

Isle of Wight Education Federation – Appendix to ‘Coronavirus (COVID-19): Risk assessment for reopening after partial closure’ - for full September re-opening – for Carisbrooke College, Medina College and The Island VI Form.

If stated, previous recommended controls in the risk assessment dated 10th June 2020 remain the same. If not stated, then updated controls now apply.

Update conducted by: Matthew Parr-Burman		Job Title: Executive Headteacher	Covered by this update: staff, students, parents, visitors and volunteers	
Date of update: 12 th November 2020		Review interval: half termly	Date of next review: 18 th December 2020	
Area	Change in current risk level		Updated mitigation/ Additional updates/ Recommended controls.	Risk level, post mitigation
	From	To		
Policy and Procedure	N/A	still H	<p>As in previous risk assessment dated 10th June 2020, with the following updates to the information:</p> <p>RA to be read in conjunction with:</p> <ul style="list-style-type: none"> • IWEF 2020-21 operational plan • IWEF Addendum to operational plan re face coverings • IWEF September re-opening plan feedback • IWEF Visitor Guidance • Student information • Updated Method Statement • Updated Social Distancing Policy • Updated Emergency Procedures • Updated Child Protection Policy <p>In addition to the original documents mentioned in the original risk assessment dated 10th June 2020.</p> <p>Policies, procedures and practices continually updated to be in line with new Government guidance.</p>	M

			<p>All staff, volunteers, parents and students made aware of revised September opening information.</p> <p>Policies reviewed again to account for some of the temporary changes being lifted and new guidelines being in place, eg. no reduced class sizes and all students expected back on the school sites.</p>	
Premises	N/A still H		As in previous risk assessment dated 10 th June 2020.	M
Gas supply, systems and equipment	N/A still M		As in previous risk assessment dated 10th June 2020	L
Electrical supply, systems and equipment	N/A still M		As in previous risk assessment dated 10th June 2020.	L
Heating and ventilation	H		<p>Updated guidance – all schools must always keep occupied spaces well ventilated.</p> <p>Achieved by mechanical ventilation systems or natural ventilation.</p> <p>Windows will be opened enough to allow constant background ventilation as a minimum and opened more fully between lessons and at break and lunch times. Internal and external doors may also be opened to support ventilation.</p> <p>S1 and H17 at MC will be ventilated exclusively by keeping a door open.</p> <p>Rooms at The Island VI Form will be ventilated using internal doors if windows do not open.</p> <p>Heating will be turned on as necessary to ensure comfort levels. School jumpers, which are part of the uniform, will be encouraged to also support.</p> <p>If possible furniture will be re-arranged to avoid direct draughts.</p>	M
Fire safety and evacuation routes	N/A still H		<p>As in previous risk assessment dated 10th June 2020 with the following update.</p> <p>Evacuation location and social distancing guidelines updated to allow for all students on sites.</p>	M

Water storage, drainage systems and sanitary appliances	N/A still M		As in previous risk assessment dated 10th June 2020.	L
Lifts, automatic doors and plant equipment	N/A still M		If a student needs to use a lift then the student and accompanying two members of staff must wear face coverings, which are available from reception. If more than one adult needs to use the lift at once, they must both wear face coverings.	L
Cleaning	N/A still H		As in previous risk assessment dated 10th June 2020 with the following additions. Additional cleaners to increase cleaning in communal areas, not included in bubbles. All classrooms provided with 'Hygiene boxes' to enable staff to clean the desk before and after use, when moving between classrooms, including hand sanitiser for students and staff. All areas of the school are to be available for use.	M
Infection control	N/A still H		As in previous risk assessment dated 10 th June 2020 with the following updates to the information: Students and staff to sanitise hands before entering school every day, including before leaving the classroom for break and lunchtime. The school's Coronavirus (COVID-19) September Reopening Plan and subsequent IWEF 2020-21 operational plan, is developed in line with the relevant local and national advice and communicated to all staff, parents and stakeholders. Whilst in a tiered local COVID Alert level situation, all staff can continue to attend school at all Local COVID Alert levels, in line with Government guidance. *1 covers specifically the school workforce guidance, which is updated with the changing national picture.	M

		<p><i>*7 Whilst under National Restrictions, Staff who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</i></p> <p><i>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</i></p> <p><i>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</i></p> <p><i>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</i></p> <p><i>*5 - The NHS COVID-19 app ('the app') is a key part of the country's ongoing coronavirus (COVID-19) response, aiming to extend the speed, precision and reach of NHS Test and Trace in England. Bluetooth needs to be enabled on the phone as the app uses Bluetooth low energy to anonymously assess the distance, over time, between people who have downloaded it.</i></p> <p><i>If an individual with the app tests positive for coronavirus (COVID-19), the app will ask them to allow those that they have been in contact with to be alerted. If so, the app will then alert relevant individuals if they have been in</i></p>	
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Positive COVID – 19 test result	N/A still H		<p><i>*1 . If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</i></p> <p><i>If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact.</i></p> <p><i>Response to an infection: Prevention – point 10. Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice..</i></p>	H

