

COVID19: Full Opening from March Risk Assessment and Action Plan v5

SCHOOL NAME: Brinkley Grove Primary School

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Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased full opening of the school and 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'

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*The below table includes examples in grey, these are not exhaustive.

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.	No additional risks to implementation identified.	L	Initial Approach shared with staff and meetings to discuss on 9.7.20. Risk Assessment to be shared and discussed with H&S Union Rep as and when changes are made (including during the holiday if required). Each revision to be shared with the governing body with the governing body by emails with comments collected by email and incorporated in the document through a two week review cycle. Parents to be kept up to date via Class Dojo at suitable intervals. Revisions to be shared with all staff and changes highlighted.	By 2.9.20 and on going as required	L
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. ! Water treatments ! Fire alarm testing ! Repairs ! Grass cutting ! PAT testing ! Fridges and freezers ! Boiler/ heating servicing ! Internet services ! Any other statutory inspections ! Insurance covers reopening arrangements	Site Manager is unavailable Checks not undertaken in time for reopening	H M	Source alternative suitably trained person / produce a daily, weekly, monthly checklist for a stand in as required. DS / BP to lock and unlock site and undertake daily checks MW to undertake all checks and report to DS	By 5.6.20 By 26.5.20	L L
	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, minimal ventilation.	M M	SBM office for use by only 1 member of staff unless 2m distancing can be maintained at all times. RE and AA desks can be used by only 1 additional member of staff to enter. Staff are not to cross the line on the office floor. Desk by first aid NOT to be used whilst children on site. No shared stationery to be available.	20/05/20 20/05/20	L L

				<p>Staff not to use IT equipment, including telephones, if they are not in their usual workstation, unless it is sanitised before and after use.</p> <p>Window by admissions officer to be kept open for ventilation when possible. Only one hatch window open and marking on floor for parents to stand behind.</p>		
Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>Entry via pedestrian entrance and barriers to guide families past bike sheds towards year 1 rooms.</p> <p>One way system in place around external building with exit through carpark.</p> <p>Car park to be closed between 8.35am and 9.20am and 2.45 pm and 3.20 pm</p> <p>2-metre markers are present on floors including on block paving outside the main gate. Repainted in readiness for March opening.</p> <p>Parents taking pupils to the nursery to use the one-way system.</p> <p>Signage in place.</p> <p>Only 1 adult to accompany children on to school grounds and to maintain social distancing. To be made clear in the Guide to Parents and shared prior to opening.</p>	26/05/20	L	
Consideration given to premises lettings and approach in place.	Hall repurposed as a classroom.	M	<p>From Summer Term 2021, lettings may be considered. Before lettings may recommence the following need to be in place:</p> <ul style="list-style-type: none"> ! Lettings supervisor available for the required hours ! Appropriate cleaning after the sessions in place ! Risk assessments for the hiring organisation to be in place and assessed by school 	20/05/20	L	

				! Where possible access to be via the side entrances rather than the main entrance		
	Reconfigure entrance lobby for parent entrance	No more than 1 person can fit in lobby.	M	Queuing system to enter the lobby with one in, one out system. Queues for entry next to school building by office window. Line marked on floor for parents to stand behind. Repainted in readiness for March opening. Door to office from the internal corridor to be open all the time.	20/05/20	L
	Ensure children at before and after school child care enter classrooms / hall after school in an appropriate manner.	No additional risks to implementation identified.	M	Mornings: children to be taken from Oliver's Lodge to relevant classrooms in the same manner as other children, i.e. OL staff to leave main hall, leave carpark and enter as if they were entering the site as a parent and should maintain social distancing. Afternoons: OL staff to collect children from classrooms as if they were the parent collecting. Children not to be released until OL staff collect.	In place for 1.6.20	L
	Consideration given to the arrangements for any deliveries.	Pinch point at main entrance.	M	Delivery person to queue as per parents. Bulky items (such as cleaning supplies) to be left outside office or in the bin area until MW available. Kitchen deliveries to be conducted as normal but maintaining 2m distance. Gloves will be provided for staff to handle external deliveries.	20/05/20	L
	Use of staff room and other social spaces for staff	No additional risks to implementation identified.	H	The staff room may be used for staff breaks but social distancing (2m) must be maintained. No more than two member of staff at a table at any one time. Areas used must be cleaned by staff after use. Appropriate supplies, including tissues, wipes, sanitiser and gloves to be available. Staff must ensure that the crockery and cutlery is cleaned after use and not left in sink. Tea towels to be removed and increased	In place for 1.6.20	L

