

COVID Risk Assessment and Action Plan from September 2021

SCHOOL NAME: Holland Haven Primary School

OWNER: Sue Bardetti

DATE: 1.9.21

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place 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(Jan 21)
- CYP Response Plan(Jan 21)
- 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/ Action Plan Sections:

Site Arrangements

Emergency Evacuations

Cleaning and waste disposal

Staffing

Classrooms

Catering

PPE

Response to suspected/ confirmed case of COVID19 in school

Remote Education

Safeguarding

Curriculum / learning environment

Attendance

Communication

Governors/ Governance

Testing

Outbreak Management Plan

Finance

*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
<p>Engagement in Risk Assessment and Planning</p>	<p>Risk assessment process fully engages staff, governing board and union representatives.</p>					

<p>Section 1</p> <p>Site arrangements</p>	<p>Consideration given to arrangements for any deliveries</p>				<p>1.9.21</p>	
<p>Section 2</p> <p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>NB In the event of an emergency the priority is getting out of the building calmly regardless of social distancing.</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 case of reduced numbers of staff.</p>	<p>MCY does not have an external door from classroom</p>	<p>L</p>	<p>Fire policy reviewed - no need for adjustment.PEEP in place.</p> <p>Fire drill will need to be done ASAP in September</p>	<p>1.9.21</p>	<p>L</p>

<p style="text-align: center;">Section 3</p> <p style="text-align: center;">Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p style="text-align: center;">Virus spread on variety of different surfaces</p>	<p style="text-align: center;">H</p>	<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>Paper towels and hand wash are to be checked and replaced as needed by Site Manager and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Teachers and LSAs to clean resources and surfaces as appropriate during the day.</p> <p>Main building disabled toilet to be cleaned after every use by LSA supporting the child who is using it.</p>	<p style="text-align: center;">1.9.21</p>	<p style="text-align: center;">M</p>
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	Capacity of cleaning staff is adequate to enable a continued enhanced cleaning regime.	Cleaning staff are unwell A. COVID present B. Other illness	M	<p>A . COVID symptoms present. This must be reported to school asap by Monthind. Areas the cleaner has been cleaning will need re cleaning . Follow Test and trace guidance</p> <p>All cleaners to take COVID test and report the outcome asap.</p> <p>RIDDOR reporting to be completed.</p> <p>B. Other illness: Monthind to arrange cover.</p>		M
	<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>No hand sanitiser for visitors to reception.</p> <p>Allergies to alcohol sanitizers</p> <p>Classrooms do not have tissues.</p>	<p>M</p> <p>M</p> <p>M</p>	<p>Hand sanitiser to be available at the front office</p> <p>Washing of hands regularly.</p> <p>Tissues to be ordered for each classroom to implement the 'catch it, bin it, kill it' approach Lidded bins in for all classrooms.</p>	1.9.21	<p>L</p> <p>L</p> <p>L</p>

	<p>Sufficient time is available for the enhanced cleaning regime to take place</p> <p>Waste disposal process in place for potentially contaminated waste</p>	<p>Low supply of soap.</p> <p>PPE is used for pupils with symptoms which needs disposing of.</p>	<p>M</p>	<p>Stock check on supplies and orders made weekly by site manager</p> <p>Staff to ensure their classroom is available for cleaning at the end of the day. Cleaner to have full access</p> <p>All classrooms have bins with lids and school office has yellow medical waste bin</p> <p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made at the end of school day when less people are in the area</p> <p>Hazardous waste collection organised.</p>		<p>L</p>
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Section 5 Staffing	Approach to staff absence reporting and recording in place. All staff aware.	Teacher/LSA absent due to sickness	M	Agree with HLTAs / SLT to take class		L
	Wearing of face coverings	Staff feel vulnerable		Staff are following the government guidance of not wearing masks. However if a member of staff feels at any point they need to wear a mask this is acceptable.		
	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 the their role in continuing to support the work of the school is clear	Clinically extremely vulnerable students and staff in school	M	Risk assessment for individuals to identify adjustments to allow them to attend more safely		L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in school provision agreed and communicated			Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.	1.9.21	
	Approach to support wellbeing, mental health and resilience in	Having the appropriate resources and trained	H	Staff are aware of available support and	1.9.21	M

