



## COVID-19: Risk Assessment and Action Plan

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**DATE: January 2022 Update**

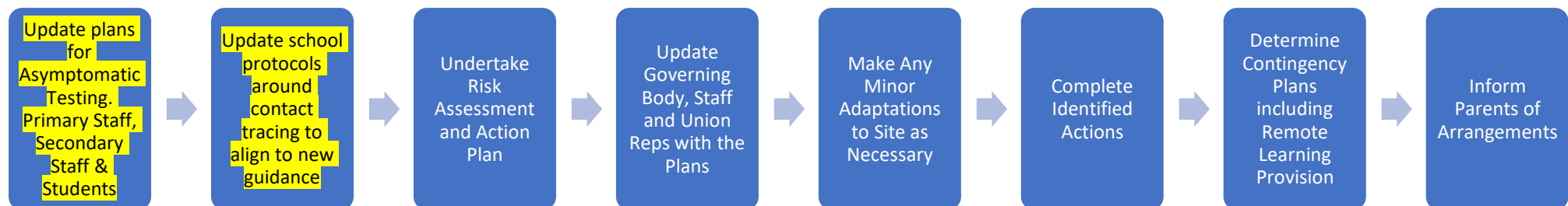
### **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place following the end of restrictions in July and changes to self-isolation protocols in August to ensure the school continues to operate in a safe way following full opening.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy (January 2021 – to cover lockdown)
- CYP Response Plan (January 2021)
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

### **Risk Assessment for Full Reopening**



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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.				Updated 04/01/22	
	Consideration given to premises lettings and approach in place.		M	<i>Letting's approach considered by Headteacher and governing board</i>	04/01/22	L
	Consideration given to the arrangements for any deliveries.		M	<i>Skanska/front office will deal with all deliveries in a highly controlled way.</i>	04/01/22	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).		M	<i>Sports Hall will be used for initial asymptomatic testing.  Students will be offered one LFD test on return</i>	04/01/22	L
<b>Emergency Evacuations</b>	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<i>Evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i>	M	<p><i>Revised evacuation procedure and share with all staff and children.</i></p> <p><i>Fire drill.</i></p>	04/01/22	L

<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a> .		M	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by Churchill/Skanska</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	04/01/22	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.		M	<i>Cleaning contract in place</i>	04/01/22	L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<p><i>M</i></p>	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	<p><i>04/01/22</i></p>	<p><i>L</i></p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p><i>M</i></p>	<p><i>Arrangements in place with Churchill</i></p>	<p><i>04/01/22</i></p>	<p><i>L</i></p>
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p><i>Testing waste is no longer considered hazardous and can be disposed of in the usual waste</i></p>	<p><i>M</i></p>	<p><i>Waste bags and containers managed by the site team</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p>	<p><i>04/01/22</i></p>	<p><i>L</i></p>
	<p>Process in place for safe removal and/or disposal of face masks.</p>	<p><i>The wearing of face coverings is recommended for ALL students and staff (unless exempt) All know how to dispose of them appropriately.</i></p>	<p><i>M</i></p>	<p><i>As above</i></p>	<p><i>04/01/22</i></p>	<p><i>L</i></p>

<b>Classrooms</b>	Classrooms have appropriate ventilation arrangements	Windows open before and after lessons, and during lessons when temperatures allow:  Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'	M	<i>Headteacher to speak to all staff</i>	04/01/22	L
<b>Staffing</b>	Approach to staff absence reporting and recording in place. All staff aware.		M	<i>Clear procedure in place</i>	04/01/22	L
	Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.  Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.	Shielding is no longer in place. CEV staff and/or students have risk assessments which identify any specific adjustments to allow them to attend on site.	H	<i>Arrangements made for reasonable adjustments to support staff member working on site</i>  <i>Email sent to staff regarding CEV and double jabbed status.</i>	04/01/22	L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted	M	<i>Remote Education plan published on website.</i>	04/01/22	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support.  How staff are supported to follow this within their own situations			<i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i>		L

	and that of pupils and colleagues is clear.		M	<a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a>  <i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i>	04/01/22	
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.		M	<i>Clear process in place</i>	04/01/22	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.  NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.		M	<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>	04/01/22	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.		M	<i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i>	04/01/22	L