				access to paper towels. Fridge to be moved from Hub to staff room for additional staff lunch storage.		
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	No additional risks to implementation identified.	M	<p>Staff who opt into the testing programme to collect a test kit from RE prior to the school reopening. Each kit contains 7 tests and a replacement kit should be requested before these tests are used. RE to log all the reference numbers and lot details before tests issued.</p> <p>Staff to test on Sunday and Wednesday evenings before they attend school. Results MUST be recorded via Test Register and also logged on the Report a Covid Test website. Results to be reported, even if negative.</p> <p>In the event of a positive test, staff must arrange a PCR test and must not attend school. Any positive LFD test will result in a consultation with the Essex Test and Trace team and may result in a bubble closure.</p>		
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	Current evacuation system and routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	M	<p>Evacuation of building to use previous system.</p> <p>Route to leave school grounds either via gate to the Gilbert School or main carpark.</p> <p>Share procedure with all staff and children.</p> <p>Fire drill to be held termly. This will be an announced drill and all staff and children to maintain social distancing.</p>	20/05/20	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	No additional risks to implementation identified.	M	<p>Enhanced cleaning schedule implemented 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 handwash are to be checked and replaced as needed by MW</p>	20/05/20	L

				and cleaning staff twice daily. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.		
Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Low availability of cleaning products Staff absence Not enough time for full cleaning schedule	M M L		Current supplies adequate and there are currently no supplier issues.	20/05/20	M
				Additional 'bank' cleaner in place and ready to start.		M
				Cleaning capacity is sufficient and additional hours are readily available depending on need.	20/05/20	M
				2 additional hours cleaning during the morning with a focus on high touch areas and toilets.	20/05/20	M
Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.	M		Hand sanitiser available at the school entrance on both sides of the internal entry door Lidded bins in all classrooms and offices classrooms with gloves and sanitising wipes available for cleaning as required Disposable tissues in all rooms used by staff to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made. In the event of insufficient cleaning supplies / staff / PPE then a decision needs to be taken whether to close the school. With regard to cleaning and PPE supplies, this will be when supplies only allow for two further days supply.- Staff must not use their own cleaning products in school.	20/05/20	L
Sufficient time is available for the enhanced cleaning regime to take place.	Pupils / staff on site prevent access to rooms	M		Additional staffing in place as necessary with additional capacity readily available.		L
Waste disposal process in place for potentially contaminated waste.	No additional risks to implementation identified.	M		Waste bags and containers - kept closed and stored separately from communal waste for 72 hours		L

				Waste collections from classrooms made when the minimum number of persons are on site (i.e. after normal opening hours).		
	Process in place for safe removal and/or disposal of face masks.	No additional risks to implementation identified.	L	Children are NOT to be permitted to wear masks as per DfE guidance. Staff are recommended to wear masks in communal areas when school is fully open. Staff will be expected to read and following the guidance on donning and doffing PPE (masks) and must bring suitable bags to safe disposal / storage of used masks. If, as part of an individual risk assessment, a face shield is required the school will reimburse reasonable costs.	2.9.20	L
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.	No additional risks to implementation identified.	H	Unnecessary furniture to be removed and tables arranged with tables facing forward in years 2 – 6. Doors (bar main entrance to school from the lobby area) and windows to be kept open to facilitate ventilation where possible. Door guards to be checked. Checklist for key actions (i.e. open windows / doors) and essential supplies to be placed on the back of each classroom door. Classroom staff to check daily and inform DS/MW of any concerns. Where possible, staff should maintain 2m distance from colleagues. Distancing from pupils will not be possible but close face to face contact within 1 m should be avoided.	25.5.20	M
	Classroom entry and exit routes have been determined and appropriate signage in place.	No additional risks to implementation identified.	M	All entry to class from outside uses external doors. Signs in place.	25.5.20	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Inappropriate sized equipment for smaller children in Classroom B.	L	Reorganisation and splitting of resources to take place prior to opening. Stationery not to be shared between children, with each child having their own essential stationery.	25.5.20 25.5.20	L

