

# COVID-19: Operational risk assessment for The Beacon School return to school in September 2021

This risk assessment has been undertaken in conjunction with the guidance on returning to school in September 2020 published on 2<sup>nd</sup> July 2020  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  
 Coronavirus (COVID-19): implementing protective measures in education and childcare settings

Assessment conducted by: A. Cole (Deputy Headteacher) and The Beacon Senior Leadership. From 01.09.21 onward – SLT.	Covered by this assessment:	Staff, pupils, parent/carers, contractors, visitors, volunteers
Date of initial assessment 09/07/20	Review interval termly or sooner as required. Renewed also in accordance with new guidelines as and when they are published (01.11.21). <b>Update 26.11.21.</b>	Date of next review <b>December 2021</b>
<b>Related documents</b>		
<b>Trust/Local Authority documents:</b>  Kent County Council –KELSI  <a href="https://www.kelsi.org.uk/data/assets/pdf_file/0006/108969/Return-to-School-Guidance.pdf">https://www.kelsi.org.uk/data/assets/pdf_file/0006/108969/Return-to-School-Guidance.pdf</a>		<b>Government guidance:</b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Coronavirus (COVID-19): guidance for educational settings

[COVID-19: cleaning in non-healthcare settings  
https://www.gov.uk/guidance/education-and-childcare-  
settings-new-national-restrictions-from-5-november-2020](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020)  
[https://www.gov.uk/government/publications/guidance-  
for-full-opening-special-schools-and-other-specialist-  
settings/guidance-for-full-opening-special-schools-and-  
other-specialist-settings](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings)

### System of controls: prevention

Activity/item Being Assessed	Hazard identified	Persons At Risk	In Place? Y/N	Control Measures	high	medium	low
Infection brought to school by pupils or visitors	Possible infection with COVID-19	School visitors: pupils and accompanying adults, public visitors and visitor-facing staff.	Yes	<p>All visitors to read sign at reception detailing covid-19 prevention measures. Ensure that pupils and visitors as well as staff use hand-gel on arrival. All visitors screened according to DfE guidance. All visitors must hand wash/sanitize on arrival, before eating/drinking and on leaving the centre. Handwashing /sanitisation strategy including defining frequency as part of everyday school routine.</p> <p>No visitors are encouraged in to school unless they have an appointment that has been approved. Most meetings will be undertaken virtually.</p> <p>Where visitors have to come into school, they will be asked that wherever possible they show a lateral flow test result that has been taken in the last 24 hours.</p>			

				<p>Inventory system allows accurate record of all entering The Beacon, thereby facilitating track and trace.</p> <p>Prevention screening strategy including Parents/ carers/staff reporting if they or their child/young person has any symptoms. Advise testing. Compulsory 10 days isolation and 14 days for other household members. Inform PHE if concerns relating to a breakout or sharp rise in cases.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach through signage throughout the school.</p>			
<b>System of Controls: response to rising levels of new variant Covid-19 update 08.01.21</b>							
Infection brought to school by asymptomatic pupils or staff	Possible infection with COVID-19	School pupils and supporting staff	Yes from 07.01.21	<p>All staff and secondary ages pupils who want and are able to take the test will be able to from 07.01.01 (staff) and 11.01.21 (pupils and staff)</p> <p>If a test is positive the member of staff or child/young person is instructed to remain/return home and take a PCR test to confirm the lateral flow result. should this be positive they remain at home isolating for 10 days.</p> <p>Other pupils/members of staff in close contact will be informed (after consent form person involved). That staff team can test daily and pupils can be tested when and where appropriate. Parent/carers will be advised of positive case, however they will be expected to attend school unless they develop symptoms and/or return a positive test result. Classes will be closed where staff ratios are comprised due to COVID-19.</p>			

