

Odyssey House School
COVID-19 Risk Assessment
School Operating Procedures
Reviewed for September 2020

Consequence	3	3	6	9	6 - 9 UNACCEPTABLE Take immediate action	
	2	2	4	6		3 - 4 TOLERABLE Look to improve
	1	1	2	3		1 - 2 ACCEPTABLE No further action, but ensure controls are maintained
		1	2	3		
		Likelihood				



Name of Assessors	Proprietor: Charu Kashyap School Director: Shilpa Walia Head of School: Henrietta Jordan	Area Being Assessed Related Documents	Whole School COVID response. Actions taken to lower risk of COVID-19 transmission. https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020 https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
Date	28.08.2020	Date of Next Review	Ongoing and Weekly Review

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1. ESTABLISHING A PROCESS FOR FULL REOPENING OF ODYSSEY HOUSE SCHOOL FOR SEPT 2020					
Risk Rating prior to action		Likelihood : 2	Consequence: 3	Risk: 6	
1.1 Net Capacity					
All pupils and staff to return to School.	<ul style="list-style-type: none"> All staff and pupils to return to school besides staff or students who are experiencing symptoms of COVID-19 or are isolating due to household members displaying symptoms. Some staff recognised as 'extremely clinically vulnerable' may be directed to limited class based duties although each case will be individually risk assessed. 		Head of School	Ongoing	
1.2 Organisation of Teaching Spaces					
Implement COVID safe class organisation	<ul style="list-style-type: none"> Classrooms where practical and possible to be set up so students are not facing each other and set up to encourage good respiratory hygiene, social distancing through positioning of desks and chairs etc. Remove unnecessary furniture/soft furnishings/soft toys. In class, frequent cleaning to include wiping of surfaces such as desk tops and door handles. All classes will keep a record of this having been completed. Classes to remain separate from other classes for the majority of the day. Classes to come together only for lunch times and break time. Cleaning of classroom equipment such as stationary, keyboards etc. after each user. Users to be instructed to wash hands before and after use. Clear signage promoting social distancing. Where appropriate to pupil needs and safety, windows and or doors can be kept open to improve ventilation. 		Head of School and SLT Health and safety Officer	Sept 2020 ongoing	
Large spaces used by school	<ul style="list-style-type: none"> Limits set for large spaces (e.g church hall or local areas) – maximum of one group at a time with cleaning following use agreed by owners and good hand hygiene. Students attending large gatherings prohibited. 		Head of School	In place	

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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1.3 Availability of Staff and Class Sizes

Potential for lower than usual staffing	<ul style="list-style-type: none"> Staff recognised as 'extremely clinically vulnerable' to be directed to duties outside the classroom. Each case will be risk assessed individually. In the event of staff absence, staff with the relevant skill set in the bubble will be redirected to cover. No supply teachers or TA's to be used as surplus available and planned into timetable within the school bubble. In the event of a health and safety concern as a last resort staff may be used from outside the bubble. 	Prin ciple SLT	Ongoing
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1.4 The School Day

<p>The start of the day create risks of breaching social distancing guidelines.</p> <p>A typical school day involves activities and transitions that are congested</p>	<ul style="list-style-type: none"> All pupils will be collected from the front gate by staff. Entry to the building will be done through a soft start and end to the day avoiding congestion in the main reception area and outside the school gate. At the end of the day children will remain in their class until their parents/Carers arrive and they are called via reception. Parents will not be allowed in the school building. Parents/Carers bringing their child to school by walking should not arrive before 8.50am. To reduce social mixing, they should use the markings – spaced 2 metres apart - to ensure appropriate distance between them and others. Staff members will arrive promptly to collect each child to take them directly inside the building. Parents who are walking should not enter Reception or any other part of the school building. At lunch times classes will be eating their lunch in the classroom and will have agreed times to use the outside courtyard Parent drop off and collection procedures will ensure arrival is gradual and will therefore ensure congestion is avoided. On arrival all staff and children must wash their hands/ use hand sanitiser immediately. Staff or children who have worn face coverings in transit are requested to remove the covering before entering the school building and disposing of all disposable face coverings. If the face covering is reusable to place it in a sealable plastic container eg tupperware. Hand must be washed immediately after removing the covering. Removing face coverings must be done so by holding the fastenings/straps, not the face covering part. If the school's location goes into a local lockdown, children in year 7 and above will be asked to wear face covering in any communal area in the school or locations used away from the school. For students who it is medical not advised they will not be required to wear a mask in communal area. 	SLT	Sept 2020 ongoing
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1.5 Managing unwell staff or children