	<p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Soft toys, cushions and beanbags not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/awareness for children.</p>	<p>M</p> <p>L</p>	<p>Remove soft furnishings from all classrooms.</p> <p>Procedure for children having access to books is outlined in "Guide to reading in school during Covid19 pandemic"</p> <p>Children may bring in a book bag with essential items only, such as snack, water bottle, reading book and diary. Bulky bags should not be brought in.</p> <p>e-Bug posters displayed:</p> <ul style="list-style-type: none"> ! Horrid hands ! Super sneezes ! Hand hygiene ! Respiratory hygiene ! Microbe mania <p>Classrooms must be kept tidy to facilitate easy cleaning, including areas around teachers desks.</p>	<p>25.5.20</p> <p>25.5.20</p>	<p>L</p> <p>L</p>
	<p>Children to ensure hands cleaned before entering the school building.</p>	<p>No additional risks to implementation identified.</p>	<p>H</p>	<p>Children to clean hands at sanitiser stations outside classroom before entering classroom every time they enter from the outside (i.e. after break time etc). Sanitiser to be administered by an adult to the children in Reception and Year 1 and to older children who need assistance. To be overseen by a staff member.</p> <p>Additional soap available in each art area prior to opening.</p>	<p>25.5.20</p> <p>25.5.20</p>	<p>L</p>
	<p>Ensure adequate ventilation in classrooms.</p>	<p>Poor weather acting as a barrier.</p>	<p>M</p>	<p>Classroom staff to open sufficient number of doors / windows to allow for good ventilation whilst maintaining adequate temperature. If weather is cold, staff to open high level windows where possible. Doors to the corridors to be kept open to further enhance ventilation.</p> <p>Staff to use outdoor breaks as a time to leave doors / windows open to purge stagnant air. This to be done approximately every 90 – 120 minutes.</p>	<p>2.11.20</p>	<p>L</p>

	Ensure additional teaching spaces are used in a covid secure manner.	No additional risks to implementation identified.	M	Other designated learning spaces outside the classroom, such as PA Hall and Wisdom Workshops can only be used as timetabled and only for use by one bubble at a time. These will be agreed by staff and distributed. No more than 24 children in the PA Hall and 6 in the wisdom workshops. Desks and chairs to be cleaned by staff BEFORE and AFTER use but anti-viral spray and cloths. Workshops to maintain an open window and / or air to be purged (by leaving door open).	10.3.21	L
	Children to access toilets in a safe manner.	Children overcrowd in toilets	M	Children explained about too many children in each location. Signage in place to remind children no more than 2 children to enter at one time. This needs to be 'readable' by all children and with reminders throughout their time in school.	25.5.20 25.5.20 25.5.20	L
Staffing	Staffing numbers required for full opening have been determined including support staff such as facilities, IT, midday and office/admin staff.	No additional risks to implementation identified.	H	In the event of suitable staff not being available, a decision would need to be made to consider whether the school needs to close.	20/05/20	M
	Approach to staff absence reporting and recording in place. All staff aware.	No additional risks to implementation identified.	L	Usual reporting system to be used. Maintain a log of Covid-related staff absence.	20.5.20	L
	Signing in procedures to be reviewed to minimise risk of indirect transmission	No additional risks to implementation identified.	M	All staff must use barcodes on badges to sign in and out. New badges to be sourced and distributed on 1.6.20	1.6.20	L
	Risk assessments in place for those staff who are shielding (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.	No additional risks to implementation identified.	L	Members of staff who are classified as vulnerable, rather than extremely vulnerable, to have a risk assessment where appropriate and depending on individual circumstances.	By 2.9.20	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather	No additional risks to implementation identified.	M	Plan to cover HT / DHT / DSL. Contingency staffing plans in place with training as	22.5.20	L

	than daily basis to minimise contacts.			required throughout the academic year.		
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	No additional risks to implementation identified.	M	Staff uniform returns to normal.	25.5.20	L
	Approaches for meetings and staff training in place.	No additional risks to implementation identified.	L	All but the most essential meetings cancelled. Essential staff training to take place on field / in hall whilst maintaining 2m distance. Other training sessions / meetings to be held virtually. Any meetings that take place in person must be socially distanced with 2m between all participants.	22.5.20	L L
	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.	No additional risks to implementation identified.	L	Timetable and groupings to include details of who will be leading the remote learning provision if other teaching staff are in school. See Remote Learning Plan.	22.5.20	L
	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	No additional risks to implementation identified.	M	Class staffing and structure to return to 'normal' systems. If additional redeployment is required, this will be done with consultation of the relevant staff.	25.5.20	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.	No additional risks to implementation identified.	L	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 ensure it reflects current circumstances and arrangements.	25.5.20	M
	Approach to staff workload management, including PPA and additional duties in place.	No additional risks to implementation identified.	M	PPA arrangements follow normal patterns and time allocated depending on hours worked and responsibilities in school. Staff covering PPA will work within a limited group of 'bubbles' in order to reduce risk of cross-infection.	25.5.20	L

