



COVID19: Risk Assessment and Action Plan from September 2021

SCHOOL NAME: ROCHFORD PRIMARY & NURSERY SCHOOL

OWNER: Mr. S. Owen (Headteacher)

DATE: 26th August 2021

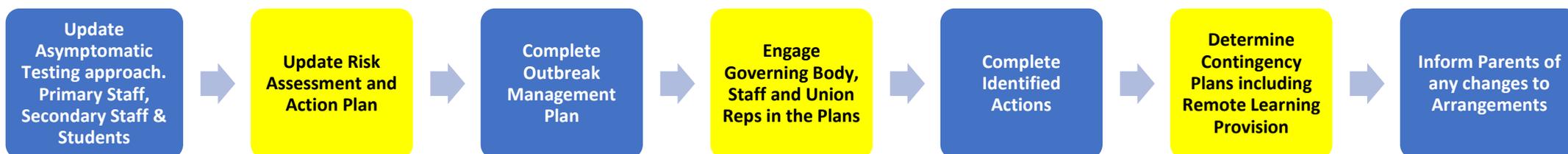
Purpose of this document:

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 September opening:



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The RA has been updated to highlight any control measures which are no longer required by the DFE guidance following the ending of restrictions in July 2021 and changes to self-isolation protocols from August 2021. Changes in blue 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.			RA published on school website 01.09.21 and communicated to all stakeholders (Staff, Governors, SEEAT and families).	01.09.21	L
	Consideration given to the arrangements for any deliveries.			✓ as usual pre-COVID – Office and Site Manager are points of contact for deliveries.		L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. Consideration given to PEEP – buddies are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Evacuation routes have been updated following ending of bubbles.		Return to pre-COVID Signage in place and PEEPS updated to reflect changes. Staff are aware of children requiring additional support when exiting the building safely during an evacuation.	01.09.21	L
	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	Enhanced cleaning remains a necessary control measure.		Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. ✓		L

Cleaning and waste disposal				<p><i>Hand towels and handwash are to be checked and replaced as needed by Site Manager and cleaning staff (L&L).</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush are in place.</i></p>	
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.			<p><i>Agreed that L&L Cleaning Co. will have 3 staff per day.</i></p> <p><i>Site Manager and L&L Manager will oversee quality of cleaning.</i></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>	<p><i>Regular hygiene and cleaning remains a necessity.</i></p> 	M	<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 (Lesley Ware, Site Manager and office staff).</i></p> <p><i>Mobile handwashing unit allows greater flexibility in combating the frequency and length of handwashing that will still remain necessary in the new term – utilised in EYFS.</i></p>	L

Staffing	Waste disposal process in place for potentially contaminated waste.			<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours. ✓</i></p> <p><i>Waste collections are 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>		L
	Process in place for safe removal and/or disposal of face masks.			<p><i>Some staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</i></p> <p><i>Staff using face masks to attend to injured children/children requiring close contact support will only use the mask once and then dispose of it in the lidded bins.</i></p>		L
	Classrooms have appropriate ventilation arrangements.			<p><i>Windows open before and after lessons, and during lessons when temperatures allow.</i></p>		L
	Approach to staff absence reporting and recording in place. All staff aware.			<p><i>Office Manager will continue to deal with recording of staff absence – same procedures will continue (follow RPS staff handbook).</i></p>		L
	<p>Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p><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></p>		<p><i>No staff are clinically extremely vulnerable at RPS.</i></p>		L
	Staffing roles and responsibilities with regards to the contingency remote	<p><i>Staff are aware of their role in the continued contingency</i></p>		<p><i>OAK TRUST resources recommended by the DfE are used to supplement our Google</i></p>		

	<p>provision alongside in-school provision agreed and communicated.</p>	<p><i>plans regarding remote education, should the plan be enacted.</i></p>		<p><i>Classroom platform in the event of children or teacher self-isolating.</i></p> <p>www.rochford.essex.sch.uk</p> <p><i>see REMOTE LEARNING tab.</i></p> <p><i>RPS Remote Learning Policy has already been shared with staff and they are aware of continuing responsibilities in the vent of a child/staff member having to self-isolate.</i></p>		<p>L</p>
	<p>Approach to support wellbeing, mental health and resilience in 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><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i></p> <p>https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements.</i></p> <p><i>SEEAT have bought into the Employee Wellbeing Programme which all staff are aware of.</i></p>	<p><i>Wellbeing and Recovery Action Plan updated by Inclusion Team and shared with staff.</i></p>	<p>L</p>
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>			<p><i>Home testing kits available from School Office. Office Manager is responsible for keeping log and re-ordering supplies.</i></p> <p><i>Office Manager has accessed instructional webinars – how and when staff are to access a test and reporting arrangements (last academic year).</i></p>	<p><i>Staff asked to continue testing twice weekly as we move into new academic year</i></p>	

