



Preventing and Managing Sickness including outbreaks

Risk Assessment and Procedures

Date: September 2021 (updated SA 22nd October)

Contents:

Section	Key Area	Most recent amendment	Strategic oversight	Key staff involved
1	School Provision	6 th September 2021 (SA)	JC	ANH/SW/AT/SA/DB
2	Health and Safety	6 th September 2021 (SA)	CJ	ANH
3	Staffing	6 th September 2021 (SA)	CJ and JC	NK and MA
4	Staged Response	6 th September 2021 (SA)	CJ	JC

Appendices (supporting documents) = (P) – Pending documents

Appendix 1	Safeguarding addendum	Appendix 2	Curriculum – Virtual Learning	Appendix 3	Personal care RA and protocol
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Risk Matrix

Risk Score - Likelihood x Impact = level of risk		Impact			
		Acceptable Little or no risk	Tolerable Effects are felt but not critical	Unacceptable Serious impact on safety	Intolerable Extreme impact that may result in disaster
Likelihood	Improbable with actions	Low	Moderate	Moderate	High
	Possible with actions	Low	Moderate	High	Extreme
	Probable even with actions	Moderate	High	High	Extreme



Redwood Risk Assessment

Section 1: School Provision

Specific Issue		Actions including messages		Who	Notes
Redwood Provision					
SECTION 1					
Specific issue	Actions to reduce risk (risk will be scored again in light of actions to reduce risk)	Who	Risk	Supporting notes	RAG
Adapted Onsite Provision	<ul style="list-style-type: none"> - We aim to provide the opportunity for all staff and students attending on-site provision at Redwood a LFT Covid-19 Test. Testing for staff and students is conducted at home and we strongly encourage, staff and students to test twice weekly. School distributes home testing kits to students and staff on a regular basis - Students will be offered LFT Tests twice in school during the first week of the Autumn Term - Michelle Ashcroft manages the distribution and parental requests for home testing kits. - Reception/Admin – max 3 staff 'permanently stationed' in main office at one time - Educational visits will commence 13th September within the local area (2 mile radius) of 'campus' as long as they are outside. Visits are not permitted indoors at any establishment. (Currently awaiting LA Guidance on the full recommencement of LOTC) - Detailed class EVF's including medical, behavioural and important information need to be emailed to DB 2 weeks before a visit commences. - Staff encouraged to ventilate classrooms and teaching spaces through opening windows where possible to allow for the movement of air - Currently awaiting Carbon Dioxide monitors to record and monitor the amount of oxygen in a room to ensure good ventilation - The wearing of masks is strongly advised by Redwood and the Local Authority for staff and 	CJ JC SLT ML			

students in 'busy' confined areas such as corridors at the start and end of the day when volume of student movement is highest, in the Bistro and in non-ventilated indoor areas

- Students continue to have the choice of wearing a mask at school as they come under the vulnerable / medical exception category though this is strongly recommended though are encouraged to wear a face 'shield' instead
- Students will not need to wear face coverings whilst sat at their desks, eating or whilst outside.
- For Intimate Care, feeding, changing and when working in close proximity within 1 meter of students (working up close and personal)full PPE consisting of mask, apron and gloves should be worn at all times – staff to follo 'Personal Care' RA and Protocol
- Outside agencies are permitted to enter the building following their own establishments Risk Assessment. As an organisation we encourage any visitor to undertake an LFT test (negative) prior to entering the building. All visitors are pre-arranged and recorded on 'invenry' for potential track and tracing purposes.
- From October 19th we are requesting that all visitors wear a mask in communal spaces and when in Face to Face meetings such as Annual reviews.

