

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Barnes Farm Junior School

OWNER: Ross McTaggart (Headteacher)

DATE: 4th January 2022



This risk assessment has been externally checked by an agency with Competent Person status

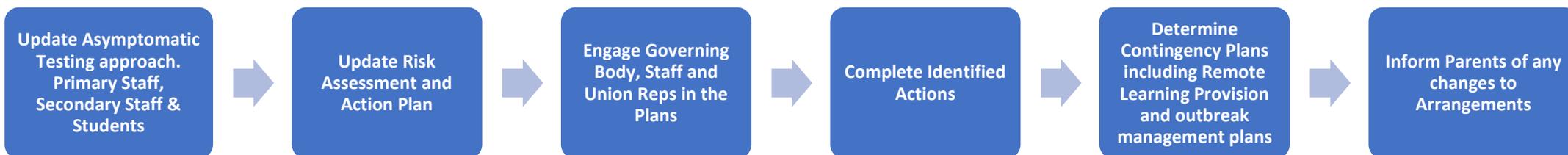
Purpose of this document:

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	Consultation with staff, Governors Plans reviewed by Competent person Plans shared online	04/01/2022	L
Site Arrangements	Consideration given to premises lettings and approach in place.			<i>Lettings resumed Sept 2021</i>	04/01/2022	L
	Consideration given to the arrangements for any deliveries.			N/A		L
	Entry and exit arrangements	<i>Building works and single exit restricting access</i>	M	<i>Side gate next to footpath to be opened at beginning and end of school to allow for good flow of footfall. Inventory Visitor management system installed Dec 2021 – automated, faster, fewer touchpoints</i>	04/01/2022	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.		M	<i>MUGA Gates installed 03/09/2021. Fire drill to be held early January to test new Inventory evacuation system</i>	04/01/2022	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>					
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>		<p><i>Hand towels and handwash are to be checked and replaced as needed by Site Manager and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush twice a day</i></p>	<p>04/01/2022</p>	L
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>		L	<p><i>Recent review. Staff absences have affected some provision but stable overall</i></p>	<p>04/01/2022</p>	L

	<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>		L	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	04/01/2022	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		L	<p><i>All staff advised to leave the site by 5pm time in order for unimpeded cleaning to be undertaken.</i></p>	04/01/2022	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>	L	<p><i>Waste bags and containers taken straight to external waste bins</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>	04/01/2022	L
	<p>Process in place for safe removal and/or disposal of face masks.</p>	<p><i>Some students/ staff may choose to wear face coverings in some</i></p>		<p><i>Noted</i></p>	04/01/2022	L

		<i>situations and know how to dispose of them appropriately.</i>				
Classrooms	Classrooms have appropriate ventilation arrangements.	<p><i>Windows open before and after lessons, and during lessons when temperatures allow.</i></p> <p><i>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</i></p>	L	<i>Open windows from the top rather than the bottom to avoid direct draughts.</i>	04/01/2022	
				<i>Air conditioning unit installation explored for front admin office so that windows not needed to be opened for security purposes</i>	04/01/2022	L
				<i>CO2 monitors in every classroom to help monitor levels.</i>	04/01/2022	L
				<i>Air purged during breaktimes</i>		
Staffing	Approach to staff absence reporting and recording in place. All staff aware.			Noted	04/01/2022	L
	Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.	<i>Shielding is no longer in place. Clinically extremely vulnerable staff and/ or students have risk assessments which identify any specific</i>		Noted	04/01/2022	L

	Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.	<i>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>		Noted	04/01/2022	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.		L	Health Assured wellbeing support in place through CLP Staff are also 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 The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements	04/01/2022	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	<i>Lateral flow tests available for all staff. Home PCR testing kits available too</i>		<i>Inform staff of continuing lateral flow tests and reporting</i>	04/01/2022	L

