

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: OLD HEATH COMMUNITY PRIMARY SCHOOL

OWNER: AMANDA MITCHELSON, HEADTEACHER

DATE: 27/08/2021

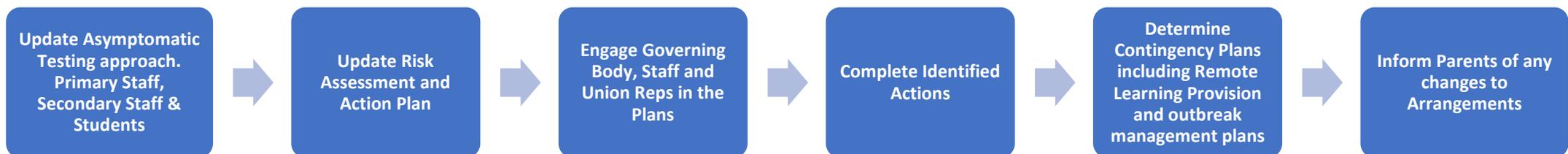
Purpose of this document:

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:



Risk Assessment/ Action Plan Sections:

Engagement in Risk Assessment and Planning	3
Site Arrangements	3
Emergency Evacuations	3
Cleaning and waste disposal	4
Classrooms	6
Staffing	6
Catering	8
PPE	8
Response to suspected/ confirmed case of COVID19 in school	8
Remote Education Plan	9
Safeguarding	10
Curriculum / learning environment	10
Attendance	11
Communication	11
Governors/ Governance	12
Finance	12

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. Examples have been amended (*in blue*) to align to the latest practices.

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.		-	This plan will be sent to staff & GB by Parentmail		-
Site Arrangements	Consideration given to premises lettings and approach in place.	<i>Risk assessment for any lettings reviewed to ensure they are aligned with guidance.</i>	-	We only lease to our 'Pre-School' and this plan is sent to Manager & staff.		-
	Consideration given to the arrangements for any deliveries.		M	These will continue as normal via front office or 'ramp door' for catering.		L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	<i>Guidance stipulates that a small onsite testing facility is retained by secondary schools to provide onsite testing for those who cannot/ do not wish to test at home, and for initial onsite testing for return Sept.</i>	-	This is not required as we are a primary school.		-
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.	<i>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.</i>	L	Evacuation routes remain the same as pre and during Covid. All exit from designated doors and line up at the top of the playground.		L

	<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>					
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p><i>Enhanced cleaning remains a necessary control measure.</i></p>	M	<p>We are continuing with the extra paid cleaning we started last year.</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 and handwash are to be checked and replaced as needed by TAs, Site Manager and cleaning staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush before/after dinner.</p>		
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>					

	<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>M</p>	<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>		<p>L</p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p>M</p>	<p><i>All staff advised to leave the site by 4pm time in order for cleaning to be undertaken.</i></p>		<p>L</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>M</p>	<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</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>Hazardous waste collection organised.</i></p>		
	<p>Process in place for safe removal and/or disposal of face masks.</p>	<p><i>Some students/ staff may choose to wear face</i></p>		<p>Placed in lidded bins if disposable ones.</p>		

		<i>coverings in some situations and know how to dispose of them appropriately.</i>	M	Reusable masks either taken home by parents or placed in school bag and not removed until home time. Hands washed after removal.		
Classrooms	Classrooms have appropriate ventilation arrangements.	<i>Windows open before and after lessons, and during lessons when temperatures allow.</i> <i>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</i>	M	As during previous lockdowns; we will keep doors & windows to classrooms open as much as possible depending on weather. Corridor doors will remain open using noise activated fire closures. We do not have any mechanical ventilation systems.		
Staffing	Approach to staff absence reporting and recording in place. All staff aware.		-	staff aware ~ no changes		
	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>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>	M	Discussions with individual staff concerned and update original RA.		
	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</i>	-			

