

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Rodings Primary School

OWNER: Colin Raraty

DATE: August 2021

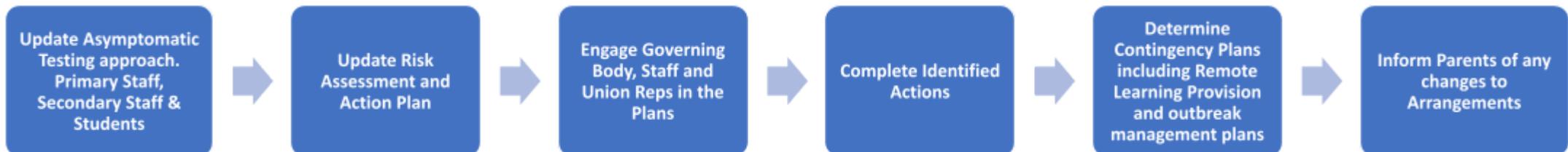
Purpose of this document:

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:



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.	All stakeholders involved	Low	None	August 21	Low
Site Arrangements	Consideration given to premises lettings and approach in place.	Review JAM's RA to make sure that it aligns with national guidance.	Medium	Review JAMs RA/Management plans		
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Evacuation routes and procedures will return to pre-pandemic arrangements. Individuals that need assistance will be given this support as normal.	Low	Fire evacuation signs need updating to effect new classroom arrangements and current staff		Low

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	Enhanced cleaning remains a necessary control measure.	Low	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by Classroom staff and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	Ongoing	Low
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Staff Sickness/isolation	Medium	KM Cleaning to manage and supply staff to cover absent cleaners	Ongoing	Low

	<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>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	Medium	<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 by office and cleaning staff</p>		Low
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>Lack of access to rooms</p>	Medium	<p>Priority should be given to working from home once the children have left the site. If working in school rooms should be vacated whilst cleaning takes place.</p>	<p>September 2021</p>	Low
Classrooms	<p>Classrooms have appropriate ventilation arrangements.</p>	<p>Windows open before and after lessons, and during</p>	Medium	<p>Carry out regulate site walks to make sure that there is</p>	<ul style="list-style-type: none"> September 2021 	Low

		lessons when temperatures allow.		appropriate ventilation around the building		
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	Absence policy in place	Low	Remind staff during return to school induction	September 2021	Low
	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.	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.	Low	Not applicable at the moment	August 2021	Low
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.	Low	Actioned when required		Low
	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.		Medium	Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.g	September 2021	Low

				ov.uk/admin/COVID-19/Pages/default.aspx		
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	Supply issues with test kits	Medium	Office staff to monitor levels of kits and order well in advance of any low levels of tests.	Ongoing	Low
	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.			Check with the contractor any requirements their employer has specified 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.		Medium	Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.		Low
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	Only applicable for under 18s who have tested positive for COVID19 and required to isolate,	Low	Food parcels to be dispatched when required.		Low

		who are eligible for FSMs.				
PPE	PPE requirements understood and appropriate supplies in place.	No PPE currently required				
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>If a pupil or student begins to display symptoms of COVID19 during the day, they are isolated and parents are called immediately. They wait to be collected in the medical room, overseen by Andrea Paget or other office staff.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Colin Raraty and leaves the site as soon as possible.</p> <p>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible.</p>	Medium	Positive case procedure to be sent home to parents and circulated with staff.	<p>Staff - August 2021</p> <p>Parents - September 2021</p>	Low

		Close contacts are identified by NHS test and trace if the individual has a confirmed case.				
	<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>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>	Medium	As required		Low
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Technology failure/broadband issues	Medium	Remote learning is implemented from staff homes	As required	Low
Safeguarding	Staff are prepared for supporting the wellbeing of pupils and receiving any potential disclosures.		Low	Staff refresher training session on processes and procedures and the revised wellbeing material.	Safeguarding Training update September 2021	Low
	Updated Child Protection Policy in place.		Low	Adopted most recent Child Protection Policy	September 2021	Low

	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.			As required		
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.		Low	Regular attendance review meeting to monitor vulnerable pupils.	Ongoing	Low
	Approach to support for parents where rates of persistent absence were high before closure.		Low	Early intervention in the first two weeks of the new term based on children's needs.	Ongoing	Low
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	Appropriate information not getting to the right people.	Medium	Whole school 'return to school' meeting. Email actions plans and risk assessments to all staff	Communication will be maintained throughout the year and at any time when updates are required.	Low
	Updated Risk Assessment published on website.				September 2021	
	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 			All information to be emailed out to parents through Arbor. Notifications to be put on Class Dojo with links to documents supporting easy	August 2021	

	<ul style="list-style-type: none"> • Outbreak management plans • Wellbeing/ pastoral support 			access for all parents.		
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media	Ongoing	
Testing	Test kits are securely stored and distributed to staff.			In school Office		
	<p>Staff are aware of how to safely take and process the test. Shared the following :</p> <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 			Instruction with test kits		
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.			<p>Instructions about reporting are in the test kits.</p> <p>Results should also be reported to the school office on a Monday and Thursday morning if negative.</p>		

				Positive tests to be reported to Colin Raraty immediately.		
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>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.</p>	<p>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.</p> <p>Communicated with parents and students regarding when this would come into place and how they would be informed if required.</p>				