



EMBAJADA
DE ESPAÑA
EN REINO UNIDO

CONSEJERÍA DE EDUCACIÓN
INSTITUTO ESPAÑOL
VICENTE CAÑADA BLANCH



Risk Assessment COVID-19

CURSO 2020-21

3rd Review: 14.05.21

Instituto Español Vicente Cañada Blanch
317 Portobello Road
London W10 5SZ
Tel: 020 8969 2664
canada.blanch.uk@educacion.gob.es
<http://vicentecanadablanch.educalab.es/centro>

Date created:	23.02.2020	Ms.Mar Brea (DSL) Mr. Mario Muñoz DDSL
1st Review:	01.09.2020 Full Opening Risk Assessment and Action Plan	Ms.Nuria Peris DDSL
2d Review:	05.01.2021	Ms. Carmen Pinilla Headteacher
3rd Review:	14.05.2021	Mr. Fernando Ramos
Next review:	21.06.2021	Ms. Cristina Salmerón DDSL

Sections:

Engagement in Risk Assessment and Planning	4
Preparing Buildings and Facilities	4
Emergency Evacuations	5
Cleaning and waste disposal	5
Classrooms	6
Staffing	7
Group Sizes	8
Social Distancing	8
Transport	9
Catering	10
PPE	10
Response to suspected/ confirmed case of COVID19 in school	10
Pupil Return	11
Remote Education Contingency Plan	11
Safeguarding	11
Curriculum / learning environment	12
Attendance	12
Communication	12
School events, including trips	13

Theme	Control Measures	Action Required / Decision Made	Date	Risk Level
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff and Consejería de Educación.		June 2020	
Preparing Buildings and Facilities	Office spaces re-designed to allow office-based staff to work safely.	<ul style="list-style-type: none"> Staff working from home when risk assessment advises it. 	May 2021	L
	Premises and utilities have been health and safety checked and the building is compliant. <ul style="list-style-type: none"> Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements 	<ul style="list-style-type: none"> Full pre-opening premises inspection. School meals service carry risk assessment and reorganize canteen with distribution of tables, permanent allocation of staff with protective equipment and permanent allocation of seats for children. 	Sep 2020	L
	Entry and exit routes to the school are in place to allow social distancing.	<ul style="list-style-type: none"> 3 new entrances Staggered entrance and exit times One way system in place to enter and exit the school. Signage in place. 	Sep 2020	L

	Consideration given to premises lettings and approach in place.	<ul style="list-style-type: none"> • Lettings risk assessment completed • Lettings only if compliant with social distancing measures 	Sept 2020	L
	Consideration given to the arrangements for any deliveries.	<ul style="list-style-type: none"> • Deliveries only at Portobello door or parking, always with PPE and social distancing measures 	June 2020	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.	<ul style="list-style-type: none"> • Revised evacuation procedure and shared with all staff and children. In the event of emergency the priority is getting out of the building calmly regardless of social distancing. • Staff training. • Fire drills. 	Sep 2020	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	<ul style="list-style-type: none"> • Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. • Hand towels and handwash are to be checked and replaced as needed by (Mr.Pedro-morning cleaner) and evening cleaning staff. • Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. • Enhanced cleaning regime agreed with cleaning service company. • Cleaning staff capacity is adequate to enable enhanced cleaning regime. • Adequate cleaning supplies and facilities around the school are in place: <ul style="list-style-type: none"> ○ hand sanitiser available at school entrances and in every room 	June 2020	L

		<ul style="list-style-type: none"> ○ Disposable towels in classrooms (catch it, bin it, kill it) ● Arrangements for longer-term continual supplies: Stock check and ordering schedule reviewed and order made. ● All staff advised to leave the site by 17:30 in order for cleaning to be undertaken. 		
	Waste disposal process in place for potentially contaminated waste.	<ul style="list-style-type: none"> ● Waste bags and containers - kept closed and stored separately from communal waste for 72 hours ● Waste collections made when the minimum number of persons are on site after normal opening hours. 	June 2020	L
Classrooms	Appropriate resources are available within all classrooms	<ul style="list-style-type: none"> ● Classrooms have been re/arranged to allow as much space between individuals as practical. ● Sharing of equipment limited to the bubble ● Non-essential equipment or resources which are not easily washable or wipeable have been removed 	Sep 2020	L
	Access to classrooms organized to avoid face to face contacts	<ul style="list-style-type: none"> ● Classroom entry and exit routes have been determined and appropriate signage in place. 	Sep 2020	L
	Furniture arranged to minimise contact as much as possible	<ul style="list-style-type: none"> ● Desks side by side, facing front, where age appropriate 	Sep 2020	L
	Information	<ul style="list-style-type: none"> ● Posters are displayed in every classroom, at the main entrance, places visible to those around buildings, in the staffroom and in toilets. 	Sep 2020	L

