



## COVID19: Risk Assessment and Action Plan from September 2021 The Robert Drake Primary School

All actions reviewed by the governing body and updated regularly.

Updated 21.10.2021

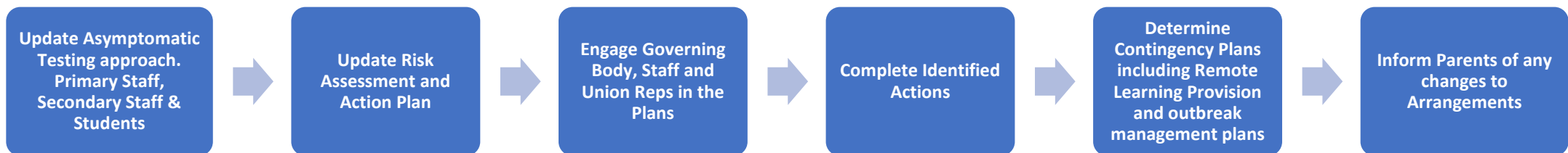
### Purpose of this document:

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:



**Risk Assessment/ Action Plan Sections:**

- **Engagement in Risk Assessment and Planning**
- **Site Arrangements**
- **Emergency Evacuations**
- **Cleaning and waste disposal**
- **Classrooms**
- **Staffing**
- **Catering**
- **PPE**
- **Response to suspected/ confirmed case of COVID19 in school**
- **Remote Education Plan**
- **Safeguarding**
- **Curriculum / learning environment**
- **Attendance**
- **Communication**
- **Governors/ Governance**
- **Finance**

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	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 22.10.2021. Ongoing.	By 22 <sup>nd</sup> October	L
<b>Site Arrangements</b>	Consideration given to premises lettings and approach in place.	Hall cannot be let and reassembled with sufficient time for cleaning in between. Lettings not reviewed to ensure they are aligned with guidance.	M	Office staff- Lettings risk assessment completed.  26.8.21 currently no lettings. 15.10.21 currently no lettings.	By 22 <sup>nd</sup> October 2021	L
	Consideration given to the arrangements for any deliveries.	Delivery staff entering school premises. Risk of cross contamination.  Packages and letters- cross contamination.	M	Premises staff and office staff - Delivery staff to leave any packages at the gate. Member of office staff to inform premises staff and wait at gate with package until site staff arrive to collect it.  Packages/post to be handled with gloves. If	By 1 <sup>st</sup> September 2021	L

				packages opened inside, clean area immediately and dispose of packaging immediately. Open packages outside if it isn't raining.		
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	N/A				
<b>Emergency Evacuations</b>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes are not shared with the school community (updated following ending of bubbles – this may be returned to pre COVID19 arrangements).</p>	H	Evacuation procedure returns to normal procedure. Share with all staff and children.	2.9.2021	L
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <u>COVID19</u> :	Enhanced cleaning does not remain a necessary control measure.	H	Premises staff - Enhanced cleaning schedule implemented throughout the site,	By 1 <sup>st</sup> September 2021	L

	<p><u>Cleaning in non healthcare settings guidance.</u></p>		<p>ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <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</p>		
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				put down before flushing.		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	<p>No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap and hand sanitiser. Low supply of paper towels. Disposal of used paper towels and tissues etc.</p>	H	<p>Hand sanitiser available at the school entrance. Handwashing stations outside each classroom when children arrive, hand sanitiser, cleaning wipes. Lidded bins in all classrooms and other rooms in school. Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Hand sanitiser inside the classroom. Stock check and ordering schedule reviewed and order made.</p>	By 1 <sup>st</sup> September 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>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> <p>List of cover staff for cleaners organised in case of absence.</p>	By 22 <sup>nd</sup> October 2021	L
		<p>Cleaning classrooms too soon after pupils have left.</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>	2.9.2021	L