		<p><i>The health protection team will work with schools in this situation to guide them through the actions they need to take.</i></p> <p><i>Close contact means:</i></p> <ul style="list-style-type: none"><i>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i><i>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i><i>• travelling in a small vehicle, like a car, with an infected person.</i> <p><i>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</i></p> <ul style="list-style-type: none"><i>• if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</i><i>• if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></i> <p>Hampshire and Isle of Wight HPT (South East)</p>	
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Social distancing	N/A still H	<p>The use of Year group bubbles are used as the initial system of control.</p> <p><i>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</i></p> <p><i>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</i></p> <p>The updated Social Distancing Policy Statement is shared with all relevant members of the school community and adhered to as far as possible.</p> <p>Students are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</p> <p>Government guidance for full opening: schools : System of controls – 6) minimise contact between individuals and maintain social distancing wherever possible. <i>The overarching principle to apply is reducing the</i></p>	H

			<p><i>number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> • <i>children's ability to distance</i> • <i>the lay out of the school</i> • <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</i> <p>Desks will be laid out facing the front of the class.</p> <p>Visual aids are used to display social distancing measures.</p> <p>Students take break times and lunchtimes in their year group bubbles or and these breaks are staggered throughout the day to avoid congestion of people.</p> <p>The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.</p> <p>Face coverings to be worn in line with Government guidance. Please refer to Addendum to IWEF 2020-21 operational plan updated 29102020.</p> <p><i>Refer to *1 and *4.</i></p>	
Mental health and wellbeing	H	M	<p>Federation SLT have the Operational plan as a standing item on the agenda every week, where any issues that staff have raised with them are discussed and actions put in place if necessary.</p> <p>All students in Year 7 – 9, were invited to a minimum of a 45 minute meeting with their tutor during Summer 2, to support their transition back to school.</p>	L

		<p>Year 10 and 12 students, were invited to a weekly face to face session in English and maths during Summer 2.</p> <p>Students who are in Year 6 were provided with the appropriate support for their transition into Year 7, including parental phone calls home by relevant HoY/Transition Lead. The school websites are also used as a hub of transition information, both pastoral and academic.</p> <p>Staff were given opportunity to feedback with concerns when draft September re-opening plan is circulated to enable Federation SLT to act upon concerns. Staff are encouraged to talk to their line manager or a member of Federation SLT.</p> <p>The Federation Executive considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</p> <p>The Federation Executive discusses the implications on staff and student workload when the school reopens and puts a plan in place to minimise the risk of stress.</p> <p>The DSL liaise with the LA to determine what additional support is available for students who are suffering with their mental health once they return to school.</p> <p>The SENDCo identify students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</p> <p>The Headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support when the school reopens.</p>	
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Access to learning	M	L	<p>All students are back in school and lessons delivered by timetabled teachers.</p> <p><i><u>*6 Ensuring access to remote provision</u></i> <i>Most pupils returned to school full time at the start of the autumn term 2020. Despite this, there is still a risk of localised outbreaks of coronavirus (COVID-19) or of small numbers of individual pupils being unable to attend school. So, we are asking schools to plan for any disruption to schooling during the 2020 to 2021 academic year.</i></p> <p>Remote Learning has been investigated and appropriate policy is now in place.</p> <p>A training day was held on Friday 16th October. The aim of the day was for: All teaching staff to feel confident that if their department champion, or a member of the ICT (subject) department were not available, they could</p> <p>Via Google Meet:</p> <ul style="list-style-type: none"> • Confidently deliver an interactive live lesson • Confidently record a lesson that can then be set on Google Classroom. <p>Via Google Classroom:</p> <ul style="list-style-type: none"> • Confidently set, mark and feedback student work. <p>support home learning should bubbles, partial school cohort or the full school be asked to remain at home due to a form of lockdown.</p>	L
Extra-curricular activities	N/A still M		<p>Year 11 curriculum sessions can be offered for a single faculty after school.</p> <p>The Federation Executive will determine whether any further before and after school clubs can resume – this will only be done where year group bubbles can be maintained and appropriate cleaning procedures can be put in place.</p>	L
Safeguarding	N/A still M		<p>The DSL ensures that adequate pastoral care is in place to support students and staff who require it.</p>	L

			The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care. All students are in school unless unwell or isolating.	
Communication	N/A still M		The recommended controls are relevant with reference to the IWEF 2020-21 Operational plan, which has superseded the re-opening plan.	M

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

*2 Public Health England health protection team: <https://www.gov.uk/guidance/contacts-phe-health-protection-teams#hampshire-and-isle-of-wight-hpt-south-east>

*3 Coronavirus (COVID-19): home test kits for schools and FE providers: <https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

*4 Face coverings in education: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

*5 Use of the NHS COVID-19 app in schools and further education colleges: <https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>

*6 Remote education good practice: <https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>

*7 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>