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Staff or pupils feeling unwell may have COVID-19	<ul style="list-style-type: none"> On arrival to school staff and children DO NOT need to have their temperature taken. If however a staff member or a child seems unwell, is experiencing other recognised COVID symptoms or is suspected of having a high temperature their temperature can be checked. If anyone has the following symptoms they must go home and arrange a COVID test. <ul style="list-style-type: none"> Has a temperature above 37.8 degrees. A new and continuous cough Loss or change to their normal sense of taste or smell. The person concerned must self isolate for 7 days and take a COVID-19 test. Other members of their household should self-isolate for 14 days including siblings. In the event that the test returns a negative result they are able to return unless they are still unwell due to conventional flu or similar. Normal sick leave/ absence would apply in this case. If a child presents with suspected COVID-19 they will be taken to the medical room. Parents will be called to take the child home and parents requested to arrange for them to be tested. School can support parents with this, if required. No pupil to return to school until a negative test result has been received and a copy sent to the school or when 7 days has lapsed or they are well enough to be in school. Parents will be asked to collect their child within an hour after receiving the phone call. If a child needs to use the toilet while waiting to be collected the toilet area must be cleaned using household bleach and detergent before being used again. A 'not in use sign' must be in place until the cleaning has taken place. 	SLT	Sept 2020 ongoing
1.6 Planning Movement around the School			
Movement around the school risks breaching social distancing guidelines.	<ul style="list-style-type: none"> Pinch points and bottle necks are identified and managed. No training events are taking place in school besides in house induction and staff development although there will be risk reduction measures in place such as remote learning or small groups exercising social distancing etc. Meetings with outside professionals to continue to be conducted over microsoft TEAMS where possible Movement of pupils around school is minimised as much as possible. Pupils are taught and prompted to socially distance and keep good respiratory hygiene. Pupils will have access to outside area at agreed times throughout the day 	SLT	Ongoing
1.7 Curriculum Organisation			
Pupils will have fallen behind in their learning during school closures	<ul style="list-style-type: none"> Ongoing review of recovery curriculum and assessment of the extent of pupils lack of progress and individual curriculum plans to be drafted accordingly. 	SLT Deputy Head of School (Health)	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
and achievement gaps will have widened.	<ul style="list-style-type: none"> EHCP meetings still being held virtually and new targets discussed with parents. Face to face meetings will reconvene start date TBC Enhanced approach to home learning following establishment of new learning platform. 		
1.8 Staff Workspace			
Staff rooms and offices do not allow for observation of social distancing guidelines.	<ul style="list-style-type: none"> Allocated staff rooms for staff breaks to ensure reduction in congestion. Staff rooms and offices have been reviewed and appropriate configuration of furniture and workstations have been put in place to allow for, and promote, social distancing. Staff to be mindful of social distancing when meeting or gathering in office space, groups to be kept to a minimum and meetings or gatherings to cease or be taken elsewhere if social distancing is compromised. Seating removed and arranged to enforce maximum staff numbers and social distancing in staff room. 	SLT Facilities manager	Sept 2020 ongoing
1.9 Managing the School Lifecycle			
Limited progress with the school's calendar and work plan because of COVID-19 measures.	<ul style="list-style-type: none"> SLT and staff work plans to include the launch of the recovery curriculum. Staff recruitment for September 2020 completed. School design (class and staff lists) and curriculum planning for 2020 completed. Adaptation to staff development days to reduce staff gatherings and promote remote engagement in whole school training. Renewable training booked and organised according to greatest priority such as DSL training and first aid etc. Reallocation of class rooms/ office space as required to be decided and actioned. Communication to parents of new class groups and staff etc to provide an element of transition for Sept. 	SLT Facilities manager	Ongoing
Pupils moving on to the next phase of their education do not feel prepared for the transition.	<ul style="list-style-type: none"> Regular communication between Year 11 parents and SLT / College/Sixth form College. Regular communication between SLT and parents – particularly transition years. Regular communication between SLT and parents of children joining Odyssey in Sept 2020 Continue with a recovery curriculum for term 1 2020-21 to support transition. 	SLT	Ongoing
Meetings are not able to take place and	<ul style="list-style-type: none"> All PCR/TAF/TAC meeting will take place over the phone or teams over term 1. 	SLT	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
progress is stalled because of it.	<ul style="list-style-type: none"> Other meetings such as CHIN meetings, PEPS, core groups etc will be held over phone or teams until additional meeting space away from the main building becomes available and social distancing is assured. 		
1.10 Governance and Policy			
Governors are not fully informed or involved in making key decisions.	<ul style="list-style-type: none"> Online/telephone conference meetings are held regularly with governors. Governing body are involved in key decisions regarding operations during COVID-19 crisis. Governors are briefed regularly on the latest government guidance and its implications for the school. Governors meetings will continue to be held via TEAMS over tem 1, this will be reviewed for term 2. 	SLT	Ongoing