				Classroom staff are not expected to be become cleaning staff although may be required to complete occasional, light cleaning, for example after a sneeze etc.		
Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of the limited number of self-testing kits.	No additional risks to implementation identified.	L		Tests can be arranged from https://www.gov.uk/apply-coronavirus-test Post-testing guidance to be found on above website once test booked. If a staff member / pupil cannot access a test, inform HT who will explore other testing option or provide a school test as required. When a child is in school and symptomatic, the collecting parent will be given a home testing kit, providing there are sufficient quantities.	20.5.20	L
The approach for inducting new starters has been reviewed and updated in line with current situation.	No additional risks to implementation identified.			New staff to be allocated a support partner from within the phase / year group. Induction process to include familiarisation with the new systems and procedures relating to Covid.		
Return to school procedures are clear for all staff.	Staff unclear what the new procedures entail and how to follow them.	H		Risk assessment to be consulted on and agreed in advance of opening. Staff who have not attended school during the partial opening, will be invited for an induction session on 17.7.20 or 1.9.20.	22.5.20	M
Any staff contracts that need to be issued, extended or amended considering the current situation have been.	No additional risks to implementation identified.	L		ME to review potential staffing changes and ensure implemented in a timely manner.	25.5.20	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.	No additional risks to implementation identified.	M		Check with the contractor any COVID-related requirements their employer has specified before visit. Share school protocols using visitors cards. MW to check to site staff. ME for other contractors, including IT support. Contractors on site would need to supply copies of Risk Assessments and	Ongoing	L

				Method Statements.		
	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.	No additional risks to implementation identified.	L	Music lessons can take place with control measures: cleaning of tables between pupils, adequate ventilation, no other groups to use the designated area. Clubs will only be permissible if they are with children from entirely the same 'bubble'.	25.5.20	L
	Consider the risks relating to BAME members of staff given that mortality rate is higher amongst the BAME community	No additional risks to implementation identified.	M	Information on risks from BAME Educators to be shared with BAME staff and additional risk assessment to be completed.	5.6.20	M
	Ensure that systems and procedures for all staff are clear and that any unforeseen difficulties are corrected at earliest opportunity.	No additional risks to implementation identified.	H	Staff to have regular feedback sessions to make sure that any issues are resolved swiftly. Arrangements made for this to be done via email or socially distanced with no more than 6 people per meeting.	By 1.6.20	M
Group Sizes	All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups. All eligible children are included in distinct groups / bubbles that do not mix and the number of children in each group is as small as possible.	Office area has too many people when the registers are taken to the office.	M	Bubbles will be year group sized. In reception, there will be continuous provision across both classes in the year groups. For all other classes, a class structure will be in place with minimal mixing within the year group at break and lunch times. Classes will be allocated a toilet to use. As there are not sufficient toilets for one per year group, there may be some mixing here. Strict limits of 2 children at any time to be followed.	By 1.6.20 25.6.20	L L
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	No additional risks to implementation identified.	M	Staffing will return to normal structure. PPA arrangements will minimise staff moving across bubbles.		L
Social Distancing	Arrangements for social distancing in place to consider: ! Staggered school drop off/pick up times and locations (if possible) without reducing teaching time. ! Staggered or limited amounts of moving around the school/ corridors ! Classroom design ! Break and lunch times are	No additional risks to implementation identified.	H	The drop off and collection times are as follows: Reception, Y4: 8.40 - 8.50am and 2.50 - 3.00pm Y1, Y3, Y6: 8.50 - 9.00 and 3.00 - 3.10pm Y5, Y2: 9.00 - 9.10 and 3.10 - 3.20pm	25.5.20	L

	staggered. Plans for social distancing during these times in place, such as when queuing for lunches ! Toilet arrangements			See separate document 'Lunch Arrangements' for lunch times.		
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	No additional risks to implementation identified.	M	Share information via Class Dojo as required.	By 29.5.20 and ongoing	L
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	No additional risks to implementation identified.	H	Most likely for Year 6. Senior teacher to 'usher' children to their classroom. Rules of being in school to be very clear to children and taught / reviewed regularly.	25.5.20	M
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	No additional risks to implementation identified.	H	Handwashing and cleaning (if needed) Conversations with parents Risks assessments and individualised approach in place for students who might struggle to follow expectations. See Behaviour Policy.	25.5.20	M
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	No additional risks to implementation identified.	H	No assemblies to take place in person	1.6.20	L
	Social distancing plans communicated with parents, including approach to breaches.	Parents do not see the messages.	H	Share information via Class Dojo. Member of SLT to welcome parents each morning to deal with any issues that arise. Confirmation of receipt of the messages to be sent to each child's class teacher to check and acknowledge that they have read the guidance.	By 1.6.20	M
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	No additional risks to implementation identified.	H	Playpod to remain closed. Each group to be allocated some outdoor equipment to be cleaned at the end of each session. MDAs to have access to first aid supplies and cool packs in each area. Cool packs to be stored in a cool bag labelled 'unused' and to be placed in a different cool bag labelled 'used' after use.	25.5.20	M
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	No additional risks to implementation identified.	L	Information to be shared via Class Dojo and in the in the guide to September for parents.	By 2.9.20	L

