



## COVID19: Restricted Attendance Risk Assessment and Action Plan

**SCHOOL NAME:** Cornelius Vermuyden School

**OWNER:** Ian Hockey

**DATE:** March 2021 (update)

**Purpose of this document:**

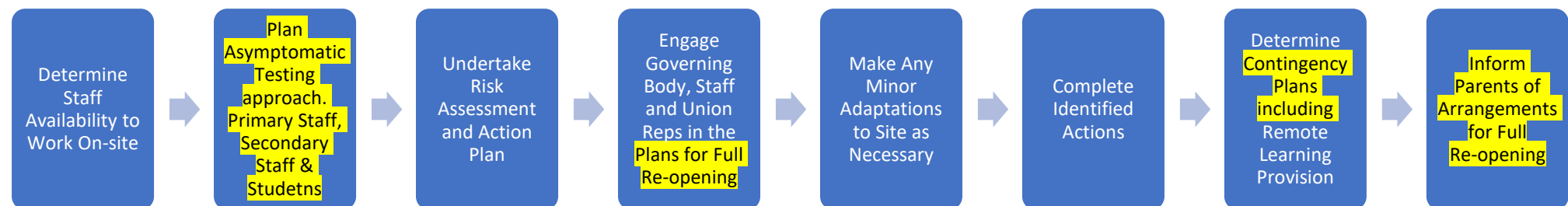
**Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to plan for the return to onsite education from March 8<sup>th</sup> and 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 (Jan '21) – to cover lockdown
- CYP Response Plan (Jan '21)
- 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 Re-opening:**



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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.				<b>February 2021</b>	
<b>Site Arrangements</b>	Office spaces re-designed to allow office-based staff to work safely (considering remote working where appropriate).	Office does not allow for adequate space between staff members, no windows for ventilation.	M	Office staff desks repositioned. Staff working from home until necessary. Only essential cover on site.	26/02/21	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	2-meter markers are present on floors. One way system in place to enter and exit the school. Signage in place.	26/05/20	L
	Consideration given to premises lettings and approach in place.	Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.	M	Lettings risk assessment completed  No lettings for the remainder of school year.	20/05/20	L
	Consideration given to the arrangements for any deliveries.		M	To be overseen by front office/Skanska	26/05/20	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).		M	Sport Hall used Communications and plans shared with staff	04/01/21	L

<p><b>Emergency Evacuations</b></p>	<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>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</p> <p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	<p>M</p>	<p>Revised evacuation procedure and share with all staff and children.</p> <p>Buddy system updated</p> <p>Fire drill complete in Term I</p>		
<p><b>Cleaning and waste disposal</b></p>	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</p>		<p>M</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels, handwash and sanitiser are to be checked and replaced as needed by Skanska/Churchill</p> <p>Enhanced cleaning regime for toilet facilities particularly door</p>	<p>26/02/21</p>	<p>L</p>

				handles, locks and toilet flush.		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.		M	Additional daily housekeeper employed. Extra housekeeper based within testing site	26/02/21	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.	M	Hand sanitiser available at the school entrance  Lidded bins in classrooms  Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach  Stock check and ordering schedule reviewed and order made.	26/02/21	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff advised to leave the site by 3pm time in order for cleaning to be undertaken.	26/02/21	L
	Waste disposal process in place for potentially contaminated waste, including testing waste.		M	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	26/02/21	L

				on site (i.e. after normal opening hours).  Hazardous waste collection organised by Skanska.		
	Process in place for safe removal and/or disposal of face masks.		M	In line with waste disposal arrangements	26/02/21	L
<b>Classrooms</b>	Classrooms allow as much space between individuals as practical.	Chairs not comfortable for long term use i.e. science lab re-purposing as a classroom.	M	Acquisition of more suitable chairs/stools in DT/Science rooms	October 2020	L
	Classroom entry and exit routes have been determined and appropriate signage in place.		M	One-way system implemented.  Clear markings on the floor	Since lockdown 1	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble where possible and cleaned between uses if sharing across bubbles.		L	In the lower school equipment is kept within bubble rooms.  Upper school rooms have anti-bacterial wipes for wiping down equipment/desks after use.	26/02/21	L
	Non-essential equipment or resources which are not easily washable or wipeable have been removed.  Information posters are displayed in every classroom, at the main	No COVID19 information posters currently in place. Limited reminders/ awareness for children.	M	COVID-19 and safety poster displayed on all electronic screens		L
			L			

	entrance, places visible to those at the school gate, in the staffroom and in all toilets.					L
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	Chairs not comfortable for long term use i.e. science lab re-purposing as a classroom.	M	<ul style="list-style-type: none"> <li>Acquiring more suitable chairs/stools.</li> </ul>	October 2020	L
<b>Staffing</b>	Staffing numbers required for <b>full re-opening</b> have been determined including support staff such as facilities, IT, midday and office/admin staff.		M	All staff return from 08/03/21	26/02/21	L
	Approach to staff absence reporting and recording in place. All staff aware.		M	Staff absence procedures clearly in place	26/02/21	L
	<b>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.</b>  Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.		H	Arrangements made for teacher to provide remote learning from home.	26/02/21	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.					

	Consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable		M	Professional dress code applied	Ongoing	L
	Approaches for meetings and staff training in place.		M	These will be remote conducted, remotely conducted but on site or fully onsite site. Appropriate distancing will be applied.	26/02/21	L
	Staffing roles and responsibilities with regards to the <a href="#">contingency</a> remote provision alongside in-school provision agreed and communicated.		M	Full remote offer in place via MS Teams	26/02/21	L
	Consideration given to the options for redeployment of staff to support the effective working of the school.  If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	TA s are required to lead some groups as not enough teachers on site to cover numbers.	M	Staff will be applied appropriately to ensure statutory duties are executed	26/02/21	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 and that of pupils and colleagues is clear.		M	Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service <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>	26/02/21	L



				The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements		
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.		M	Staff testing will be from home from 01/03/21  Kits and instructions distributed	26/02/21	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.		M	No new starters	26/02/21	L
	Arrangements to return any furloughed staff in place.			N/A	N/A	
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		M	All issues in hand	26/02/21	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		M	All HR issues in hand	26/02/21	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	Check with the contractor any requirements their employer has specified before visit. Share school protocols.  No parents on site without prior appointment.	26/02/21	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	Music lessons via Zoom or Teams.  Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.	26/02/21	L
<b>Group Sizes</b>	All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups.  All children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children and young people in each bubble is as small as possible.		M	Bubble set at the size of one class/ year group.	01/08/20	L
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible		M	Implementation of lower school/upper school bubbles on split floors.	01/08/20	L
	Identified solutions to any workforce capacity issues are in place.		M	Staff surplus in place	26/02/21	L
<b>Social Distancing</b>	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times and</li> </ul>	Secondary school curriculum means multiple teachers and classrooms				L

	<p>locations (if possible) without reducing teaching time</p> <ul style="list-style-type: none"> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>• Toilet arrangements</li> </ul>		M	Organise the school into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.	01/08/20	
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		M	On arrival, students move straight to "Home Room" and sit at named table and wait for rest of class to arrive/class to begin.	01/08/20	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		M	<p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p>	26/02/21	L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.	M	Assemblies are within bubbles	26/02/21	L

	Social distancing plans communicated with parents, including approach to breaches.		M	Letters of expectations sent to parents	26/02/21	L
	Arrangements in place for the use of the playground, including equipment.		M	Directed zone for each bubble.	26/02/21	L
<b>Transport</b>	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		M	Expectations reinforced by letter	01/09/20	L
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.		M	Expectations reinforced by letter	01/09/20	L
	Arrangements in place with transport providers to support any staggered start/end times.			N/A	N/A	
	Children and young people reminded to wear face coverings on public and school transport.		M	Expectations reinforced by letter	18/01/21	L
<b>Catering</b>	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen has been closed.	M	Re-open kitchen to provide hot and/or cold meals for children.	01/09/20	L
	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.		M	National voucher scheme in place.	26/02/21	L

	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.		M	Split break/lunch plan in place.	26/02/21	L
	Arrangements for food deliveries in place		M	Normally before school hours	26/02/21	L
<b>PPE</b>	PPE requirements understood and appropriate supplies in place.		M	Regular stock check and order by SBM and Skanska	Ongoing	L
	Approach to face coverings updated to include inside the classroom where social distancing is not possible, for secondary schools and outside of the classroom only for primary staff.		M	Letter to parents to share new expectations	26/02/21	L
<b>Response to suspected/ confirmed case of COVID19 in school</b>	Approach to confirmed COVID19 cases in place: during school day <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>		M	Clear plans shared with workforce and parents/carers	04/01/21	L
	Approach to confirmed COVID19 cases in place: outside of school hours					L