Appendix 3

Redwood Offsite Provision	<ul style="list-style-type: none"> - Off-site provision to run in the same way as Redwood 	CJ JC		
Bubbles	<ul style="list-style-type: none"> - Level 1 Bubble are classes - Breaks and lunchtimes are communal when risk of Covid transmission is dramatically reduced - Staff and students have allocated areas to assemble prior to coming back into the building - Hand sanitising stations will be located at each of the entrances back into school. - SLT/MLT Duty points have been added to ensure traffic flow is managed, crowding doesn't occur and pinch points are effectively controlled. - Hygiene gloves to be provided in 'bases' classrooms to be made available to staff (Students)if they feel they are required - Entrances managed by SLT/MLT to minimise flocking at start of the day (3 Entrances and Exits – EN/EX Bases to enter and exit via the Bistro, MSB via the main Pupil entrance. Parental 'drop off's' via reception 	JC SLT ML		
Arrival at Redwood	<ul style="list-style-type: none"> - Hygiene routine established at Entry points to the building supervised by SLT/MLT - No more than 4 members of staff will be permitted in the reception area, on arrival or exit to the building - Staff use staff badge to sign in and sanitize hands on arrival - Students arrive on transport and remain on bus until collected by SLT - Staggered arrival times for parents bringing students in. Parents to wait outside to ensure no more than 4 parents in the reception area at one time. Same SD personal hygiene routine - SLT will direct students exiting buses, one bus at a time - Students will arrive and leave the building through the following entrances and exits - EN/EX Bases to enter and exit via the Bistro, MSB via the main Pupil entrance, parental 'drop off's' via reception 	ML		<p>Overseen by SLT in each team and DHT</p> <p>Mobile sanitation stations in each zone</p> <p>Anti-viral wipes and hand sanitiser used at entrances and in zone at sinks (hot water and soap in dispenser)</p>

	<ul style="list-style-type: none"> - On entrance to classroom students are to be encouraged to engage in a hand sanitization routine 				
Redwood Curriculum	<ul style="list-style-type: none"> - Redwood 'restart' Curriculum will be taught from 6th – 10th September returning to our full curriculum offer on the 13th September 	JC and ML			
Redwood Daily Logistics	<ul style="list-style-type: none"> - Whole school briefing to take place virtually where appropriate sent to staff every Monday morning - Doors to outside spaces to be left open to aid circulation of air around the building during movement on corridor times. Doors can be closed outside of these times when movement on corridors is at a minimum - Staff to encourage students sanitise hands when entering and exiting the playground. - Students encouraged to wash hands before and after using the toilets at sinks (hot water and soap in dispenser) - EN/EX Bases equipped with gloves, hand sanitizer, aprons, tissues, antibacterial wipes and waste disposal 	ML from Team A and B Staff		Appendix 2 Safeguarding Addendum	
Lunchtime	<ul style="list-style-type: none"> - Bistro and Sixth Form Social Area used for lunchtime provision - EX Bases in classroom for lunchtime - Staff encouraged to wear masks in these areas - Staff to ensure students wash hands regularly, especially before snacks and lunchtime - Students will be supplied a choice of hot/cold meals by GFM - Students on FSM and 'Hot Dinners' at REEC will be provided with a hot meal option / packed Lunch from Middleton Technology School. - When staff / students leave site to collect lunch, they must sign out and back in using the Inventory system. The same applies for any breaks taken offsite 	ML Staff			
Communication	<ul style="list-style-type: none"> - Weekly pastoral calls/emails to all families via if student not attending educational provision due to isolation - Safeguarding team notified of any concerns 				

<p>Staff wellbeing</p>	<ul style="list-style-type: none"> - Staff, stress, worries and concerns supported and managed through open consultation with SLT. - Where there are concerns around staff anxiety/stress individual RA will be undertaken by SLT to support staff and written in conjunction with staff member - Staff encouraged to contribute to risk management and voice concerns and worries within a supportive environment - Concerns taken seriously and managed by SLT. - Management of serious concerns and individual staff stress undertaken, recorded and monitored by the Headteacher - Staff have access to PAM Assist for independent and free support with counselling/advice at pamassist.co.uk 	<p>HT DHT SLT ML Staff</p>			
<p>Independent Travel Programme</p>	<ul style="list-style-type: none"> - IT programme to continue with identified students and existing independent travelers - Students in training on the Independent travel programme (and existing independent travellers, places them at increased risk and/or potential to spread COVID-19, parent and student informed of this, they will be aware of increased risk and will manage that risk whilst using public transport - IT Trainer will Brief pupils on appropriate behaviour whilst in the Bus Station and on the bus - IT trainers would normally sit next to students on the first few travel journeys but, currently, as part of our RA we make the family aware that, due to social distancing and the fact that we are not in the same 'bubble' we would be sitting near the young person. We will sit behind them wherever possible. - Staff will ensure that students social isolate whilst on the bus by ensuring wherever possible that students sit on a double seat with no one sat next to them - Students and staff when using public transport will be strongly encouraged to wear face coverings/masks on public transport and in Bus Stations. Legally people with learning difficulties/autism etc are allowed to waiver the need to wear a face covering. If this is the case 	<p>SLT SA Transport</p>			