1.11 Policy Review			
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in current circumstances	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for school. Where appropriate, addendums to key policies are to be produced to ensure safe working practice. Staff, pupils, parents and proprietor have been briefed accordingly. Safeguarding addendum ratified by proprietor and has been published on school website and all staff notified of changes. All statutory policies are reviewed and agreed by proprietor 	SLT	Ongoing
1.12 Communication Strategy			
Key stakeholders are not fully informed about changes to policy and procedures	<ul style="list-style-type: none"> Communication via email, phone, school website, and letter are in place for Staff, pupils, parents, proprietor, LA, NHS, social services and other partners. A folder for COVID-19 has been set up on share point 	SLT Office	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
due to COVID-19, resulting in ill health.	<ul style="list-style-type: none"> Policy addendums available to staff via Share point. Any changes to policies or procedures communicated with staff and the proprietor. 		
1.13 Staff Induction and CPD			
Staff are not trained in new procedures, leading to risks to health.	<ul style="list-style-type: none"> Staff given written guidance as to how their working practices have changed in light of COVID 19, all policy changes shared with staff SharePoint. Any new staff to continue to receive induction prior to starting in school. Where possible, this may be delivered remotely. 	SLT	Sept 2020 ongoing of Term 6
New staff are not aware of policies and procedures prior to starting school.	<ul style="list-style-type: none"> Induction programmes remain in place – whether online or in school. 	Head of School	Start of Term 1
1.14 Risk Assessments			
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school increases or changes its roll and mitigation strategies are put in place and communicated to staff. These will cover; different areas of the school, when pupils enter and leave school, movement around school, break and lunchtimes, delivery of aspects of the curriculum. Odyssey House School's COVID-19 Risk Assessment - School Operating Procedures (this risk assessment) to be shared with staff and Proprietor prior to implementation asking for their comments and feedback. Risk Assessment to be placed as an agenda item on all school meetings. Updates to risk assessments to be communicated with staff and shared on SharePoint. 	SLT	Sept 2020 ongoing
Risk Rating after action	Likelihood : 1	Consequence: 3	Risk: 3
2. INVESTING IN SAFETY EQUIPMENT AND HEALTH AND SAFETY ARRANGEMENTS TO LIMIT THE SPREAD OF COVID-19			
Risk Rating prior to action	Likelihood : 2	Consequence: 3	Risk: 6
2.1 Cleaning			
Cleaning capacity is insufficient to meet new demands of COVID-19 crisis.	<ul style="list-style-type: none"> Door handles and push panels are cleaned across the school on an ongoing and continuous basis. Additional Deep cleaning completed on rotation. Areas deep cleaned are then locked and signs placed on the door. A list of rooms deep cleaned is kept and monitored. 	SLT	Sept 2020 ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> • Daily walks to check school cleanliness undertaken by the SLT team. A member of the SLT team will check in the morning as the school is opened up. Also, after the school has been cleaned the evening a team member will check cleanliness of classrooms and report issues as required to the SLT. • Hygiene products in place around school, especially in toilets and common areas. This will include soap, tissues in class, paper towels, gloves, aprons, alcohol gels including additional dispensers. • Ensure all bins across the school are emptied at least twice daily. • Cleaning products kept in locked cupboard in class. • Deep clean of all rooms on rotation, but limit and identify which rooms are in use. Signs to indicate which rooms have been deep cleaned, and when, placed on doors. Doors locked. • Cleaning team keep register to show cleaning that has occurred. 		
Classrooms and teaching and learning activities do not ensure hygienic and COVID-19 secure practice.	<ul style="list-style-type: none"> • In class, frequent cleaning to include wiping of surfaces such as desk tops. • Prevent the sharing of stationery and other equipment. Clean equipment that is in use. • Reduce the total number of toys / resources used with pupils – store these outside of the classroom. Try to keep sets of toys/resources used for individual pupils (so that toys aren't shared), regularly wipe down/clean toys which have been mouthed etc. • Remove soft toys from classrooms. • Clean all toys/resources used at the end of the day. • All classrooms and other rooms not in use should be locked and signposted as not for use. • Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). • Class register of cleaning taking place is kept by class and shared with SLT. • Shared lesson resources (eg shared science, music, PE resources or equipment) to be cleaned and left unused for 48 hours (72 hours for plastics) 	SLT Class teams	Sept 2020 ongoing
Outdoor play areas	<ul style="list-style-type: none"> • All shared and communal outdoor play equipment will not be available. • Play times to be taken in groups. 	Class teams	Sept 2020 ongoing
2.2 Hygiene and Handwashing			
