

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Latchingdon C of E Primary

OWNER: Mrs J. Kemp

DATE: 3rd September

Updated 12th October 2021

Updated 30th November 2021

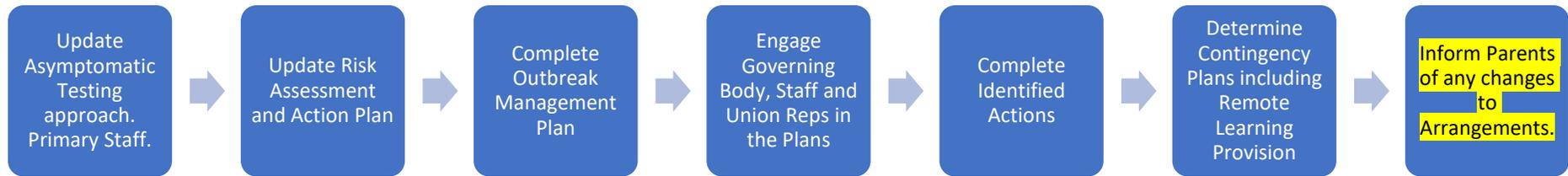
Purpose of this document:

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 **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 Restricted Attendance Steps



Risk Assessment/ Action Plan Sections:

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**The below table includes examples in grey, these are not exhaustive.*

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 (if any)					
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>			Sept. 21	
	Consideration given to the arrangements for any deliveries.					L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</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>	<i>Evacuation routes have been updated following ending of bubbles, they have returned to pre COVID19 arrangements</i>				L

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance .	<i>Enhanced cleaning remains a necessary control measure.</i>		<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed daily.</i></p> <p><i>Lidded bins in classrooms with bin bags</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.					
	Adequate cleaning supplies and facilities around the school are in place.	<p><i>No hand sanitiser for visitors to reception</i></p> <p><i>Classrooms do not have tissues.</i></p>		<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p>		L

	<p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>Low supply of soap</i></p>		<p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>		
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p><i>M</i></p>	<p><i>Staff ensure cleaners have access to all areas after school for cleaning.</i></p>		<p><i>L</i></p>

Classrooms	Classrooms have appropriate ventilation arrangements	<i>Windows open before and after lessons, and during lessons when temperatures allow.</i>				
Staffing	Approach to staff absence reporting and recording in place. All staff aware.					
	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 to have risk assessments which identify any specific adjustments to allow them to attend on site.</i>				
	Staffing roles and responsibilities with regards to contingency	<i>Staff are aware of their role in the continued contingency</i>	<i>M</i>		<i>Ongoing</i>	<i>L</i>

	remote provision alongside in-school provision agreed and communicated.	<i>plans regarding remote education, should the plan needed.</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><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Education Psychology service.</i></p> <p>https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p>		L
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.					
	<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><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p>		L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors,			<p><i>Share amended procedures.</i></p> <p><i>All equipment kept clean.</i></p>	Ongoing	L

	forest school leaders. Protocols and expectations shared.					
Catering	Arrangements for the continued provision of FSMs for children not attending school due to self-isolation are in place.	<i>Only applicable to under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMS</i>				L
	Face mask/visor worn by catering assistant when serving meals.					
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>Some PPE required for any specific occurrences.</i>				
	Face masks will be worn in communal areas by all adults, unless exempt.	<i>Adults without masks will be provided by school.</i>				
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 	<p><i>If a pupil begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately. They wait to be collected in the SEN room or ICT suite, overseen by a member of staff.</i></p> <p><i>Any member of staff who begins to display symptoms of COVID19 during the day, immediately informs the H and leaves the site as soon as possible.</i></p>				L

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place 	<p><i>Individuals are given a PCR test 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 a confirmed case.</i></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 are asked to take a PCR test instead.</i></p> <p><i>Can contact Essex Test and Trace team for advice</i></p>				L
Remote Education Plan	Technology support in place, DFE laptops available to be lent if needed			Staff will set work via Seesaw if needed.	5/3/21	
	Contingency plan for remote learning developed should self-isolation or restricted attendance be required					
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff refresher training session on processes and procedures and the		

				revised well-being material.		
	Updated Child Protection Policy in place			Most recent Vine policy adopted		
	Where appropriate, work with other agencies has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.			<i>Adopted most recent COVID19 Child Protection Policy</i>	<i>02/21</i>	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.					
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <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 					L

	<ul style="list-style-type: none"> Student behaviour policy reviewed and amended where necessary to reflect the current circumstances. 	<i>Inconsistent approach</i>	<i>L</i>	<i>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i>	<i>Ongoing</i>	<i>M</i>
	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.					
	Approach to support for parent where rates of persistent absence were high before closure.					
						<i>L</i>
	Information shared with staff around the full re-opening plan, including amendments to usual working patterns/practices and groups.	<i>Monitoring of absence continues.</i>	<i>M</i>	<i>Support will be offered through multi agency approach if needed.</i>	<i>5/3/21</i>	
Communication	Updated risk assessment published on website.					

	<p>Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements, as appropriate.</p>					
	<p>Communications with parents:</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 • Well-being/pastoral support 					
	<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>Information on to website as soon as it becomes available</i></p>	<p><i>Ongoing</i></p>	
	<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><i>Ongoing</i></p>	

Governors/ Governance	<p>Governors have oversight of full re-opening plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>		L	Virtual governing body meetings	Ongoing	L
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to HT wellbeing materials.</i>					
Finance	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM					
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.					
	Additional costs incurred due to COVID19 are understood and clearly documented.					

<p>Outbreak Management plan</p>	<p>Outbreak management plan developed to cover arrangements should children or staff test positive for COVID19, and how the school shall operate if advise to take extra measures to help break chains of transmission.</p> <p>Settings will continue to have a role in working with health protection teams in the case of local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the are an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</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>If implemented for one class only, clubs will continue but social distancing may need to be introduced for specific pupils</i></p>		