



Grange Academy

Risk Assessment for COVID 19: Updated November 2021

Approval by Headteacher and LGB: 1st November 2021

Review date: On-going updates and reviews as needed. It is a working document and not an exhaustive list.

Please note this risk assessment is in accordance with DFE Guidance and other supporting documents from Bedfordshire LA, and local public health team. It is also in addition to normal Health and Safety measures in school as per our Health and Safety policy and normal risk assessments and monitoring.

Risk	Persons Affected	Control Measures in place	Reviewed	Further notes if needed
Spread of COVID 19 in school	Staff, pupils, parents and visitors	<p>School are currently following all latest DFE guidance and will check the latest Government advice on a daily basis. They will also liaise with the local public health team when needed.</p> <p>We are also following the latest contingency plan arrangements as outlined on our website and following this latest DFE advice:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4</p>	Ongoing basis	All positive cases will be recorded and shared with the local authority and SLT. Summary information will also be shared with the LGB as part of the safeguarding report.

Mitigation of risk	Staff, pupils, parents and visitors	<p>The priority of Grange Academy is now to ensure face to face teaching takes place as much as possible and disruption to this is minimised. As of September 2021, bubbles no longer existed in school and other restrictions have also been lifted. However, for the first week of term from the 8th to the 10th September, all pupils remained in bubbles to allow us to complete LF tests and settle them back into routines.</p> <p>Since then school now follows the national and local COVID advice for schools.</p> <p>Following updated guidance, which was issued at the end of October 2021, classes continue to remain to follow the normal school timetable, however some restrictions have been reintroduced. This is due to increased reported positive Covid-19 cases.</p> <p>On return to school on the 1st November all pupils aged 11+ who have given consent, will complete LFD testing in school. We will remain in class bubbles throughout this day.</p> <p>Staff will continue wearing masks when in communal areas of the school and we encourage and recommend this for pupils also. We also recommend staff to continue using PPE equipment. All staff continue to have access to sanitizer, masks, aprons and gloves.</p> <p>We also follow guidance and there will be currently no visitors allowed in school, unless for Safeguarding purposes.</p> <p>As standard in school we will mitigate risk through</p> <ul style="list-style-type: none"> • Continuing with regular handwashing • Continue with regular cleaning of surfaces • Ensure good ventilation throughout school • Encourage pupils to carry out twice weekly LFD tests at home. This will be supported with testing in school if/when needed • Testing room located to the room opposite the DT room. • Staff to carry out twice weekly LFD at home up to at least the end of December • Safeguarding visitors to complete an LFD at home 	Ongoing basis	
--------------------	-------------------------------------	--	---------------	--

		<p>prior to any sustained work in school and face coverings to be worn in school.</p> <ul style="list-style-type: none"> • Limited trips and visits - only to be agreed at the discretion of the Acting Head of School • Staff and pupils to wear face coverings in communal areas. • EHCP reviews and other meetings to take place virtually with all professionals/agencies and families invited. • We will continue to work with the local authority to install CO2 monitors. • All sport/fitness based clubs will take place outside. Where there are any indoor clubs, pupils will be asked to wear a mask and be at least one metre spaced apart at all times. • Staggered lunch time for Primary and Secondary and ASC to eat in their class rooms. Pupils to sit in form groups in the hall. <p>Please see additional management plan document below</p>		
<p>Contingency Planning should we have positive cases and disruption to face to face learning</p>	<p>Staff, Pupils and parents</p>	<p>In the first instance, the following actions will be taken if there is an increase of cases for staff and or pupils:</p> <ul style="list-style-type: none"> • Secondary Class testing in school will be reinstated. • Form bubbles reinstated • Reintroduce staggered entry to and exit from school procedures • Staggered lunch and break times – lunches in class rooms. • Designated playground areas for forms/classes • No trips and visits • No clubs • Use of Beds Borough's Multiple Covid Case reporting procedures <p>Should it not be possible to open classes safely due to reduced staffing levels then remote learning systems will be put in place.</p>	<p>Ongoing basis</p>	

COVID-19: Outbreak Management Plan



Grange Academy

Created by; C. Thomas

Approved by: A. Morris

Last reviewed on:

1.11.21

Next review due by:

4.01.22

Contents

<u>1. Introduction</u>	5
<u>2. Seeking public health advice</u>	6
<u>3. Testing</u>	6
<u>4. Face coverings</u>	6
<u>5. Shielding</u>	7
<u>6. Other measures</u>	7
<u>7. Attendance restrictions</u>	8

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

To help manage a COVID-19 outbreak within the school. Actions will be considered when the following threshold is met:

- **Grange Academy (Special Needs School) threshold: When there are 2 positive cases among pupils or staff who are likely to have mixed closely within a 10-day period.**
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC) to prevent unsustainable pressure on the NHS.

Appendix 1 attached displays the flow chart of actions in case of a suspected case.