Inadequate supplies of soap and hand sanitiser means that pupils and staff do not wash their hands with sufficient frequency.	<ul style="list-style-type: none"> • Weekly stocktake to ensure adequate supplies is completed by the office team. • Office team to undertake daily check of soap and hand sanitiser and refill asrequired. • Office team on site throughout the day. They will supply soap and hand sanitiser on request. • Handwashing for all staff and pupils to be part of the daily routine. 	SLT Office team Class teams	Sept 2020 ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Pupils forget to wash their hands regularly and / or wash their hands poorly.	<ul style="list-style-type: none"> Teachers and TAs actively teach handwashing technique (20 seconds) and supervise as appropriate. Hand washing occurs on arrival, after the toilet, before and after breaks, and before and after eating. Also, when transitioning between areas of the school and activities. Staff to model frequent and correct handwashing. Additional use of hand sanitiser. Posters reinforce the need to wash hands regularly and also focus on technique. Staff to actively promote 'catch it kill it bin it' mantra. 	SLT Class teams	Sept 2020 ongoing
2.3 Clothing / Fabric / Personal Belongings / Shoes/kitchen equipment			
The use of fabric chairs may increase the risk of the virus spreading.	<ul style="list-style-type: none"> Where possible take fabric chairs out of use where possible. Where that is not possible then try to ensure chairs are limited to single person use. 	SLT Class teams	Sept 2020 ongoing
Pupils bring in items from home which are contaminated.	<ul style="list-style-type: none"> Parents to be encouraged not to allow pupils to bring toys / unnecessary items into school. Pupils not to bring into school any stationery. This will be provided by the school. Staff and children to have their own personal set of common stationery items such as pens and pencils etc. Any stationery to be taken from pupils after use and wiped down/cleaned as appropriate. Minimise items that travel between home and school – home school diaries and EHCP diaries to remain in school across the week and only returned on Fridays. Phone calls to be made when essential daily communication needs to be made. Lunchboxes brought into school to be wipe clean not fabric. Children to bring in named water bottle 	SLT Class teams	Sept 2020 ongoing
Staff sharing kitchen utensils and kitchen equipment	<ul style="list-style-type: none"> Staff are to bring in their own cutlery or cups to use for lunches and break times and take this home to wash. Shared use of microwaves and fridges is permitted however handles and surfaces touched must be wiped down after use and hand sanitiser applied. 	All Staff	
2.4 Testing and Managing Symptoms			
Testing is not used effectively to help manage staffing availability and secure staff health.	<ul style="list-style-type: none"> Odyssey House School will follow the published guidance on testing and ensure this is communicated to staff. This guidance has been explained to staff as part of the induction process and communication regarding access to testing communicated with all staff. Any member of staff developing symptoms should be tested. If they test negative, they can return to work and their fellow house members can end their self-isolation. Staff to present proof of negative test result to Senior Leaders. If 	SLT HR	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<p>staff test positive, they will follow all advice from public health and school will offer support by phone. The school will complete a further Public Health England (PHE) referral for advice on next steps for any staff/pupils/facilities that the member of staff who has tested positive has been in contact with.</p> <ul style="list-style-type: none"> • Parents/Carers/Staff to provide a screen shot of outcome of testing • School to actively cooperate with track and trace 		
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms.	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at the school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the test prove negative or positive. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household display symptoms, be reported to PHE and a referral made. All advice from PHE will followed. • School to actively cooperate with track and trace • For school leaders to liaise with PHE. 	SLT	Ongoing
Staff, pupils and parents are not aware of the schools procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19.	<ul style="list-style-type: none"> • Staff, parents and carers have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in school. • Any staff member /pupil displaying symptoms should not come to school. • Any updates regarding signs and symptoms of COVID-19 is communicated to staff and parents. • Guidance has been explained to staff and pupils as appropriate as part of the induction / return to school process. • Any updates or changes to this guidance are communicated in a timely and effective way to stakeholders. • Staff/parents/carers should notify SLT if they or a family member has COVID-19 or suspected COVID-19 / symptoms of COVID-19. • Staff/parents/carers should notify SLT if they receive information that a pupil or a pupil's family member has COVID-19 or suspected COVID-19 / symptoms of COVID-19. • Staff and parents should keep checking emails, letters, the school website for updates on COVID-19. 	SLT	Ongoing
Inappropriate action in event of a suspected case.	<ul style="list-style-type: none"> • If any pupil, or members of that child's family, is displaying any symptoms of COVID-19 the child should not attend school. • Any pupil with any of the symptoms listed on the DfE / NHS websites is to be sent home. • The child is to be isolated in the PCR Room with a member of staff. PPE (gloves, apron, mask) should be used by accompanying staff at this point. Ideally, the door should be opened for ventilation. (if this room has to be locked for 72 hours then the therapy room will be used as a back-up) • Parents contacted as a matter of urgency and told they must collect their child within an hour. • If a pupil vomits, the room must be immediately vacated and locked. The class will be relocated in a vacant classroom or indoor space until the room can be recused. 	