

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Great Bardfield Primary School

OWNER: Headteacher and Governors

DATE: 01.09.2021

Reviewed: 17.01.2022

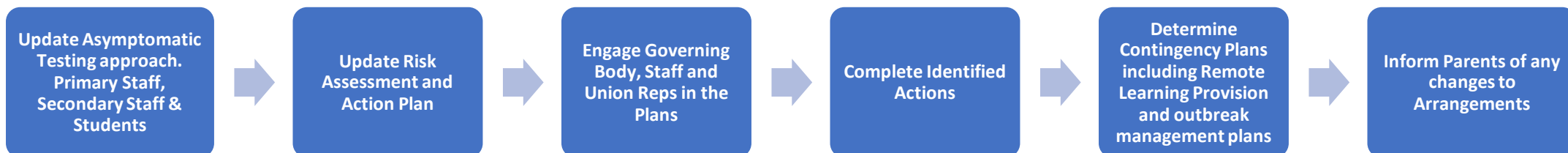
Purpose of this document:

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:

- **Outbreak Management Plan**
- 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 Planning:



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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.					
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>		M	Parties letting the hall are to comply with sanitising procedures at the end of letting period on the premises	01.09.2021	L
	Consideration given to the arrangements for any deliveries.		M	Delivery drivers/ personnel on site should sanitise their hands before they drop off any deliveries	01.09.2021	L
Emergency Evacuations	Evacuation routes are confirmed and termly fire drills are carried out. <i>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.</i>		L	Termly fire drills to be carried out with normal (non-bubble) procedures. Staff to be clear on procedures (reverting back to bubbles) in the event of the Contingency Plan being in place.	01.09.2021	L
	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .		H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact	01.09.2021	

Cleaning and waste disposal	Enhanced cleaning remains a necessary control measure.			<p>points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected daily by Amy Spence Cleaner and by class teacher and LSAs</p> <p>Hand towels and handwash are to be checked and replaced as needed by David Looker -Caretaker</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>		M
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Member of cleaning staff off sick	H	Teachers and other staff to clean their own classrooms, toilets and corridors	01.09.2021	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><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>	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>		L
Classrooms	Classrooms have appropriate ventilation arrangements.	<i>Not possible to open windows</i>	M	Windows open before and after lessons, and during lessons when temperatures allow.	01.09.2021	L
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	<i>Not enough staff to teach/ supervise the class</i>	M	Headteacher/ part time staff to cover where necessary	01.09.2021	L
	Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.	<i>Shielding is no longer in place. Clinically extremely vulnerable staff have risk assessments which identify any specific adjustments to allow them to attend on site.</i>	M	One member of staff who is CV and works outside. When required to be inside member of staff works in the hall/ kitchen when no children are in or only one other member of staff	01.09.2021	L
	Staffing roles and responsibilities with regards to the contingency remote	<i>Staff are aware of their role in the continued contingency plans</i>	M	All pupils who are isolating due to Covid have access to Remote	01.09.2021	L

	provision alongside in-school provision agreed and communicated.	<i>regarding remote education, should the plan be enacted.</i>		Learning set on Tapestry or Seesaw		
	<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>		M	<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>	01.09.2021	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.		M	<p>Lateral Flow Tests are available to staff in school to collect and staff are also aware of where to collect tests at other local locations. Staff understand how to book a PCR Test</p>	01.09.2021	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 their risk assessment carried out by the Contractor.</p>		M	<p>Check with the contractor any requirements their employer has specified before visit.</p> <p>School protocol is that visitors are expected to wash and sanitise their</p>	01.09.2021	L

				hands and practise Social Distancing. Visitors are not required to wear a face covering.		
	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	Sports coaches and music teachers to follow school protocols and procedures	01.09.2021	L
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.		L	Any FSM or Pupil Premium child to be offered a school lunch for every day of isolation	01.09.2021	L
PPE	PPE requirements understood and appropriate supplies in place.		M	PPE to be available to staff if a child presents in school with symptoms of Covid. PPE to also be available in the event of the Contingency Plan being put in to operation	01.09.2021	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 	<i>Staff are not clear about the protocols that are in place.</i>	M	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.	01.09.2021	L

