



COVID19: Risk Assessment and Action Plan from September 2021

The Robert Drake Primary School

All actions reviewed by the governing body and updated regularly

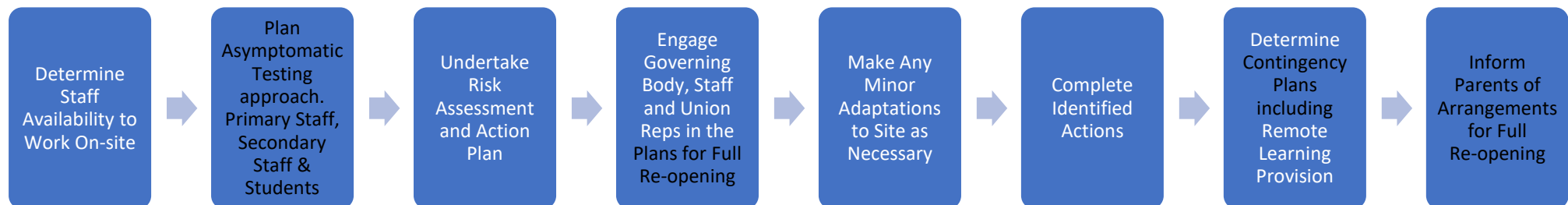
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to plan for the return to onsite education from March 8th and 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 (January 2021 – to cover lockdown);
- CYP Response Plan (January 2021);
- 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 Opening Preparation:





Risk Assessment/Action Plan Sections

- Engagement in Risk Assessment and Planning;
- Site arrangements;
- Emergency Evacuations;
- Cleaning and waste disposal;
- Classrooms;
- Staffing;
- Group Sizes;
- Social Distancing;
- Transport;
- Catering;
- PPE;
- Response to suspected/ confirmed case of COVID19 in school;
- Remote Education Plan;
- Safeguarding;
- Curriculum / learning environment;
- CYP with SEND;
- Attendance;
- Communication;
- Governors/ Governance;
- School events, including trips;
- Finance.



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.	Risk assessment is not shared with staff, union representative and governing body. Staff and governors not engaged or consulted during risk assessment process.	H	All detail in this document to be shared with all staff and agreed by the governing body. Shared with Union Rep 21.7.2021. Ongoing.	By 1 st September 2021	L
Site Arrangements	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Areas of the site haven't been used for a long period.	H	Premises staff to manage buildings and facilities ensuring that all health and safety checks are up to date. Carry out a formal / recorded full premises inspection. Inform SMT and governors. Ongoing.	Ongoing	L



		Health and safety checks not completed within deadlines to ensure compliancy.	H			L
		Water system not flushed regularly.	H	Premises staff to continue to complete weekly flushes.	Weekly - ongoing	L
		Catering – TCS not completed risk assessment.	H	Office staff to obtain copy of TCS risk assessment including how left over fresh food or frozen food should be dealt with and action as appropriate.	By 1st September 2021	L
	Consideration given to premises lettings and approach in place.	Hall cannot be let and reassembled with sufficient time for cleaning in between.	M	Office staff- Lettings risk assessment completed. 19.7.21 currently no lettings.	19.7.21	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	Risk of cross contamination. Risk of passing infection between the school community. Hand towels and hand driers – cross contamination.	H	Premises staff - Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.	Ongoing, daily	L



				<p>Paper hand towels and dispensers, soap dispensers and antibacterial handgel, antiviral spray and cloth (changed daily) are to be checked daily and replaced as needed by premises staff. 2 boxes of tissues per class – 1 enclosed bin. Lidded bins are foot operated. In each class- 2 masks (disposable) and 2 visors. Check supplies daily.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Signs for toilets – all toilet seats must be put down before flushing.</p>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Cleaning staff availability (eg, unwell).	M	Premises staff - Monitor staff attendance and organise additional hours for cleaning staff as needed to ensure full capacity for a robust cleaning regime.	Ongoing	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>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap and hand sanitiser.</p> <p>Low supply of paper towels.</p> <p>Disposal of used paper towels and tissues etc.</p>	M	<p>Hand sanitiser available at the school entrance.</p> <p>Handwashing stations outside each classroom when children arrive, hand sanitiser, cleaning wipes.</p> <p>Lidded bins in all classrooms and other rooms in school.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach.</p> <p>Hand sanitiser inside the classroom.</p> <p>Stock check and ordering schedule reviewed and order made.</p>	Ongoing	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>Having time to clean all main areas of the school once the children and staff have gone home.</p>	M	<p>All staff to leave the classrooms as soon as possible. All staff to have left the site by 4.30pm at the latest.</p> <p>All personal belongings must be removed from the classroom</p>	Ongoing	L



