**COVID19: Risk Assessment and Action Plan from February 2022**

**SCHOOL NAME: Brinkley Grove Primary School**

**OWNER: Darren Smith**

**DATE: 22nd February 2022**

**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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| **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 | Risk Assessment to be shared and discussed with H&S Union Rep as and when changes are made (including during the holiday if required).  Every version of the RA to shared with FGB and discussed at the next appropriate meeting.  Parents to be kept up to date via Class Dojo at suitable intervals.  Revisions to be shared and changes highlighted. | By 1.9.21 and on going as required | L |
| **Site Arrangements** | Consideration given to premises lettings and approach in place. | Risk assessment for any lettings reviewed to ensure they are aligned with guidance. | M | Letting Policy updated in May 2021 to reflect expectations. | By 1.9.21 | 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. | By 1.9.21 | L |
| **Emergency Evacuations** | Evacuation routes are confirmed, and signage accurately reflects these.  Consideration given to PEEP – buddies are assigned or reassigned according to available persons.  Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. | Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements. | M | Fire evacuation arrangements to return to pre-pandemic system | By 1.9.21 | L |
| **Cleaning and waste disposal** | Enhanced cleaning regime is in place in line with [COVID19: Cleaning in non healthcare settings guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | Enhanced cleaning remains a necessary control measure. | M | Hand towels and handwash are to be checked and replaced as needed by Mark Watts and cleaning staff  Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. | By 1.9.21 | M |
| Cleaning staff capacity is adequate to enable enhanced cleaning regime. | No additional risks to implementation identified. | L | Additional cleaning staff in place with a reasonable rota to reduce workload impacts. | By 1.9.21 | L |
| 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  Lidded bins in classrooms  Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach  Stock check and ordering schedule reviewed and order made. | By 1.9.21 | 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. | By 1.9.21 | 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  Waste collections from classrooms made when the minimum number of persons are on site (i.e. after normal opening hours). | By 1.9.21 | L |
| Process in place for safe removal and/or disposal of face masks. | Some staff may choose to wear face coverings in some situations and know how to dispose of them appropriately. | M | 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. | By 1.9.21 | M |
| **Classrooms** | Classrooms have appropriate ventilation arrangements. | Windows open before and after lessons, and during lessons when temperatures allow.  Mechanical ventilation system adjusted appropriately to 'full fresh air’ or ‘single room only’. | M | 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.  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.  Air quality monitors are available for use if there are concerns over air quality. Staff to see DS if concerns exist. In order to maximise ventilation but maintain an adequate temperature, staff to close blinds and open external windows as well as high level windows. | *By 1.9.21* | *M* |
| **Staffing** | 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. | By 1.9.21 | L |
| Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.  Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear. | Shielding is no longer in place. Clinically extremely vulnerable staff and/ or students have risk assessments which identify any specific adjustments to allow them to attend on site. | L | Members of staff who are classified as clinically extremely vulnerable to have a risk assessment where appropriate and depending on individual circumstances. | By 1.9.21 | L |
| Approach to support wellbeing, mental health and resilience in place, including bereavement support.  How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. | 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 | By 1.9.21 | L |
| Arrangements for accessing testing are in place. Staff are clear on how and when to access a test. | No additional risks to implementation identified. | L | Tests can be obtained from: <https://www.gov.uk/get-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. | By 1.9.21 | L |
| Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.  NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor. | No additional risks to implementation identified. | L | 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 Method Statements. | By 1.9.21 | 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. | No additional risks to implementation identified. | L | Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned. | By 1.9.21 | L |
| **Catering** | Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place. | Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs. | L | NOT REQUIRED AT THIS TIME BUT CAPACITY FOR MEAL DELIVERIES TO BE MAINTIANED | By 1.9.21 | L |
| **PPE** | PPE requirements understood and appropriate supplies in place. | Some PPE required for onsite testing and any specific arrangements i.e. AGPs. | 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”. | By 1.9.21 | L |
| **Response to suspected/ confirmed case of COVID19 in school** | Approach to confirmed COVID19 cases in place: during school day   * 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 | If you have any of these symptoms you [should order a PCR test](https://www.gov.uk/get-coronavirus-test). You are advised to stay at home and avoid contact with other people while you are waiting for the test result.  Any staff member who begins to display symptoms of COVID19 during the day, immediately informs DS or BP and leaves the site as soon as possible.  If anyone tests positive or is symptomatic they are advised to stay at home – this will be reviewed on the 1st April. | By 1.9.21 | M |