System of controls : response to infection						
Manage confirmed cases of coronavirus (COVID-19)	Possible infection with COVID-19	Pupils or staff Staff and pupils : see register and staff list term 1	Yes	<p>SLT management and alerting process is in place, including the communicating of any suspected cases via Zone 5.</p> <p>Contain any outbreak by following local health protection team advice (PHE) and DFE guidance.</p> <p>Isolation room available for any pupil or staff member showing symptoms throughout the day. Any staff attending or supporting (including the cleaning team after the room has been vacated) will wear the appropriate PPE.</p> <p>Parents alerted to a positive lateral flow and any confirmed cases (phone call and then followed up with inform and warn letter).</p> <p>Any room or area accessed by infected person/persons to be closed down and deep cleaned. <a href="#">See MJ cleaning protocols</a></p>		
Transport: arrival and departure of pupils and staff to school						
The start and end of the school day create increased risk relating to social distancing	Possible infection with Covi-19	Staff and pupils. Visitors and parents	Yes	<p>Start and departure times are staggered. Different entrances/exits are used for different groups. Parents and transport providers are required to leave the premises as soon as they drop off their children.</p> <p>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</p> <p>Clear communication strategy for parents/carers to explain the system and set up for pick up and drop off from September. <a href="#">See letter to parents</a></p>		

				<p>Pupils and staff to wash/ sanitise their hands upon arrival at school (as part of our frequent hand washing strategy/ expectations). Daily reminders in virtual or actual briefings.</p> <p>Confirmation with KCC transport regarding cleaning expectations and control measures put into place and how this is reviewed.</p> <p>Transport providers asked to keep pupils in the cars until collected or in the case of independent access to school to wait until the appropriate entrance is unlocked and clear.</p> <p>Floor markings are visible where it is necessary to manage any queuing. Senior member of staff on duty each day to support/encourage. See original September School Opening document 07.07.20.</p>			
<b>Delivery of the curriculum and in class activities</b>							
Curriculum delivery on return to school	<p>Pupils struggle to re-engage with school based learning following extended period of home learning</p> <p>Localised lockdown impacts negatively on learning</p>	Pupils	Yes	<p>Full curriculum now back in place (see Zone related plans). Information (SLEUTH, SEMH etc) informs any ongoing changes. Formal data drop in November will provide follow up information where we will amend/refine our planned approach.</p> <p>Intervention process including in-term communication and referrals redefined and established early in Term 1.</p> <p>Increased number of MHFAs and enhanced referral processes increases our capacity to deal with MHFA issues. This includes during break and lunchtimes where a higher frequency of need has emerged over the last academic year.</p>			

				<p>Increased form time and tutor time facilitates ease of transition (beginning and end of the day).</p> <p>Revert to original blended learning approach and use of remote learning via BLZ plus work packs. A remote learning offer for all pupils in the event of a localised or national lockdown, or for pupils who are having to self-isolate is in place.</p> <p>Separate RA for Forest school activities conducted by FS lead. See separate document. Specialised cleaning procedures still in place and all staff briefed and trained by FS lead on 19.06.20 and reminder at the beginning of Term 1 01.09.21.</p>			
<b>Movement around school</b>							
Groups of pupils using communal areas	<p>Possible infection with COVID-19</p> <p>Infection transferred from one group to another</p>	Pupils and supporting staff	Yes	<p>Pupils and staff to avoid larger gathering/ congregating in these areas where possible.</p> <p>Outdoor times (learning) to be staggered to ensure limited numbers of pupils and staff are coming into contact with each other. All zones will be encouraged to use their outdoor designated learning spaces wherever possible.</p> <p>Staggered break and lunch times in place.</p>			

				<p>Breakfast clubs which provide essential nutrition for vulnerable pupils to continue- with increased cleaning still in place.</p> <p>After school clubs which would bring pupils together from different year groups and zones to be postponed until further notice. This is to allow cleaning and to be reviewed when staffing numbers increase (effects of CV19 start to show signs of regulating/minimal impact).</p> <p>Specialist teachers can move between classes as per option group and subject arrangements. Cleaning of resources, hand sanitisation and following distancing support measures wherever possible will reduce the level of risk</p> <p>Masks will be encouraged for all staff in communal areas and transitioning around school until then end of term 2 (2021).</p> <p>Supply and peripatetic staff to confirm they are working in schools with good prevention protocols in place and the same expectations as specialist teachers transitioning between classes. Inentry maintains register and time of staff coming into school for the purposes. They will be subject to the confirmation of “fitness to work” and regular lateral flow testing.</p> <p>Whole school Q and A/communication in the leadership team and by Head-teacher on-going weekly briefings - Term 2 2021.</p>		
<b>Provision in specialist classes</b>						
Pupils in specialist classes not understanding or	Possible infection with COVID-19	Pupils with learning difficulties in specialist classes	Yes	Staff have access to PPE (where necessary – in case of suspected case) to support their work with pupils who display behaviours that are challenging as part of their		

