duty at all times? **Yes. This has been scheduled.**
- Are you satisfied that consistency can be ensured to minimise staff movement between classes? **We have minimised the mixing of staff with different groups of students. PPE equipment will be worn by staff breaking bubbles.**
- Have you been given an assurance that non cleaning staff will not be expected to undertake cleaning work? **Deep cleaning will be by the cleaning staff. It is not unreasonable for teaching staff to use the equipment provided to deal with immediate minor concerns.**
- Do additional cleaning staff need to be hired (with due consideration for DBS implications)? **N/A**
- Are cleaning staff included in all staff communications so they are kept updated of developments in school including expectations for reporting absence etc and taking into account that most cleaners do not use school email? **Yes. We have met with them all on the 3rd September and given them the appropriate information and training.**
- Is it clear to all staff and parents that only healthy staff and students who are not exhibiting symptoms, and who do not need to self-isolate, may attend school/college? **Yes. This has been communicated on a regular basis.**
- Is it clear that pregnant staff and those with underlying health conditions that make them vulnerable or who live with or care for vulnerable or shielding householding members or those over age of 70 can continue to work from home? **An internal staff policy has been provided and individual staff risk assessments have been completed**
- Have the risks to Black staff been assessed when planning rotas? Evidence from the Office for National Statistics shows a greater impact of Covid 19 on Black communities with a disproportionate number of deaths being recorded. The DfE draft Planning Guide does not address this issue. **All addressed on an individual level. Risk Assessments have been carried out for these members of staff.**
- Will parents be advised that the school/college cannot guarantee to be able to keep students socially distant, with support for parents to assess the risks to themselves and other family members of sending their child to school/college? **Yes, communication be Facebook and email.**
- What arrangements are in place for the safe induction of new staff during this period? **3rd September is our training day for all staff, new and old.**

- Have catering staff been involved in discussions about how meals will be served and are there sufficient catering and lunchtime supervision staff to ensure that students can safely eat their lunch?
Yes, a limited offer will be served at staggered times. This will be monitored regularly to ensure our students are well fed and maintain good digestive health.
- Will supply teachers be brought in as necessary? Only through supply agencies and always with PPE worn and a self-declaration form completed..
- Will senior leaders be available to cover classes if needed? Yes, we have always supported cover.
- Can an assurance be given that teaching assistants, unless it is part of their normal role such as for higher level teaching assistants, will not be expected to lead classes? Yes

- To what extent can parents of SEND children be reassured that their child will still be working with, or have access to, their key worker/learning support assistant? **We will endeavour to link the TA with the SEND student and year bubble.**
- Has account been taken of the fact that some staff, in particular support staff, normally work at close proximity to individual pupils and how this work can continue in a safe manner? **We have full PPE equipment available. Staff are trained and required to wear it when in close proximity of students (when social distancing cannot be 2m or more)**
- Is there a procedure to close the school or college at short notice if staffing levels fall to levels where safety cannot be assured, and is this understood by staff, parents and students? **Of course, and will be done in accordance with advice form the LA and the Plymouth Health.**

Step 3

Preparing the Site

✓ Will soap and water be available at all times, with systems in place to ensure continuity of supply of soap and sanitiser? **Yes, we have purchased a large supply. Soap dispensers are checked regularly throughout the day. Taps will be checked to ensure they are functioning.**

✓ How will the school ensure that children and staff arriving can safely queue up, at 2-metre distance from each other, to access the sanitiser on arrival? **Wall mounted hand sanitisers and classroom sanitisers have been purchased and placed strategically across the site. Students will be in their own year group bubbles.**

Are bins available in every classroom? **Bins will be double bagged and emptied at least twice a day. They will be deep cleaned every day. Students do not need to touch the bin to deposit rubbish.**

✓ What arrangements are in place to keep every classroom supplied with tissues? **End of the day checks and staff to update if needed to top-up during the day**

✓ Will staff and children wash their hands for at least 20 seconds with water and soap on arrival, before departure and regularly throughout the day, including before and after every break and lunchtime, and how will this be supervised and monitored? **Staff will educate and ensure students and ensure routines are established. The College has posters and displays reinforcing the importance of good hygiene.**

✓ Will pupils be regularly reminded to catch coughs and sneezes with a tissue or elbow? **Staff to remind students, parents informed. This featured in all assemblies, tutor time and P4L lessons.**