	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	No additional risks to implementation identified.	M	Conversations to be held with parents about use of public transport. Where necessary, guidance to be followed by families, i.e. use of masks, social distancing	By 4.9.20	M
Catering	Arrangements in place to provide food on site, including the requirement of universal free school meals.	No additional risks to implementation identified.	M	Kitchen to be reopened with hot meals being prepared. Served from Middle room allowing dining capacity in both halls. For FSM eligible families, plan to deliver meals to them if a group is required to close.	25.5.20	L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	No additional risks to implementation identified.	H	See Return Timetable.	25.5.20	M
	Arrangements for the continued provision of FSMs for children not attending school due to shielding or self-isolation are in place.	No additional risks to implementation identified.	L	Those requesting lunches, will have a daily packed lunch delivered to them.	22.7.20	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	No additional risks to implementation identified.	M	PPE requirements to be shared with staff. Stock already held for appropriate cleaning and first aid. Guidance states that PPE is only required if a) an adult would normally use PPE with a child and b) if there is a child with symptoms and they require support until a parent arrives. This would necessitate disposable gloves, apron, mask and face shield. For clarity, guidance states that "Wearing a face covering or face mask in schools or other education settings is not recommended" and "Face coverings should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children) as it may inadvertently increase the risk of transmission".	25.5.20	L
	Approach to face coverings updated to include inside the classroom where social distancing is not possible, for secondary schools and outside of the classroom only for primary staff.	No additional risks to implementation identified.	M	Staff are recommended to wear face masks in communal areas where social distancing cannot be maintained, for example corridors. Controls in place. Disposable masks must be double bagged and	8.3.20	M

				disposed of in the Catch It Kill It Bin It bin. Staff must read and comply with the guide on how to don and doff masks.		
Response to suspected / confirmed case of COVID19 in school	<p>Approach to suspected 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 	No additional risks to implementation identified.	H	<p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>Managing children with symptoms in school:</p> <ul style="list-style-type: none"> ! wear PPE when dealing with the pupil/staff ! isolate the pupil/staff in The Hub ! Contact home for staff/ pupil to be collected. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school ! Parent / individual – book a test: online via NHS testing system or Call NHS 119 ! all children can be tested, including children under 5, but children aged 11 and 	1.6.20 25.5.20	M

under will need to be helped by their parents/carers if using a home testing kit ! By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school. Advice will be provided alongside these kits ! HT makes a brief record of the names of staff and pupils who have been in face to face/close proximity contact or in car contact ! HT should ask parents or staff member to notify school with the results as soon as received and the child will not be allowed back until this has been confirmed and they are well enough to return

**Test returns as negative:
If an individual
pupil/member of staff**

- inform the school immediately
- if the test is negative and if pupil/staff member feels well and no longer have symptoms similar to coronavirus (COVID-19) then they can stop self-isolating.
- they could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.
- other members of their household can stop self-isolating.
- schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them

back after a period of self-isolation

**Test returns as positive –
If an individual
pupil/member of staff**

- inform their school immediately
- individual must isolate for at least 10 days from the onset of their symptoms

They can return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. These symptoms can last for several weeks after the infection has gone

The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

Their household should self-isolate for the full 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

If school is notified that the test was positive:

- Leaders contacts **the Essex Contact Tracing Team** who carry out a rapid risk assessment
- Provide the list of those who have been in close contact with the individual – pupils in bubble and staff who have been in contact with the bubble
- **The Essex Contact Tracing Team will guide and advise the school in the next steps to take. They help with making the decision on what needs to happen**