Staffing	Staffing numbers required for safety.	<ul style="list-style-type: none"> ● All staff members have First Aid training ● 7 staff members have Paediatric First Aid training ● Designated Safeguarding Lead (DSL) ● Caretaker/site member ● Office staff member 	Sep 2020	L
	Staff absence reporting and recording.	<ul style="list-style-type: none"> ● All staff are aware. 		L
	Risk assessments in place for those staff who are clinically vulnerable and/or living with someone who was shielding.	<ul style="list-style-type: none"> ● Appropriate arrangements for mitigating risk are identified and agreed. ● Arrangements made to teach year groups who are more able to socially distance. 	Sep 2020	L
	Plans to respond to increased sickness levels are in place.	<ul style="list-style-type: none"> ● Use of GClassroom from start of school year. ● Redeployment of staff to support the effective working of the school. ● Staffing allocations to groups determined, minimising contact with multiple groups as much as possible. ● Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated. 	Sep 2020	L
	Meetings and staff training.	<ul style="list-style-type: none"> ● All meetings of more than 4 staff or staff not in stable groups to take place online or outdoors keeping social distance. ● Induction process for new staff has been reviewed and updated in line with the current situation. ● All training except Paediatrics First Aid to take place through Educare 	Sep 2020	L

	Approach to support wellbeing, mental health and resilience in place, including bereavement support	<ul style="list-style-type: none"> Staff are aware of available support and advice for them and pupils. Bereavement Policy to be reviewed to ensure it reflects current circumstances and arrangements. 	Sep 2020	L
	Testing	<ul style="list-style-type: none"> Arrangements for accessing testing are in place. Staff are clear on returning to work guidance. Twice-weekly rapid testing for secondary pupils and for all teachers - to reduce the chance of the virus spreading. 	Sept 2020 March 2021	L
	Arrangements in place for externally delivered activities.	<ul style="list-style-type: none"> Protocols and expectations shared. Only offering limited activities which maintain distancing, all equipment stringently cleaned. Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. 	Sept 2020	L
Group Sizes	All children are included in distinct groups' that do not mix and the number of children in each bubble is as small as possible.	<ul style="list-style-type: none"> Stable group set at the size of two classes. Playground zones for each stable group. 	Sep 2020	L
Social Distancing	Arrangements for social distancing in place	<ul style="list-style-type: none"> Staggered school drop off/pick up times and locations. Staggered and limited amounts of moving around the school/ corridors: each group uses a different entrance, one way system in place. All pupils facing forward in lessons (except EYFS) All pupils facing forward in canteen, no pupil facing other pupil (only one side of table is used) 	Sep 2020 / May 2021	L

		<ul style="list-style-type: none"> • Face masks worn by staff in common areas where safe distance cannot be kept. • Break and lunch times are staggered. • Social distancing during queuing for lunches, allocated seats in canteen, • Allocated toilets for stable groups • There will be no assemblies. 		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	<ul style="list-style-type: none"> • On arrival, students move straight to "Home Room" and sit at the named table and wait for the rest of class to arrive/class to begin. (from 3º Ed.Primaria) 	Sep 2020	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	<ul style="list-style-type: none"> • "Normas de Convivencia" apply. • Social distancing plans communicated with parents, including approach to breaches. 	Sep 2020	L
	Arrangements in place for the use of the playground	<ul style="list-style-type: none"> • Allocated areas in the playground. • Only some sports can be played, rules in PE lessons. 	Sep 2020	L
Transport	Encouraging walking and avoiding public transport as much as possible.	<ul style="list-style-type: none"> • Information shared with parents regarding pupils travelling to school • Portobello becomes School Street, volunteer parents help needed to look after the barrier. 	Sep 2020	L

