

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Grange Primary School

OWNER: Mrs M Elfenich

DATE: 01.09.2021



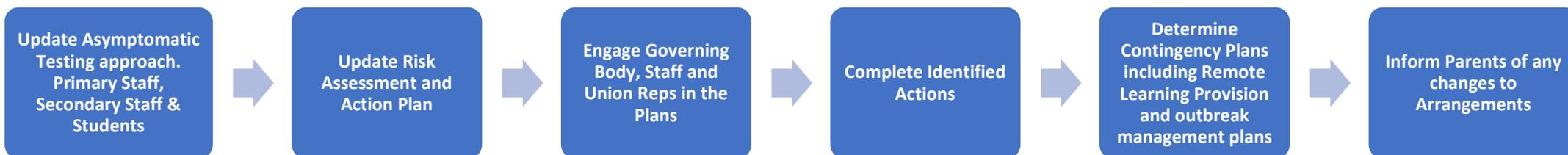
Purpose of this document:

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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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Site Arrangements	Consideration given to premises lettings and approach in place.	Lettings not following school Covid risk assessment. Not following guidelines	L	<p>Risk assessment for any lettings reviewed to ensure they are aligned with guidance.</p> <p>Lettings to take place after school only.</p> <p>School Covid risk assessment explained to person in charge</p>	Ongoing	L
	Consideration given to the arrangements for any deliveries.	Deliveries putting staff and children at risk	L	<p>Where possible, deliveries to take place outside of drop-off and pick-up times.</p> <p>Food deliveries straight to kitchen.</p>	Ongoing	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	Previous evacuation routes changed to avoid mixing of bubbles. This is no longer needed	M	<p>Evacuation routes have been updated following ending of bubbles – this has been returned to pre COVID19 arrangements.</p> <p>Classes to evacuate the same way they usually would in an evacuation.</p> <p>Individual care plans in place.</p> <p>New staff made aware of evacuation routes.</p>	01.09.2021	L

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with	School is not adequately cleaned and germs can spread	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand wash to be checked and replaced as needed by cleaning staff Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	01.09.2021	M
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	School is not adequately cleaned and germs can spread	H	Agency staff used or current staff overtime if needed.	01.09.2021	M
	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 Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and	Ongoing	L

				order made.		
	Sufficient time is available for the enhanced cleaning regime to take place.	School is not adequately cleaned and germs can spread	M	All staff advised to leave the site by 5:30 in order for cleaning to be undertaken. Cleaners all have keys to access building before and after school.	01.09.2021	L
Classrooms	Classrooms have appropriate ventilation arrangements.	Classrooms not appropriately ventilated	M	Windows open before and after lessons, and during lessons when temperatures allow. Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.	Ongoing	L
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	N/A	L	Usual procedures	01.09.2021	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.	N/A	L	Shielding is no longer in place. Clinically extremely vulnerable staff and/ or students will have risk assessments which identify any specific adjustments to allow them to attend on site.	Ongoing	L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school	Children are not getting access to a high level of education at all times	L	Staff are aware of their role in the continued contingency plans	Ongoing	L

	provision agreed and communicated.			regarding remote education, should the plan be enacted.		
	<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>	Wellbeing of staff and children low	L	<p>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</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p> <p>Access to school counsellor if needed</p>	Ongoing	L
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>	<p>Staff unaware of need/how to test</p> <p>Staff attending work if they are COVID positive or showing symptoms.</p>	M	<p>Staff continuing to test twice weekly. Tests provided and all staff aware of where to find new tests.</p> <p>Results reported to designated email address and NHS.</p>	Ongoing	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p>	Putting staff and children at risk of contact	M	Check with the contractor any requirements their employer has specified	Ongoing	L

	NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.			before visit. Share school protocols.		
	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.	Putting staff and children at risk of contact	M	Music lessons in a well-ventilated room. Teacher to remain distanced from pupils Risk assessment shared with outside teachers.	Ongoing	L
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	Children eligible for FSMs not receiving their entitlement when not in school.	L	A food parcel will be provided for any pupils who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.	Ongoing on an individual basis	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 	<p>Transmission of Covid-19 to other staff and pupils</p> <p>Covid-19 outbreak</p>	H	<p>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 outside main office, overseen by admin staff.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs SLT and leaves the site as</p>	Ongoing	M