				<p>next</p> <ul style="list-style-type: none"> ➤ A template letter will be provided to schools to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others <p>Notify the local authority to inform prior to decisions being taken.</p>		
	<p>Approach to suspected COVID19 cases in place: if child not in school</p> <ul style="list-style-type: none"> ! Which staff member/s should be informed/ take action ! Area established to be used if an individual displayed symptoms during the most recent school day and needs to be isolated ! Cleaning procedure in place ! Arrangements for informing parent community in place 	No additional risks to implementation identified.	H	See above.	8.6.20	M
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> ! Approach to relocating CYP away from certain parts of the school to clean, if possible ! Cleaning procedure in place ! Arrangements for informing parent community in place 	No additional risks to implementation identified.	H	<p>If school is notified that a Covid 19 test was positive:</p> <ul style="list-style-type: none"> ➤ Leaders contacts the Essex Contact Tracing Team who carry out a rapid risk assessment ➤ Provide the list of those who have been in close contact with the individual – pupils in bubble and staff who have been in contact with the bubble. We will send these people home and advise them to self isolate for 14 days. ➤ The Essex Contact Tracing Team will guide and advise the school in the next steps to take. They help with making the decision on what needs to happen next ➤ A template letter will be provided to schools, on the advice of the Health Protection Team, to 	25.5.20	M

				<p>send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p> <p>Notify the local authority to inform prior to decisions being taken.</p>		
	<p>What to do if the school is advised that there is a school outbreak by the local health protection team</p>	<p>Working with advice from the local Health Protection Team</p> <ul style="list-style-type: none"> ! If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak. ! Schools must continue to work with the Essex Contact Tracing Team who will be able to advise if additional action is required. ! The Essex Contact Tracing Team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. ! If schools are implementing their control measures, then whole school closure based on cases within the school will not generally be necessary. Only on the advice of The Essex Contact Tracing Team should whole schools be closed. It is essential to inform the LA immediately if this is the case. <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>Curriculum offer for pupils at home: Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will ensure we can offer immediate remote/online education to those pupils. See Remote Learning Plan.</p>				
Pupil Re-orientation	Approach and expectations around school uniform determined and communicated with parents.	No additional risks to implementation identified.	M	Pupils to wear school uniform as normal. Clothing needs to be washed regularly. If parents are struggling hardship as a result of the uniform requiring a daily wash, we can support from the PPG.	25.5.20	L
Pupil Re-orientation	Changes to the school day/timetables shared with parents.	No additional risks to implementation identified.	M	Return to school timetable to shared with parents and placed on school website.	25.5.20	L
	All students instructed to bring a water bottle each day. Water fountain cleaning in place.	Children forget to bring in bottles.	H	<p>Pupils to bring in own water bottles daily.</p> <p>School to purchase disposable cups.</p> <p>Water fountains may be used if required. To be cleaned as part of the mid-morning clean and also after school.</p>	25.5.20	M
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and</p>	No additional risks to implementation identified.	M	Curriculum / learning expectations will be provided to all staff to ensure that our approach to supporting children's mental health and well-being is followed. There will be a focus on assessment, well-	25.5.20	L

	celebrating non-academic achievements of pupils whilst at home/ during school closure.			being and outdoor learning.		
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	No additional risks to implementation identified.	M	Bereavement Policy updated and support available as well as signposting to external agencies.	25.5.20	L
	Consideration of the impact of COVID19 on families and whether any additional support may be required: ! Financial ! Increased FSM eligibility ! Referrals to social care and other support PPG/ vulnerable groups	Families may be unaware of support or unwilling to come forward for help.	M	Additional capacity may be required for Safeguarding. Plan training for SLT member (MF). Office capacity may need supplementing, dependent on demand. Requirement will be 9-12 Mon – Fri. SENCo to consider impact on SEN and PPG pupils in the first instance.	25.5.20	L
Remote Education Contingency Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	No additional risks to implementation identified.	L	See Remote Learning Plan published here: https://brinkleygrove.essex.sch.uk/remote-learning/	1.3.21	L
	Technology support in place. DFE laptop allocation ordered for contingency purposes.	No additional risks to implementation identified.	L	Pupils who require support with technology will be identified and IT will be shared with the family to be able to access the Remote Learning plan. 42 devices are already prepared for deployment.	By 25.1.21	L
	Updated Child Protection Policy in place.	No additional risks to implementation identified.	M	Adopted most recent Child Protection Policy	18.5.20	L
Safeguarding	Work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.	No additional risks to implementation identified.	M	Ongoing liaison with other agencies including Social Care, Family Solutions, GROW and school nurse.	Ongoing	
	Consideration given to the safe use of physical contact in context of managing behaviour, ensure that appropriate hygiene measures are in place to mitigate any risk of transmission.	No additional risks to implementation identified.	H	Review individual consistent management plans to ensure they include protective measures. Update of the Behaviour Policy to reflect reopening of school.	To be completed before the relevant child returns to school.	M
	Current learning plans, revised expectations and required adjustments have been considered.	No additional risks to implementation identified.	M	Lessons will comprise of academic and social / emotional learning. A rough template for each day will be followed with time to reflection on the time since closure. Learning materials brought into school need to be limited to reading books, diary and homework. Mobile	25.5.20	L