Will appropriate PPE be provided in schools where pupils are unable, or less able to catch their sneezes and coughs? **Yes, however on a very individual basis**

✓ Will hand dryers be disconnected and replaced with paper towels and bins? **Yes, they have all been disconnected.**

✓ Will drinking fountains be taken out of use? **Yes, Students advised to carry their own full bottles. Refills from the College canteen (no need to touch the machine).**

✓ Will only rooms with windows that can be kept open be used? **Windows will be kept open (unless widely open in torrential rain) to ensure ventilation. Doors will remain open.**

✓ Will doors be kept open where possible to aid ventilation? **Yes**

Will air conditioning systems not be used unless it can be confirmed that there is no additional risk? **Not being used.**

✓ Will all areas of the premises be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people such as photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas touched. **Regular cleaning during the day will be scheduled. Deep cleaning of all areas at the end of the day. Year bubbles have their own computer suites. Some identified and targeted SEND students have their own laptops / Chrome books if deemed necessary and appropriate.**

✓ Will each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment? **Yes**

✓ Is there capacity amongst the cleaning staff to meet these requirements? **Yes**

Movement around the school

The main suggestion from DfE is for corridors to be used on a one-way basis.

- ✓ Will a one-way system be introduced? If not, why is it not needed? We have each year group in bubbles and they do not come in contact with other bubbles because of staggered lunches and breaks. Staff to wear PPE when switching bubbles.
- ✓ What arrangements are proposed for safe movement on staircases? In bubbles but there are clear directions of flow.
- ✓ What arrangements are in place for use of lifts – can social distancing be achieved if a staff member travels in the lift with a child? Lifts out of action.
- ✓ How will staff and children be made aware of the new arrangements, with particular reference to very young children and those with special needs? Site map to staff, assemblies and walk-throughs planned with students in September.
- ✓ Who will monitor that the systems are being complied with? Will a member of staff be on duty at all times? Trustees, the Leadership Team, student voice and staff feedback
- ✓ How will pupils and staff keep 2-metres apart, even with these arrangements? 2m perimeters drawn in classrooms. Behaviour policy amended. Staff trained and very aware of their role in ensuring distancing laws are followed.
- ✓ What arrangements are proposed around access to pupil toilets to ensure no overcrowding during lesson and break times? Year bubbles have their own toilets, including the hire of portaloos for three year groups.
- ✓ What signage will be displayed to support these new systems? Visual signs, floor vinyls, paint, walls, no entry, exit only, arrows, maps, education, communication letters and emails

Step 4

External support for SEND and behaviour

The DfE draft advises that where normal external support services may not be available from the local authority, schools/ colleges should consider different arrangements and consider using alternative organisations for support.

The Coronavirus Act 2020 has temporarily (until 25th September) changed the law on EHC plans meaning that local authorities now no longer have a duty to secure educational provision in accordance with the EHC plan. Instead they now have a duty to use their 'best endeavours' to do so. This is likely to mean that there is an increased pressure on schools to fill the gap. The DfE guidance on the changes regarding EHC plans is below:

<https://www.gov.uk/government/publications/change-s-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus/education-health-and-care-needs-assessments-and-plans-guidance-on-temporary-legislative-changes-relating-to-coronavirus-covid-19>

Supporting primary and secondary pupils' wellbeing at an academy

- Will individual risk assessments and discussion with parents/carers have taken place and been agreed by the date when extended opening begins, to ensure that any provision required by a student in order to attend school/college is safely in place?

The SENDCo will communicate with parents about a graduated return for individuals who may be extremely vulnerable / clinically extremely vulnerable. Remote learning packages are currently being updated / improved to ensure the continuity of education for all individuals.

- Where LAs cannot, despite 'best endeavours' provide the support listed in an EHC plan can student safety in be guaranteed? Eg behaviour support. In extreme cases some students may be required to stay at home. Remote learning packages are currently being updated / improved to ensure the continuity of education for all individuals

- Will there be clear guidelines on entry ~~about~~ the procedures in place for essential visitors from external agencies visiting students (eg educational psychologists, CAMHS, behavioural support, advisory teachers etc)? Yes, only essential visitors will be permitted entry to ECC and must have the appropriate PPE and DBS. PPE must be worn and the disclaimer completed.
- Will there be social distancing measures in place for visitors from external support agencies visiting students at school/college? Yes, it is part of our policy
- Will visitors working closely with students be offered PPE where necessary? They will be expected to wear PPE and remain at a safe distance.
- Leaders are aware of the medical conditions listed in the guidance <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus>
- BAME and individual measures: We are aware of BAME students and staff and will ensure there are individual conversations and risk assessments in place to protect these more vulnerable students and staff members.