	<ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> <li>• Contact tracing arrangements if needed</li> </ul>		M	Clear plans shared with workforce and parents/carers	04/01/21	
<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		M	Remote education platforms in place. Remote education plan published on website.	26/02/21	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.		M	129 laptops received since March 2020	26/02/21	L
<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	Staff safeguarding training is constant	26/02/21	L
	Updated Child Protection Policy in place (Feb 2021).		M	Adopted most recent Child Protection Policy	26/02/21	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.		M	DSL has oversight. Line managed by the Headteacher	Ongoing	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate		M	Review individual consistent management plans to ensure they	26/02/21	L

	hygiene measures are in place to mitigate any risk of transmission.			include protective measures.		
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.		M	New mapping completed by SL's. Documents to be shared with governors at 10/03 curriculum committee	26/02/21	L
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> <li>• PE – including activity in the DFE <a href="#">guidance</a></li> <li>• Practical science lessons</li> <li>• DT/ FT</li> </ul>		M	Appropriate plans in place	26/02/21	L
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that is being done at home</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DFE 'catch-up' funding and programmes</li> <li>• <a href="#">contingency remote learning plan</a></li> </ul>		M	Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	04/01/21	L

	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		M	Behaviour addendum in place. Remote education expectations shared	12/01/21	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and <a href="#">aligned to the contingency remote learning plan</a> .		M	Letter sent to all parents/carers	16/01/21	L
<b>CYP with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies in place.		M	Oversight by KHI (SENCO)	Ongoing	L
	Annual reviews.		M	Completed as normal by KHI (SENCO)	Ongoing	L
<b>Attendance</b>	<a href="#">Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.</a>		M	Expectations shared with all parents/carers	26/02/21	L
	<a href="#">Approach to support for parents where rates of persistent absence were high before closure.</a>		M	EBE/JHI to follow up daily non-attendance	Daily	L
<b>Communication</b>	Information shared with staff around the <a href="#">full re-opening plan</a> , including amendments to usual working patterns/practices and groups.		M	Expectations reopening plans shared with parents/carers and staff	26/02/21	L
	<a href="#">Union representatives informed of full re-opening plans.</a>		M	Shared with LRO	26/02/21	L
	<a href="#">Updated Risk Assessment published on website.</a>		M	Sent to Grow	26/02/21	L
	Communications with parents on the:					L



	<ul style="list-style-type: none"> <li>• Social distancing plan</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>• Attendance</li> <li>• Uniform</li> <li>• Transport</li> <li>• Behaviour</li> <li>• Test and trace</li> <li>• Staggered start and end times</li> <li>• Expectations when in school</li> <li>• <a href="#">Contingency plans</a></li> </ul>		M	Regular communications shared with parents/carers using a range of platforms.	26/02/21	
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home</li> <li>• Travelling to and from school safely</li> </ul>		M	Regular communications shared with parents/carers using a range of platforms.	26/02/21	L
	On-going regular communication plans determined to ensure parents are kept well-informed		M	Letters, website updates, social media	Ongoing	L
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken are prioritised.		M	SLT and Governors	Ongoing	L
	Governors have oversight of <a href="#">full re-opening plans</a> and risk assessments.		M	Updated plans and risk assessment shared	26/02/21	L

	Approach to communication between Leaders and governors is clear and understood.					
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.		M	Governors meetings continued as planned remotely	Ongoing	L
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>		M	Governors in regular contact with headteacher	Ongoing	L
<b>School events, including trips</b>	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		M	The school will follow latest advice and guidance. Where events contradict this advice, they are cancelled.	Ongoing	L
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.		M	COVID Cost centre set up by SBM	Ongoing	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		M	Claims completed by SBM	Ongoing	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		M	Collated by SBM	Ongoing	L

	Insurance claims, including visits/trips booked previously.		M	Claims successfully made and funds return to parents/carers	Ongoing	L
	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	This has continued	Ongoing	L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			N/A	N/A	
<b>Before and after school clubs</b>	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance		M	Directive shared with parents/carers and staff	26/02/21	L
<b>Testing</b>	Test kits are securely stored and distributed to staff and students (secondary).		M	Securely stored	26/02/21	L
	Staff and students (secondary) 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>		M	Staff will complete home test from 01/02/21  Students will complete 3 onsite tests before moving to home test WC 15/03. Instruction booklet will be distributed with home testing kits	26/02/21	L
	Staff and students (secondary) are aware of how to report their test			Staff will complete home test from 01/02/21		L

	results to school and to NHS Test and Trace.		M	Students will complete 3 onsite tests before moving to home test WC 15/03. Instruction booklet will be distributed with home testing kits	26/02/21	
	Staff and students (secondary) are aware of how to report any incidents both clinical and non clinical.		M	Via Core SLT	26/02/21	L
	Process in place to monitor and replenish test supplies		M	Reordering via DfE site	26/02/21	L