	<p>students are encouraged to show/display a badge/lanyard informing bus drivers/members of the public this information.</p> <ul style="list-style-type: none"> - Students will be touching many surfaces which are used by the general public and students from neighbouring schools on their journey. Students will be advised not to touch their faces with their hands and maintain good hand hygiene and sanitation at all times. Students will be asked to sanitize their hands after alighting the bus. - Staff to manage students to ensure they are not exposed to large crowds of people at bus stops. - All students will know exactly what times and number of buses to get on. Students taught to ensure that they are sat down before the bus/train starts. Students to remain seated until the bus/train comes to a complete stop. Students to leave the bus one at a time and exit the bus/train safely and sensibly. - IT trainers will make it clear that If the bus is full it is best to wait for the next bus...then encourage them to call/text parents, school, college to explain that they may be late. - Staff will ensure that students sanitize their hands when exiting the bus, at the entrance to the 'new' venue wherever possible. 				
<p>Using Staff cars to Transport independent Travellers</p>	<ul style="list-style-type: none"> - Staff to use cars at the discretion of the Headteacher - Students and staff to sanitise hands and ensure good hand hygiene at the exit of the building prior to entering the vehicle - Staff and students to wear a face mask during the entirety of the journey - Students to sit in the back far left corner of the vehicle to ensure maximum distance from the driver (at least 1/2m) - Windows in the vehicle need to be open to ensure good circulation of fresh air - Staff and students to sanitise hands and ensure good hand hygiene at the entrance of the destination 				

	- Portable hand gel to be taken with staff if not available at new location				
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Section 2: Health and Safety

SECTION 2: Health and Safety (Including Safeguarding)					
Specific issue	Actions to reduce risk (risk will be scored again in light of actions to reduce risk)	Who	Risk	Supporting notes	RAG
Personal Protective Equipment	<ul style="list-style-type: none"> - RA undertaken to determine what specific PPE is required for educational provision - Appropriate PPE ordered and provided in conjunction with LA and PHE - Staff training video for any staff identified as staff who will carry out PC or be required to wear PPE as part of their role - Weekly talk through to staff using PPE regarding protocol - Protocol displayed in all areas where PPE is used (PC and symptomatic zone) - Some students on roll require non aerosol generating procedure such as: yanker suctioning, nebuliser, SATS monitoring, oxygen and tube feeding and 1 student on roll requires non-invasive ventilation which is an AGP and another student catheter suction. 4 staff are now fit tested for appropriate masks and extra PPE required by an NHS trained nurse and we are awaiting further staff to be tested to build capacity within the team. - Administering First Aid as a result of an accident or incident to follow PPE protocol for personal care. 	SLT ML Teachers TA's PC Staff		<p>Appendix 3 Personal Care RA and protocol</p> <p>AGP PPE Donning and Doffing</p>	
Cleaning of working spaces	<ul style="list-style-type: none"> - All areas to be deep cleaned (this has taken place – Summer 2021) - GFM to clean working areas daily - Staff and students to additionally wipe down surface areas with antibacterial wipes (not required to be COSSH trained) - Toilets are cleaned throughout the day by GFM. 	HT SLT GFM			

