

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Galleywood Infant School

OWNER: Sarah Manning

DATE: 12 September 2021

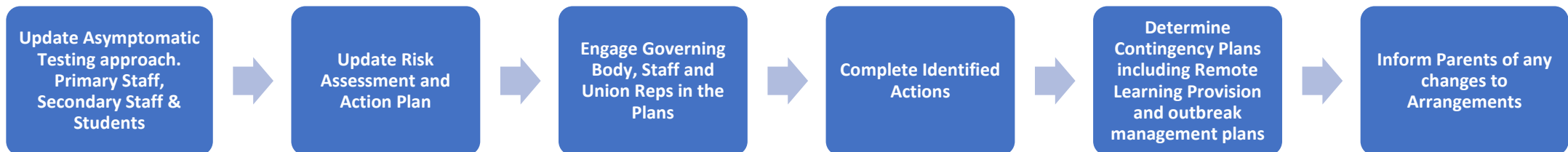
Purpose of this document:

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:

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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
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.					
Site Arrangements	Consideration given to premises lettings and approach in place.	<i>Risk assessment for any lettings reviewed to ensure they are aligned with guidance.</i>	<i>M</i>	Bowls club able to resume use of hall, following agreement by Bowls association.	<i>From Sept 2021</i>	<i>L</i>
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. Arrangements in place to support individuals with reduced mobility.	<i>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.</i>	<i>L</i>	Evacuation routes are agreed and fully signed. They have not been changed. All staff aware.	<i>No change- all in place</i>	<i>L</i>
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	<i>Enhanced cleaning remains a necessary control measure.</i>	<i>M</i>	Enhanced cleaning schedule implemented throughout the site, ensuring that door handles, taps, sink and toilet areas are all thoroughly cleaned and disinfected at break and lunchtime by class teams and after school by cleaning contractors. Paper towels and handwash checked and replaced as needed by	<i>Daily cleaning schedule applies in all classrooms, office and toilet areas.</i>	<i>L</i>

				class teams and cleaning staff		
	<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.</p>	M	<p>Hand sanitiser available at the school entrance and all classrooms.</p> <p>Lidded bins in all classrooms.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock is checked by admin team and orders placed in good time.</p>		L
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p><i>Testing waste is no longer considered hazardous and can be disposed of in the usual waste.</i></p>	L	<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site.</p> <p>Hazardous waste collection organised.</p>		L
	<p>Process in place for safe removal and/or disposal of face masks.</p>	<p><i>Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</i></p>	L	<p>Masks available in school if needed by staff.</p>		L

Classrooms	Classrooms have appropriate ventilation arrangements.	<i>Windows open before and after lessons, and during lessons when temperatures allow.</i>				
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	<i>No change</i>	L			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.	<i>Shielding 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>	L	Risk assessments carried out with vulnerable members of staff, and reviewed as necessary. Updated HR advice made available to staff.		L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	<i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i>	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.		M	Staff are aware of support through our school staff insurance scheme. Staff also aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service		L

				https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx 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.					
	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>L</i>	Check with the contractor any requirements their employer has specified before visit. Share school protocols.		<i>L</i>
	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>M</i>	Office team to share amended procedures and expectations with music teacher and sports coaches.		<i>L</i>
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	<i>Applicable for FSM children who have to isolate</i>				
PPE	PPE requirements understood and appropriate supplies in place.	<i>Some PPE required for adult supervising a child who develops symptoms and awaiting collection.</i>	<i>M</i>	Face masks, gloves, anti-bac wipes all available in demountable classroom and also work room.		<i>L</i>

<p style="text-align: center;">Response to suspected/ confirmed case of COVID19 in school</p>	<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><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 demountable classroom with adult.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs office 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>M</p>	<p>Demountable classroom to be left unoccupied for 72hrs before cleaning. Office team to inform Pinnacle cleaning contractors about suspected case in school before they arrive to clean.</p> <p>Letters saved on HT desktop for informing parent community quickly if needed.</p>		<p>L</p>
	<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><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</i></p>	<p>L</p>	<p>Letters saved on HT desktop for informing parent community</p>		