| Approach to confirmed COVID19 cases in place: outside of school hours   * Cleaning procedure in place * Arrangements for informing parent community in place | No additional risks to implementation identified. | H | See above  If a child has symptoms and is unwell, the parents will be advised to come to school and collect as soon as possible.  If a parent wishes to send a child to school who has symptoms but has not been tested, we will not refuse entry to that that child. We will monitor carefully for a deterioration in their health and inform staff in their year group who may wish to adopt enhanced measures, such as increased ventilation, enhanced hand and respiratory hygiene measures and staff wearing masks. | From 11.1.22 | M |
|  | Arrangements and requirement for close contacts. | No additional risks to implementation identified. | M | NHS Track and Trace ceases with effect from 24th February 2022.  Where someone has been in close contact with a positive case, they SHOULD attend work unless they themselves develop symptoms, in which case they should access a test and follow guidance as above. | From 11.1.11 | M |
| **Remote Education 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 | By 1.9.21 | : |
| Technology support in place. DFE laptop allocation ordered, for contingency purposes. | No additional risks to implementation identified. | L | No longer under active consideration but maintain capacity. | By 1.9.21 | L |
| **Safeguarding** | Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. | No additional risks to implementation identified. | L | Staff refresher training session on processes and procedures and the revised wellbeing material. | By 1.9.21 | L |
| Updated Child Protection Policy in place. | No additional risks to implementation identified. | L | Adopted most recent Child Protection Policy | By 1.9.21 | 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. | No additional risks to implementation identified. | L | Ongoing liaison with other agencies including Social Care, Family Solutions, GROW and school nurse. | By 1.9.21 | L |
| Where physical contact is required in the context of managing behaviour. | No additional risks to implementation identified. | L | Review individual consistent management plans to ensure they include protective measures. | By 30.9.21 | L |
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| **Curriculum / learning environment** | Current learning plans, revised expectations and required adjustments have been considered. | No additional risks to implementation identified. | L | Approach to learning to take the same format as Summer 21, with an increased focus on well being, physical activity and whole school projects. | By 1.9.21 | L |
| Whole school approach to adapting curriculum (S/M/L term), including:   * 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 | No additional risks to implementation identified. | L | See above.  In addition, BC will oversee the necessary DfE funded tutoring as well as in school tutoring from school staff. This is based on academic assessment in the first three weeks as well as Summer 21 assessments.  See Remote Learning Plan. | By 1.9.21 | L |
| Student behaviour policy reviewed and amended where necessary to reflect the current circumstances. | No additional risks to implementation identified. | L | Behaviour Policy has been reviewed and is available on the school website. | By 1.9.21 | 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 | e-safety work to continue as per Summer 21. | By 1.9.21 | L |
| **Attendance** | Approach to promoting and supporting attendance for allpupils determined, including those who may be anxious. | No additional risks to implementation identified. | M | Attendance systems to continue. Office to contact families not attending by 9.30 to find out reasons for absence. Key for pupils who were due to attend and have not. | From 1.9.21 | L |
| Approach to support for parents where rates of persistent absence were high before closure. | No additional risks to implementation identified. | M | Regular and frequent contact as before closure. May involve Attendance Compliance Team. | 25.5.20 | L |
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| **Communication** | Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate. | No additional risks to implementation identified. | L | Section of Health and Safety Notice Board now contains Covid19 specific information including this Risk Assessment, and how to don and doff PPE. | From 1.9.21 | L |
| Union representatives informed of updated plans. | No additional risks to implementation identified. | L | Risk assessment to be shared with each iteration and discussions / collaborations encouraged. | From 29.8.21 | L |
| Updated 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. | 2.9.21 and ongoing | L |
| Communications with parents on the:   * Revised plans, any control measures that remain in place and any that have ceased * Contingency plans * Outbreak management plans * Wellbeing/ pastoral support | No additional risks to implementation identified | L | Letter to be shared with parents outlining all expectations and responsibilities prior to the reopening.  Any changes will be documented via Class Dojo. |  | L |
| On-going regular communication plans determined to ensure parents are kept well-informed | Parents may not all access Class Dojo | M | Class Dojo to be used to keep parents informed and up to date.  Individual phone calls to parents who are known to not engage with Class Dojo. | Continuous | L |
| **Governors/ Governance** | Governors have oversite of plans and risk assessments.  Approach to communication between Leaders and governors is clear and understood. | No additional risks to implementation identified. | L | Guidance has been shared and the GB know about the new approach to school.  Two governors to support the risk assessment process and every iteration of the RA is shared and discussed at the next appropriate FGB meeting. | By 1.9.21 | L |
| Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. *Refer to Headteacher wellbeing materials.* | No additional risks to implementation identified. |  |  |  |  |
| **Finance** | 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. | By 1.9.21 | L |
| 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. | By 1.9.21 | 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. | By 1.9.21 | L |