

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: St James CofE Primary School

OWNER: Gina Bailey & Casey Cox

DATE: 01/09/2021

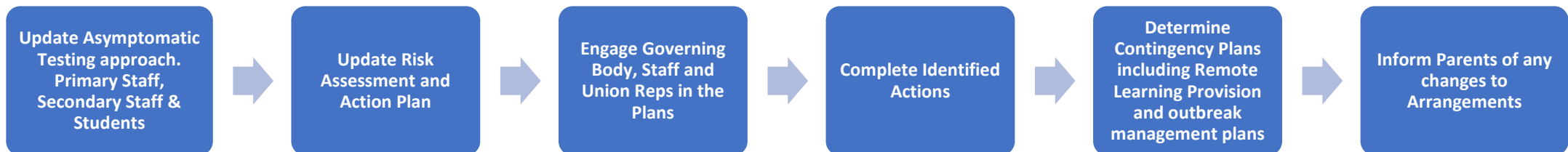
Purpose of this document:

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:



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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>Risk that risk assessment is not implemented and staff are not aware of process</i>	H	Risk assessment shared with staff and put on website	01/09/2021	L
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>	H	<i>Lettings are responsible for completing their own risk assessments and provided to the school. Lettings only have access to the school Hall.</i>	01/09/21	L
	Consideration given to the arrangements for any deliveries.		H	<i>Deliveries are responsible for completing their own risk assessments and don't enter the school building</i>	01/09/21	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	<i>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.</i>	L	<i>Evacuation routes have remained the same through COVID period as pre-COVID</i>	01/09/21	L

	including cover arrangements in the case of reduced numbers of staff.					
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>	L	<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 by (insert name or job titles) and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	01/09/21	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	<i>Sufficient staff not available to complete cleaning regime</i>	L	<i>Cleaning staff work across 3 schools and share staff where required</i>	01/09/21	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>	<p>M</p>	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</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>01/09/21</p>	<p>L</p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p><i>Staff don't have enough time to complete cleaning</i></p>	<p>M</p>	<p><i>All staff advised to leave the site by 17.45 time in order for cleaning to be undertaken.</i></p>	<p>01/09/21</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>L</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>01/09/21</p>	<p>L</p>

	Process in place for safe removal and/or disposal of face masks.	<i>Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</i>	L	<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>	01/09/21	L
Classrooms	Classrooms have appropriate ventilation arrangements.	<p><i>Windows open before and after lessons, and during lessons when temperatures allow.</i></p> <p><i>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</i></p>	L	<p><i>Staff advised to open doors and windows at break and lunchtime in order to fully ventilate rooms or open all the time if weather permits.</i></p>	01/09/21	L
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	<i>Staff are not able to report absence – therefore Leaders can't organise cover</i>	L	<i>All reporting guidelines for staff are in the staff handbook – distributed to staff in July 21</i>	01/09/21	L
	<p>Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in</p>	<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	<i>Leaders to review Risk assessments – to consider reducing movement of CEV across bubbles.</i>	01/09/21	L

	continuing to support the working of the school is clear.					
	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 education, should the plan be enacted.</i>	M	<i>Staff will resume COVID remote planning if Outbreak Management plan is implemented.</i>	01/09/21	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>Support not in place</i>	L	<i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</i>	01/09/21	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	<i>Staff don't know how to access testing</i>	L	<i>Staff can collect tests from the Office</i>	01/09/21	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>Visitors don't know expectations</i>	L	<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>	01/09/21	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches,	<i>Visitors don't know expectations</i>		<i>Share amended procedures, obtain their</i>		

	music tutors, forest school leaders. Protocols and expectations shared.		L	assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned. External providers to have own risk assessments.	01/09/21	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>	L	FSM children given school food parcels where required	01/09/21	L
PPE	PPE requirements understood and appropriate supplies in place.	<i>Some PPE required for onsite testing and any specific arrangements i.e. AGPs.</i>	L	Office organise PPE ordering and maintenance of stock levels	01/09/21	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>School does not have systems in place to deal with positive cases.</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 medical room, overseen by Welfare.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs</i></p>	01/09/21	L

				<p><i>Leadership. 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>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>No procedure in place</i></p>	<p><i>H</i></p>	<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>	<p><i>01/09/21</i></p>	<p><i>L</i></p>
<p>Remote Education Plan</p>	<p>Contingency plan for remote learning developed should self-isolation or restricted attendance be required.</p>	<p><i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i></p>	<p><i>M</i></p>	<p><i>Staff will resume COVID remote planning if Outbreak Management plan is implemented.</i></p>	<p><i>01/09/21</i></p>	<p><i>L</i></p>

	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	<i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i>	M	Staff will resume COVID remote planning if Outbreak Management plan is implemented.	01/09/21	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>No procedures in place</i>	L	Staff refresher training session on processes and procedures and the revised wellbeing material. As part of Level 2 training	01/09/21	L
	Updated Child Protection Policy in place.	<i>No Policy in place</i>	L	Adopted most recent Child Protection Policy	01/09/21	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.	<i>School does not work with outside agencies</i>	L	School are working regularly with Social Care either face to face or remotely.	01/09/21	L
	Where physical contact is required in the context of managing behaviour.	<i>No procedures in place</i>	L	5 step plan in place and support plan to give staff strategies for supporting his behaviour and only using physical contact as a last resort.	01/09/21	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	<i>Pre-learning and addressing learning gaps not being addressed</i>	H	Pre-learning and formative assessment in place – to allow for planning to be adapted to the pupil's needs.	01/09/21	L