2. Seeking public health advice

When the threshold above is met, we will review the testing, hygiene and ventilation measures already in place at Grange Academy.

We will also seek public health advice from Bedfordshire public health team and report cases following the flow chart at the end of this document. We will also continue to record, track and monitor positive cases. At Grange we will be responsible for seeking any advice when needed and will do so by telephoning either Gabby Moss or Ben Pearson on 01234 276884.

We will also use the Bedford Borough Multiple Covid Case reporting procedures spreadsheet template to report positive cases. This will then be emailed to amy.white@bedford.gov.uk & seana.perkins@bedford.gov.uk & public.health@bedford.gov.uk. The email will be titled "Bedford Borough Positive Cases & setting name"

3. Testing

If recommended, we will increase the use of home testing by pupils and staff. If it is advised that we continue with asymptomatic testing site (ATS) at our school, we will consult with the local director of public health to discuss any further support we need to do this.

On-site asymptomatic testing:

- Testing will take place on Mondays and Thursdays
- Testing will take place in the room located opposite the DT room
- All Secondary aged pupils will receive on-site testing where parents consent has been given.

4. Face coverings

Pupils, staff and safeguarding visitors who are not exempt from wearing a face covering will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas

And/or:

Will be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity.

5. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning and put a bespoke package of support in place for them as needed.

6. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email, staff meetings and letters sent home with pupils, once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Trips
- Clubs
- Open days
- Transition or taster days
- Parents coming into school
- Live performances
- Visitors in school (Except for some services such as social workers where a child has been identified as at risk)

If recommended, we will consider and may reintroduce:

- Bubbles, to reduce mixing between groups
- Use of face masks by staff and pupils
- Home learning options

- Staggered break and lunch times
- Allocated spaces for classes for outside break times
- Staggered start and finish times
- 12:00 finish on Fridays

7. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

7.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Those pupils open to social care support
- Children of critical workers

7.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school and will take the special educational needs and wellbeing of our pupils into account when setting work. This will be organised and delivered by form teachers via Evidence Me or Email. Bespoke work packs will also be made for pupils where required and access to paper based activities. Where needed this will be delivered to pupils. Teachers will continue regular communication with home via emails and phone calls home.

7.3 Wraparound care

We will limit access to before, during and after-school activities/clubs and wraparound care during term time to those that need it most. This will include Breakfast Club. We will communicate who will be eligible to attend once the restrictions are confirmed.

7.4 Safeguarding

At Grange Academy our Safeguarding and Child Protection Policy has been updated for September 2021. It reflects the changes made to Keeping Children Safe in Education 2021 and remains effective. All staff will receive updated Safeguarding training on 07.09.21.

At all times we aim to have our fully trained DSL or deputy DSL on site wherever possible.

If our DSL (or the Deputy) can't be on site, they can be contacted remotely via email or on their personal mobile phone.

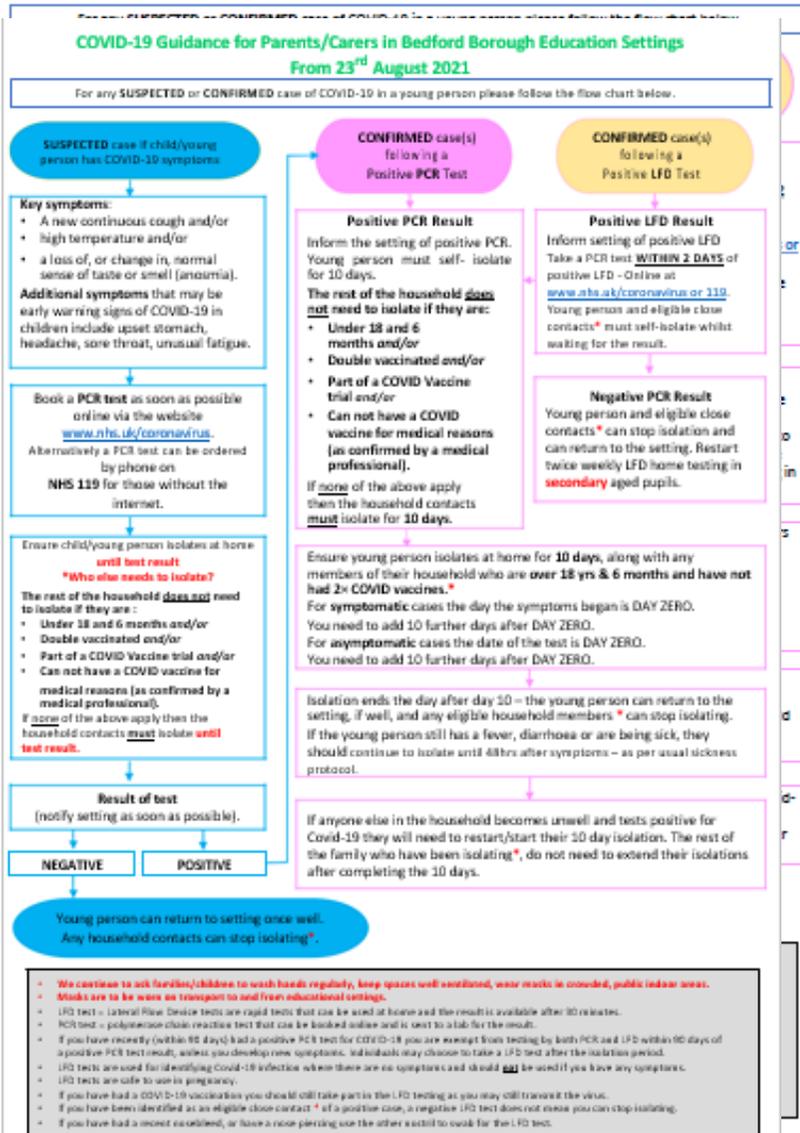
On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence
- Encourage attendance and ensure that there is support in place to help families get their children to school where needed
- Ensure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision

Appendix 1:

COVID-19 Guidance for Parents/Carers in Bedford Borough Education Settings
From 1st Nov 2021



A basic guide to improving schools ventilation
Public Health Team (Public.Health@bedford.gov.uk)

Why does ventilation matter?

Poor ventilation can lead to higher concentrations of coronavirus in the air, increasing the risk of airborne transmission. Improving ventilation in schools remains only one part of the ongoing multi-layered approach to minimising the risk of coronavirus transmission. Research suggests improving ventilation can also improve concentration, reduce school absences and reduce the transmission of other viruses. Below, natural ventilation refers to fresh air via open windows, doors or air vents, whereas mechanical ventilation includes fans, ducts or air conditioning systems.

How can CO2 monitors help?

They help identify poor ventilation, not coronavirus, by measuring CO2 levels. It is normal for the levels to vary, but by taking real time readings you can help establish typical CO2 levels for each occupied school room. CO2 monitors are not recommended for smaller areas (<50m²) and/or where occupancy varies over short periods. Understanding if there is poor ventilation can help trigger action to improve fresh air supply, reducing the concentration of coronavirus in the air.

How to use CO2 monitors

Follow instructions with monitor alongside these suggested methods:

- Ideally position at head height in centre of room, away from windows & air intakes and at least 50cm from people.
- For larger rooms with extract ducting, if possible position monitor inside extract duct.
- Take multiple readings during the school day/week & review as seasons change (e.g. colder weather).
- The following consistent readings (or 'beeps' for Honeywell HTRAM-V1-W monitor) would suggest:

LOW RISK: <800ppm CO2 = well ventilated indoor space

MEDIUM RISK (one beep): between 800 and 1500ppm = less well ventilated indoor space

HIGHER RISK (two beeps): >1500ppm = poorly ventilated indoor space

Other poor ventilation indicators include:

- Areas where people work with no obvious ventilation (e.g. no open windows, doors or vents).
- Areas that feel stuffy or smell bad.
- Mechanical systems that only recirculate indoor air.
- Ventilation systems whose performance is not known and/or has not been assessed in recent years.

Higher risk factors in poorly ventilated spaces should also be considered and include:

- Smaller rooms, larger class sizes
- Indoor activities involving physical exertion or singing
- Longer periods of occupancy in the room

What to do if the CO2 level is consistently medium or high?

Natural ventilation – can windows/vents/doors be opened or unblocked whilst maintaining thermal comfort and not compromising fire safety? Air rooms as much as possible between lessons and when children are at home.

Mechanical ventilation – can settings be adjusted to maximise fresh air intake and stop/minimise recirculation? Does the filter need cleaning or replacing? Does the system need maintaining and/or upgrading? If you are not sure about this: what visual clues are there about how your ventilation works? Are there any ventilation plans available or specifications for your systems (should be in the operations & maintenance manual)?

Other options – can different rooms be used, particularly for physical activity/ larger class sizes/ consistent high readings? Can you reduce the amount of time spent in the room or the number of people in there?

What to do if readings continue to be consistently medium or high?

If you have consistent medium readings, continue to try to improve the levels through the steps above. If you have consistently high readings this isn't usually immediately dangerous, but seeking further specialist help is advised (e.g. chartered engineer). HEPA or UV air filters to reduce the amount of circulating coronavirus can be considered where other options have been exhausted, although the evidence for this is limited in classroom settings and specialist advice should again be sought on their pros and cons.

Bibliography & further reading

CIBSE Covid-19 ventilation guidance (Version 5, July 2021)

HSE guide to ventilation and air conditioning during the coronavirus pandemic

SAGE 2021 EMG and SPI-B: Application of CO2 monitoring as an approach to managing ventilation to mitigate SARS-CoV-2 transmission, 27 May 2021

For Technical Support please contact: BATSTeam@bedford.gov.uk