Step 5

Changes to routines for staff and students

The DfE draft advises about the need to update the behaviour policy to reflect new routines and to ensure that both staff and students are familiar with the new arrangements.

- Will guidance and training be provided for staff to ensure they understand, and can enforce, the new routines and support students in understanding them and are familiar with revised physical arrangements, well in advance on when wider opening begins? **Staff CPD and training starts in June and continues 3rd September...and is continuous thereafter.**
- Will individual student risk assessments be in place for all students who exhibit anti-social behaviour, eg biting, before a decision is made about admitting them under the new arrangements? **Yes...and we have updated the behaviour policy to reflect this.**
- Will compassionate and proportionate behaviour policies that protect health and safety, while also supporting students who may exhibit problematic behaviours as a response to trauma they may have experienced during lockdown, be in place by the time wider opening begins? **Yes, on an individual basis. There is a pastoral team and effective support team that are trained to provide bespoke support for individual students. All staff are safeguard and Covid;19 trained to recognise signs of vulnerability. Reporting protocols (eg. CPOMS) are effective in this communication.**
- It will not be safe to mark students' books during this period. Will clear instruction be given that no marking should take place? **Yes, students will keep their own books. If books are taken in by staff enough time will be allowed for any virus to die before the books are marked and then returned.**
- Will staff be told to wash their hands before and after handling students' books? **YES, Antibac hand wash will be provided in all classrooms.**
- Will library books be regularly sanitised? **Students will not be using the library as it is part of the Year 7 zone. Books are issued through each year bubble. When returned they are cleaned and quarantined upon return for 72 hours thereafter.**
- Some teaching assistants will be used to working in very close proximity to individual students, so how can this work continue in a safe manner? **All staff are asked to maintain the 2 m distance from the students as well as each other as Trust protocol. In situations where they are less than this distance, there will be PPE in place to be worn by the TAs and all staff members.**

Step 6

Managing student and staff wellbeing and mental health

It is recognised that school/college closure may have caused significant mental health difficulties for some students and some may have suffered a bereavement. Staff may be similarly affected.

- What guidance will be given to staff on how to support students? Full training given to staff in June and reinforced in September. This will be ongoing as circumstances change. We have appointed an extra member of staff to expand the pastoral support offered to students. Individuals who are vulnerable and/or come from families that we know are vulnerable (or extremely/clinically vulnerable) will be targeted for support.
- What pastoral support services will be available? Behaviour support / first aid / safeguarding / break out and time out spaces all organised in each of the year group bubbles

Step 7

Subject Specific Adaptations

Due to the nature of some subjects, the delivery and more practical aspects have to be reconfigured to assure effective delivery of the curriculum whilst maintaining safety aspects to protect the staff and students

- What are the main subjects identified at the school/College to ensure that adaptive measure have been actioned? **Science, PE, Food Science, DT, Drama, Music, Art, ICT**
- What are the adjustments in place for those curriculum subjects highlighted?

Science – Experiments will be shown to students rather than students completing them. CLEAPPS measures, guidance and requirements will be followed when it is possible to return to experiments.

PE – Outdoor sports where possible. Equipment used will be thoroughly cleaned after each session. No contact sports at present.

Food Technology – Practical lessons to take place only with timings arranged to enable cleaning of the rooms between classes. Washing machine, dish washer and disinfectant solution are all to hand to ensure a fast and effective turn-around between bubble groups using specialist areas.

DT – Practical lessons will be not yet be undertaken and when allowed to start, will ensure that cleaning of equipment, tools and work areas are sanitise between changeover of year group bubbles.

Drama – Practical lessons will be for same year group bubbles and can go ahead as planned.

Music – Practical lessons to continue with cleaning measures increased and additional cleaning staff for midday clean. Staff will be required to wipe and sanitise equipment e.g. keyboards and desks if timetabled for any year group bubble changes.

Art - Students to use their equipment where possible but as maintaining the students within the bubbles, any specialist equipment used will be cleaned thoroughly after each use. CLEAPPS safety measures and advice in place to be adhered to and updated when necessary.

ICT- Keyboards, desk and mouse are cleaned after each year group's use.