				immediately. The classrooms will be locked once they are cleaned. Staff must not enter the classroom again once they have left for the day.		
	Waste disposal process in place for potentially contaminated waste.	Cross contamination. Storage of waste bags and containers from classrooms and toilets.	H	Premises staff - Waste bags and containers – remove from classroom, double bag and place in outside bin. Waste collections monitored to ensure that the minimum number of persons are in the vicinity. Waste bins – handles/lids cleaned after use.	Ongoing	L
	Process in place for safe removal and/or disposal of face masks.	Non-safe removal and disposal of masks.	H	Optional – individual staff may wear masks if they so wish. All staff- Safe removal and disposal of masks and disposable gloves – see the school's process for safe wearing and	By 1/9/2021	L



				removal of face masks. This follows government guidance. See government guidance for information on disposable gloves.		
Classrooms	Classrooms allow as much space between individuals as practical.	Risk of passing infection to others in the school community. Communicating with office.	H	Staff to communicate with the office via telephone in the classroom or using personal mobile phone (following GDPR and safeguarding regulations).	Ongoing, daily monitoring	L
	Classroom entry and exit routes have been determined and appropriate signage in place.		M	Children and staff will enter/exit school via outside entrances to each classroom. Regular hand washing and sanitising. See health and safety procedure for accidentally getting hand sanitiser in eyes.	By 1/9/2021 Ongoing, daily monitoring	L
	Information posters are displayed in every classroom, at the main	No COVID19 information posters currently in place.	L	e-Bug posters displayed: • <u>Horrid hands</u>	By 1/9/2021	L



	<p>entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Limited reminders/ awareness for children.</p>		<ul style="list-style-type: none"> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> <p><u>Microbe mania</u></p> <p>On the first day back after each half term staff to remind the children about the following:</p> <ul style="list-style-type: none"> • COVID 19 health and safety reminders (posters on display in your classrooms) 	<p>Ongoing</p>	
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Inadequate staffing in school.</p>	<p>H</p>	<p>Staff to continue to follow staff absence procedures. Contingency plan in place for staff absence.</p>	<p>By 1/9/2021 Ongoing monitoring</p>	<p>L</p>
	<p>Approaches for meetings and staff training in place.</p>	<p>Meetings and training rely on the internet working efficiently at home or if staff are in school.</p>	<p>M</p>	<p>Meetings – organised via Teams at convenient times for all staff. Ensure all staff have the information if they cannot access the meeting. Staff training – where relevant, organised online.</p>	<p>By 1/9/2021 Ongoing monitoring</p>	<p>L</p>



	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	Adequate staffing and time to continue with remote provision alongside school provision.	M	Contingency plans in place for partial/full school closure.	By 1/9/2021 Ongoing monitoring	L
	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	TA s are required to teach some classes as not enough teachers on site to cover numbers.	M	Return to pre-COVID arrangements. Supply cover arrangements in place.	By 1/9/2021 Ongoing monitoring	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.	Knowing where/who to approach for support.		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 The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements.	By 1/9/2021 Ongoing monitoring	L



				Ongoing discussions with staff as required.		
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p>	Possible diagnosis or having symptoms COVID 19.	H	<p>See school document – ‘COVID-19 Response/Outbreak Management Plan’.</p> <p>Register of staff/pupils using each area of the school. Office staff- Investigate self-testing kits for availability in school. Procedures to follow if somebody has symptoms in school.</p> <p>Lateral Flow Tests (LFT): All staff – final test for the summer term on 21/7/21. Start testing again 25/8/21 including registration of results with school and government.</p>	Reviewed and updated regularly, in line with current COVID 19 regulations.	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.	New staff unaware of all procedures.	H	Office staff- Look at Induction procedures for Early Careers Teachers and students.	By 1/9/2021 Ongoing monitoring	L



