

# COVID19: Risk Assessment and Action Plan from September 21

**SCHOOL NAME:** Barnes Farm Junior School

**OWNER:** Ross McTaggart (Headteacher)

**DATE:** 27<sup>th</sup> August 2021



***This risk assessment has been externally checked by an agency with Competent Person status***

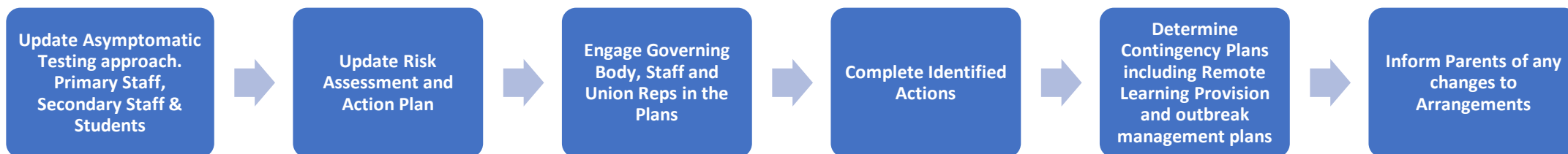
## **Purpose of this document:**

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 .....	6
Catering.....	8
PPE .....	8
Response to suspected/ confirmed case of COVID19 in school.....	8
Remote Education Plan.....	10
Safeguarding .....	10
Curriculum / learning environment .....	11
Attendance .....	12
Communication.....	12
Governors/ Governance .....	13
Finance .....	13

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.		L	Consultation with staff, Governors Plans reviewed by Competent person Plans shared online	02/09/2021	L
<b>Site Arrangements</b>	Consideration given to premises lettings and approach in place.			<i>Lettings to resume with organisations submitting own RA</i>	02/09/2021	L
	Consideration given to the arrangements for any deliveries.			N/A		L
	Entry and exit arrangements	<i>Building works and single exit restricting access</i>	M	<i>Side gate next to footpath to be opened at beginning and end of school to allow for good flow of footfall</i>	02/09/2021	L
<b>Emergency Evacuations</b>	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	<i>MUGA additional gates need to be installed to allow route through for assembly point</i>	M	<i>Gates to be installed by 03/09/2021. Staff to be informed of temporary contingency arrangements if need to assemble (walk around the MUGA) Fire drill to be held on Monday 6<sup>th</sup> September</i>	06/09/2021	L

	including cover arrangements in the case of reduced numbers of staff.			<i>once gates installed to test new procedures</i>		
<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>	<i>Enhanced cleaning remains a necessary control measure.</i>		<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by Site Manager and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush <b>twice a day</b></i></p>	02/09/2021	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	<i>Currently no permanent site manager in place</i>	M	<p><i>Recruitment for site manager underway. Interviews planned for w/c 6<sup>th</sup> Sept</i></p> <p><i>Temporary caretaker support in place</i></p>	10/09/2021	L

	Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.		L	<i>Hand sanitiser available at the school entrance</i>  <i>Lidded bins in classrooms</i>  <i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i>  <i>Stock check and ordering schedule reviewed and order made.</i>	02/09/2021	L
	Sufficient time is available for the enhanced cleaning regime to take place.		L	<i>All staff advised to leave the site by 5pm time in order for unimpeded cleaning to be undertaken.</i>	02/09/2021	L
	Waste disposal process in place for potentially contaminated waste.	<i>Testing waste is no longer considered hazardous and can be disposed of in the usual waste.</i>	L	<i>Waste bags and containers taken straight to external waste bins</i>  <i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i>  <i>Hazardous waste collection organised.</i>	02/09/2021	L
	Process in place for safe removal and/or disposal of face masks.	<i>Some students/ staff may choose to wear face coverings in some</i>		Noted	02/09/2021	L

		<i>situations and know how to dispose of them appropriately.</i>				
<b>Classrooms</b>	Classrooms have appropriate ventilation arrangements.	<p><i>Windows open before and after lessons, and during lessons when temperatures allow.</i></p> <p><i>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</i></p> <p><i>ICT Suite has upper windows which only partially open on one side. Possible limit to fresh air?</i></p>	<p><i>L</i></p> <p><i>M</i></p>	<p><i>Open windows from the top rather than the bottom to avoid direct draughts.</i></p> <p><i>Air conditioning unit installation explored for front admin office so that windows not needed to be opened for security purposes</i></p> <p><i>Repair sought. Hall external and internal doors to be opened and fans in place to mitigate risk until repair.</i></p> <p><i>CO2 monitors from Government will help explore this as an issue when they arrive.</i></p>	<p><i>02/09/2021</i></p> <p><i>02/09/2021</i></p> <p><i>03/09/2021</i></p>	<p><i>L</i></p> <p><i>L</i></p>
<b>Staffing</b>	Approach to staff absence reporting and recording in place. All staff aware.			<i>Noted</i>	<i>02/09/2021</i>	<i>L</i>

	<p>Risk assessments in place for those staff who are clinically extremely 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><i>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.</i></p>		Noted	02/09/2021	L
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>	<p><i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i></p>		Noted	02/09/2021	L
	<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>		L	<p>Health Assured wellbeing support in place through CLP</p> <p>Staff are also aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</p> <p><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 circumstances and arrangements</p>	02/09/2021	L

