

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Fawbert and Barnard's Primary School

OWNER: Sue Spearman

DATE: SEPTEMBER 2021

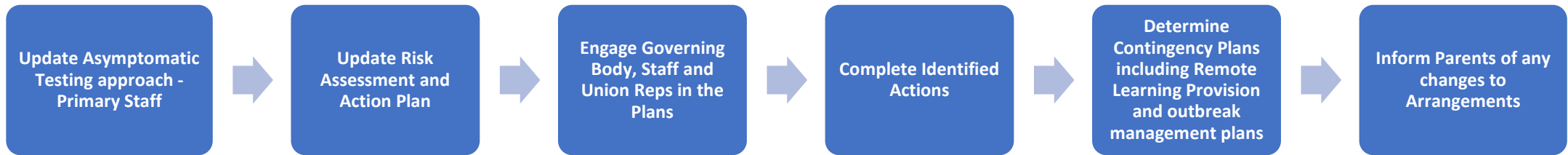
Purpose of this document:

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'
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- "This is a dynamic risk assessment, to be updated as new information becomes available. Alterations to this document will be recorded with version numbers, (V 1:00) and dated. Each version will be stored, giving a demonstrable paper trail.
 - It is the responsibility of the Headteacher or persons deputising to update the dynamic risk assessment. The health and safety governor will scrutinise this process.
 - The risk assessment is not able to assess the risk posed by the virus itself or the level of infected persons in the community, it relies on advice from government, both central and local, to take this risk into account in their advice to schools.
 - It is the responsibility of the Headteacher to reduce the risk if there are an unreasonable number in the medium and high category. Action may include reducing pupil numbers and or closing the school "

Risk Assessment:



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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
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	<i>Non-compliance</i>	H	<i>All stakeholders involved in consultations – RA shared</i>	<i>3/9/21 inset and WB 6/9/21 Team Meetings 15/9/21 Governors</i>	L
Site Arrangements	Consideration given to premises lettings and approach in place.	<i>RAs not secured (Indoor Lettings)</i>	H	<i>Risk assessment for any lettings reviewed to ensure they are aligned with guidance.</i>	<i>As and when necessary</i>	L
	Consideration given to the arrangements for any deliveries.	<i>Expectations unclear</i>	H	<i>Effective Communication</i>	<i>As and when necessary</i>	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. Consideration given to PEEP – buddies are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	<i>Expectations unclear</i>	H	<i>Evacuation routes have been updated following ending of bubbles – returned to pre COVID19 arrangements.</i>	<i>Ongoing</i>	L

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .			Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.	Ongoing	L
		Enhanced cleaning remains a necessary control measure.	H	Hand towels and handwash are to be checked and replaced as needed by the Site Manager / Premises Team	Ongoing	L
				Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	Ongoing	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.		H	All cleaning staff are aware of expectations and are capable	Ongoing	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 and other communal areas Disposable tissues in each classroom to	Ongoing	L

				<p><i>implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>		
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<p><i>Routines in place for regular cleaning during the day.</i></p>	Ongoing	L
	Waste disposal process in place for potentially contaminated waste.	<p><i>Testing waste is no longer considered hazardous and can be disposed of in the usual waste.</i></p>	H	<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>	Ongoing	L
	Process in place for safe removal and/or disposal of face masks.	<p><i>Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</i></p>	H	<p><i>If staff wear disposable face masks, these should be placed in a plastic bag before being thrown into the bin – pupils do not wear masks</i></p>	Ongoing	L

Classrooms	Classrooms have appropriate ventilation arrangements.	<i>Windows open before and after lessons, and during lessons when temperatures allow.</i>	H	<i>Expectations for ventilations to be shared at all initial team meetings – Use of carbon dioxide detection metre to highlight ventilation requirements</i>	Ongoing	L
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	<i>Staff unaware of expectations</i>	M	<i>Expectations shared at initial team meetings</i>	Ongoing	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>Expectations and protocols are unclear</i>	H	<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>	See RAs	L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	<i>Plans not in place</i>	H	<i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i>	Ongoing	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.	<i>Staff are unclear of support available</i>		<i>Wellbeing Champion in place Staff are aware of available support and advice for schools and pupils available from</i>		L

			H	ECC, including the EP service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx Bereavement Policy reviewed to reflect current circumstances and arrangements	Ongoing	
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.		H	Covid Co-ordinator in place – clear systems in place. Reminders given at team meetings	Ongoing	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.	<i>Freelance people and companies should all provide their own risk-assessment to be checked by the Covid Co-ordinator (Office Manager) or Headteacher</i>	H	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Ongoing	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.	<i>Freelance people and companies should all provide their own risk-assessment to be checked by the Covid Co-ordinator (Office Manager) or Headteacher</i>	H	Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.	Ongoing	L

