

## COVID19: Risk Assessment and Action Plan from September 21

**SCHOOL NAME: OLD HEATH COMMUNITY PRIMARY SCHOOL**

**OWNER: AMANDA MITCHELSON, HEADTEACHER**

**DATE: 17/01/2022**

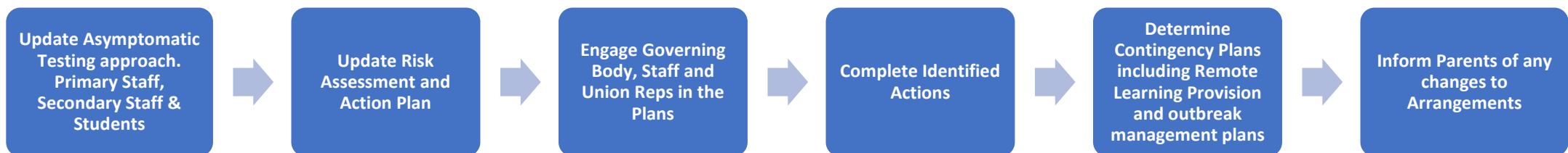
### Purpose of this document:

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:



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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. 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
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.		-	This plan will be sent to staff & GB by Parentmail		-
<b>Site Arrangements</b>	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.		<b>M</b>	These will continue as normal via front office or 'ramp door' for catering.		<b>L</b>
	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.		-
<b>Emergency Evacuations</b>	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>	<b>L</b>	Evacuation routes remain the same as pre and during Covid. All exit from designated doors and line up at the top of the playground.		<b>L</b>

	<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>					
<b>Cleaning and waste disposal</b>	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</p>	<p><i>Enhanced cleaning remains a necessary control measure.</i></p>	<b>M</b>	<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><b>M</b></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><b>L</b></p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p><b>M</b></p>	<p><i>All staff advised to leave the site by 4pm time in order for cleaning to be undertaken.</i></p>		<p><b>L</b></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><b>M</b></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>	<b>M</b>	Reusable masks either taken home by parents or placed in school bag and not removed until home time. Hands washed after removal.		
<b>Classrooms</b>	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>	<b>M</b>	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.		
<b>Staffing</b>	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>	<b>M</b>	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><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></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 (incl contracted cleaning firm) from Main Office. 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>			<b>M</b>	<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>	<b>L</b>

				We do have extra cleaning of rooms, toilets, door handles and similar shared touch places. We have 'sound operated fire closure doors' that can be open to ensure ventilation and lessen need to contact surfaces.	
	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	We do not use outside sports/FS staff. We will wait to hear from Essex Music Service regarding individual lessons. Staff on part time/supply basis will follow RA as full time staff.	
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>	-	We will provide access to vouchers for children to parents.	
PPE	PPE requirements understood and appropriate supplies in place.	<i>Some PPE required for onsite testing and any specific arrangements i.e. AGPs.</i>	M	We have no on site testing. Appropriate PPE will be worn by staff dealing with children with symptoms/first aid.	
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"> <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> </ul>	<p><i>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, overseen by X.</i></p> <p><i>Any staff member who</i></p>	M	<p>Children with symptoms will be brought to Medical Room and JW to oversee temp check, care, contact of parents to pick up.</p> <p>All staff are aware that should they inform AM and then leave site asap.</p>	



	<ul style="list-style-type: none"> <li>• Arrangements for informing parent community in place</li> </ul>	<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!! How exactly do we manage that in school?</p> <p><b>No immediate bubble closures anymore!</b></p> <p><b>With the classes were we have significant children off due to Covid 5+ we will attempt to run separate assemblies / at lunch to be a more contained group in the hall. Staff to wear masks etc when dealing with accidents etc</b></p> <p><b>We are now at the stage where isolation is down to 5 days if Lateral flow is negative on Day 5 and Day 6, when taken 24 hours apart and no temperature.</b></p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> </ul>	<p><i>Close contacts are now identified by NHS test and trace following a</i></p>		<p>If parent contracts C-19, initial PCR of child can be negative and then the</p>		

	<ul style="list-style-type: none"> <li>• Arrangements for informing parent community in place</li> </ul>	<p><i>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>	<b>M</b>	<p>child develops Covid later during parent's isolation whilst still being able to come to school (from personal/family experience!!), so really trying to get parents to ensure LFD are done every day in order for child to come to school. Test &amp; Trace do not identify close contacts in a school setting ~ we do!</p>		
<b>Remote Education Plan</b>	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.		
<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		<b>L</b>	Staff received annual safeguarding update on Wed 1 <sup>st</sup> Sept.		
	Updated Child Protection Policy in place.		-	Completed		
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP		-	As appropriate		

	and families to complete risk assessments and planning.					
	Where physical contact is required in the context of managing behaviour.		<b>M</b>	As appropriate		
<b>Curriculum / learning environment</b>	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"> <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>contingency remote learning plan</li> </ul>		-	This is an ongoing process which the staff are familiar with and children already highlighted from the summer term assessments for 'Covid CatchUp'  Remote Learning will start up as needed.		
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		-	Being reviewed for 2022 at Feb GB meeting. We have not seen any issues re 'Covid Behaviour'		
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.		-			
<b>Attendance</b>	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		<b>L</b>	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.		
<b>Communication</b>	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.			According to HSE Only if over 50 employees! But ours is up!		
	Communications with parents on the: <ul style="list-style-type: none"> <li>Revised plans, any control measures that remain in place and any that have ceased</li> <li>Contingency plans</li> <li>Outbreak management plans</li> <li>Wellbeing/ pastoral support</li> </ul>			Parents were sent info for return to school and are also sent updates after Govt announcements		
	Pupil communications around: <ul style="list-style-type: none"> <li>Revised plans, any control measures that remain in place and any that have ceased</li> <li>Contingency plans</li> <li>Outbreak management plans</li> </ul>			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.		

<b>Governors/ Governance</b>	Governors have oversight of plans and risk assessments.  Approach to communication between Leaders and governors is clear and understood.			As per previous terms of Covid: GB are sent all information.		
	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		
<b>Finance</b>	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.		
<b>Testing</b>	Test kits are securely stored and distributed to staff and students (secondary).			N/A		
	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> </ul> Process for reporting incidents					

	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					
<b>Outbreak Management Plan</b>	<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><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>		