

# THE SWEYNE PARK SCHOOL

## COVID19: Risk Assessment and Action Plan from March 2022

**Owner:** Katharine Dines – Headteacher/Simon Smith – Learning Environment Leader

**Date:** 01/03/22 (v.11)

The risk assessment is now heavily reduced to reflect the relaxation of COVID-19 restrictions.

The principles of school-based action centre around:

- Good hygiene
- Enhanced cleaning
- Well ventilated spaces
- Following Public Health advice

The document below Schools COVID 19 operational guidance outlines that measures that the school follows.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1057106/220224\\_Schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf)

Contact is maintained with Essex Test and Trace service to ensure that restrictions or actions can be taken in the event of a defined outbreak

Further operational assessments of Sweyne Park School based risks are set out below

Purpose of this document: to ensure the school continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions detailed within this document,

**The School now operates on a fully open basis.**

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Reviewed /Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.		L		Feb 22	L
<b>Site Arrangements</b>	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	Feb 22	L
<b>Emergency Evacuations</b>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <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</p>	<i>Maintained use of one-way stairs.</i>		System in place. Over-riding safety of pupils in other emergency situation of low infection rates at present	Feb 22	L

	case of reduced numbers of staff.					
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings</u> guidance.	<i>Enhanced cleaning remains a necessary control measure.</i>	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 Feb 22	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.				Feb 22	

	Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.	<i>No hand sanitiser for visitors to reception.</i>  <i>Classrooms do not have tissues.</i>  <i>Low supply of soap.</i>	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.		L
	Sufficient time is available for the enhanced cleaning regime to take place.		M			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>					
<b>Classrooms</b>	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</i>		Staff given control over window opening informed by CO2 monitors Air cleaner system available on demand	Feb 22	L

		<i>fresh air' or 'single room only'.</i>				
	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 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>		Only now to be used in a defined outbreak as advised by T and T		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.			Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a>  The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements		L
<b>Response to suspected/ confirmed case of COVID19 in school</b>	Pupil or staff removed and requested to comply with Government Guidance Min 5 days isolation max 10 days					

<b>Safeguarding</b>	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 Reviewed Feb22	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.					
<b>Attendance</b>	Normal attendance procedures in place					
<b>Communication</b>	Normal school operation Aug 21					
<b>Governors/ Governance</b>	Normal Governance arrangements in place again					
<b>Finance</b>	Normal finance planning and management is in place					
<b>Testing</b>	Test kits are made available for vulnerable pupils and families and staff while supplies last					

<p><b>Outbreak Management Plan</b></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>		<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>	<p>Aug 21 Confirmed arrangement Feb 22</p>	<p>L</p>
--	--	---	--	---	--	----------

### Key

M = Medium

L = Low