	<p>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>people to be able to support bereavement and wellbeing.</p>		<p>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>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>		
	<p>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.</p>	<p>Staff are unable to access a test immediately.</p>	<p>H</p>	<p>All staff in school take twice weekly COVID LF tests .</p> <p>Families now have access to LFTs at home for adults only.</p> <p>Any staff who show symptoms will self-isolate and be expected to take a PCR test.</p> <p>School to support the member of staff to access a test.</p> <p>Provide staff/parents with tests from</p>	<p>1.9.21</p>	<p>M</p>

				government supplied tests if needed		
	<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>Visitors/contractors health status is unknown. Risk of transmission.</p>	H	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>Interm have given us their risk assessment and vice versa. An allocated room (Sunshine Room) for onsite work with limited movement around the school. INTERM not to enter classes unless an emergency.</p>	1.9.21	M
	<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.</p>	<p>External professionals visiting school are unaware of school protocols and risk assessment</p>		<p>Regular visitors including students will be given a box of COVID tests and they will be expected to test twice weekly as all staff do in school.</p> <p>Risk assessment to be shared with external</p>		

				professionals prior to visit (e.g EP/ Art and Speech Therapist) Speech therapy service have shared their own risk assessment with us.		
Classrooms	Classrooms have appropriate ventilation arrangements	Lack of ventilation causes increased transmission	M	Windows should be open before, after and during lessons if possible.		L
Section 9 Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self isolation are in place.	Only applicable for those who have tested for COVID 19 and required to isolate and are eligible for FSM		Parents to collect or staff to deliver the meal if parent is unable to collect		
Section 10 PPE	PPE requirements understood and appropriate supplies in place.	Not enough PPE for staff requirements.	H	School office to order appropriate PPE prior to September start. Intimate care PPE supply to be available to all staff. Staff giving first aid and intimate care will need to wear full PPE. Pupils who need regular intimate care	1.9.21	M

				<p>to have individual risk assessment which lists PPE needed.</p> <p>Staff to inform office staff when stocks are running low in time for re ordering.</p>		
<p>Section 11</p> <p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day (within cohort of children learning on site only)</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>Child /adult falls ill with CoVid or presents symptoms.</p>	H	<p>Class staff member to inform SLT by walkie talkie.</p> <p>Head teacher must be informed <u>immediately.</u></p> <p>HT/SLT/ Office staff to wear full PPE (visor, apron, gloves, mask) and collect child and take them to designated waiting space. Child must wait for their parent to arrive to take them off site.</p> <p>Child to be tested with PCR Close contacts are identified by NHS track</p>	1.9.2020	M

				<p>and trace if positive confirmed case</p> <p>The site manager will be notified .</p> <p>If a negative test outcome is given, pupils can return to school.</p> <p>Area where the child has waited and been learning will need to be cleaned.</p> <p>Screens purchased for area which is used for suspected COVID case</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>Child or family members fall ill with CoVid or present symptoms outside of school hours.</p>		<p>Expectation in the guidance document given to all families that they inform school immediately if their child is confirmed to have a case of COVID-19</p> <p>DFE helpline 08000468687 Mon - Fri 8am to 6pm Sat- Sun 10am to 4pm for advice</p>	1.9.2020	

				Close contacts are now identified by NHS Track and Trace.		
Section 12 Remote Education Plan	Contingency plan for remote learning developed should self isolation or restricted attendance be required	Pupils are not able to access the remote learning offer		School has laptops which can be loaned to pupils for duration of isolation		L
Section 14 Safeguarding	Staff are prepared for supporting wellbeing of pupils and any potential disclosures	New staff have not has training needs met		Support will be given by Learning Mentor, HT or DHT/SENCO		L
	Updated Child Protection Policy in place.	Original policy out of date	H	Adopted most recent COVID19 Child		M

				Protection Policy January 21		
	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	External agency support needed.	M	Where external agencies are involved, or need to become involved then DSL / SENCo/ Learning Mentor will contact these agencies as appropriate.		L
	Where physical contact is required in the context of managing behaviour.	A child is putting themselves and others at risk with their behaviour/actions.	M	Review individual consistent management plans to ensure they include protective measures. Parents to be spoken to if a child is not displaying appropriate behaviours and endangering others. Staff will wear PPE (clear face visor) to support a crying child to separate from parent / carer		L