<p>Catering</p>	<p>Arrangements in place to provide food on site.</p>	<ul style="list-style-type: none"> ● Liaison with La Plaza to re-open kitchen to provide hot meals for children. ● All pupils facing forward in canteen, no pupil facing other pupil (only one side of table is used) ● Break and lunch times are staggered. ● Social distancing during queuing for lunches, allocated seats in canteen. ● Arrangements for when and where each group will take lunch and snack time are in place so that children do not mix with children from other groups. 	<p>Sep 2020</p>	<p>L</p>
<p>PPE</p>	<p>PPE requirements understood and appropriate supplies in place.</p>	<p>Long term approach to obtaining adequate PPE supplies in place.</p>	<p>Sep 2020</p>	<p>L</p>
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place</p>	<ul style="list-style-type: none"> ● ED and DSL should be informed and take action ● Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated ● Cleaning procedure in place ● Arrangements for informing parent community in place ● Approach to relocating CYP away from certain parts of the school to clean, if possible ● Cleaning procedure in place ● Arrangements for informing parent community in place ● Process in place to engage with the Test and Trace and contract tracing process. 	<p>Sep 2020</p>	<p>L</p>

<p>Pupil Return</p>	<p>New measures and expectations communicated with pupils and parents.</p>	<ul style="list-style-type: none"> ● Approach and expectations around school uniform determined and communicated with parents. ● Changes to the school day/timetables shared with parents ● All students instructed to bring a water bottle each day. Water fountain cleaning arrangements in place ● Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff ● Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. ● Consideration of the impact of COVID19 on families and whether any additional support may be required 	<p>Sep 2020</p>	<p>L</p>
<p>Remote Education Contingency Plan</p>	<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.</p>	<ul style="list-style-type: none"> ● Remote learning contingency available and ready to be 'switched-on' when needed. ● Devices lending system designed and ready. 	<p>Sep 2020</p>	<p>L</p>
<p>Safeguarding</p>	<p>Consideration given to any child who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.</p>	<ul style="list-style-type: none"> ● Regular review of risk assessments to identify any support or arrangements needed. ● Work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school. 	<p>Sep 2020 / May 2021</p>	<p>L</p>
	<p>Staff are prepared for supporting the wellbeing of pupils and receiving any potential disclosures.</p>	<ul style="list-style-type: none"> ● Staff refresher training on processes and procedures and the revised wellbeing material. 	<p>Sep 2020</p>	<p>L</p>

	Updated Child Protection Policy in place.	<ul style="list-style-type: none"> • KCSE 2020 in place • Regular training on Educare 	Sep 2020 / May 2021	L
Curriculum / learning environment	Learning plans revised and required adjustments considered.	<ul style="list-style-type: none"> • Activities to be risk assessed and should not be run unless the risks can be mitigated in PE, Practical science lessons, Music. • Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place. • Whole school approach to adapting curriculum (S/M/L term), including: Wellbeing curriculum, recognising 'non-curriculum' learning that has been done, capturing pupil achievements/ outcomes • Measures in place to provide students with additional support • Student behaviour policy reviewed to reflect the current circumstances. 	Sep 2020 / May 2021	L
Attendance	All pupils must return to school as required by the DfE	<ul style="list-style-type: none"> • Promotion and support of attendance for all pupils, including those who may be anxious • Support for parents where rates of persistent absence were high before closure. • Action in case of rates of persistent absence 	Sep 2020 / March 2021	L
Communication			Sep 2020	L

	Communications with staff	Information regularly shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	/ March 2021	
	Communications with parents	<ul style="list-style-type: none"> ● Plan for full opening ● Social distancing plan ● Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning ● Attendance ● Uniform ● Transport ● Behaviour ● Test and trace ● Staggered start and end times ● Expectations when in school and at home 		
	Communications with pupils	<ul style="list-style-type: none"> ● Changes to timetable ● Social distancing arrangements ● Staggered times ● Expectations when in school and at home ● Travelling to and from school safely 		
	On-going regular communication plans determined to ensure parents are kept well-informed	<ul style="list-style-type: none"> ● Emails, website updates, Twitter 		
School events, including trips	School's annual calendar of events	<ul style="list-style-type: none"> ● Included in Programación General Anual del centro. ● School trips can resume from May 17th 	May 2021	