		<i>education, should the plan be enacted.</i>			
<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</p> <p>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>		
<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>			<p>Lateral Flow Tests are available to all staff (cleaning firm) from Main Office.</p> <p>All staff are now double vaccinated.</p>		
<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.</p> <p>Share school protocols:</p> <p>Within school now we have no bubbles, no expectation of social distancing specifically. Professionals visiting may have their own service protocols. School can provide rooms with ventilation, we can organise social distancing and we are happy for individuals who want to use masks in specific situations.</p>		<i>L</i>

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place 	<p><i>begins to display symptoms of COVID19 during the day, immediately informs XX and leaves the site as soon as possible.</i></p> <p><i>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible.</i></p> <p><i>Close contacts are identified by NHS test and trace if the individual has confirmed case.</i></p>		<p>Classroom to be fumed after school.</p> <p>Close contacts according to current NHS can carry on! Only Covid person needs to isolate. Rest of family can carry on!!</p> <p>How exactly do we manage that in school?</p> <p>No immediate bubble closures anymore!</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><i>Close contacts are now identified by NHS test and trace following a confirmed case.</i></p> <p><i>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</i></p> <p><i>Can contact Essex Test and Trace team for advice.</i></p>	M	<p>If parent contracts C-19, initial PCR of child can be negative and then the child develops Covid later during parent's 10 days isolation whilst still being able to come to school (from personal/family experience!!)</p>		
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		-	Ready when needed		
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.		-	We have DFE laptops ready if needed.		

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		<i>L</i>	Staff will be receiving annual safeguarding update on Wed 1 st Sept.		
	Updated Child Protection Policy in place.		-	New Essex CP Policy has been notified to school today 27/8/21 and will be shared with staff and taken to GB at first Business Meeting.		
	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.		-	As appropriate		
	Where physical contact is required in the context of managing behaviour.		<i>M</i>	As appropriate		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		-	The national ARE's are still national and still expected despite Covid.		
	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 		-	This is an ongoing process which the staff are familiar with and children already highlighted from the summer term assessments for 'Covid CatchUp'		

	<ul style="list-style-type: none"> contingency remote learning plan 			Remote Learning will start up as needed.		
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		-	Due for annual review in Autumn Term.		
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.		-			
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		L	Overall our attendance was good. We did not have many incidences of anxious pupils.		
	Approach to support for parents where rates of persistent absence were high before closure.		L	Some families/parents where this was the case were reminded during summer term and on school reports.		
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.		-	Staff sent RA, template of Outbreak Plan, outline of returning to school.		
	Union representatives informed of updated plans.			Not heard from any Unions this time round.		
	Updated Risk Assessment published on website.			Only if over 50 employees!		
	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 			Parents will be sent information on school return for Sept 2 nd September. They will		

	<ul style="list-style-type: none"> Contingency plans Outbreak management plans Wellbeing/ pastoral support 			also be advised of possibilities of Outbreak Management Plan as advised by Essex LA		
	<p>Pupil communications around:</p> <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 			Class teachers will be talking to the classes about the changes to school workings this term but still emphasis the handwashing, use of tissues etc		
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, & ParentMail.		
Governors/ Governance	Governors have oversight of plans and risk assessments.			As per previous terms of Covid: GB are sent all information.		
	Approach to communication between Leaders and governors is clear and understood.					
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>			Noted		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			All extra expenditure is documented.		
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			We have claimed for what we are able to claim and will continue to do so where possible.		

	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Extra money spent on extra cleaning materials and extra cleaning hours is not covered in DfE/Govt Covid funding.		
Testing	Test kits are securely stored and distributed to staff and students (secondary).			N/A		
	<p>Staff and students (secondary) are aware of how to safely take and process the test. Shared the following :</p> <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries <p>Process for reporting incidents</p>					
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.					
	Staff and students (secondary) are aware of how to report any incidents both clinical and non clinical.					
	Process in place to monitor and replenish test supplies ~ For us this just involves Lateral Flow Tests					
Outbreak Management Plan	<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</i></p>	<p><i>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.</i></p>		<p>The HT has copy of Essex LA's Outbreak Management Plan and will amend depending on advice from Essex LA/Health Protection. Possible measures have already been considered in a 'draft version'.</p>		

	<i>enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</i>					
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