	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	<i>Lateral flow tests available for all staff. Home PCR testing kits available too</i>		<i>Inform staff of continuing lateral flow tests and reporting</i>	<i>02/09/2021</i>	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.			<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>	<i>02/09/2021</i>	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.			<i>Noted</i>	<i>02/09/2021</i>	L
<b>Catering</b>	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	<i>Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</i>		<i>Noted</i>	<i>02/09/2021</i>	L
<b>PPE</b>	PPE requirements understood and appropriate supplies in place.			<i>No additional PPE anticipated but some available onsite if needed</i>	<i>02/09/2021</i>	L
<b>Response to suspected/ confirmed case of COVID19 in school</b>	Approach to confirmed COVID19 cases in place: during school day <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</li> </ul>	<i>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 Barn</i>		<i>Noted</i>	<i>02/09/2021</i>	L



	<p>symptoms during the school day and needs to be isolated</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<p><i>Covid room, overseen by member of staff.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Office Manager and leaves the site as soon as possible.</i></p> <p><i>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible.</i></p> <p><i>Close contacts are identified by NHS test and trace if the individual has confirmed case.</i></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><i>Close contacts are now identified by NHS test and trace following a confirmed case.</i></p> <p><i>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</i></p> <p><i>Can contact Essex Test and Trace team for advice.</i></p>		<p><i>Noted.</i></p> <p><i>Asymptomatic staff who have been identified as close contact of a confirmed case and asked to take a PCR test can work in school until result back.</i></p>	02/09/2021	L

<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			<i>Continuing Remote education plan to be reviewed but essentially remains in place from Sept '21</i>	<i>02/09/2021</i>	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.			<i>Laptops available in school to be deployed if needed</i>	<i>02/09/2021</i>	L
<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	<i>02/09/2021</i>	L
	Updated Child Protection Policy in place.			<i>Adopted most recent Child Protection Policy</i>	<i>02/09/2021</i>	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.			<i>Noted</i>	<i>02/09/2021</i>	L
	Where physical contact is required in the context of managing behaviour.		<i>L</i>	<i>Noted</i>	<i>02/09/2021</i>	L

Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			<i>Noted</i>	<i>02/09/2021</i>	L
	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>			<i>Continuing curriculum adaptation to take account of remaining gaps. DfE subsidised 1:1 and small group tuition accessed through National Tuition programme</i>	<i>02/09/2021</i>	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			<i>Main Relationship for Learning policy (behaviour) in place unless outbreak management plan in place. Then Covid addendum will be enforced</i>	<i>02/09/2021</i>	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.			<i>E-Safety an essential part of every computing unit of work</i>	<i>02/09/2021</i>	L
		<i>Whole school assemblies could increase anxiety for both pupils and staff</i>	<i>M</i>	<i>Remote assemblies 1<sup>st</sup> and 2<sup>nd</sup> Sept. Phase assemblies (Y3/4, Y5/6) until 27<sup>th</sup> Sept Whole school assemblies after this</i>	<i>02/09/2021</i>	L

Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	<i>Attendance high from last year so no widespread issues anticipated (96.4%)</i>		<i>Noted</i>	<i>02/09/2021</i>	L
	Approach to support for parents where rates of persistent absence were high before closure.			<i>Noted</i>	<i>02/09/2021</i>	L
Communication	Information shared with staff around the <a href="#">updated plan</a> , <a href="#">including returning to some pre COVID arrangements and some new arrangements – as appropriate.</a>			<i>Briefing on 1<sup>st</sup> September 2021</i>	<i>02/09/2021</i>	L
	<a href="#">Union representatives informed of updated plans.</a>			<i>Shared with CLP (joint representative meeting)</i>		L
	<a href="#">Updated Risk Assessment published on website.</a>			<i>1<sup>st</sup> day of term (to incorporate any feedback from staff)</i>	<i>2<sup>nd</sup> September 2021</i>	L
	Communications with parents on the: <ul style="list-style-type: none"> <li><a href="#">Revised plans, any control measures that remain in place and any that have ceased</a></li> <li><a href="#">Contingency plans</a></li> <li><a href="#">Outbreak management plans</a></li> <li><a href="#">Wellbeing/ pastoral support</a></li> </ul>			<i>Letter to be sent</i>	<i>27<sup>th</sup> August 2021</i>	L
	Pupil communications around: <ul style="list-style-type: none"> <li><a href="#">Revised plans, any control measures that remain in place and any that have ceased</a></li> <li><a href="#">Contingency plans</a></li> <li><a href="#">Outbreak management plans</a></li> </ul>			<i>Classroom discussions/assemblies</i>		L

	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, social media</i>		L
<b>Governors/ Governance</b>	Governors have oversight of <b>plans</b> and risk assessments.  Approach to communication between Leaders and governors is clear and understood.			<i>RA uploaded on website and onto shared digital platform for Governors</i>		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>			<i>LGB Meeting Sept 2021</i>		L
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.			<i>Noted</i>		L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			<i>Noted</i>		L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<i>Noted</i>		L
<b>Testing</b>						
	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> </ul>			<i>LFT tests available and signed out from front office. Test results to be reported to NHS and also</i>		L

	<ul style="list-style-type: none"> <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>			<i>to school online form (as in Summer term 2021)</i>		
	Staff and are aware of how to report their test results to school and to NHS Test and Trace.			<i>Same process as Summer 2021</i>		L
	Staff are aware of how to report any incidents both clinical and non clinical.			<i>Report to HT or DHT</i>		L
	Process in place to monitor and replenish test supplies					
<b>Outbreak Management Plan</b>	<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 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</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 regarding when this would come into place and how they would be informed if required.</i></p>		<i>Outbreak management plan in place for Sept 2021</i>		L

	<i>a setting to temporarily reintroduce some control measures.</i>					
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