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>	H	Will continue	Ongoing	L
PPE	PPE requirements understood and appropriate supplies in place.	<i>Some PPE required for onsite testing and any specific arrangements</i>	H	Cleaning Intimate care etc	Ongoing	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 	<i>Staff unaware of expectations</i>	H	<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 group room, overseen by SLT.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Head or Deputy 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</i></p>	As and when required	L

				<i>identified by NHS test and trace if the individual has confirmed case.</i>		
	<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 		H	<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>	As and when required	L
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		H	<i>Remote Learning Policy and Protocols in place – all staff are aware</i>	Ongoing	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.			Ipads are available to lend, google notebooks have been given to pupils previously to keep from ECC.	As and when required	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>	<i>September 2021</i>	<i>L</i>
	Updated Child Protection Policy in place.			<i>Adopted most recent Child Protection Policy</i>	<i>September 2021</i>	<i>L</i>
	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.			Concerns and next step actions recorded referral forms – all staff who need to know are notified	<i>Ongoing</i>	<i>L</i>
	Where physical contact is required in the context of managing behaviour.			Behaviour Policy outlines procedures for positive handling	<i>Ongoing</i>	<i>L</i>
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			School Key Priorities Baselines take into account engagement and support needed. Recovery and Catch up procedures in place	<i>Ongoing</i>	<i>L</i>
	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 				<i>Ongoing</i>	<i>L</i>

	<ul style="list-style-type: none"> utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 					
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			<i>Addendum in place</i>	<i>September 2021</i>	<i>L</i>
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.				<i>Ongoing</i>	<i>L</i>
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Pupils / families may be anxious about safety	H	1:1 sessions can be arranged if required Attendance awards / incentives to be offered	ongoing	L
	Approach to support for parents where rates of persistent absence were high before closure.	Absence persists	H	Attendance team work with family to reassure them. May require assistance from ECC	ongoing	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.		M	<i>Plan to be shared at all initial team meetings</i>	<i>September 2021</i>	<i>L</i>
	Union representatives informed of updated plans.			<i>As above</i>		
	Updated Risk Assessment published on website.				<i>September 2021</i>	<i>L</i>

	<p>Communications with parents on the:</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 Wellbeing/ pastoral support 			<p><i>Plans will be shared as and when appropriate. General information to be shared at Meet the Teacher – other information as required FSW to support</i></p>	<p>September 2021</p> <p>As and when required</p>	L
	<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 	<p><i>If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, you may have an outbreak.</i></p>		<p><i>Outbreak Management plan to be completed. Proforma published by ECC</i></p>	<p>Ongoing</p>	L
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>			<p><i>Letters, website updates, social media</i></p>	<p>Ongoing</p>	L
Governors/ Governance	<p>Governors have oversight of plans and risk assessments.</p>			<p><i>RA emailed to governors at start of Term</i></p>	<p>Ongoing</p>	L
	<p>Approach to communication between Leaders and governors is clear.</p>			<p><i>Meetings will continue on Zoom for at least the Autumn Term.</i></p>		
	<p>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.</p>			<p><i>COG is also in charge of staff wellbeing. Governors are aware that Shona Briscoe is the school's Wellbeing Champion</i></p>	<p>Ongoing</p>	L
Finance	<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p>			<p><i>Monthly meetings with headteacher plus MBM</i></p>		L

	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			<i>to report termly to governors</i>	<i>Ongoing</i>	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.					
Testing	Test kits are securely stored and distributed to staff.			<i>Robust procedures in place overseen by covid coordinator</i>	<i>Ongoing</i>	<i>L</i>
	Staff 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 			<i>All staff aware</i>	<i>Ongoing</i>	<i>L</i>
	Staff aware of how to report their test results to school and to NHS Test and Trace.			<i>All staff aware</i>	<i>Ongoing</i>	<i>L</i>
	Staff aware of how to report any incidents both clinical and non-clinical.			<i>All staff aware</i>	<i>Ongoing</i>	<i>L</i>
	Process in place to monitor and replenish test supplies			<i>In place</i>	<i>Ongoing</i>	<i>L</i>

<p>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><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><i>Proforma in place – to be used if and when appropriate</i></p>	<p><i>Ongoing</i></p>	<p><i>L</i></p>
<p>School events, including trips</p>	<p>Contingency plans for trips</p>	<p><i>How will we cover absent staff due to covid</i></p>	<p><i>H</i></p>	<p><i>All trips will have a reserve list of staff and volunteers. Lateral flow tests will be performed the day before the trip</i></p>	<p><i>Ongoing</i></p>	<p><i>L</i></p>
<p>Volunteers</p>	<p>Contingency plans for volunteers</p>	<p><i>How will we ensure volunteers are safe?</i></p>	<p><i>H</i></p>	<p><i>Volunteers will be asked to complete a lateral flow the evening before coming into school.</i></p> <p><i>If volunteering for trips there will be a reserved list encase, they cannot attend.</i></p>	<p><i>Ongoing</i></p>	<p><i>L</i></p>

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