

# **COVID19: Risk Assessment and Action Plan from September 21**

**SCHOOL NAME: Dunmow St Mary's Primary**

**OWNER: Clare Griffiths**

**DATE: Sept 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/ Action Plan Sections:**

<b>Engagement in Risk Assessment and Planning</b>	3
<b>Site Arrangements</b>	3
<b>Emergency Evacuations</b>	3
<b>Cleaning and waste disposal</b>	4
<b>Classrooms</b>	6
<b>Staffing</b>	6
<b>Catering</b>	8
<b>PPE</b>	8
<b>Response to suspected/ confirmed case of COVID19 in school</b>	8
<b>Remote Education Plan</b>	9
<b>Safeguarding</b>	10
<b>Curriculum / learning environment</b>	10
<b>Attendance</b>	11
<b>Communication</b>	11
<b>Governors/ Governance</b>	12
<b>Finance</b>	12

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
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.					
<b>Site Arrangements</b>	Consideration given to premises lettings and approach in place. Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> <li>● Water treatments</li> <li>● Fire alarm testing</li> <li>● Repairs</li> <li>● Grass cutting</li> <li>● PAT testing</li> <li>● Fridges and freezers</li> <li>● Boiler/ heating servicing</li> <li>● Internet services</li> <li>● Any other statutory inspections</li> </ul>	Site Manager in ECV group of employees	M	School has been deep cleaned over the summer  H&S inspections have been carried out internally & externally to all areas of school including play equipment and ground to ensure school is ready for return of all children.	1/9/21	
	Consideration given to the arrangements for any deliveries.	Deliveries into school mean staff are exposed to additional /unnecessary contacts	M	We have a glass screen that has and can continue to be pulled across the front of the office to reduce contact. Other deliveries are to		

				delivery door only. Recommend don't sign other devices. Can have a copy of signatures that a photo can be taken of.		
	Staff will continue to do regular lateral flow tests. School holds a few PCR tests in case families have no access.					
<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these.	Evacuation routes have been updated following ending of bubbles –and returned to pre COVID19 arrangements.				
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a> .	Enhanced cleaning remains a necessary control measure.		Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Checklists throughout school to ensure daily and weekly tasks are completed <i>ties</i>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.			Staffing levels are complete		

	<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>Lack of cleaning supplies prevents reduction in risk of spreading virus.</p>		<p>Hand sanitiser stations available at the school entrances and key points around the school. These are re-filled regularly</p> <p>Each classroom has a lidded bin. Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p>		
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>			<p>Cleaners come in the evening from 4pm - 8pm and teachers will work around this as they have always done.</p>		
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p>Testing waste is no longer considered hazardous and can be disposed of in the usual waste.</p>		<p>The school's waste collection is early Monday morning prior to most people being on site.</p>		
	<p>Process in place for safe removal and/or disposal of face masks.</p>	<p>Some staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</p>				
<b>Classrooms</b>	<p>Classrooms have appropriate ventilation arrangements.</p>	<p>Windows open before and after lessons, and during</p>		<p>if temperature is too low for the windows to be</p>		

		lessons when temperatures allow.		open permanently, staff will open windows to air the room for a few minutes every hour		
<b>Staffing</b>	Approach to staff absence reporting and recording in place. All staff aware.	Arrangements as usual		Staff ring line manager		
	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.		Staff to attend work		
	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.		Staff to use the google classroom regularly as part of a blended offer to ensure that their skills are kept up to date		
	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 <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>		

				The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements		
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	Staff will continue to test twice weekly				
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.	This will revert to pre covid arrangements				
	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.	This will revert to pre covid arrangements				
<b>Catering</b>	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, who are eligible for FSMs.				
<b>PPE</b>	PPE requirements understood and appropriate supplies in place.	Some PPE required for onsite testing				

<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>	<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 school office staff.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs LT team 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 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"> <li>● Cleaning procedure in place</li> <li>● Arrangements for informing parent community in place</li> </ul>	<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</p>				



		isolate but asked to take a PCR instead.  Can contact Essex Test and Trace team for advice.				
<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Remote learning via the google classroom in place should the need arise				
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	Technology support in place via chrome books				
<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Safeguarding training updated 1.9.21		
	Updated Child Protection Policy in place.			Adopted most recent Child Protection Policy		
	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.					
	Where physical contact is required in the context of managing behaviour.					

<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.					
	Whole school approach to adapting curriculum (S/M/L term), including: <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>	Curriculum will revert to pre covid arrangements				
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	Behaviour policy to revert to pre covid arrangements				
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.					
<b>Attendance</b>	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.					

	Approach to support for parents where rates of persistent absence were high before closure.	Attendance monitoring returns to pre-covid arrangements				
<b>Communication</b>	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	This Risk assessment shared will all staff				
	Updated Risk Assessment published on website.	For 1/9/21				
	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>	Ongoing				
	Pupil communications around: <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>	On first day of term				
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media		
<b>Governors/ Governance</b>	Governors have oversight of plans and risk assessments.	Shared with Govs				

	Approach to communication between Leaders and governors is clear and understood.					
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>					
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>n/a</i>				
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	<i>n/a</i>				
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>n/a</i>				
<b>Testing</b>	Test kits are securely stored and distributed to staff	yes				
	Staff 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>	yes				

	Staff are aware of how to report their test results to school and to NHS Test and Trace.	yes				
	Staff are aware of how to report any incidents both clinical and non clinical.	yes				
	Process in place to monitor and replenish test supplies	yes				
<p align="center"><b>Outbreak Management Plan</b></p>	<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. Communicated with parents and students regarding when this would come into place and how they would be informed if required.</p> <p><a href="#">W</a> Outbreak Managem...</p>				