	<ul style="list-style-type: none"> - GFM notifies if additional cleaning of rooms is required (due to accident or student in crisis creating need to clean or deep clean -BASES) 				
Disposal of PPE	<ul style="list-style-type: none"> - Double bagged by staff in school, left in a labelled bin in changing rooms, designated classrooms and medical rooms. Collected at the end of the day by GFM staff, taken to quarantine room G14 for 72 hours, and then disposed of in general waste. 	Staff GFM		Appendix 3 Personal Care RA and Protocol	
Suspected case at Redwood (staff or student reports symptoms)	<ul style="list-style-type: none"> - Keep the person isolated in allocated isolation space (dependent on zone) whilst arrangements are made to transport the person home – staff to follow the recommended PPE guidelines when within 1 metre of someone who is symptomatic. - Under guidance mild symptoms of Covid-19 – person should self-isolate for 10 days and / or go to a test centre to get a confirmed result. - Redwood to contact relevant agencies e.g. LA/Public Health England - GFM clean affected areas - Inform staff - Core reminders about hygiene - Contact parents – general information about sickness etc. - Toilet allocated for student/staff isolating in each zone. 	HT GFM Staff			
Confirmed case (staff or student who has been at Redwood)	<ul style="list-style-type: none"> - In these cases, our local Public Health England (PHE) health protection team will be contacts and SLT will get in touch to discuss the case and advise on any action or precautions to take. - GFM deep clean all areas – see above - Contact parents – general information about sickness etc. and the key next steps Where there are 5 confirmed cases in 10 days within a bubble further measures will be implemented such as bubble closure. 	HT GFM LA		Increased risk with confirmed case PHE Greater Manchester Protection Team 03442250562 option 3	
Suspected case outside of Redwood (staff or student reports symptoms)	<ul style="list-style-type: none"> - On being notified by staff/families: - Employee / parents to ring NHS 111 or own GP and advise Redwood of outcome - Under the latest Government Guidance even mild symptoms of COVID 19 – person should self- 	HT LA		Reliant on being notified of a confirmed case	

	isolate for 10 days and or go to a test centre to get a confirmed result			
Confirmed case in a family of a staff member or child	<ul style="list-style-type: none"> - If you have been fully vaccinated or are below the age of 18 years and 6 months staff and students will not be required to isolate in this instance. - Staff who have only received one dose of COVID-19 vaccine, will still be required to self-isolate. - If not fully vaccinated, follow Government Guidelines - We are advising parents that, household contacts and close contacts identified by NHS Track & Trace or by the setting, should take a PCR test at day 3 to 5 (post identification as a contact) - Undertake daily LFD testing from day 1 and until they receive results of the PCR test - In all cases, pupils should continue to attend school or college provided they have a negative LFD test result. 	HT LA		

Section 3: Staffing

SECTION 3: Staffing					
Specific issue	Actions to reduce risk (risk will be scored again in light of actions to reduce risk)	Who	Risk	Supporting notes	RAG
Staff / Student testing	<ul style="list-style-type: none"> - We aim to provide the opportunity for all staff and students attending on-site provision at Redwood a LFT Covid-19 Test. Testing for staff and students is conducted at home and we regularly encourage staff and students to test twice weekly. School are distributing home testing kits to students and staff on a regular basis - Michelle Ashcroft manages the distribution and parental requests for home testing kits. 	HT DHT MA			
Staff Risk Assessments	<ul style="list-style-type: none"> - All staff with an underlying medical condition (where a RA was in place prior to Covid-19) to have their RA updated by SLT in conjunction with staff member before working onsite at Redwood. 	HT DHT HR Admin			

	<ul style="list-style-type: none"> - Any other risk assessments to be completed as staff feel necessary/ as advised by medical professional - RA are reviewed every half term or more frequently as required. 			
Staff wellbeing	<ul style="list-style-type: none"> - Staff, stress, worries and concerns supported and managed through open consultation with SLT. - Where there are concerns around staff anxiety/stress individual RA will be undertaken by SLT to support staff and written in conjunction with staff member - Staff encouraged to contribute to risk management and voice concerns and worries within a supportive environment. - Concerns taken seriously and managed by SLT. - Management of serious concerns and individual staff stress undertaken, recorded and monitored by the Headteacher. - Staff returning to work onsite from Team D undergo a return to work phone call and individual staff RA where required. - Staff have access to PAM Assist for independent and free support with counselling/advice at pamassist.co.uk 	HT DHT SLT ML Staff		
Staff workload	<ul style="list-style-type: none"> - Normal practice and procedures apply 	HT		
Staff member who has asked to self-isolate but with no symptoms	<ul style="list-style-type: none"> - If an employee needs to self-quarantine (on the advice of NHS 111 or a doctor) the first step is to assess whether they can work at home. If they are, the person will be paid as normal and their absence will be deemed to be authorised paid leave. - If the employee is not fit to work or in a post where home working is not possible, they will be treated as being on sick leave. They would need to follow the sickness procedure. This includes individuals who may be a carrier of COVID-19 but may not have symptoms. - Treating the employee as being on paid sick leave or as working from home is advisable and justified. It makes sense, otherwise concerns about lost pay could lead to potentially infected people coming into work. - Evidence of advice to self-isolate - Medical evidence is not required for the first seven days of sickness (according to the law). Self-isolation 	HT HR Admin SLT Individual staff		