<p>able to maintain the principles of safe social distancing. Pupil behaviours may lead to the need for increased contact or physical interventions</p> <p>Infection of vulnerable pupils</p> <p>Intimate care requirements requiring close proximity of working area and direct contact with others</p> <p>Medically vulnerable pupils</p>		<p>Pupils with medical needs in PMLD and/or other classes where their medical conditions makes them more vulnerable</p>		<p>special educational need. Staff will be supported by the AHT to update individual risk assessment and put strategies in place.</p> <p>There are additional support measures such as time to wash, change clothes etc if required (<a href="#">See September School Opening document 07.07.20</a>).</p> <p>Principles of Pro-act skip to be adhered to at all times so that direct handling used as a last resort. A member of SLT is a lead instructor and is in constant contact with the Loddon regarding our approach reflecting their updates etc. Staff and pupils use hand gel on entry and exit to the building and maintain good hand hygiene throughout the day. Activities to take place outside as much as is practically possible. All illnesses of pupils or staff to be reported immediately to a member of SLT on duty. If used as a last resort, the safe space must be cleaned after each use.</p> <p>Staff who administer medication to be equipped with appropriate PPE when required (PPE station still present in centralised café area 01.11.21</p> <p>Parents and carers of medically vulnerable pupils have been contacted and advised when a confirmed case (PCR) increasing the risk to their child/young person.</p>			
<b>Cleaning Routines</b>							
<p>Covid 10 present on surfaces and equipment</p>	<p>Possible infection with Covid-19</p>	<p>Pupils and staff</p>	<p>Yes</p>	<p>A refined cleaning schedule that ensures cleaning is enhanced and includes more frequent cleaning of rooms or shared areas that are used by different groups, frequently touched surfaces</p>			



				<p>being cleaned more often than normal and toilets cleaned regularly are all in place . <a href="#">See MJ cleaning protocols file.</a></p> <p>Wall mounted hand sanitisers in every classroom and clip on sanitisers provided for all staff.</p> <p>Hand sanitising stations are located throughout areas of the school, this will include higher frequency pupil entry and exit point as designated in the <a href="#">September School Opening document 07.07.20.</a></p>			
<b>Equipment and resources</b>							
Infection of pupils and staff	Possible infection with Covid-19	All pupils and staff	Yes	<p>Pupils limit the amount of equipment they bring into school each day to essentials, such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>CO2 monitors distributed and in use around the school in accordance with the issued guidance (DFE).</p> <p>Home school books can be used.</p> <p>Class based cleaning equipment for daily use (in addition to daily cleaning regime) present in all rooms. 01.11.21.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not.</p>			
<b>Managing the school lifecycle</b>							
Work plan and meeting schedule disrupted	Limited progress with the school's term 1 and 2 calendar (2021-2022) and work plan because of COVID-19 measures	Pupils and staff	Yes	<p>We are asking all staff to revert to virtual meetings wherever possible -including for Governors meetings, staff meetings and training.</p> <p>All meeting rooms and offices supplied with cleaning materials and instructions to hygienically clean any surface touched by attendees at a meeting and therefore reduce any possible transmission of covid-19 (staff reminded of this in weekly Monday meetings and updates with Head-teacher.</p>			

### Mental Health and well-being staff

<p>Concern about staff returning to school after the changes in guidance and Summer break (2021)</p>	<p>The mental health of staff has been adversely affected during the period</p>	<p>Staff</p>	<p>Yes</p>	<p>Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage.</p> <p>Regular virtual and in person meetings are being held amongst different teams and facilitated by different leaders across the school to connect and check welfare, wellbeing and share concerns and actions for change – 6 hours of class team coaching time in now in place (01.11.21)</p> <p>HR Lead is now trained as a MHFA (adult practitioner). All AHT's are being trained at MHFA level (currently have "awareness" training). 2 AHT's will be trained w/c 08.11.21.</p> <p>Counselling support is available and accessed by staff.</p> <p>HR and SLT drop-in has been available through this period to support individuals and/or groups with any concerns or issues.</p> <p>Staff are provided with transparent information to help them understand decisions made by leaders. Collaboration is key a key initial "go to" amongst a representative staff group.</p>			
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### Safeguarding and pupils isolating