	Sufficient time is available for the enhanced cleaning regime to take place.	Having time to clean all main areas of the school once the children and staff have gone home.		All personal belongings must be removed from the classroom 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.  (Testing waste is no longer considered hazardous and can be disposed of in the usual waste).	M	Premises staff - Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).  Hazardous waste collection organised.	By 1 <sup>st</sup> September 2021	L
		Non-safe removal and disposal of masks. (some pupils/ staff may choose to wear face	M	All staff- Safe removal and disposal of masks and disposable gloves –	By 1 <sup>st</sup> September 2021	L



	Process in place for safe removal and/or disposal of face masks.	coverings in some situations and know how to dispose of them appropriately).		see the school's process for safe wearing and removal of face masks. This follows government guidance. See government guidance for information on disposable gloves.  Disposal of masks in lidded bins in each room.  Parents to teach their children how to remove masks – shared in letter to parents.		
<b>Classrooms</b>	Classrooms have appropriate ventilation arrangements.	Appropriate ventilation arrangements are not in place.  The HSE have stated that they consider the risk of transmission through the use of ceiling and desk fans to	H	Windows and outside doors open before and after lessons, and during lessons when temperatures allow.  Keep occupied spaces well ventilated.	2.9.2021	L

		<p>be extremely low. A link to their latest guidance is available <a href="#">here</a>. Key points are:</p> <p>Maximise natural ventilation / fresh air as much as possible.</p> <p>Good ventilation can help reduce the risk of spreading coronavirus. Schools should be able to continue using most air conditioning unless it is solely re-circulated air (the units in the computing suite pull in air from outside so should be fine to use). Schools may want to consider where they position desk fans in relation to staff and pupils.</p>		<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 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). 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). To balance the need for increased ventilation while maintaining a comfortable</p>		
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				<p>temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"><li>• opening high level windows in preference to low level to reduce draughts;</li><li>• increasing the ventilation while spaces are unoccupied (e.g. during break and lunch, when a room is unused);</li><li>• providing flexibility to allow additional, suitable indoor clothing (updated school uniform policy);</li><li>• rearranging furniture where possible to avoid direct drafts.</li></ul> <p>Heating is used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.</p>		
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				<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 <a href="#">Approved Code of Practice</a> suggests the minimum temperature in a workplace should normally be at least 16 degrees Celsius.</p>		
<b>Staffing</b>	Approach to staff absence reporting and recording in place. All staff aware.	Inadequate staffing in school.	H	Staff to continue to follow staff absence procedures.	By 1 <sup>st</sup> September 2021	L
	Risk assessments in place for those staff who are clinically extremely	Risk assessments not in place. Shielding is no longer in place.	M	Risk assessments show that all staff are able to return to work	By 1 <sup>st</sup> September 2021	L

	<p>vulnerable, and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>			<p>under the current guidance. Safety arrangements are in place to support individual members of staff if needed.</p>		
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>	<p>Staff are not aware of their roles and responsibilities. Adequate staffing and time to continue with remote provision alongside school provision.</p>	<p>M</p>	<p>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</p>	<p>By 1<sup>st</sup> September 2021.</p>	<p>L</p>
	<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>	<p>Knowing where/who to approach for support.</p>	<p>M</p>	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service.  <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a></p> <p>The Bereavement Policy has been reviewed to ensure it reflects current</p>	<p>2.9.2021 Ongoing monitoring</p>	<p>L</p>

				<p>circumstances and arrangements.</p> <p>Ongoing discussions with staff as required.</p>		
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>	<p>Possible diagnosis or having symptoms COVID 19.</p>	<p>H</p>	<p>See school document – ‘COVID-19 Operational Guidance.’.</p> <p>Register of staff/pupils using each area of the school.</p> <p>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 - twice weekly testing and registration of results with school and government.</p>	<p>By 1<sup>st</sup> September 2021.</p> <p>Reviewed and updated regularly, in line with current COVID 19 regulations.</p>	<p>L</p>
		<p>Cross contamination, understanding of</p>		<p>External visitors must be pre-agreed by the school and be</p>		