	<p>form to be completed by staff and sent to headteacher/HR.</p> <ul style="list-style-type: none"> - The Government strongly suggests that employers use their discretion around the need for medical evidence for a period of absence where an employee is advised to self-isolate due to suspected COVID-19. 			
Staff member self-isolates without advice and no sign of symptoms	<ul style="list-style-type: none"> - There is a contract of service. If an employee is choosing to remove their services and has no confirmed sickness, then they are effectively withdrawing their services. The school would be under no obligation to pay in this case. - In employment contracts there are implied terms that employees should follow their employer's reasonable instructions. If employees refuse to perform these tasks, then they are in breach of contract. It will depend on the precise circumstances but there may be grounds for following normal absence management processes. - Establish what is reasonable. What is the degree of risk? What about that individual – are they more vulnerable due to an existing health condition, age, pregnancy, mental health condition, caring responsibility etc? Listen to their concerns and try to come to an agreement e.g. working from home. If working from home isn't an option, they may be able to arrange to take the time off as holiday or unpaid leave but this would only be with our agreement. - This is an exceptional event that requires both employers and employees to exercise caution and to take reasonable steps to prevent the risk and spread of the virus. Alongside employers' statutory duty of care for people's health and safety and to provide a safe place to work, there's also a strong moral responsibility to ensure that employees feel safe and secure in their employment and so we should take people's concerns seriously and continue to communicate. 	HT HR Admin Individual staff		
Staff with health issues (e.g. Heart, respiratory)	<ul style="list-style-type: none"> - Staff to contact NHS 111 or own GP for advice - HRA process to be resumed 	HT Individual staff		

	<ul style="list-style-type: none"> - Individual risk assessments to be completed with staff who have any health issues. - Medical/HR support for any staff still shielding 			
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Section 4: Stage response to preventing and managing sickness

Response Stage	Trigger	Key Actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> • General reminders for hygiene • Effective handwashing facilities, soap, paper towels and waste disposal available • Follow usual absence periods for sickness • Ensuring cleaning resources are readily available for staff and students (paper towels, etc) 	All staff	
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> • Increased absence rates of pupils or staff • Local increases in sickness e.g. flu, gastric, coronavirus • Public health alerts • Suspected cases of specific illness in school or within the community (e.g. Coronavirus / gastric) 	<ul style="list-style-type: none"> • Increase hygiene procedure • Communication with key people including key information (staff, pupils and families, etc) • Specific hygiene lessons in class • Increased enforced use of handwashing before eating of food • Enforce 48hr after symptoms have stopped for all mild fever (below 37.8), sickness, diarrhoea etc. • If COVID 19 symptomatic (Temp above 37.8, persistent cough, loss of taste) follow 10 day isolation rules and / or attend test centre to confirm whether positive. • Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) • Daily review of the situation <i>and make changes as necessary</i> 	SLT Admin Staff	
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> • Direct case or increased likelihood of cases • Public health advice for restrictions 	<ul style="list-style-type: none"> • Immediately follow early break out guidance (HT/DHT or SLT) <p>Review close contact situations:</p> <ul style="list-style-type: none"> • Assemblies/lining up for class and after break/lunch • School events, including trips • Visitors, speakers and contractors <p>Consider:</p> <ul style="list-style-type: none"> • Any screening measures e.g. use of a thermometer in school. • Increase time of exclusion from school for those with symptoms (beyond 48hrs) in line with latest Government/PHO guidance • Sending home any students with <u>any</u> symptoms • Additional Cleaning including deeper cleans • Social distance markings on the floor and classrooms and shared spaces 	SLT/ML	

<p style="text-align: center;">STAGE 4 - Containment</p>	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> • High levels of sickness • High rates of absence • Significance of danger 	<ul style="list-style-type: none"> • Collapsing the timetable and remaining in tutor groups • Part / full closures of site / classes • Enhanced deep cleans • Closure of lettings and building use • Reduction or exclusion of visitors and non-emergency contractors • Full school closure where deemed appropriate in conjunction with PHE / LA 	<p>HT / Chair of Governors</p>	
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