SLT Class teachers	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> • If the child needs to use the toilet while awaiting collection, the toilet used must be cleaned thoroughly after using household cleaning products before being used by anyone else. • The collection room is then kept locked and out of use for 72 hours (this includes locking any rooms the pupil has been in during that day). A sign is placed on the door to ensure this room is not used for 72 hours. Following this time frame, the room is deep cleaned. A note is placed on the door notifying that the room has been deep cleaned and the date. • Public Health England referral to be made by the Head of School or Deputy Head of Schools and all guidance followed. • If a member of staff or pupil come in contact with a person suspected of having COVID-19 symptoms, they do not need to self-isolate unless they too develop symptoms. After contact with a persons suspected of having COVID-19 symptoms and attended children or staff must wash their hands, and nearby surfaces and door handles etc must be washed with disinfectant. Odyssey House School will follow the guidance from Public Health England at all times. • The Cleaning team must then follow their procedures as set out in their risk assessment in order to clean the room. • Materials used during supporting a pupil/staff member with suspected symptoms should be placed in a yellow hazardous waste bin bag, the bag should be removed immediately and stored in the hazardous waste bin outside the Facilities Manager’s office in the lock up. • Parents/Carers/Staff to provide a screen shot of outcome of COVID-19 testing. • If the school questions whether a child is genuinely showing signs of COVID-19, e.g. the child has a cough but it is hard to tell if it is his normal cough, they will err on the side of caution and send the child home. • If Any member of staff, or their family members, are displaying any symptoms of COVID-19 they should not attend work (school). • Any member of staff displaying symptoms during the day will be sent home to arrange for testing. A copy of the negative test result must be seen by Senior Leaders prior to the member of staff returning to work (school). • In all suspected cases, Public Health England will be consulted and their advice adhered to. This extends to acknowledging 2 or more confirmed cases as well as an overall rise in absence due to suspected COVID-19 may be an indicator of a local outbreak and school leaders will work with the local health protection team. • Following all contact with PHE the content of the conversation to be recorded on a contact sheet and passed to the office for filing. 		
2.5 First Aid / Designated Safeguarding Leads			
The lack of availability of First Aiders and DSL’s puts children’s safety at risk.	<ul style="list-style-type: none"> • All normal school procedure will resume • Two staff will be sent on Emergency First Aid and work course in October which is the earliest date. • Rota to be completed with back up. 	SLT DSL team	Ongoing
2.6 Medical Room			
Medical rooms are not adequately equipped	<ul style="list-style-type: none"> • Signs are in place to remind of social distancing in the medical room. There is a maximum occupancy of 2 people. It may be necessary for staff assisting a pupil to stand outside the door. 	SLT	Sept 2020 ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
or configured to maintain infection control.	<ul style="list-style-type: none"> • Suspected COVID-19 cases are taken to the PCR room fourth door on the downstairs hallway. • Once this room has been used by a suspected case, it is locked off for 72 hours, or until a negative test result is received, and deep cleaned prior to, once again, being made available for use. 		
2.7 Communication with Parents			
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school.	<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated. • Parents and pupil handbook is created. (including mask guidance) • See section 2.4 testing and managing symptoms 	SLT Class teachers	Sept 2020 ongoing
Parents and carers may not fully understand their responsibilities should a child show Coronavirus symptoms.	<ul style="list-style-type: none"> • Key message in line with government guidance are reinforced on a weekly basis email, text and the school's website. • Pamphlet of all COVID safe school practices shared with parents • Any updates from NHS/Public Health England or the Government regarding Coronavirus symptoms to be communicated to parents via letter, parentmail and the website. • No child to return to school until a negative test result is shared with Senior Leaders or 7 days has lapsed since symptoms were first observed. 	SLT	Ongoing
2.8 PPE			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
PPE for day to day duties	<ul style="list-style-type: none"> Masks provided to all staff for use in school for specified tasks .e.g suspected Covid Case PPE stock is monitored by the Facilities Manager and reported to the Deputy Head of School / Head of School. 	SLT office staff	Ongoing
Pupils arrive at school wearing face masks	<ul style="list-style-type: none"> Pupils with Special Educational Needs (SEN) should not wear face masks – they may increase risk of transmission due to using them incorrectly. Ask pupils to remove face mask, SLT to contact parents/carers. Pupils face mask and PPE to be placed in a secure plastic bag and stored securely with a member of SLT, to be returned to the pupil to travel home with. All disposable masks to be disposed of appropriately. All staff or pupils doffing masks on arrival must do so by holding the straps or fastenings, not the front part of the mask. If there is local lock down students and staff will be required to wear facemasks in communal areas. If it not medically advisable students and staff will not be required to wear a mask. 	Teachers SLT	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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Risk Rating following action	Likelihood : 1	Consequence: 3	Risk: 3
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3 MAXIMISING SOCIAL DISTANCING MEASURES

