

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Moulsham Infant School

OWNER: Emma Fagg

DATE: 23.8.21

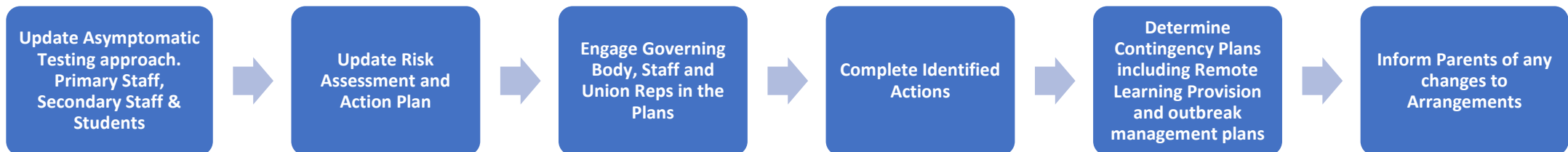
Purpose of this document:

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:



Risk Assessment/ Action Plan Sections:

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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.					
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>	<i>M</i>	<i>Essex SCITT to let the Forest room on occasion they have a risk assessment.</i>	<i>23.8.21</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.		<i>L</i>	<i>To access the school, deliveries need to buzz in to the office, hand sanitiser is available.</i>	<i>23.8.21</i>	<i>L</i>
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>	<i>L</i>	<i>Fire exits as per pre-covid.</i>	<i>23.8.21</i>	<i>L</i>
	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>		<i>Enhanced cleaning schedule implemented throughout the site,</i>	<i>23.8.21</i>	<i>L</i>

Cleaning and waste disposal				<p><i>ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by (insert name or job titles) and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>			<p><i>CT services will inform HT/office staff if they have reduced staff and are unable to carry out the required cleaning.</i></p>	<p>23.8.21</p>	<p>L</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><i>Hand sanitiser available at the school entrance</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Teachers to replenish from stock</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	23.8.21	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		M	<p><i>Cleaning to be undertaken in the morning prior to children entering.</i></p>	23.8.21	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><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p> <p><i>Hazardous waste collection organised.</i></p>	23.8.21	L
Classrooms	<p>Classrooms have appropriate ventilation arrangements.</p>	<p><i>Windows open before and after lessons, and during</i></p>				

		<i>lessons when temperatures allow.</i>			23.8.21	L
		<i>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</i>				
Staffing	Approach to staff absence reporting and recording in place. All staff aware.				23.8.21	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.	<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>			23.8.21	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>			23.8.21	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.			<i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i> https://schools.essex.gov.u	23.8.21	L

				k/admin/COVID-19/Pages/default.aspx <i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i>		
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.				23.8.21	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.			<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>	23.8.21	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.			<i>CP to teach music as per pre-covid arrangements. School clubs to restart.</i>	23.8.21	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>			23.8.21	L
PPE	PPE requirements understood and appropriate supplies in place.	<i>Some PPE may be required when dealing with a child/adult with symptoms.</i>		<i>Staff are aware of supplies.</i>	23.8.21	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 small office next to the Forest room.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs JLA/SH 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>			23.8.21	M
	<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</i></p>			23.8.21	M

		<i>isolate but asked to take a PCR instead.</i>				
		<i>Can contact Essex Test and Trace team for advice.</i>				
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.					
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.			<i>Google classroom still being used for homework and will be used for remote learning if needed.</i>	<i>23.8.21</i>	<i>L</i>
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Staff refresher safeguarding training (8.9.21) session on processes and procedures and the revised wellbeing material.</i>		
	Updated Child Protection Policy in place.			<i>Adopted most recent Child Protection Policy</i>		
	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.					
	Current learning plans, revised expectations and required adjustments have been considered.			<i>Year groups and individual teachers will put plans into place to</i>	<i>23.8.21</i>	<i>L</i>

				<i>suit the needs of their class / year group.</i>		
Curriculum / learning environment	Whole school approach to adapting curriculum (S/M/L term), including: <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 			<i>RSHE new statutory curriculum in place.</i> <i>Staff know that wellbeing and SEMH has to be the main focus on return to school in Sept.</i> <i>Adaptations to the curriculum to be made to suit the needs of classes and individuals.</i>	23.8.21	L
	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.			<i>Support for vulnerable children will be given in the normal way.</i>	23.8.21	L
	Approach to support for parents where rates of persistent absence were high before closure.			<i>Support for vulnerable children parents will be given in the normal way.</i>	23.8.21	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and					

	some new arrangements – as appropriate.					
	Union representatives informed of updated plans.					
	Updated Risk Assessment published on website.					
	<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 Wellbeing/ pastoral support 					
	<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 			<i>Information circulated at end of year –reminder to be sent out in final week of the summer holiday. Updates communicated via Parentmail when needed.</i>		
	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, social media</i>		
Governors/ Governance	Governors have oversight of plans and risk assessments.				23.8.21	L
	Approach to communication between Leaders and governors is clear and understood.					
	Governors have oversight of all staff wellbeing and appropriate				23.8.21	L

	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.			<i>Not eligible</i>		
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			<i>Not eligible</i>		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<i>Loss of income noted</i>		
Testing	Test kits are securely stored and distributed to staff .				23.8.21	L
	Staff 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 • Contact details if queries • Process for reporting incidents 				23.8.21	L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.			<i>e-mail to SH if test is negative, inform JLA if test is positive.</i>	23.8.21	L
	Staff are aware of how to report any incidents both clinical and non clinical.				23.8.21	L

	Process in place to monitor and replenish test supplies			<i>Inform SH when a box of tests has been taken.</i>	23.8.21	L
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>			23.8.21	M