

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: The Sweyne Park School

OWNER: Headteacher/Simon Smith

DATE: 24/08/21

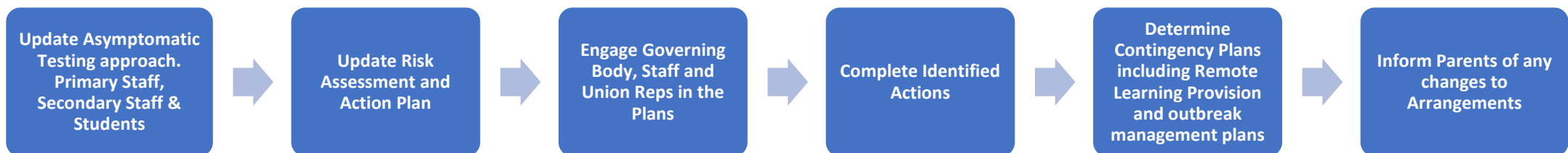
Purpose of this document:

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:



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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.		L		Aug 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	Lettings to resume using guidance from Governing bodies of each sport/organisation	Aug 21	L
	Consideration given to the arrangements for any deliveries.		L	Front of school delivery	Aug 21	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	<i>Guidance stipulates that a small onsite testing facility is retained by secondary schools to provide onsite testing for those who cannot/ do not wish to test at home, and for initial onsite testing for return Sept.</i>		There has not been any registered demand from Sept		L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.	<i>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.</i>		System in place. Over riding safety of pupils in other emergency	Aug 21	L

	<p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>			situation of low infection rates at present		
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p><i>Enhanced cleaning remains a necessary control measure.</i></p>	L	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, 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 (insert name or job titles) and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	Reviewed Aug 21	L
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>					

	<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><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	M	<p>Hand sanitiser available at the school entrance</p> <p>Lidded bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p>		L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		M	<p>All staff advised to leave the site by 6pm time in order for cleaning to be undertaken.</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>		<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 (i.e. after normal opening hours).</p> <p>Hazardous waste collection organised.</p> <p>Now following new guidance</p>		L

	Process in place for safe removal and/or disposal of face masks.	<i>Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</i>				L
Classrooms	Classrooms have appropriate ventilation arrangements.	<i>Windows open before and after lessons, and during lessons when temperatures allow.</i> <i>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</i>		System for checking form Covid manager. Advice given to staff	Sept 21	L
	Approach to staff absence reporting and recording in place. All staff aware.			Using specific advice via ECC that has regular updates	Aug 21	L
Staffing	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 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>				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
	<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 https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>		L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.					
	<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>			Check with the contractor any requirements their employer has specified before visit. Share school protocols.		

	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.			Music lessons via Zoom or Teams. Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned. Resume Sept 21	Sept 21	L
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	<i>Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</i>		Liaison with Catering team on specific issues.	Aug 21	L
PPE	PPE requirements understood and appropriate supplies in place.	<i>Some PPE required for onsite testing and any specific arrangements i.e. AGPs.</i>			Aug 21	L
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 the medical room, overseen by PS.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19</i></p>	M	<p>Senior staff available with regular updates from DFE</p> <p>Parental information given out to prompt non attendance at school.</p> <p>Infection rates monitor to see advance trends</p>		L

		<p><i>during the day, immediately informs SSm and leaves the site as soon as possible.</i></p> <p><i>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible.</i></p> <p><i>Close contacts are identified by NHS test and trace if the individual has confirmed case.</i></p>				
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • 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 isolate but asked to take a PCR instead.</i></p> <p><i>Can contact Essex Test and Trace team for advice.</i></p>		School to advise of protocol with regular communications		L
	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			Systems put in place for dual learning	Sept 21	

Remote Education Plan	Technology support in place. DFE laptop allocation ordered, for contingency purposes.			System upgraded booked and planned		L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	Staff refresher training session on processes and procedures and the revised wellbeing material.	Aug 21	L
	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.					
	Where physical contact is required in the context of managing behaviour.					
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		M	Whole school approach to Covid recovery and ongoing development of teaching and learning is in place via the school management and administration structure.	Aug 21	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 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.					
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.					
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.			Specialist team in place to support school attendance	Sept 21	L
	Approach to support for parents where rates of persistent absence were high before closure.					

Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	<i>Some evidence of parents not having regular access or picking up whole school messages</i>		Detailed messaging to go out. Admin function checking again on all contact details	Aug 21	L
	Union representatives informed of updated plans.			Regular meetings scheduled		L
	Updated Risk Assessment published on website.					
	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 			SLT meeting to plan strategic communications		L
	Pupil communications around: <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 					
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media		L
Governors have oversight of plans and risk assessments.	<i>Lower attendance at meetings</i>		Dual format, on line and in person meeting to	Spet 21	L	

Governors/ Governance	Approach to communication between Leaders and governors is clear and understood.			continue for the next term		
	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.		M	Regular monitoring of all finance systems and updates from ESFA	Aug 21	M
	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.		M			L
Testing	Test kits are securely stored and distributed to staff and students (secondary).			Monitor for supply levels due to recent low stock and missed delivery.	Aug 21	M
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform 		L	System of reminder in place for pupils and staff		L

	<ul style="list-style-type: none"> Contact details if queries Process for reporting incidents 					
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.					
	Staff and students (secondary) are aware of how to report any incidents both clinical and non clinical.					
	Process in place to monitor and replenish test supplies			Us DFE system to re order as required		
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.</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>		<p>Take specific advice from T and T as in the past.</p> <p>Pro active contact with parents as situations or infection is noted</p>	Aug 21	M