Risk Rating prior to action	Likelihood : 2	Consequence: 3	Risk: 6
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3.1 Pupil Behaviour

Pupils behaviour does not comply with social distancing	<ul style="list-style-type: none"> • Clear messaging to pupils at a level appropriate to them. • Use a range of communication methods as appropriate to reinforce message. • Use of games and tasks to reinforce social distancing message. • Breaks and lunchtimes supervised to ensure social distancing at these times. • Large gatherings avoided. • Movement of pupils around the school is minimised. • Activities planned which encourage social distancing • Actively teach social distancing. • Actively teach hand washing through songs and games. • Practice regular handwashing . • Placement of classroom furniture and activities to encourage social distancing. 	SLT	Ongoing
Pupil behaviour presents a challenge to themselves or others requiring staff support and plans.	<ul style="list-style-type: none"> • Clear message to pupils of expected behaviour. • Staff to follow pupil's behaviour plan, paying particular regard to proactive strategies, in order to prevent escalation. • Staff to remain extra vigilant to 'triggers' or 'warning signs' in order to be proactive in dealing with behaviours and prevent them from escalating. • Staff should enable pupils showing heightened anxiety to exit the room and then maintain the largest possible distance between themselves and the pupil as possible. • Greater consideration given to clearing the immediate area in order to reduce the risk to other pupils and staff. • Staff to adopt calming strategies to promote de-escalation. This may involve the offer of known favoured activities. • Prior to intervention, staff to ensure they are acting in the best interest of the child. Ensure that any intervention is the least restrictive. • In line with Positive Behaviour Policy, any intervention to be used as an emergency response. • Staff to have identified behaviours displayed by each specific child and plan accordingly. 	SLT Teachers Teaching assistants	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<p>working with asymptomatic children in a school setting represents a very low risk in respect of transmitting COVID-19 even with regards to challenging behaviour such as spitting and normal school procedures should be followed .</p> <ul style="list-style-type: none"> • Staff to avoid standing face-on to the child. 		
3.2 Classrooms and Teaching Spaces			
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	<ul style="list-style-type: none"> • Arrange classroom seating to maximise social distancing. There should be spaces between chairs. • Furniture not in use is removed from class. • Plan activities which encourage / enable social distancing. • Arrangements regularly reviewed. • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 	Teachers SLT	Sept 2020 ongoing
3.3 Movement in Corridors			
Social distancing guidance is breached when pupils circulate in corridors.	<ul style="list-style-type: none"> • The movement of pupils around school is minimised as much as is possible. • Pupils are taught mainly in a single class besides access to specialist rooms when appropriate (refer to separate guidance for use of shared resources) and use the toilet facilities that are local to their room. They should not travel to other areas of the school unnecessarily. • Office staff will collect each morning and afternoon information to complete class registers, therefore there will be no movement around corridors. 	teachers	Ongoing
3.4 Break times / Play			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Pupils may not observe social distancing at break times.	<ul style="list-style-type: none"> Break times will be in designated areas to be shared only by one group. Staff model and communicate need for social distancing. 1:1 support/guidance for pupils who struggle with social distancing throughout breaktimes. 	Teachers	Ongoing
3.5 Lunchtimes			
Pupils may not observe social distancing at lunchtimes	<ul style="list-style-type: none"> Lunch times are staggered. Groups only to share Church halls spaces. Specific arrival and exit doors used to reduce congestion. External areas are designated for different groups (only one group per external area at a time). Staff model and communicate need for social distancing. Cleaning equipment available for staff to clean down play equipment - main 'touch' surfaces. 	Teachers	Ongoing
3.6 Toilets			
Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> Limit numbers of pupils that are allowed to go for the toilet at a time. 	Teachers	Ongoing
3.7 Reception Area			
Too many people congregating in the reception area and hygiene procedures not being followed.	<ul style="list-style-type: none"> No parents or external visitors to be invited or allowed into reception. Parents/carers have been made aware of this. Any visitor to use call button to alert Admin Staff of reason for visit. Admin staff to only allow entry to those who have a genuine reason for accessing the school. Fabric chairs in waiting area limited to one person at a time. Area cleaned daily, especially touch surfaces such as the staff sign in area, the door opening button and all door opening surfaces and handles. Staff to wait outside for parents or visitors Alcohol gel dispenser available at sign in and prior to entering reception area. 	SLT Office	Sept 2020 ongoing
3.8 Staff Areas; Work Rooms, Staff Rooms and Offices			
Staff work and social rooms and offices do not enable social distancing and enable	<ul style="list-style-type: none"> Staff are allocated to consistent staff teams who, as far as is possible, only work with a set group of pupils unless in secondary. Staff have designated lunch times and eat in the staff room Staff should use the cleaning materials made available to clean surfaces prior to use of room. 	SLT Teachers	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
mixing of staff from different working groups – resulting in increased risk of transmission.	<ul style="list-style-type: none"> Staff should use full social distancing at all times, including if mixing with staff members from other groups outside the school grounds. Be mindful of room space you meet in and consider relocating if the space feels too small for social distancing to be respected. 		
3.9 Shared Rooms; IT, Food Technology, Art, Music, Hydrotherapy Pool, Soft Play Room, Sensory Room,			
Risk of transmission is increased due to shared use of school facilities.	<ul style="list-style-type: none"> Cleaning team to clean main area on daily basis. Register of school cleaning maintained. 	SLT	Ongoing
Risk Rating following action	Likelihood : 1	Consequence: 3	Risk: 3
4 CONTINUING ENHANCED PROTECTION FOR CHILDREN AND STAFF WITH UNDERLYING HEALTH CONDITIONS			
Risk Rating prior to action	Likelihood : 2	Consequence: 3	Risk: 6
4.1 Pupils with Underlying Health Conditions			
Pupils with underlying health issues or those shielding are not identified and so measures have not been put in place to protect them.	<ul style="list-style-type: none"> All pupils have an Individual Health Care Plan (IHCP) in place. The Health and Therapy reports and letters produced by Health Professionals are shared with the school Leadership Team. 	SLT	Ongoing
The staff working with a child might not be familiar with their health needs due to disrupted staffing model.	<ul style="list-style-type: none"> Medication will only be administered by staff who have completed the 'Administration of Medication' training and have previously administered medication to those specific children. 	SLT Teachers	Ongoing
Pupils health needs require them to have close contact	<ul style="list-style-type: none"> Minimise need for medication to be taken at school. Discourage the movement of medication between home and school. 	SLT	Ongoing
4.2 Staff with Underlying Health Conditions			
Risk to staff who are clinically vulnerable or who were shielding	<ul style="list-style-type: none"> Shielding advice ceases from August 1st. Staff risk assessments expire at the end of term 6. 	SLT	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When	
	<ul style="list-style-type: none"> All staff members with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/Health Professional or current Government advice although now all staff are expected to return to work. This recognised as 'extremely clinically vulnerable must continue to follow social distancing advice. It is recognised that this will not be possible while working in class. On an individual basis this will need to be risk assessed and managed on an individual basis. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Government guidance is being applied. 			
Risk Rating following action		Likelihood : 1	Consequence: 3	Risk: 3
5 ENHANCING MENTAL HEALTH SUPPORT FOR PUPILS AND STAFF				
Risk Rating prior to action		Likelihood : 2	Consequence: 3	Risk: 6
5.1 Mental Health Concerns - Pupils				
Pupils mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	<ul style="list-style-type: none"> All concerns received from parents will be recorded and submitted DLS and safeguarding forms completed. The safeguarding team are liaising with, and referring to CAHMS, Social Services as well as using their in-house strategies and support mechanisms. A recovery curriculum is being put in place with a focus on nurture and mental health and understanding of the COVID-19 crisis. 	SLT	Ongoing	
5.2 Mental Health Concerns - Staff				
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with staff that they manage, including their workload. Staff have been signposted to useful websites and resources by headteacher Staff have access to the school wellbeing package. 	SLT	Ongoing	
5.3 Bereavement Support				

