



COVID19: Re-opening Risk Assessment and Action Plan

September 2021



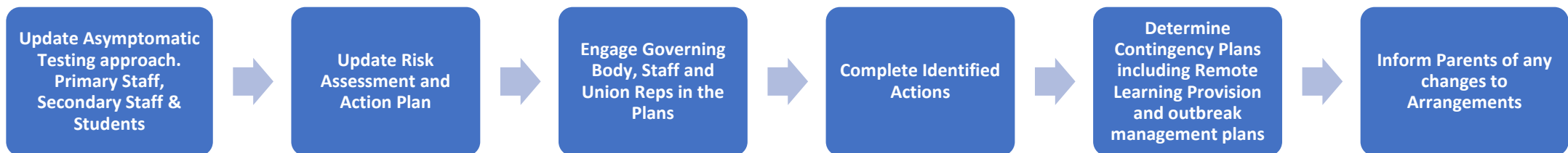
Purpose of this document:

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.

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
- CYP Response Plan
- 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 September 2021:



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The below table has been updated to remove any control measures which are no longer required by the DFE guidance following the ending of restrictions in July and changes to self-isolation protocols from August.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	Stakeholders do not feel safe in school	M	Make sure risk assessment is shared through staff and parent briefing before the start of term.	August 2021	L
Site Arrangements	Consideration given to premises lettings and approach in place.	Lettings do not adhere to current government guidelines.	M	Risk assessment for any lettings reviewed to ensure they are aligned with guidance.	September 2021	L
	Consideration given to the arrangements for any deliveries.	Deliveries do not adhere to current government guidelines.	M	Clear guidelines in place for deliveries.	September 2021	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.		L	Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.	September 2021	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	Enhanced cleaning remains a necessary control measure.	L	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces,	September 2021	L

				<p>door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by (insert name or job titles) and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	In adequate staffing for enhanced routines.	M	An additional cleaner has been employed and we use an agency who could increase hours if infant cleaners become ill.	September 2021	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>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>Hand sanitiser available at the school entrance</p> <p>Lidded bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p>	September 2021	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		M	<p>All staff advised to leave the site by X time in order for cleaning to be undertaken.</p>	September 2021	L
	<p>Process in place for safe removal and/or disposal of face masks.</p>	<p>Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</p>	L		September 2021	L

Classrooms	Classrooms have appropriate ventilation arrangements.	Windows open before and after lessons, and during lessons when temperatures allow. Some spaces do not have sufficient ventilation.	M	Mechanical ventilation system installed and adjusted appropriately to 'full fresh air' or 'single room only'.	September 2021	L
Staffing	Approach to staff absence reporting and recording in place. All staff aware.		L		September 2021	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.	<i>CEV staff feel concerned about coming back to school.</i>	M	<i>Shielding is no longer in place. Clinically extremely vulnerable staff and/ or students have risk assessments which identify any specific adjustments to allow them to attend on site.</i>	September 2021	L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	<i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i>	L		September 2021	L

	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>	September 2021	L
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>			<p><i>Staff briefing at beginning of term to reiterate key messages.</i></p>	September 2021	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p>	September 2021	L
	<p>Arrangements in place for any externally employed adults</p>				September 2021	L

	delivering learning in school e.g. music tutors. Protocols and expectations shared.			Share amended procedures, obtain their assessments outlining controls, e.g. ventilated music practice spaces.		
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place. <i>Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</i>			Kitchen to provide meals to be collected from school for any child who needs FSM in isolation.	September 2021	L
PPE	PPE requirements understood and appropriate supplies in place.			Staff briefing to make it clear where to find PPE.	September 2021	L
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ 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 			<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 medical room by a window or outside, overseen by a member of office staff.</p> <p>Any staff member who begins to display</p>	September 2021	L

				<p>symptoms of COVID19 during the day, immediately informs Julie Puxley and leaves the site as soon as possible.</p> <p>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible.</p> <p>Close contacts are identified by NHS test and trace if the individual has confirmed case.</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</p> <p>Can contact Essex Test and Trace team for advice.</p>	September 2021	L

Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			AH leads plans for remote education if needed.	September 2021	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.			RA has a stock of working laptops and liaises with families who need laptops.	September 2021	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	September 2021	L
	Updated Child Protection Policy in place.			Adopted most recent Child Protection Policy	September 2021	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.				September 2021	L
	Where physical contact is required in the context of managing behaviour.			New positive handling training planned for all staff.	October 2021	L
	Current learning plans, revised expectations and required			All LT plans have been revised.	September 2021	L

	adjustments have been considered.					
Curriculum / learning environment	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that is being done at home • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes • contingency remote learning plan 			All plans in place.	September 2021	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			Revised behaviour policy shared at INSET and planned TA sessions	September 2021	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.			Revised computing curriculum shared on INSET day.	September 2021	L
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.			New family engagement champion to lead attendance strategy and engage most vulnerable families.	September 2021	L

	Approach to support for parents where rates of persistent absence were high before closure.			New family engagement champion to lead attendance strategy and engage most vulnerable families.	September 2021	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.			<i>Maintain bubbles until 20th September and review. Staff briefing to share information.</i>	August r 2021	L
	Updated Risk Assessment published on website.			KW to add risk assessment to website.	August 2021	L
	Communications with parents on the: <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Contingency plans Outbreak management plans Wellbeing/ pastoral support 			Parent briefing and newsletter to confirm all arrangements to parents.	August 2021	L
	Pupil communications around: <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Contingency plans Outbreak management plans 			Children to be told arrangements by staff as required.	September 2021	L

	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media	September 2021	L
Governors/ Governance	Governors have oversight of plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.			Risk assessment shared and reviewed by Governors.	8 th September 2021	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>			To be completed as part of HT PMR.	21 st September 2021	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			SAT finance team clearly document cost incurred.	September 2021	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			SAT finance team clearly document cost incurred.	September 2021	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			SAT finance team clearly document cost incurred.	September 2021	L
	Potential loss of earnings from ACE club due to reduced numbers and rising costs.			Increase ACE charges and monitor closely through ACE committee.	September 2021	L

Testing	Test kits are securely stored and distributed to staff.			KB to distribute and record.	September 2021	L
	Staff are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents 			Shared on a weekly basis with a reminder email.	September 2021	L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.			Shared on a weekly basis with a reminder email.	September 2021	L
	Staff are aware of how to report any incidents both clinical and non clinical.			Shared on a weekly basis with a reminder email.	September 2021	L
	Process in place to monitor and replenish test supplies			KB to monitor and re-order.	September 2021	L
School productions	Ventilate halls as much as possible. Ask all visitors to LFT. Ask all visitors to wear masks. Provide hand sanitizer. Make DVDs available to any parent who wishes to watch but not come into school.	Cases rise in school.	M	Film productions and send link to parents.	December 2021	L

<p>Changes to advice for self-isolation</p>	<p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.</p> <p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test</p>	<p>Cases rise in school</p>	<p>M</p>	<p>As children to LFT twice a week to identify asymptomatic of the highly transmissible omicron variant.</p>	<p>January 2022</p>	<p>L</p>
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	<p>result and return to your education or childcare setting from day 7.</p> <p>Health and social care workers, including those working in education settings, should continue to follow guidance for their sector on taking LFD tests on day 8, 9 and 10. For more information, visit COVID-19: management of staff and exposed patients or residents in health and social care settings.</p> <p>Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation.</p> <p>Further information, including examples of when to end self-isolation if you have had COVID-19 symptoms, is available in the stay at home: guidance for households with possible or confirmed COVID-19 infection.</p>					
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<p style="text-align: center;">Outbreak Management Plan</p>	<p>Outbreak management plan developed to cover arrangements should children, pupils, students or staff test positive for COVID19, and how the school shall operate if advised to take extra measures to help break chains of transmission.</p> <p><i>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (<u>Stepping measures up and down</u>) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</i></p>			<p>Outbreak Management plan covering re-introduction of some measures including reduced mixing, face coverings, remote education is developed, and all staff are aware of their role. Communicated with parents and students regarding when this would come into place and how they would be informed if required.</p>	<p>September 2021</p>	<p>L</p>
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