		<i>isolate but asked to take a PCR instead. Can contact Essex Test and Trace team for advice.</i>				
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		<i>L</i>	Contingency plan in place for remote learning for class, cohort or whole school.		
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.		<i>L</i>	Laptops available to be loaned to families, stored in work room.		
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		<i>L</i>	Staff refresher training 1.9.21 on processes and procedures for reporting disclosures. Staff notified of wellbeing materials and referral routes.		
	Updated Child Protection Policy in place.		<i>L</i>	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.		<i>L</i>	Ongoing work with social care, family solutions and YMCA support worker.		
	Where physical contact is required in the context of managing behaviour.		<i>L</i>			
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	<i>Many children will not have covered programmes of study in full due to period of school closure</i>	<i>M</i>	DfE curriculum guidance "Teaching a broad and balanced curriculum" to prioritise teaching and learning for 2021-2022		<i>L</i>

	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <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 		M	<p>Wellbeing woven through the curriculum units with additional focus on communication, developing the language to talk about feelings and relationships.</p> <p>Carefully monitored catch up provision continues for children in Yr1 and Yr2 who were not on track in July.</p> <p>Remote learning plan in place if outbreak leads to some children learning at home.</p>		<i>L</i>
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	<i>Current stepped approach to unwanted behaviour remains in place.</i>	<i>L</i>	Our full behaviour policy and stepped approach now in place		<i>L</i>
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	<i>Children may spend longer periods of time online when learning remotely</i>	<i>M</i>	Children taught about online safety within computing curriculum. Parents reminded of online safety resources through newsletters.		<i>L</i>
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	<i>Parents and families may be anxious about Covid and choose to keep children at home</i>	<i>M</i>	Regular dialogue with parents at an early stage; clear explanation of measures to keep children safe		<i>L</i>

	Approach to support for parents where rates of persistent absence were high before closure.	<i>Following first lockdown attendance was not compulsory. Parents need to be clear about expectations for attendance.</i>	<i>M</i>	Office and teaching teams work together to secure good attendance for all children.		<i>L</i>
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	<i>Staggered drop off and pick up times no longer in place.</i>	<i>L</i>	Use newsletters to ensure parents are clear about longer school day, later pick up times for Yr1 and Yr2 this term		
	Union representatives informed of updated plans.					
	Updated Risk Assessment published on website.			Risk assessment published Sept 2021		
	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 	<i>Some measures removed in line with relaxation of Covid restrictions in Aug 2021</i>	<i>L</i>	Newsletter before the start of term as well as welcome back newsletter 6.9.21 Wellbeing and pastoral support signposted for parents both within and beyond school. Outbreak management plan published following Gov guidelines.		
	Pupil communications around: <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased 	<i>Children need to understand that although we are now able to hold school assemblies and resume lunches in the hall, good hygiene, washing</i>	<i>M</i>	Reminders about hand washing. New FS children taught to wash hands thoroughly.		<i>L</i>

		<i>hands after sneezing, etc remain in place.</i>				
	On-going regular communication plans determined to ensure parents are kept well-informed			Weekly newsletters, website updates		
Governors/ Governance	Governors have oversight of plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.			3 members of Gov Body view/ contribute to risk assessments and plans. FGB meetings every half term with C19 agenda item.		
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>			Governors receive reports on staff wellbeing; Governors visit regularly		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			Additional costs reported to Governors half termly		
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			If expenses are eligible for reimbursement a claim will be made.		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Bowls lettings to recommence Sept 21.		
Testing	Test kits are securely stored and distributed to staff	<i>Risk of low supply</i>	<i>M</i>	Office team to monitor and re-order lateral flow tests for all staff		<i>L</i>

	<p>Staff are aware of how to safely take and process the test.</p> <p>Shared the following :</p> <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents 		L	New staff introduced to the procedure by Faye Dennis, Office manager.		L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.		L	Staff report test results online and only notify HT and Finance Officer if lateral flow test gives positive result.		
	Staff are aware of how to report any incidents both clinical and non clinical.		L	Continue to report to admin- no change		
	Process in place to monitor and replenish test supplies	<i>Risk of low supply</i>	M	Office team to monitor and re-order lateral flow tests for all staff		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. 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</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</i></p>		<p>Outbreak Management Plan developed by SLT and shared with staff and Governors.</p> <p>Shared with parent community and updated as necessary in response to local/ National changes.</p>		

	<i>government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</i>	<i>they would be informed if required.</i>				
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