	Return to school procedures are clear for all staff.	Recovering from COVID 19.	H	Office staff- School registered for COVID 19 tests. Share information with staff regarding COVID 19 symptoms and returning to work guidance. See school document – 'COVID-19 Response/Outbreak Management Plan'.	By 1/9/2021 Ongoing monitoring	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.	Cross contamination, understanding of school's current health and safety procedures.	H	Contractors working on the current building project must participate in LFT tests twice weekly and report results. All contractors have NO contact with any pupils during school hours and work within a contained area. Contractors must walk around the outside of the building to access their own toilets and welfare unit. All communication required is through the site staff. Other contractors can only visit the school outside of school hours. Check with the contractor any requirements their	By 1/9/2021 Ongoing monitoring	L



				<p>employer has specified before visit. H&S checklist for contractors. Share school protocols. Ensure there are no pupils/staff in the specified area within the school.</p>		
	<p>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.</p>	<p>Cross contamination, understanding of school's current health and safety procedures.</p>	H	<p>Externally employed adults must participate in LFT tests twice weekly and report results. All adults working in school must follow risk assessment guidelines.</p> <p>Share amended procedures, obtain their assessments outlining controls, e.g all equipment stringently cleaned.</p>	<p>By1/9/2021</p> <p>Ongoing monitoring</p>	L
Ventilation				<p>Ensure all areas of the school are well ventilated and a comfortable learning environment is maintained.</p> <p>This is achieved by a variety of measures including natural ventilation – opening</p>	Ongoing monitoring	L



			<p>windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</p> <p>Opening external and internal doors can also assist with creating a throughput of air (as long as they are not fire doors and where safe to do so).</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none">• opening high level windows in preference to low level to reduce draughts;		
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			<ul style="list-style-type: none">• increasing the ventilation while spaces are unoccupied (e.g. during break and lunch, when a room is unused);• rearranging furniture where possible to avoid direct drafts. <p>Heating is used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.</p> <p>There is a thermometer in each classroom so that staff can monitor the temperature.</p> <p>Temperatures in the indoor workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a 'reasonable' temperature in the workplace.</p> <p>The Approved Code of Practice suggests the</p>	
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				<p>minimum temperature in a workplace should normally be at least 16 degrees Celsius.</p> <p>Air conditioning in ICT suite and the main office. 2 air conditioning units in main kitchen – all serviced regularly.</p> <p>Staff room and breaks – rota in place.</p> <p>KS2 rooms for use at break/lunchtime: group room.</p> <p>KS1 and EYFS rooms for use at break/lunchtime: staff room.</p> <p>Staff may wish to continue to store own lunch in coolbags and use own cups and cutlery.</p>		
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Lack of PPE for staff in school.	H	Order PPE equipment. Monitor supplies and re order as needed. Appropriate PPE should also be used if close contact is necessary with	By 1/9/2021 Ongoing	L



				a suspected case in school.		
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 	COVID19 cases – infection of others.	H	<p>See school document – ‘COVID-19 Response/Outbreak Management Plan’.</p> <p>Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary.</p>	<p>By 1/9/2021</p> <p>Ongoing</p>	L



	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>COVID19 cases – infection of others.</p>	<p>H</p>	<p>See school document – ‘COVID-19 Response/Outbreak Management Plan’.</p> <p>If the school has several confirmed cases within 14 days, it may be classed as an outbreak.</p> <p>The school will work with health protection teams in the case of a local outbreak.</p> <p>If there is an outbreak in a setting 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. This may include face coverings and/or bubbles.</p>	<p>By 1/9/2021</p> <p>Ongoing</p>	<p>L</p>
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>	<p>Having the capacity and resources to provide adequate signposting.</p>	<p>H</p>	<p>Shared knowledge of all support in place for pupils</p> <p>Mental health and signposting to outside agencies.</p> <p>Bereavement Policy.</p> <p>Welfare support.</p>	<p>By 1/9/2021</p> <p>Ongoing</p>	<p>L</p>