<b>Catering</b>	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.		<i>M</i>	<i>Normal procedures place. Movement towards vouchers if not on site.</i>	<i>04/01/22</i>	<i>L</i>
	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.		<i>M</i>	<i>Vouchers if not on site.</i>	<i>04/01/22</i>	<i>L</i>
<b>PPE</b>	PPE requirements understood and appropriate supplies in place.	Some PPE required for onsite testing and any specific arrangements.	<i>M</i>	<i>Arrangement by SBM</i>	<i>04/01/22</i>	<i>L</i>
<b>Face Coverings</b>		All students and staff expected to wear a face covering (unless exempt) in classrooms and communal areas.	<i>M</i>	<i>Email sent to all parents/carers regarding the expectation over the Christmas break</i>	<i>04/01/22</i>	<i>L</i>
<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Updated approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<p>If a pupil or student begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately. They wait to be collected in the training room, overseen by front office staff.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs IHO/DHA and leaves the site as soon as possible.</p>	<i>M</i>	<i>All incidents to go through Headteacher of Deputy Headteacher</i>	<i>04/01/22</i>	<i>L</i>



		Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible. Close contacts are identified by NHS test and trace if the individual has confirmed case				
	Updated approach to confirmed COVID19 cases in place: outside of school hours <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Contact tracing arrangements updated – this is now undertaken by NHS test and trace</li> </ul>	<p><i>Close contacts are now identified by NHS test and trace following confirmed case.</i></p> <p><i>Those that have been doubled vaccinated or U18 do not need to isolate but are asked to take a PCR test instead</i></p>	M	<i>Updated information shared with staff and parents/carers</i>	04/01/22	L
<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		M	<i>Remote Education plan published on the school website.</i>	04/01/22	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.		M	<i>SBM will lead on the ordering of required devices</i>	04/01/22	L
<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	04/01/22	L
	Updated Child Protection Policy in place		H	<i>Adopted most recent Child Protection Policy</i>	01/09/21	L

	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.		<i>M</i>	<i>DSL continues to liaise with vulnerable families</i>	<i>01/09/21</i>	<i>L</i>
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.		<i>M</i>	<i>Plans are in place</i>	<i>01/09/21</i>	<i>L</i>
<b>Attendance</b>	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.		<i>M</i>	<i>Appropriate communications and procedures in place and shared with all stakeholders.</i>	<i>04/01/22</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.		<i>M</i>	<i>As above</i>	<i>01/09/21</i>	<i>L</i>
<b>Communication</b>	Information shared with staff around the updated plans		<i>M</i>	<i>January 2022 restart letter sent from Headteacher</i>	<i>December 2021</i>	<i>L</i>
	Union representatives informed of updated plans.		<i>M</i>	<i>Shared with union rep</i>	<i>05/01/22</i>	<i>L</i>
	Updated Risk Assessment published on website.		<i>M</i>	<i>Published on 01/09</i>	<i>05/01/22</i>	<i>L</i>
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken are prioritised.		<i>M</i>	<i>Headteachers discretion</i>	<i>01/09/21</i>	<i>L</i>
	Governors have oversight of updated plans and risk assessments.					<i>L</i>

	Approach to communication between Leaders and governors is clear and understood.		M	Regular communication between Headteacher, COG and Board	05/01/22	
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.		M	SBM updates Headteacher and governors regularly	01/09/21	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		M	SBM updates Headteacher and governors regularly	01/09/21	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			SBM updates Headteacher and governors regularly	01/09/21	L
	Insurance claims, including visits/trips booked previously.		N/A	N/A	N/A	N/A
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul>		M	Contracts in place	04/01/22	L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		N/A	N/A	N/A	N/A
<b>Before and after school clubs</b>	Approach in place for before/after school clubs adheres to the updated guidance		M	Normal procedures/offer in place	01/09/21	L

<b>Testing</b>	Test kits are securely stored and distributed to staff and students.		<i>M</i>	<i>Managed by the Head's PA, Skanska and SBM</i>	<i>01/09/21</i>	<i>L</i>
	Staff and students are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> <li>• NHS instruction leaflet</li> <li>• Training video and online resources on the document sharing platform</li> <li>• Contact details if queries</li> <li>• Process for reporting incidents</li> </ul>		<i>M</i>	<i>Via communication from Headteacher</i>	<i>01/09/21</i>	<i>L</i>
	Staff and students are aware of how to report their test results to school and to NHS Test and Trace.		<i>M</i>	<i>Via instructions on testing kits</i>	<i>01/09/21</i>	<i>L</i>
	Staff and students are aware of how to report any incidents both clinical and non clinical.		<i>M</i>	<i>Via communication from Headteacher</i>	<i>01/09/21</i>	<i>L</i>
	Process in place to monitor and replenish test supplies		<i>M</i>	<i>Headteacher/SBM will request from the DfE</i>	<i>04/01/22</i>	<i>L</i>