

COVID19: Risk Assessment and Action Plan from September 2021

SCHOOL NAME: Southminster Church of England Primary School

OWNER: The Vine Schools Trust

DATE: September 2021



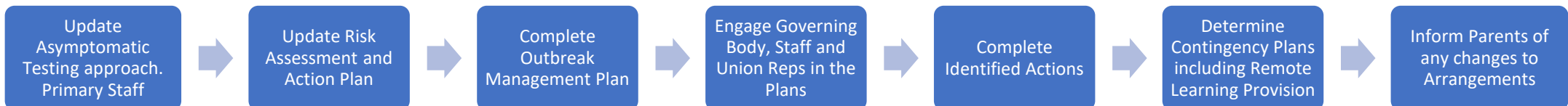
Purpose of this document:

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 following full opening.

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) – to cover lockdown
- 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 for beginning of school year 2021-22:



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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.	Lack of engagement and understanding among stakeholders.	Low	Key stakeholders informed and encouraged to contribute.	September 2021	Low
Site Arrangements	Consideration given to premises lettings and approach in place.	Risk assessment for any lettings reviewed to ensure they are aligned with guidance.	Low	Currently, now lettings however SW Swimming do have separate, updated risk assessment.	Updated Swimming Risk assessment September 2021	Low
	Consideration given to the arrangements for any deliveries.	There are 3 points where deliveries can be made; the entrances to both buildings and directly to the kitchen to the left (from road) of Orchard building.	Low	Deliveries generally made during the day when entrance and main driveways are clear i.e. not during peak times – drop off and collection. We continue to have a maximum of 1 person/family in reception at any one time.	September 2021	Low
	All interior spaces have adequate ventilation.	Office spaces, classrooms, communal areas, including halls have windows and doors open to allow air to flow.	Medium	Assess whether mechanical ventilation (fans) are required in more confined spaces e.g. the library area.	Staff briefed on importance of maintaining good ventilation 1/9/21	Low
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.	Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.	Low	Review all signage to reinforce evacuation routes & procedures.		Low

	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Pupil with mobility difficulties has 1:1 assigned full-time.		Carry out audit to ensure we are compliant with fire marshals.		
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	Enhanced cleaning remains a necessary control measure and is unchanged from previous arrangements.	Medium	<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 (Site Manager & Staff) and cleaning staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	Cleaning of school schedule maintained.	Low
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.					

	<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>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	Medium	<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>	<p>All resources available and tissues, hand sanitisers and bins with lids in place. September 2021.</p>	Low
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		Medium	<p>All staff advised to leave the site by 5:30pm time in order for cleaning to be undertaken.</p>	<p>Staff briefed about departure time on 01.09.21</p>	Low
	<p>Process in place for safe removal and/or disposal of face masks.</p>	<p>Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</p>	Low	<p>Currently, one member of this school community is wearing a face covering and has been briefed on safe use and disposal.</p>	<p>Member of staff wearing face covering (by choice) has been briefed on safe use and disposal (14.09.21).</p>	Low
Classrooms	<p>Classrooms have appropriate ventilation arrangements.</p>	<p>Windows open before and after lessons, and during lessons when temperatures allow.</p>	Low	<p>All rooms have 2 doors and windows to remain open in order to ensure good, healthy airflow.</p>	<p>Staff briefed about the need to maintain good ventilation (INSET) 01.09.21).</p>	Low

		Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.				
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	Risk of unknown case, threat of outbreak within staffing team.	Low	Staff have clear guidelines for reporting absence. SBM maintains records and ensures first day meetings are carried out.	Staff briefed about expectations linked to informing school about absence, shielding, quarantine and testing (INSET 01.09.21)	Low
	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.	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.	Medium	Risk assessments carried out. Staff invited to inform school if double vaccinated (not enforced).	15.09.21	Low
	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.	Low	Staff aware of expectations should they need to offer remote learning. Daily 15 minute Zoom conference with family/child. Daily reading, writing & maths work set (to be collected	13.09.21	Low

				physically or sent via email) Day 1 Remote Learning Packs are in place for Reception to Year 6 Children Missing Their Education Owing to Health Needs Policy.		
	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 experience heightened stress and anxiety linked to impact of COVID e.g. fear of illness or death or actual sickness to self of loved one etc.	Medium	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 Staff aware of VST's Mental Health and Wellbeing Policy.	Staff briefed on offer and commitment to wellbeing (September 2021).	Low
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	Lateral Flow Testing kits in regular supply and available. Staff strongly encouraged to complete LFT twice weekly.	Low	In place. Tests are stored in cupboard safely in the staffroom providing all staff with access.	March 2021	Low
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.		Low	Check with the contractor any	March 2021	Low

	NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.			requirements their employer has specified before visit. Share school protocols. Contractors working inside remain socially distancing. Currently, only regular contractors are grounds staff who work externally and therefore maintain social distance and do not wear face coverings.		
Gatherings	Whilst bubbles are no longer statutory, we will encourage staff to keep spaces well-ventilated and to encourage parents and visitors to complete LFT before coming on site for school event.	Aim to keep number of people in confined spaces to a minimum.	Medium	Offer remote (online) meetings as option for parent meetings and reduce to one adult/household/limit numbers (ticketing events) where possible.	September 2021	Low
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.	Low	We ensure that we have maintained lists of eligibility and system of delivery.		Low
PPE	PPE requirements understood and appropriate supplies in place.	Some PPE required for onsite testing and any specific arrangements i.e. AGPs.	Low	PPE available for medical staff to wear should they encounter symptomatic, suspected positive case.	September 2021	Low
	Approach to confirmed COVID19 cases in place: during school day:	If a pupil or student begins to display symptoms of	Medium	Protocols in place following ECC	September 2021	Low

<p>Response to suspected/ confirmed case of COVID19 in school</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>COVID19 during the day, they are isolated and parent is called immediately. They wait to be collected in the medical room, overseen by Mrs Plummer.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs HT (Mr Bragg) and leaves the site as soon as possible.</p> <p>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible.</p> <p>Close contacts are identified by NHS test and trace if the individual has confirmed case.</p>		<p>recommendations including recording and reporting positive COVID cases. The school has adopted the ECC model letters for corresponding with parents.</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>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</p> <p>Can contact Essex Test and Trace team for advice.</p>	<p>Low</p>	<p>Procedures in place Model letters to inform parents NHS leaflet made available Procedures for informing ECC Test & Trace and Essex Comms in place.</p>	<p>September 2021</p>	<p>Low</p>

Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	In place (see above)	Low	Agreed remote learning offer First day: generic core curriculum tasks age-appropriately for each phase – emailed to parents and physically available. 10-15 minutes daily conference with class teacher via Zoom with daily core curriculum tasks prepared physically for collection and emailed is collection not possible.	September 2021	Low
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	Resources in place. Distribution based on initial assessment with family.	Low	DFE laptops ready to use	January 2021	Low
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Wellbeing Mentor together with CP Team ensure policy and procedures in keeping with school's vision, values and key policies in accordance with Keeping Children Safe in Education (September 2021).	Low	Staff refresher training session on processes and procedures and the revised wellbeing material.	Level 2 Safeguarding Training provided 01.09.21	Low
	Updated Child Protection Policy in place.	KCSIE 2021 CP Policy 2021 Code of Conduct Behaviour Policy Peer to Peer Anti-bullying.	Low	Adopted most recent Child Protection Policy, Essex model Harmful Sexual Behaviour/Peer on Peer Abuse Policy. Bereavement Policy added to website.	Updated and available and shared with all staff.	Low

Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Gaps in learning widening due to inappropriately pitched level of challenge.	Medium	Knowledge organisers introduced to support learning. Push on reading (including more precise assessment procedures) to support recovery. Phase planning incorporating expectations over 2 year groups in place.	September 2021	Low
	<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 	<p>Collective Worship reintroduced whole school that is Inclusive, Invitational & Inspiring.</p> <p>Forest Schools included within the broader curriculum to support social and emotional development.</p> <p>Promoting learning experiences in the home through parent workshops e.g. reading.</p> <p>Celebrating success through revised behaviour policy and procedures including house system, stars of the week and merits.</p>	Low			Low
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	Updated September 2021	Low	All staff introduced to amendments and have clear understanding of expectations including	September 1 st (INSET)	Low

				supporting our philosophy and agreed code that the children have contributed to.		
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Children exposed to inappropriate content or vulnerable to online grooming.	Medium	E-safety Policy in place. Computing Coordinator appointed who promoting online safety both at home and in school.	September 2021	Low
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Children do not attend school and gaps in learning widen. Parents opt to keep children at home to reduce risk of contracting COVID.	Medium	Ensure policy is revised, updated and followed diligently. Supportive letters to parents revised and added to the policy. Profile of attendance, including regular reporting and celebrating/incentivising attendance embedded.	April 2021	Low
	Approach to support for parents where rates of persistent absence were high before closure.	School doesn't follow-up on cases of PA.	Medium	School maintains robust records and follows up on cases of PA. Attendance officer to provide report into management of attendance/pupil absence.	September 2021	Low
Communication	Information shared with staff around the updated plan, including	No plans in place leading to inconsistency/confusion.	Low	Staff aware of contingency plan for	INSET September 1 st .	Low

	returning to some pre COVID arrangements and some new arrangements – as appropriate.			absence due to COVID only. Core curriculum with daily 1:1 teacher conferencing agreed.		
	Union representatives informed of updated plans.			Inform union reps.		
	Updated Risk Assessment published on website.				September 2021	
	<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 	Measures taken as reflected in this document not carried out leading to confusion and anxiety of stakeholders.	Low	<p>Outbreak management in place using ECC model.</p> <p>School prioritising wellbeing, wellbeing mentor supports the children and their families.</p>	September 2021	Low
	<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 			Outbreak management plan in place.	September 2021	Low
	On-going regular communication plans determined to ensure parents are kept well-informed.	Miscommunication, lack of clarity and reassurance could	Medium	Letters, website updates, social media including Class Dojo.	Ongoing	Low

		cause anxiety among stakeholders.				
Governors/ Governance	Governors have oversight of plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.	Potential lack of communication with TIB members.	Low	TIB meeting key documentation shared.	21.09.21	Low
	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.	Potential overspend or lack of initiative where school doesn't benefit from funding.	Medium	Spending is closely managed and records kept.	September 2021	Low
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			School will be benefiting from government initiatives such as Recovery Premium Funding & National Tuition Programme.		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Staff to review needs and ensure that we are supporting our most vulnerable pupils through this challenging time.		
Testing	Test kits are securely stored and distributed to staff.	Kits not stored or used appropriately.	Low	System of safe storage and records of distribution maintained.	September 2021	Low

	<p>Staff are aware of how to safely take and process the test. Shared the following:</p> <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 			Staff aware of appropriate use of LFT		
	Staff are aware of how to report their test results to school and to NHS Test and Trace.	Test outcomes not logged	Low	Staff aware of our reporting system and NHS test & trace (App). All staff strongly advised to complete LFT twice/week.	September 2021	
	Staff are aware of how to report any incidents both clinical and non-clinical.					
	Process in place to monitor and replenish test supplies.	Run out of testing kits.	Low	System in place and requisitions made through government website.	Ongoing	
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</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.</p> <p>Communicated with parents and students regarding when this would come into place</p>	Low	Outbreak management plan in place using ECC template.	September 2021	Low

	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.	and how they would be informed if required.				
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