				<p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Head or Deputy Head and leaves the site as soon as possible.</p> <p>Individuals are asked to undertake 7 days of Lateral Flow tests and back this up with a PCR if the individual has symptoms. If asymptomatic there is no need for a backup PCR (Updated 17.01.2022)</p> <p>Close contacts are identified by NHS test and trace if the individual has confirmed case.</p>	5.01.2022	
	<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>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>	01.09.2021	L

				Can contact Essex Test and Trace team for advice		
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		M	Teachers to provide lessons and resources online for pupils who are isolating due to Covid. Parents understand how to access Tapestry and Seesaw.	01.09.2021	L
	Technology support in place.		M	Laptops or i-pads available to pupils who have no access to ICT	01.09.2021	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	Staff refresher training session on processes and procedures and the revised wellbeing material.	01.09.2021	L
	Updated Child Protection Policy in place.		M	Adopted most recent Child Protection Policy	01.09.2021	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.		L	Close liaison with Social Care and other agencies where required	01.09.2021	L
	Where physical contact is required in the context of managing behaviour.		M	Staff have received training in Positive Handling	01.09.2021	L

Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		L	Staff follow the revised Great Bardfield Curriculum to reflect pupils' need to catch up. Baseline assessments carried out within the first two weeks to gauge pupil starting points.	01.09.2021	L
	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 		M	Teachers to deliver well being as part of the PSHCE curriculum. Pupils to be offered bespoke catch up with the class teacher or LSA if required. Remote learning available if a child is isolating	01.09.2021	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		M	Policy reviewed at the start of the year and when necessary	01.09.2021	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.		M	Pupils are taught about online safety in the first half of the autumn term in computing lessons and then continuously through the year as part of PSHCE	01.09.2021	L
Attendance	Approach to promoting and supporting attendance for all-pupils		M	Parents are clear about the expectations regarding attendance	01.09.2021	L

	determined, including those who may be anxious.			and the new protocols for managing a positive case of Covid in a class. Anxious pupils are offered support by their class teacher and support staff.		
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements in the case of an outbreak which requires the Outbreak Management Plan		M	All staff informed of new procedures when dealing with Covid which are in line with the guidance from the DFE	01.09.2021	L
	Updated Risk Assessment published on website.		L		01.09.2021	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 Outbreak management plans Wellbeing/ pastoral support 		M	All staff informed of new procedures when dealing with Covid which are in line with the guidance from the DFE	01.09.2021	L
	Pupil communications around: <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Outbreak management plans 		M	All pupils informed of new procedures when dealing with Covid which are in line with the guidance from the DFE	01.09.2021	L
	On-going regular communication plans determined to ensure parents are kept well-informed		M	Weekly newsletter, letters when required Letters and website updates, social media	01.09.2021	L
	Governors have oversight of plans and risk assessments.		M	Governors informed of new procedures when dealing with Covid which	01.09.2021	L

Governors/ Governance	Approach to communication between Leaders and governors is clear and understood.			are in line with the guidance from the DFE		
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>		M	Headteacher to share weekly monitoring of staff wellbeing with governors at termly governor meetings	01.09.2021	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		M	Headteacher to have weekly budget reviews with the office manager	01.09.2021	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		M	Finance Manager to log and claim all additional expenses in relation to the management of Covid.	01.09.2021	L
Outbreak Management Plan	<p><u>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.</u></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</i></p>		H	In the case of an Outbreak -5 cases across each class in the school or 10% of pupils-then Implementation of Outbreak Management plan covering re-introduction of some measures including reduced mixing, face coverings, remote education is put in place. All staff are aware of their role in this . Communicated with parents and students regarding when this would come into place	01.09.2021	M

	<i>a setting to temporarily reintroduce some control measures.</i>			and how they would be informed if required.		
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Change to confirmatory PCR Testing	17.01.2022 RA Reviewed by: <i>Alison Kerrell</i> 17.01.2021 Discussed with SMT Shared with Governors on: 17.01.2021					
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