<p>Section 15</p> <p>Curriculum / learning environment</p>	<p>Current learning plans, revised expectations and required adjustments have been considered.</p>	<p>Resources / equipment are not available</p>	<p>M</p>	<p>Lessons have been adapted to support use of equipment we do have and where possible more equipment has been purchased</p>		<p>L</p>
	<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 is being done at home capturing pupil achievements/ outcomes utilising DfE "catch up" funding contingency remote learning plan 		<p>H</p>	<p>Staff will have regard to wellbeing and use the materials available in school to support Mental Health and Wellbeing (e.g. Growth Mindset / Zones of regulation & delivering resilience lessons)</p>	<p>1.9.21</p>	<p>M</p>
	<p>Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.</p>	<p>Pupils wandering around the school building can promote transmission</p>	<p>M</p>	<p>Behaviour policy amended.</p> <p>Pupils will sit outside to do time out. They will be on the</p>	<p>1.9.21</p>	<p>L</p>

				playground but seated outside on a chair..		
	Arrangements for teaching pupils how to keep themselves safe online, are in place and aligned to the contingency remote learning plan	Parents are not aware of the dangers for children online.	H	Teachers to promote online safety to their new class in September	2.9.21	M
Section 17 Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious	Pupils who be in school at this time are not attending Persistent absence high.	M	Registers to be kept up to date. Non attendees to be contacted (for CP issues). Use of Aquinas to support families and children's attendance via video or calling		L
	Approach to support for parents wher rates of persistent absence were high before closure Information shared with staff around the updated plan including returning to some pre COVID arrangements and some new arrangements as - as appropriate					
					1.9.21	L

Section 18 Communication	Updated Risk assessment published on website	Risk Assessment is not read by staff	M	RA to be emailed to all staff and available on website	1.9.2021	L
	<p>Communications with parents:</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 ● Wellbeing/ pastoral support 	Parents/Carers are unaware of current procedures	M	<p>Plans and structures to be created and approved by HT, SLT, Staff and Governors (from current government guidance).</p> <p>Plans and structures to be shared with parents/carers via email and website</p> <p>Staff members to reiterate to parents if questions arise.</p> <p>Risk Assessment published on website</p>	1.9.2021	L
	<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 	Pupils are unaware of changes to arrangements	M	School staff communicate any new changes with children attending school.		L

	On-going regular communication plans determined to ensure parents are kept well-informed	Parents claim to not be informed.	M	Letters, website updates, social media, emails, text messages.	1.9.2021	L
Section 19 Governors/ Governance						L
	Governors have oversight of restricted attendance plans and risk assessments Approach to communication between Leaders and governors is clear and understood.	Governors are not aware of their role.	M	HT and Chair of Governors to keep governing board informed re email, texts etc.	1.9.21	L
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support the Headteacher and SLT. <i>Refer to Headteacher wellbeing materials</i>	Staff member is absent due to anxiety issues around COVID.	M	Cof G to make contact with HT each day to check staff wellbeing. HT to arrange LSA cover	2.9.21	
Testing	Test kits are securely stored and distributed to staff.	Staff absent		Staff collect tests on their return and sign for it		
	Staff are aware of how to safely take and process the test. Shared with staff: <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the 					

	<p>document sharing platform</p> <ul style="list-style-type: none"> ● Contact details if queries ● Process for reporting incidents 					
	Staff are aware of how to report their test results to school and to NHS Test and Trace.	Staff are unable to access the google document		Staff notify SLT		
	Staff are aware of how to report any incidents both clinical and non clinical.			Staff notify SLT		
	Process in place to monitor and replenish test supplies	Supplies run out		Test stock monitored weekly. Admin staff responsible for reordering tests		
Outbreak Management Plan	<p>Outbreak management plan, developed to cover arrangements should children, pupils, students or staff test positive for COVID 19 and how the school shall operate if advised to take extra measures to help break chains of transmission.</p> <p>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</p>	<p>Outbreak management plan covering reintroduction of some measures including reduced mixing , face coverings, remote education is developed and all staff are aware of their role.</p> <p>Communicated with parents and students regarding when this would come into place and how they would be informed if required.</p>				

	number of positive cases opor is central government offers the area an enhanced response package , a director of public health might advise a setting to temporarily reintroduce some control measures.					
Section 21 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.	Breakfast club loss of income School dinners loss of income	M	Governors are made aware. BC is reinstated for September for all pupils	1.9.2021	L
	Insurance claims, including visits/trips booked previously.					
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> ● Cleaning ● IT support ● Catering 	Kitchen is closed due to COVID case		Contact LA to gain support and advice	2.9.21	L