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Pupils and staff are grieving because of loss of family or friends.	<ul style="list-style-type: none"> Support is requested via Haringey and the NHS as necessary. Appropriate materials to support pupils in understanding all about COVID-19 have been sent to parents/carers for them to use with their children. We have a range of supportive literature which also signposts additional support for bereavement. 	SLT	Ongoing
Risk Rating following action	Likelihood : 2	Consequence: 2	Risk: 4
6 OPERATIONAL ISSUES			
Risk Rating prior to action	Likelihood : 2	Consequence: 3	Risk: 6
6.1 Review of Fire Procedures			
Fire procedures are not appropriate to cover new arrangements	<ul style="list-style-type: none"> Usual fire safety procedure have been reinstated with social distancing included. 	SLT Site Team	Sept 2020 ongoing
Fire evacuation drills unable to apply social distancing effectively.	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place. Staff will try to encourage social distancing with the pupils in the care and supervision. All staff will exercise social distancing throughout fire evacuation. Regular drills – at least 3 times a year – to continue. Class Teachers to go through drill with class groups in order to ensure understanding of new procedures. 	SLT	Sept 2020 ongoing
Fire officer absent due to self-isolation.	<ul style="list-style-type: none"> An additional staff rota is in place for Fire Officer to cover any absences and staff have been briefed accordingly. 	SLT	Sept 2020 ongoing
6.2 Managing Premises on Reopening after Lengthy Closure			
All systems may not remain operational	<ul style="list-style-type: none"> The school has remained open throughout remotely Swimming has been suspended and will be reviewed in Jan 2021 Maintenance checks have continued. 	SLT	Ongoing
Statutory compliance has not been completed due to the availability of contractors during lockdown.	<ul style="list-style-type: none"> All statutory compliance to be continued. List of all required compliance checks and inspections and has ensured that these have continued throughout this period. 	SLT	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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6.3 Contractors Working on the School Site