	<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 the risk assessment carried out by the Contractor.</p>	<p>school's current health and safety procedures.</p>	<p>M</p>	<p>participating in twice weekly LFT.</p> <p>In exceptional circumstances, if visitors need to come into school, they must follow all procedures set out in the school's COVID Visitor Protocol.</p> <p>Contractors working on the current building project must participate in LFT twice weekly and report results.</p> <p>All contractors have NO contact with any pupils during school hours and work within a contained area.</p> <p>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.</p>	<p>By 22<sup>nd</sup> October 2021</p>	<p>L</p>
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				<p>Check with the contractor any requirements their employer has specified before visit.</p> <p>H&amp;S checklist for contractors.</p> <p>Share school protocols.</p> <p>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>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p>	<p>By 1<sup>st</sup> September 2021</p>	L
<b>Catering</b>	<p>Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.</p>	<p>Entitled pupils do not receive provision</p> <p>(this is only applicable for under 18s who have tested positive for</p>	M	<p>Office staff to monitor FSM provision for all pupils and adapt as and when required.</p>	<p>By 1<sup>st</sup> September 2021</p>	L



		COVID19 and required to isolate, who are eligible for FSMs).				
<b>PPE</b>	PPE requirements understood and appropriate supplies in place.	Lack of PPE in school for staff.	H	Monitor supplies and re order as needed.	On going	L
<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	COVID 19 procedure not in place.	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 in the medical room, overseen by a member of staff.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs the headteacher and office staff 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</p>	By 1 <sup>st</sup> September 2021	L

				possible.  Close contacts are identified by NHS test and trace if the individual has confirmed case.		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	'COVID 19 Operational Guidance' not in place.	H	<p>See 'COVID 19 Operational Guidance.' 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>School to contact Essex Test and Trace team for advice.</p>	By 1 <sup>st</sup> September 2021	L
<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	No contingency plan for remote learning in place.	M	Remote learning contingency plan in place. Staff and children aware of how to access remote learning.	By 1 <sup>st</sup> September 2021	L

				Continue to liaise with families to ensure fair access to technology/curriculum etc.		
	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 <sup>st</sup> September 2021	L
<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff unaware of updated policy and procedure.	H	Staff refresher training session on processes and procedures and the revised wellbeing material.	By 1 <sup>st</sup> September 2021	L
	Updated Child Protection Policy in place.		M	Adopt the most recent COVID19 Child Protection Policy.		L

		Staff unaware of updated policy and procedure.		Share with staff at refresher training.  Continue to monitor and review.	By 1 <sup>st</sup> September 2021	
	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.	Monitoring vulnerable children and families during COVID 19.	H	Continue-regular contact with identified families. Feeding back any issues to relevant staff and outside agencies in a timely manner.	By 1 <sup>st</sup> September 2021	L
	Where physical contact is required in the context of managing behaviour.	Breach of behaviour policy or Consistent Management Plan (if relevant).	H	Review individual consistent management plans to ensure they include protective measures.	By 1 <sup>st</sup> September 2021	L
<b>Curriculum / learning environment</b>				Full curriculum implemented with a focus on PSHE during the first week and additional intervention for identified pupils.		

	Current learning plans, revised expectations and required adjustments have been considered.	Pupils struggle to access learning.	H		By 1 <sup>st</sup> September 2021	L
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that is being done at home</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DFE 'catch-up' funding and programmes</li> <li>• contingency remote learning plan</li> </ul>	Adapting the curriculum to cater for individual needs.	M	<p>All staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>DFE 'Catch Up' programme in place. Continue to monitor and review.</p> <p>Recovery Curriculum implemented across the school.</p> <p>Contingency Remote Learning plan in place.</p>	By 22 <sup>nd</sup> October 2021	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	Breach of Behaviour Policy.	M	<p>Current behaviour policy in place.</p> <p>On the first day back after each half term, staff to remind the children about the following:</p>	2.9.2021	L