				phones can only be brought in by children in Years 5 and 6. Children will be asked to place them in a box in the classroom which will then be stored in the class cupboard. The school does not accept responsibility for the phones/		
Curriculum / learning environment	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> ! PE ! Practical science lessons ! DT/ FT 	No additional risks to implementation identified.	H	<p>Lessons where there may be an increased risk of virus spread need to be risk assessed, such where equipment may be moved from group to group. To aid this, all equipment that cannot be easily cleaned must be left for 48 hours unless it is plastic or glass in which case equipment must be quarantined for 72 hours?</p> <p>Children in years 5 and 6 to come to school in their PE kit on PE days so that changing in toilets is not necessary.</p>	25.5.20	M
	<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 has been done at home ! capturing pupil achievements/ outcomes ! utilising the DFE 'catch-up' funding and programmes ! Contingency remote learning plan 	No additional risks to implementation identified.	L	<p>Approach to curriculum clarified and detailed in Curriculum Plans for Return to School.</p> <p>Informal assessments in the first two weeks and then parents meetings to share where they are.</p> <p>Additional catch-up provision is on pause during the school closure period with the exception of remote sessions run by the NTP partner.</p>	2.9.20	L
	Student behaviour policy reviewed and to reflect the current circumstances.	No additional risks to implementation identified.	M	Behaviour Policy to receive an addendum that will be shared with all pupils, families and staff.	By 1.6.20	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	No additional risks to implementation identified.	L	Regular updates shared via Class Dojo. School website updated with appropriate links to e-safety and parents directed to use.	Ongoing	L
	Approach to provision of the elements of the EHCP including health/therapies.	Unable to contact parents.	L	<p>SENCo to consult with IP (OB) and seek advice from senior educational psychologist (AJ)</p> <p>SENCO to liaise with ACE speech therapist (AA) and Child First speech therapist (MB).</p> <p>SENCO to liaise with Kids</p>	<p>Remote meeting held on 5.1.21.</p> <p>Remote consultation with IP (OB) and senior EP (AJ) on 25.1.21.</p> <p>BP to call BB by 8.1.21</p> <p>BP to contact MS & KR by 15.1.21.</p>	L

				Inspire counsellor (BB) and Child First counsellors (MS and KR)		
CYP with SEND	One plan reviews / annual reviews	Unable to contact parents.	L	When due, these will be held remotely with parents and other professionals.	Following government's review of school closures on 12.2.21.	L
	Requests for assessments	Unable to contact parents.	L	If required then SENCO will seek advice from senior educational psychologist (AJ) BP to make speech and language referrals if needed.	As and when	L
	Approach to promoting and supporting attendance for all children determined, including those who may be anxious.	No additional risks to implementation identified.	M	Attendance systems to continue where possible. Office to contact families not attending by 9.30 to find out reasons for absence.	25.5.20	L
Attendance	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.	No additional risks to implementation identified.	L	Parents known to be concerned about attending school to have a phone call to discuss their child's return. This may involve a range of reassurances, including a short term reduced timetable, altered start and finish times etc.	25.5.20	L
	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	No additional risks to implementation identified.	M	Section of Health and Safety Notice Board now contains Covid19 specific information including this Risk Assessment, How to response to a case of Covid19, guide to reading, staff guide to school, parent guide to school and how to don and doff PPE.	By 1.6.20 From 8.6.20	L
Communication	Governors consulted on full opening plans.	No additional risks to implementation identified.	L	Governors meeting on 16.7.20. Additional support available from governors as required. Additional updates will be given as and when appropriate.	2.9.20	L
	Union representatives consulted on full opening plans.	No additional risks to implementation identified.	L	Risk assessment to be shared with each iteration and discussions / collaborations encouraged.	2.9.20	L
	Risk Assessment published on website.	No additional risks to implementation identified.	L	Each version of the Risk Assessment will be published on the website as soon as possible.	2.9.20 and ongoing	L
	Communications with parents: ! current arrangements for education and welfare checks/ safeguarding arrangements ! Social distancing plan ! Wellbeing/ pastoral support/ support and acknowledgement	No additional risks to implementation identified.	L	Letter to be shared with parents outlining all expectations and responsibilities prior to the reopening. New document to be shared	Prior to opening By 2.9.20	L

