

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Chappel and Fordham C of E (VC) Primary Schools

OWNER: Julie Ingram

DATE: 26th August 2021

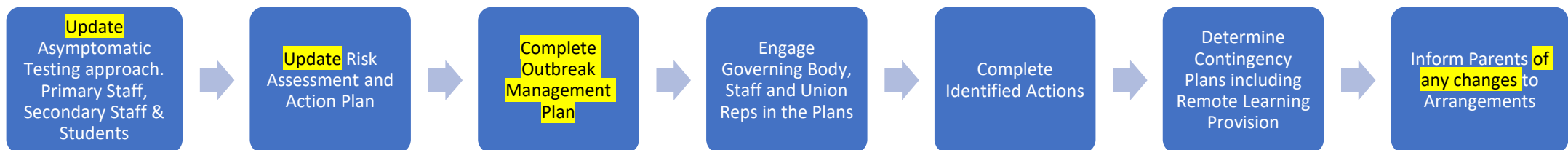
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in [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:



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The below table has been updated to highlight 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.	Not all stakeholders aware of risk assessment	L	Risk Assessment shared with everyone and comments invited	22/07/20 01/09/21	L
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>	L	<i>Applicable to Care4Kids at Fordham. Check Risk Assessments are in place.</i>	<i>02/09/21</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.	Limit the number of people entering the school premises	M	Deliveries to be left at the front door. Office staff or caretaker to bring goods into the building.	01/06/20 01/09/21	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	<i>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.</i>	M	<i>Fire Evacuation Procedures to return to normal routine.</i> <i>Fire drills to be held in week beginning 13/09/21</i>	<i>Fordham Fire Drill 13/09/21 Chappel Fire Drill 17/09/21</i>	L
	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>		Enhanced cleaning schedule implemented throughout the site, ensuring that contact	18/05/20 01/09/21	L

Cleaning and waste disposal				points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and hand wash are to be checked and replaced as needed by class teacher/caretaker/headteacher		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.					
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	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.	L			L
	Sufficient time is available for the enhanced cleaning regime to take place.	All staff advised to leave the site by 5.00pm (Fordham) 5.30pm(Chappel) time in order for cleaning to be undertaken.	L			L

	Waste disposal process in place for potentially contaminated waste.	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours				
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.	Staff handbook gives details of all absence reporting protocols	L	Revise and re-issue staff handbook to all staff	03/09/2020 02/09/21	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.	<i>Shielding is no longer in place. Clinically extremely vulnerable staff and/or students have risk assessments which identify any specific adjustments to allow them to attend on site.</i>				
	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	Staff to be reminded of the importance of having work ready online in the case of pupils being required to self-isolate.	Staff meetings w/b 06/09/21	L

	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</p> <p>https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p>		
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>	<p>All staff have been reminded to re-commence self-testing on a Sunday evening/Monday morning and Wednesday evening/Thursday morning. Arrangements are in place for results to be recorded via Wonde – in line with ECC advice.</p>	<p>L</p>			
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p>				

	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.	EPC – sports providers have been visiting Chappel and have a comprehensive strategy for dealing with covid-19 requirements. They will start their sessions with Fordham this term.				
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.	<i>Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</i>				
PPE	PPE requirements understood and appropriate supplies in place.					
Response to suspected/ confirmed case of COVID19 in school	<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 a quiet space, away from others, overseen by Office Staff.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Julie Ingram 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</i></p>				

		possible. Close contacts are identified by NHS test and trace if the individual has confirmed case.				
	<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>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</p> <p>Can contact Essex Test and Trace team for advice.</p>				
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Remote learning contingency available and ready to be 'switched-on' when needed.			03/09/2020 02/09/21	
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.					

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff refresher training session on processes and procedures and the revised wellbeing material.	<i>Training to take place on the 23/09/21 and 07/10/21</i>		
	Updated Child Protection Policy in place.			Adopted most recent Child Protection Policy			
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.	Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.	L				
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Return to normal arrangements					
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	New Curriculum planning tool has been introduced. Planning will reflect assessments of learning from the end of the Summer Term 2021					
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum 				02/09/21		

	<ul style="list-style-type: none"> 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 					
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			Behaviour Policy to be reviewed this term and any adjustments will be made as appropriate.		
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.			This will be reinforced as part of the Computing curriculum.		
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.				30/06/2020 02/09/2021	
	Approach to support for parents where rates of persistent absence were high before closure.				30/06/2020 02/09/2021	
Communication	Information shared with staff around the updated plan, including			Letter to be sent to parents before the start	01/09/21	

	returning to some pre COVID arrangements and some new arrangements – as appropriate.			of term with all information.		
	Union representatives informed of updated plans.				01/09/21	
	Updated Risk Assessment published on website.				02/09/21	
	<p>Communications with parents on the:</p> <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 				01/09/21	
	<p>Pupil communications around:</p> <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 				02/09/21	
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, School Ping	Ongoing	

Governors/ Governance	Governors have oversight of communications and risk assessments. Approach to communication between Leaders and governors is clear and understood.			All information circulated to governors Governors to confirm approach to communication with Leaders		
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>					
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.					
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM					
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.					
Testing	Process in place to monitor and replenish test supplies				01/09/21	

<p style="text-align: center;">Outbreak Management Plan</p>	<p>Outbreak management plan developed to cover arrangements should children, pupils, students or staff test positive for COVID19, and how the school shall operate if advised to take extra measures to help break chains of transmission.</p> <p><i>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (<u>Stepping measures up and down</u>) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</i></p>	<p><i>Outbreak Management plan covering re-introduction of some measures including reduced mixing, face coverings, remote education is developed, and all staff are aware of their role. Communicated with parents and students regarding when this would come into place and how they would be informed if required.</i></p>				
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