				Behaviour and Anti-Bullying Policy. COVID 19 procedure to follow in school.		
	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.	By 1 <sup>st</sup> September 2021.	L
<b>Attendance</b>	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Pupils not attending school.	M	Continue with daily absence procedures.	By 1 <sup>st</sup> September 2021.	L
	Approach to support for parents where rates of persistent absence were high before closure.	Parents not engaging in support.	M	Continue with welfare procedures in place.	By 1 <sup>st</sup> September 2021.	L

<b>Communication</b>	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	Staff don't have all information regarding re opening.	H	All information shared regularly with all staff.	By 1 <sup>st</sup> September 2021.	L
	Union representatives informed of updated plans.	Lack of communications.	H	Union representatives consulted and in agreement with this risk assessment.	By 1 <sup>st</sup> September 2021.	L
	Updated Risk Assessment published on website.	Risk assessment not shared on website.	M	Publish risk assessment on website. Update regularly.	By 1 <sup>st</sup> September 2021.	L
	Communications with parents on the: <ul style="list-style-type: none"> <li>• Revised plans, any control measures that remain in place and any that have ceased</li> <li>• Contingency plans</li> <li>• Outbreak management plans</li> <li>• Wellbeing/ pastoral support</li> </ul>	Parents don't have all information regarding returning to school.	M	All information shared regularly with all parents.	By 1 <sup>st</sup> September 2021.	L

	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>• Revised plans, any control measures that remain in place and any that have ceased</li> <li>• Contingency plans</li> <li>• Outbreak management plans</li> </ul>	Pupils don't have all information regarding returning to school.	M	All information shared regularly with all pupils.	By 1 <sup>st</sup> September 2021.	L
	On-going regular communication plans determined to ensure parents are kept well-informed.	Parents are not well informed about every day school life.	M	Letters, website updates, newsletters.	By 1 <sup>st</sup> September 2021.	L
<b>Governors/ Governance</b>	<p>Governors have oversight of plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	Governors are not clear on their role and are not involved in strategic planning.	H	<p>Virtual governing body meetings.</p> <p>Virtual governing body meetings organised.</p> <p>Decisions minuted and monitored.</p>	By 1 <sup>st</sup> September 2021.	L
		Governors are not clear on their role and no				L



	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>	understanding or knowledge of staff wellbeing.	H	Virtual governing body meetings include staff wellbeing and feedback form wellbeing committee. Virtual governing body meetings organised. Decisions minuted and monitored.	By 1 <sup>st</sup> September 2021.	
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.	Additional costs related to COVID 19 are not recorded.	M	Record any additional cost related to COVID19.	By 1 <sup>st</sup> September 2021.	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Additional costs related to COVID 19 are not recorded.	M	Monitor, record costs and make claims under the listed circumstances.	By 1 <sup>st</sup> September 2021.	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Loss of income from lettings.	M	Continue to record the loss of income from lettings will be recorded and ensure that this is reflected in the new budget.	By 1 <sup>st</sup> September 2021.	L

<b>Testing</b>	Test kits are securely stored and distributed to staff and students (secondary).	N/A				
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> <li>• NHS instruction leaflet</li> <li>• Training video and online resources on the document sharing platform</li> <li>• Contact details if queries</li> <li>• Process for reporting incidents</li> </ul>	N/A				
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.	N/A				
	Staff and students (secondary) are aware of how to report any incidents both clinical and non clinical.	N/A				
	Process in place to monitor and replenish test supplies	N/A				
<b>Outbreak Management Plan</b>	Outbreak management plan developed to cover arrangements should children, pupils, students or staff test positive for COVID19,	Outbreak Management plan covering re-introduction of some measures including reduced mixing, face				L

	<p>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>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>	<p>H</p>	<p>See 'COVID 19 Operational Guidance'.</p>	<p>By 1<sup>st</sup> September 2021.</p>	
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