				Home learning re-enforcing key skills		
	<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 	<i>No recognition of the importance of well being</i>	L	New Behaviour Policy in place, alongside significant training in positive re-enforcement and building relationships. School becoming TPP school. Wellbeing days and Ambassadors.	01/09/21	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	<i>No recognition of the importance of revised Behaviour Policy</i>	L	New Behaviour Policy in place, alongside significant training in positive re-enforcement and building relationships.	01/09/21	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	<i>No recognition of the importance of learning about online safety</i>	L	PSHE, RSE being reviewed continuously – Leaders see this as a priority and features in SIP	01/09/21	L
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	<i>No recognition of the importance of attendance</i>	H	School recognises attendance as a key area of focus and is being regularly monitored and reviewed by Leaders.	01/09/21	L

	Approach to support for parents where rates of persistent absence were high before closure.	No recognition of the importance of attendance	H	School recognises attendance as a key area of focus and is being regularly monitored and reviewed by Leaders. Meetings booked with these parents where required. ECC Attendance Team bulletins forwarded to Attendance Team – regular liaison with Derai.	01/09/21	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	Staff are not aware of new arrangements	M	Weekly communication briefing provided to all staff by HOS. Updates at Staff Meetings and SLT meetings. Staff whats app for immediate updates.	01/09/21	L
	Union representatives informed of updated plans.	Union reps don't have access to the Risk Assessment	L	Union reps sent plans	01/09/21	L
	Updated Risk Assessment published on website.	Risk Assessment not on the website	L	EHT to ensure the risk assessment is on the website	01/09/21	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 Contingency plans Outbreak management plans Wellbeing/ pastoral support 	Parents not kept up to date with control measures	H	Leaders produce regular newsletters and parent updates to inform parents of control measures.	01/09/21	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 	<i>Pupils not aware of control measures</i>	<i>H</i>	<i>Staff regularly remind children through assemblies, class discussion, posters around the school etc</i>	<i>01/09/21</i>	<i>L</i>
	On-going regular communication plans determined to ensure parents are kept well-informed	<i>Parents not kept up to date with control measures</i>	<i>H</i>	<i>Leaders produce regular newsletters/website and parent updates to inform parents of control measures.</i>	<i>01/09/21</i>	<i>L</i>
Governors/ Governance	<p>Governors have oversight of plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	<i>Governors not kept up to date with control measures</i>	<i>H</i>	<i>Leaders produce regular newsletters/website and parent updates to inform parents of control measures. LSB meetings and sharepoint.</i>	<i>01/09/21</i>	<i>L</i>
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.	<i>Governors don't recognise the importance of staff well being</i>	<i>L</i>	<i>Wellbeing is a regular item on the LSB agenda.</i>	<i>01/09/21</i>	<i>L</i>
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Costs are not recorded and documented</i>	<i>L</i>	<i>Finance is a regular item on the LSB agenda. Leaders meet with Business Manager regularly to review Finance. Vine supports Business manager remotely and through face to face meetings.</i>	<i>01/09/21</i>	<i>L</i>

	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	<i>Costs are not recorded and documented</i>	L	<i>Finance is a regular item on the LSB agenda. Leaders meet with Business Manager regularly to review Finance. Vine supports Business manager remotely and through face to face meetings.</i>	01/09/21	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>Loss of income not anticipated</i>	L	<i>Finance is a regular item on the LSB agenda. Leaders meet with Business Manager regularly to review Finance. Vine supports Business manager remotely and through face to face meetings.</i>	01/09/21	L
Testing	Test kits are securely stored and distributed to staff.	<i>Kits not securely stored</i>	L	<i>Kits stored in the Office/secure space</i>	01/09/21	L
	Staff are 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>Staff don't know how to test correctly</i>	L	<i>All staff received training</i>	01/09/21	L

	Staff are aware of how to report their test results to school and to NHS Test and Trace.	<i>Staff don't know how to report correctly</i>	<i>L</i>	<i>All staff received training</i>	<i>01/09/21</i>	<i>L</i>
	Staff are aware of how to report any incidents both clinical and non clinical.	<i>Staff don't know how to report correctly</i>	<i>L</i>	<i>All staff received training</i>	<i>01/09/21</i>	<i>L</i>
	Process in place to monitor and replenish test supplies	<i>School runs out of tests</i>	<i>H</i>	<i>Office manage all tests and ordering of equipment</i>	<i>01/09/21</i>	<i>L</i>
Outbreak Management Plan	<p><i>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.</i></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>	<i>Outbreak Management plan</i>	<i>H</i>	<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.</i></p> <p><i>Communicated with parents and students regarding when this would come into place and how they would be informed if required.</i></p>	<i>01/09/21</i>	<i>L</i>