				<p>soon as possible.</p> <p>Individuals are asked to seek a PCR test or given a PCR from school stock as soon as possible.</p> <p>Close contacts are identified by NHS test and trace if the individual has confirmed case.</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>Transmission of Covid-19 to other staff and pupils</p> <p>Covid-19 outbreak</p>	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> <p>Can contact Essex Test and Trace team for advice.</p>	Ongoing	L
Remote Education Plan	<p>Contingency plan for remote learning developed should self-isolation or restricted attendance be required.</p>	<p>Children are not getting access to a high level of education at all times</p>	L	<p>If whole school closure, teachers to revert to recording daily lessons and posting on Class Dojo.</p> <p>In individual cases of isolation, children will be given a work pack</p>	Ongoing	L

				which will contain the same/similar work to that taking place in class.		
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	Children are not getting access to a high level of education at all times	L	Stock of iPads and laptops available to anyone self-isolating who does not have access to devices.	Ongoing	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Children's safety at risk	M	Staff refresher training session on processes and procedures and the revised wellbeing material.	01.09.2021	L
	Updated Child Protection Policy in place.	Child protection procedures not followed and children's safety at risk	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.	Children's safety at risk	M	Inclusion manager and SLT working alongside relevant agencies to support vulnerable children and families where appropriate. All communication recorded on CPOMS and actions followed up on.	Ongoing	L
	Where physical contact is required in the context of managing behaviour.	N/A	M	If a need arises, SLT and inclusion manager to work alongside parents,	Ongoing	L

				child and staff to create a plan.		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Children may fall behind age-related expectations	L	<p>Long term and medium term planning ensures gaps are filled and children are supported to make accelerated progress.</p> <p>Interventions and support timetabled regularly</p>	Ongoing	L
	<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 	<p>Children having gaps in learning.</p> <p>Children's mental wellbeing suffering</p>	L	<p>Long term and medium term planning ensures gaps are filled and children are supported to make accelerated progress.</p> <p>PSHE curriculum has focus on wellbeing</p> <p>Non-curriculum learning and successes celebrated in class and in weekly newsletters.</p> <p>DFE 'catch up' funding primarily used to support phonics catch up in KS1.</p> <p>Remote learning plan created and regularly checked/updated in</p>	Ongoing	L

				case of closure.		
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Children are potentially unsafe on the internet	L	E-safety taught in PSHE sessions and through assemblies. Parent guidance sent out regarding online safety at home. Facebook updates from National Online Safety shared on school Facebook page	Ongoing	L
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Children falling behind in education	H	First day contact Contact with Inclusion manager if anxiety. Meetings with SLT regarding attendance Whole school attendance competition and rewards Individual attendance incentives for particular children	Ongoing	M
	Approach to support for parents where rates of persistent absence were high before closure.	Children falling behind in education	H	Inclusion manager keeping in contact with parents of pupils with poor attendance. Plans put in place to	Ongoing	M

				improve attendance		
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	Staff unaware of arrangements in place	M	<p>All stakeholders kept regularly informed of plans in place and any changes that may take place:</p> <ul style="list-style-type: none"> • Letters • Conversations on classroom doors • Phone calls • Weekly newsletters • Class Dojo and Tapestry updates • Text messages • Emails • School website • School Facebook page • Contact with SLT on gates at start and end of each day 	Ongoing	L
	Union representatives informed of updated plans.	Union representatives unaware of arrangements in place				
	Updated Risk Assessment published on website.	All stakeholders unaware of arrangements in place				
	<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 	Parents unaware of arrangements in place				
	<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 					
On-going regular communication plans determined to ensure parents are kept well-informed						
Governors/ Governance	Governors have oversight of plans and risk assessments.	Governors unaware of arrangements in place	M	Plans discussed with COG ahead of time	Ongoing	L
	Approach to communication between			Risk assessment, plans		

	Leaders and governors is clear and understood.			and weekly newsletter shared with governors		
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>	Governors unaware of wellbeing arrangements. SLT not supported by governors	M	Regular contact with governors to update on any key information.	Ongoing	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Money lost due to Covid-19 expenditure	L	Regular discussions between finance manager, SLT and governors to have a good understanding of the financial ramifications of Covid-19 and the impact on school.	Ongoing	L
	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.					
Testing	Test kits are securely stored and distributed to staff.	Staff attending work if they are COVID positive or showing symptoms.	H	Tests are stored centrally and monitored by SLT. All staff aware of where tests are stored and have access to tests if they run out.	Ongoing	M
	Staff are aware of how to safely take and process the test.	Staff not undertaking tests correctly and receiving incorrect results	H	Shared the following : <ul style="list-style-type: none"> NHS instruction leaflet Training video and online resources on the document 	01.09.2021	M
	Staff are aware of how to report their test results to school and to NHS Test and Trace.	Staff not reporting positive cases, which could have a knock-on effect in school	L		01.09.2021	L

				sharing platform <ul style="list-style-type: none"> Contact details of SLT if any queries 		
	Process in place to monitor and replenish test supplies	No tests, which could mean staff attending work if they are COVID positive.	M	Stock of tests monitored and replenished by SLT regularly	Ongoing	L
Outbreak Management Plan	<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>	Stakeholders unaware of arrangements in case of an outbreak	H	<p>Outbreak Management plan covering re-introduction of some measures including reduced mixing, face coverings, remote education has been developed, and all staff are aware of their role.</p> <p>Plan has been shared with staff, governors, parents and students regarding when this would come into place and how they would be informed if required.</p>	Ongoing	M