	<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><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p>	04/01/2022	L
	<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><i>Noted</i></p>	04/01/2022	L
Catering	<p>Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.</p>	<p><i>Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</i></p>		<p><i>Noted</i></p>	04/01/2022	L
PPE	<p>PPE requirements understood and appropriate supplies in place.</p>			<p><i>No additional PPE anticipated but some available onsite if needed</i> <i>Expecting additional delivery of face coverings from DfE</i></p>	04/01/2022	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 	<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 Barn Covid room, overseen by</i></p>		<p><i>Noted</i></p>	04/01/2022	L

	<ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 	<p><i>member of staff.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Office Manager 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>		<p><i>Noted.</i></p> <p><i>Follow the latest guidance re LFD tests and vaccinations</i></p>	<p><i>04/01/2022</i></p>	<p>L</p>

Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			<i>Continuing Remote education plan to be reviewed but essentially remains in place from Sept '21</i>	<i>04/01/2022</i>	L
	Technology support in place. DfE laptop allocation ordered, for contingency purposes.	<i>Latest DfE laptops ordered but need setting up</i>	<i>M</i>	<i>Laptops available in school to be deployed if needed mid-Jan</i>	<i>04/01/2022</i>	M
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	<i>04/01/2022</i>	L
	Updated Child Protection Policy in place.			<i>Adopted most recent Child Protection Policy</i>	<i>04/01/2022</i>	L
	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.			<i>Noted</i>	<i>04/01/2022</i>	L
	Where physical contact is required in the context of managing behaviour.		<i>L</i>	<i>Noted</i>	<i>04/01/2022</i>	L
	Current learning plans, revised expectations and required adjustments have been considered.			<i>Noted</i>	<i>04/01/2022</i>	L

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 			Continuing curriculum adaptation to take account of remaining gaps. DfE subsidised 1:1 and small group tuition accessed through National Tuition programme	04/01/2022	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			Main Relationship for Learning policy (behaviour) in place unless outbreak management plan in place. Then Covid addendum will be enforced	04/01/2022	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.			E-Safety an essential part of every computing unit of work	04/01/2022	L
		Assemblies continue remotely until further notice	M		04/01/2022	L
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Attendance high from last year so no widespread issues anticipated (96.4%)		Noted	04/01/2022	L

	Approach to support for parents where rates of persistent absence were high before closure.			<i>Noted</i>	<i>04/01/2022</i>	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.			<i>Emails sent 02/01/2022</i>	<i>04/01/2022</i>	L
	Union representatives informed of updated plans.			<i>Shared with CLP (joint representative meeting)</i>		L
	Updated Risk Assessment published on website.			<i>1st day of term (to incorporate any feedback from staff)</i>	<i>04/01/2022</i>	L
	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 			<i>Letter sent to inform parents of LFD testing advice and revised self-isolation rules 02/01/2022</i>	<i>04/01/2022</i>	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 			<i>Classroom discussions/assemblies</i>	<i>04/01/2022</i>	L
	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, social media</i>	<i>04/01/2022</i>	L

Governors/ Governance	Governors have oversight of plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.			<i>RA uploaded on website and onto shared digital platform for Governors</i>	<i>04/01/2022</i>	L
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>			<i>LGB Meeting Sept 2021</i>	<i>04/01/2022</i>	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<i>Noted</i>	<i>04/01/2022</i>	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			<i>Noted</i>	<i>04/01/2022</i>	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<i>Noted</i>	<i>04/01/2022</i>	L
Testing						
	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 			<i>LFT tests available and signed out from front office. Test results to be reported to NHS and also positive results to school online form (as in Summer term 2021)</i>	<i>04/01/2022</i>	L

	<ul style="list-style-type: none"> Process for reporting incidents 					
	Staff and are aware of how to report their test results to school and to NHS Test and Trace.			Same process as Summer 2021	04/01/2022	L
	Staff are aware of how to report any incidents both clinical and non clinical.			Report to HT or DHT	04/01/2022	L
	Process in place to monitor and replenish test supplies			LFD test kits re-ordered 02/01/2022	04/01/2022	
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>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.</p>	<p>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.</p>		Outbreak management plan in place for Sept 2021	04/01/2022	L