

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Jotmans Hall Primary School

OWNER: Sarah Warnes (Headteacher)

DATE: 25.08.21

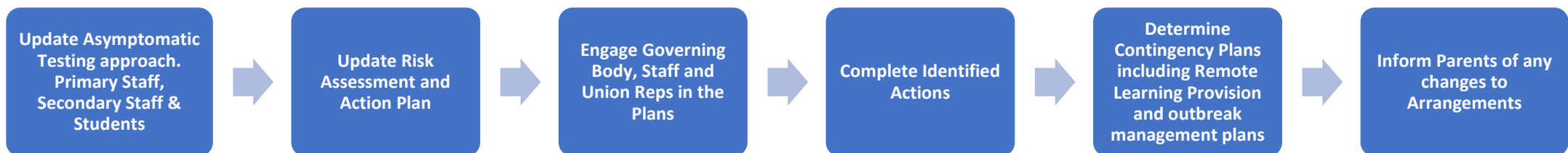
Purpose of this document:

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	3
Site Arrangements	3
Emergency Evacuations	3
Cleaning and waste disposal	4
Classrooms	6
Staffing	7
Catering	8
PPE	9
Response to suspected/ confirmed case of COVID19 in school	9
Remote Education Plan	10
Safeguarding	11
Curriculum / learning environment	12
Attendance	13
Communication	13
Governors/ Governance	14
Finance	15

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.	Email system fails!	L	None		
Site Arrangements	Consideration given to premises lettings and approach in place.	Risk assessments are reviewed, and monitored to ensure they are compliant with current guidance before each letting is agreed	L	As needed	As needed	L
	Consideration given to the arrangements for any deliveries.	Deliveries use the same gate as school children arriving and leaving	M	Deliveries not to take place during school drop off/collection times. Delivery companies informed or asked to wait.	As needed	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	N/A (Secondary Schools Only)				
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	Current evacuation routes use multiple exits, Currently no individuals with mobility issues.	L	Fire Drill/Alarm procedures to be reviewed with the new guidance. New intake children to be assessed for mobility issues.	17.09.21	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.	Enhanced cleaning remains a necessary control measure.	L	<p>Enhanced cleaning schedule to be maintained throughout the site, ensuring that contact points, work surfaces, 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 cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks, and toilet flush.</p> <p>Checklists in each area/classroom to be signed on cleaning completion. Staff have been warned about the flammability of alcohol-based hand gel.</p>	Ongoing	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Hours allocated for cleaning purposes to be maintained	L	Cleaning staff hours have been increased to ensure capacity.	01.09.21	L

				<p>Cleaning monitored regularly and reviewed regarding capacity. Staff absence is cover by additional hours/ site manager.</p> <p>All staff have some element of cleaning required of them.</p> <p>Updated Staff protocol to be issued.</p>		
	<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>Classrooms to have continual supply of cleaning equipment.</p> <p>Additional cleaning equipment needed in communal areas and offices.</p>	L	<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.</p> <p>Updated Staff protocol to be issued.</p>	01.09.21	L

	Sufficient time is available for the enhanced cleaning regime to take place.	Staff are on-site and cleaning staff are unable to clean thoroughly	M	All staff advised to leave the site by 6pm in order for cleaning to be undertaken.	01.09.21	L
	Waste disposal process in place for potentially contaminated waste.	Testing waste is no longer considered hazardous and can be disposed of in the usual waste.	L	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.	Ongoing	L
	Process in place for safe removal and/or disposal of face masks.	Some students/staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.				
Classrooms	Classrooms have appropriate ventilation arrangements.	Windows open before and after lessons, and during lessons when temperatures allow.	L	Updated Staff protocol issued	01.09.21	L

Staffing	Approach to staff absence reporting and recording in place. All staff aware.		L	Updated Staff protocol issued	01.09.21	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.	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.	L	Review any new staff and students regarding risk assessments	17.09.21	L
	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.	L	Remind staff of expectation– including updated guidance regarding the expectation of remote learning for those positive but asymptomatic	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.			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	Ongoing	L

				ensure it reflects current circumstances and arrangements Wellbeing measures promoted by the school assessed, and communicated to the staff		
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.		L	Updated staff protocol to be issued. Guidance updated in line with government advice.	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.		L	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Ongoing	L
	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.		L	Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.	Ongoing	L
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	L	Grab Bags or Weekly food boxes to be provided by the kitchen	As needed	L

		required to isolate, who are eligible for FSMs.				
PPE	PPE requirements understood and appropriate supplies in place.	Some PPE required for dealing with suspected cases and any specific arrangements i.e. administering medicine.	L	Updated staff protocol issued.	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 	<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 duty first aider.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs SLT 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> <p>Close contacts are identified by NHS test and</p>	M	Updated staff protocol issued.	01.09.21	L