	<ul style="list-style-type: none"> ! to parents of home learning ! Attendance ! Uniform ! Transport ! Behaviour ! Test and Trace ! Staggered start and end times ! expectations when in school ! Contingency plans 			<p>detailed all the necessary areas.</p> <p>Any changes will be documented via Class Dojo.</p>		
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> ! Changes to timetable ! Social distancing arrangements ! Staggered start times ! Expectations when in school and at home ! Travelling to and from school safely 	No additional risks to implementation identified.	M	<p>Sessions with children on a regular basis as necessary in each group in order to explain the changes and how we will work.</p> <p>Guidance will also be given to parents as to how to support their children with the expectations around returning to school.</p>	From 2.6.20 and ongoing	L
	On-going regular communication plans determined to ensure parents are kept well-informed	Parents may not all access Class Dojo	M	<p>Class Dojo to be used to keep parents informed and up to date.</p> <p>Individual phone calls to parents who are known to not engage with Class Dojo.</p>	Continuous	L
	Meetings and decisions that need to be taken prioritised.	No additional risks to implementation identified.	M	Virtual governing body meetings in place and to continue until social distancing measures no longer necessary.	Ongoing.	L
Governors/ Governance	<p>Governors have oversight of restricted attendance plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p> <p>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i></p>	No additional risks to implementation identified.	M	<p>Guidance has been shared and the refocus of the GB at this time is clear.</p> <p>Two governors to support the risk assessment process.</p>	21.5.20	L
	Governors prepared for start of school year (clerking, etc).	No additional risks to implementation identified.	L	All systems and procedures in place and ready.	By 2.9.20	L
	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	No additional risks to implementation identified.	H	Trips are not permitted and similarly school events where parents are invited into school are not to go ahead.	25.5.20	L
School events, including trips	Additional costs incurred due to COVID19 are understood and clearly documented.	No additional risks to implementation identified.	L	All COVID19 costs to be allocated to the appropriate cost centre created for this purpose.	25.5.20	L

Finance	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	No additional risks to implementation identified.	L	All additional expenditure to be properly allocated.	25.5.20	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	No additional risks to implementation identified.	L	These to calculated and shared with governors on a termly basis. This has already been shared on 13.5.20	Ongoing	L
	Reintroduction or re-contracting services, such as: IT support	No additional risks to implementation identified.	L	These may resume.	6.5.21	L
	! Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	No additional risks to implementation identified.	M	The impact of any support to be considered in light of this Risk Assessment	Ongoing	L
	Approach in place for before/after school clubs implements the necessary protective measures.	No additional risks to implementation identified.	M	No after school clubs to take place during Autumn 1. After school clubs can resume in Summer 2021. If the club is to be indoors, there should be no more than 15 children and they should be from only one bubble. Where the club is outside, up to 30 pupils may participate and can be drawn from no more than	2.9.20	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance	No additional risks to implementation identified.	L	Liaison with OL Head Office to determine bubbles and daily contact as necessary with OL staff on site. No clubs to take place in the Spring Term unless for child care or catch-up purposes.	From 4.1.21	L
Testing	Test kits are securely stored and distributed to staff.	No additional risks to implementation identified.	L	Test kits to be stored in a secure cupboard. Access only for Covid Coordinator and Test Administrator.	26.1.21	L
	Staff are aware of how to safely take and process the test. Shared with staff: ! NHS instruction leaflet ! Training video and online resources on the document sharing platform ! Contact details if queries ! Process for reporting incidents	No additional risks to implementation identified.	L	Staff emailed detailed information on test process on 21.1.21. This was also summarised on a document for ease of future reference. FAQs, Instructions for Use, Privacy Notice also distributed. Test Administrator briefed on process and documents required. Staff sent information on where to report test result, both to Test and Trace and also school. Staff to report any 'test incidents' to the Test Administrator.	21.1.21	L

	Staff are aware of how to report their test results to school and to NHS Test and Trace.	No additional risks to implementation identified.	L	Yes. Must be reported here: https://www.gov.uk/report-covid19-result and results emailed to info@brinkleygrove.essex.sch.uk	21.1.21	L
	Staff are aware of how to report any incidents both clinical and non clinical.	No additional risks to implementation identified.	L	Staff to report any 'test incidents' to the Test Administrator.	21.1.21	L
	Process in place to monitor and replenish test supplies	No additional risks to implementation identified.	L	Current stocks, reduced in school staffing and uptake rate means that currently we have sufficient stock for at least 18 weeks. This will diminish once school is fully open. DfE yet to publish restocking details.	26.1.21	L