	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	<p>Having the capacity to understand the needs and welfare of our school community.</p>	M	<p>Shared knowledge of all support in place for pupils. Mental health and signposting to outside agencies. Bereavement Policy. Welfare support. Monitoring FSM provision.</p>	<p>By 1/9/2021 Ongoing</p>	L
<p>Remote Education Plan</p>	<p>Contingency plan for remote learning developed should self-isolation or restricted attendance be required.</p>	<p>Staff or pupils needs to self-isolate because of a positive case of COVID19. Remote learning due to self-isolation - access to technology at home.</p>	M	<p>Remote learning contingency plan in place. Staff and children aware of how to access remote learning. Continue to liaise with families to ensure fair access to technology/curriculum etc. See Google Classrooms staff information. Staff will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. The remote education temporary continuity</p>	<p>By1/9/2021 Ongoing</p>	L



				direction applies in these circumstances.		
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	Access to technology at home.	M	Continue to liaise with families to ensure fair access to technology/curriculum. Continue to monitor and review all government guidelines and technology offers to schools.	By 1/9/2021 Ongoing	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 has been done capturing pupil achievements/ outcomes utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 	Adapting the curriculum to cater for individual needs.	M	All staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support. DFE 'Catch Up' programme in place. Continue to monitor and review.	By 1/9/2021 Ongoing	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Pupils' safety online	M	All online safety policies in place and shared with staff, families and pupils. Regular online safety lessons for pupils including Online Safety week/	Ongoing	L



	Annual reviews.	Annual Reviews not completed.	M	Complete annual reviews via telephone calls, email and Teams meetings.	Ongoing	L
	Requests for assessment considered.	Request for assessment not completed.	M	Complete annual reviews via telephone calls, email and Teams meetings. Identified pupils - liaise with parents.	By 1/9/2021 Ongoing	L
Communication	Information shared with staff around the full re-opening plan, returning to site, including amendments to usual working patterns/practices and groups.	Staff don't have all information regarding back to school September 2021.	H	All information shared regularly with all staff.	Ongoing	L
	Governors consulted on new risk assessment.	Governors don't have all information and are not involved in re opening of school.	H	All information shared regularly with governors. Governors involved in all decision making.	Ongoing	L
	Union representatives consulted on new risk assessment.	Lack of communications.	H	Union representatives consulted and in agreement with this risk assessment.	Ongoing	L
	Risk Assessment published on website, where more than 50 staff.	Risk assessment not shared on website.	M	Publish risk assessment on website. Update regularly.	By 1/9/2021 and updated regularly	L
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.	Priority decisions are not made.	H	Virtual governing body meetings. Decisions minuted.	Ongoing	L



	<p>Governors are clear on their role in the planning and full re-opening plans and risk assessment, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	<p>Governors are not clear on their role and are not involved in strategic planning.</p>	H	<p>Virtual governing body meetings.</p> <p>Virtual governing body meetings organised.</p> <p>Decisions minuted and monitored.</p>	Ongoing	L
<p>Governors prepared for start of school year (clerking, etc).</p>						
	<p>Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.</p>	<p>Governors are not clear on their role and are not involved in strategic planning.</p>	H	<p>All governing body meetings are being held virtually to ensure full coverage of governance.</p> <p>Virtual governing body meetings organised.</p> <p>Decisions minuted and monitored.</p>	Ongoing	L
	<p>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i></p>	<p>Governors are not clear on their role and no understanding or knowledge of staff wellbeing.</p>	H	<p>Virtual governing body meetings include staff wellbeing and feedback form wellbeing committee.</p> <p>Virtual governing body meetings organised.</p> <p>Decisions minuted and monitored.</p>	Ongoing	L



School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Safety on school trips.	H	Educational visits to start again 2021-22.	Review in line with updated government guidance.	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	Safety of before and after school clubs.	H	Return to pre-COVID arrangements. Clubs to start again 2021-22.	Ongoing	L
Testing	All staff have access to LFT testing kits	Staff are not testing regularly	H	All staff are testing twice weekly and registering results with the school and government. See COVID 19 guidance for further information. Summer term: finish testing 21/9/21. Autumn term: start testing again 25/8/21.	Ongoing	L