<p>Pupils open to social services and/or who are vulnerable not being seen regularly by school staff.</p>	<p>Harm or neglect occurs</p>	<p>Vulnerable pupils, CP, CHIN or EH</p>	<p>Yes</p>	<p>MAST call any pupils who are not attending and supported by them on a daily or weekly basis as per original Covid-19 safeguarding protocols and record details of this contact in the attendance log. Social services or other agencies may be contacted depending on the results of these calls.</p>			
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Mental health and well-being of pupils is adversely affected during lockdown				<p>All normal first day calling and safeguarding procedures relating to attendance and expectations of normal daily attendance now fully back in place (since Term1 2021)</p> <p>EG the mental health first aider maintains a case load of pupils. Model, strategy and training in place for emotional support and MHFA role across the school – led by DQ and EG.</p>			
<b>Use of Folkestone Sports Centre to deliver a high quality and effective PE curriculum</b>							
Students or staff contracting Covid-19 from shared areas, other sports centre users or surfaces located within Folkestone Sports Centre	Infection with COVID-19	Students and staff	Yes	<p>A regular cleaning routine is in place at the Sports Centre for frequently touched surfaces including hand rails, push or pull doors, toilet surfaces etc. BW to dynamic risk assess to ensure external sports provision are adhering to their own measures and meetings our expectations 26.11.21.</p> <p>Netball posts, badminton posts, basketball posts and all rigid equipment are setup by sports centre staff prior to attending, the sports centre will be informed in advance of any rigid equipment required. Numbers will also be given in advance to reduce unnecessary face to face contact with staff or movement through the building.</p> <p>Hand sanitising stations are located throughout the building enabling hand hygiene upon entry into the sports centre itself as well as before entry into the sports hall.</p> <p>All groups attending will remain within their groups/peers in order to keep numbers to a level where social distancing is easily maintained (no direct contact with the public).</p> <p>All groups will attend 'PE ready', changing rooms must not be used. In cold weather, students will be taught to wear</p>			

			<p>additional layers over their sports clothes and then simply remove them before taking part in sports activities.</p> <p>Students will be reminded by staff prior to entry and throughout their visit not to touch any surfaces that they don't have to. Staff will use this practical opportunity to teach students about the 'new normal' of covid-safe practice within their community including effective hand hygiene and social distancing.</p> <p>When using the sports hall, groups will enter the building via the steps located at the side of the building, sanitise hands before entry, then follow the arrows on the floor, keeping to the right, through the building down the stairs and into the sports hall. They will sanitise their hands again before entering the sports hall.</p> <p>When exiting the sports hall, groups are able to leave via the door within the sports hall. All groups must leave 5 minutes early to allow for social distancing and for sports centre staff to ready the hall in preparation for the next users. After exiting all members of the group will sanitise their hands with hand sanitiser provided by the school staff.</p> <p>If using the outdoor tennis courts, groups will not need to enter the building at all, instead they will enter the courts directly via the far end car park. The sports centre must be informed in advance of any sessions taking place, the space booked and number of students provided. Before entering the courts students must sanitise their hands with sanitiser provided by school staff. All groups must leave 5 minutes early to allow for social distancing and for sports centre staff to ready the hall in preparation for the next users. When exiting the courts, students must sanitise their hands with sanitiser provided by school staff.</p>		
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				<p>In order to reduce the number of students requiring the use of the toilets at the sports centre, all students will be encouraged to go to the toilet before departing for the sports centre. If students require use of the toilet, then they will be accompanied by a member of staff to the nearest toilet within the building, following the one-way system at all times. The accompanying member of staff will ensure that students wash their hands both before and after using the toilet. They will also remind students, where necessary, to avoid touching any surfaces unnecessarily and to maintain social distancing in the unlikely event that they need to move past another sports centre user.</p>			
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