		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"> • 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>	M	Updated staff protocol issued.	01.09.21	L
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	New staff and pupils are unaware of expectations regarding remote learning.	L	<p>Google Classroom to be maintained. Ensure all pupils and staff have access.</p> <p>Review Remote Learning (Contingency) Plan to ensure it reflects updated guidance.</p> <p>Updated policy issued to all staff and families.</p>	17.09.21	L
	Technology support in place. DfE laptop allocation ordered, for contingency purposes.	Families have not got laptops to access remote learning.	M	Ensure DfE allocation obtained. Assess need as	Ongoing	L

				individuals/groups have to isolate.		
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	New staff unaware of expectation.	M	Staff reminded of processes and procedures and the revised wellbeing material. Safeguarding training day for ALL staff 01.09.21	01.09.21	L
	Updated Child Protection Policy in place.		L	Adopted most recent Child Protection Policy Safeguarding Leads receive regular updates from Local Authority	Ongoing	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.			Responsibility of Headteacher and SLT.	Ongoing	L
	Where physical contact is required in the context of managing behaviour.			Review individual consistent management plans to ensure they include protective measures. Behaviour policy updated in regard to	Sept 21	L

				COVID-19. Parents to be reminded of expectations.		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			Full curriculum implemented in September	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 is being done at home capturing pupil achievements/ outcomes utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 			Full curriculum implemented in September, with focus on PSHE and RSE. Exceptional ERICs issued for 'non-curriculum' learning Catch-up Premium report outlines JHS Catch-up Strategies Remote Learning policy in place – will be reviewed	Ongoing	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			Behaviour policy updated in regard to COVID-19. Parents to be reminded of expectations.	Sept 21	L
	Arrangements for teaching pupils how to keep themselves safe online are in			E Learning part of Computing and PSHE curriculum. Ongoing	Ongoing	L

	place and aligned to the contingency remote learning plan.			reminders sent to families.		
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.			Attendance monitored by SLT and external agency Liaison with families to understand reason for absence by SLT	Ongoing	L
	Approach to support for parents where rates of persistent absence were high before closure.			Letter of attendance expectation sent out to all families before 01.09.21 Attendance compliance monitored by external agency	Ongoing	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.			Updated Staff protocol issued	01.09.21	L
	Union representatives informed of updated plans.			Yes	Aug 21	L

	Updated Risk Assessment published on website.			Yes	Aug 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 			Letter sent to all families prior to term starting, outlining procedures and expectations.	01.09.21	L
	Pupil communications around: <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 			Pupils informed of new procedures upon their return to school.	02.09.21	L
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media	Ongoing	L
Governors/ Governance	Governors have oversight of plans and risk assessments.			All risk assessments including updates are available to governors online.	Ongoing	L
	Approach to communication between Leaders and governors is clear and understood.			Plans and procedures regularly discussed at governor meetings		
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>			Staff wellbeing discussed at governor meetings. Regular meetings/discussions	Ongoing	L

				between HT and Chair of governors.		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			Finances closed monitored and adjusted by Business Managers to ensure the financial impact of COVID-19 is tracked and understood. Additional expenses logged and any reimbursement opportunities closely monitored.	Ongoing	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			Additional expenses logged and reimbursement opportunities closely monitored.	Ongoing	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Finances closely monitored and adjusted by Business Managers to ensure the financial impact of COVID-19 is tracked and understood.	Ongoing	L
Testing	Test kits are securely stored and distributed to staff and students (secondary).			Office Staff to ensure a continuous supply of tests	Ongoing	L
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> NHS instruction leaflet 			Testing expectations, including reporting arrangements, communicated to staff	01.09.21	L

	<ul style="list-style-type: none"> • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents 			Updated staff protocol issued		
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.			Testing expectations, including reporting arrangements, communicated to staff Updated staff protocol issued	01.09.21	L
	Staff and students (secondary) are aware of how to report any incidents both clinical and non clinical.			Testing expectations, including reporting arrangements, communicated to staff Updated staff protocol issued	01.09.21	L
	Process in place to monitor and replenish test supplies			Office Staff to ensure a continuous supply of tests	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</i></p>	<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. Communicated with parents and students</i></p>	M	Headteacher to complete	17.09.21	L

	<p><i>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>	<p><i>regarding when this would come into place and how they would be informed if required.</i></p>				
--	---	---	--	--	--	--