Contractors or inspectors on-site whilst school is in operation may pose a social distancing and infection control risk.	<ul style="list-style-type: none"> Scheduled inspections for schools have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and Inspectors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising contractors so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible, arrangements are reviewed. In addition to COVID-19 arrangements, normal contractor procedures are being applied and have been updated in light of COVID-19 (including risk assessments and method statements and contractor induction). Contractors do not arrive on, or leave, site at the same time of pupils. Where possible, any works carried out either before or after school hours or during school holidays. 	SLT	Ongoing
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Risk Rating following action

Likelihood : 1

Consequence: 3

Risk: 3

7 FINANCE

Risk Rating prior to action

Likelihood : 2

Consequence: 2

Risk: 4

7.1 Costs of the School's Response to COVID-19

The cost of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties.	<ul style="list-style-type: none"> Additional cost due to COVID-19 identified and an end of year forecast which factors them in has been produced. Proprietor's finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. 	SLT	Ongoing
Handling money sent in from home	<ul style="list-style-type: none"> Office staff to wear gloves when counting and/or sorting cash sent into the school office. This is to be conducted in a designated space and this surface must be cleaned after use using disinfectant and the gloves disposed of in a sealed plastic bag and disposed of in a yellow bin. Staff must not eat lunch from the desk used for counting money. 		

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Risk Rating after action	Likelihood : 1	Consequence: 2	Risk: 2
8 GOVERNANCE			
Risk Rating prior to action	Likelihood : 2	Consequence: 2	Risk: 4
8.1 Oversight of the Proprietor			
Lack of Proprietor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<ul style="list-style-type: none"> The Proprietor and critical friend continues to meet regularly via online platforms. The Proprietor and critical friend agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Head of School's reports to Proprietor and critical friend includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Proprietor and critical friend. Minutes of Proprietor and critical friend meetings are reviewed to ensure that they accurately record proprietor oversight and holding leaders to account for areas of statutory responsibility. Head of School and Proprietor in regular communication by phone and/or online meeting. 	Proprietor Critical Friend He	Ongoing
Risk Rating following action	Likelihood : 1	Consequence: 2	Risk: 2
9. ADDITIONAL SITE-SPECIFIC ISSUES AND RISKS			
Risk Rating prior to action	Likelihood : 2	Consequence: 3	Risk: 6
Any Site Specific Issues / Arrangements			
Risk assessments for PE and outdoor walks not being reviewed to include Covid-19 Risks	<ul style="list-style-type: none"> School to review all risk assessment for PE locations Social distancing to adhered to at all locations School to follow Government guidance on school trips Risk assessments to be reviewed weekly. 	SLT Teachers	Ongoing
Risk Rating following action	Likelihood : 1	Consequence: 3	Risk: 3

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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Overall Whole School Risk Rating following action	Likelihood : 1	Consequence: 3	Risk: 3
<p>Statement: The risk to human life posed nationally by COVID-19 cannot be fully mitigated against. All Government guidance documents (see those listed above) describe that public institutions such as schools should be working to 'lower the risk of transmission'. With the detailed and thorough set of mitigations listed above, which encompass every aspect of the school's operation. It would be our analysis that our school is compliant with all Government guidance. In this way, our school is as 'COVID secure' as it can be.</p> <p>The majority of pupils at Odyssey House School have a neurodiversity diagnose. Some will struggle with the concept of social distancing. It is therefore imperative that all parents/carers and staff remain alert to the symptoms of COVID-19, parents/carers keep their child off from school if their child or other family members are showing signs of the virus, staff remain at home if they or family members are showing signs of the virus and the whole school community adheres to the procedures detailed in this risk assessment.</p> <p>Additionally, we need to conduct thorough NHS and Government advice informed risk assessments of all staff and pupils who are clinically vulnerable to ensure that they can safely return to work/school and in what capacity.</p>			
Signed		Date	
Signed (Head of School / Deputy Head of Schools)		Date	