	<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>Check with the contractor any requirements their employer has specified before visit.</p> <p>Share school protocols. ✓</p>		
	<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>Deane's Sports Coaches for after school clubs will attend school as usual from September 2021. They will follow CPRSSP protocols and RPS policies.</p>		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>Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</p>		<p>Catering Manager will continue to have a limited number of food packages available to families should a child have to self-isolate.</p>		L
PPE	<p>PPE requirements understood and appropriate supplies in place.</p>	<p>Some PPE required for accidents/changing a child etc.</p>		<p>Staff are given the option of using PPE when supporting a child with intimate care or attending to an injury where close contact is unavoidable.</p>		L/M
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>Close contacts are identified by NHS test and trace if the individual has confirmed case.</p>		<p>If a pupil begins to display symptoms of COVID19 during the day, they are isolated, and parent is called immediately. They wait to be collected in the medical room, overseen by an adult from that child's class.</p>	01.09.21	

	<ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 			<p><u>Medical Room will remain in its current place until further notice (previous Cookery Room).</u></p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs HT/DH and Office Manager and leaves the site as soon as possible.</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>		
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			<p>OAK TRUST resources recommended by the DfE are used to supplement our Google Classroom platform in the event of children or teacher self-isolating.</p> <p>www.rochford.essex.sch.uk</p>	Remote Education Plan in place √	L
	Technology support in place. DfE laptop allocation ordered, for contingency purposes.			<p>School has sufficient supply of laptops (DfE scheme) should any child self-isolating require support with technology. IT Lead is available Tuesdays, Wednesdays and Thursdays for remote support for home learning in the case of self-isolation.</p>		L

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff refresher training session on processes and procedures and the revised wellbeing material will be held in September 2021.	September 2021	L
	Updated Child Protection Policy in place.			Adopted most recent Child Protection Policy	September 2021	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.			All work with other agencies will continue as usual. Visitors are permitted to attend the school, although some professionals may still be working remotely.		
	Where physical contact is required in the context of managing behaviour.			Designated staff are trained in the TEAM TEACH method.		L
Curriculum / learning environment	<p>Current learning plans, revised expectations and required adjustments have been considered.</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 that is being done at home capturing pupil achievements/outcomes utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 			<p>Teachers and Subject Leads have identified gaps in curriculum coverage and have planned for the Autumn Term accordingly.</p> <p>Wellbeing activities have been integrated into new planning for the term ahead.</p> <p>DFE 'catch-up' funding strategy is in place which outlines possible spending in order to support curriculum recovery.</p> <p>Contingency Remote Learning plan is in place (see Policy) in the event of further disruptions or children/staff self-isolating.</p>		

	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			<i>We will revert to our usual Behaviour Policy from September. Our Good 2 B Green system remains in place.</i>		L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.			<i>E-Safety tips regularly shared with families through school Facebook and website and in Remote Learning Policy and covering letter. E-Safety forms an integral part of our Computing Curriculum. Staff have shared tips on staying safe online both in school and at home (especially during remote learning). E-Safety guidelines are posted on our website under Remote Learning tab.</i>		
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.			<i>Parents are aware of mandatory attendance and the need to be at school every day to support effective catch-up and re-integration. Office Team member/HT/DH present each day to follow-up any attendance queries.</i> <i>Pastoral Lead will co-ordinate 'transition activities' during Learning to Learn Week (1st to 3rd September) for those children identified as struggling with the idea of returning/settling back into school routines.</i>		
	Approach to support for parents where rates of persistent absence were high before closure.			<i>Attendance Assistant will continue to monitor patterns of attendance for identified families. School will liaise with Inclusion Manager (C. Thornton) as and when appropriate. Inclusion Team members are on hand to offer support.</i>		
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.			<i>Yes – RA shared with all staff and families via website.</i>		L

	Union representatives informed of updated plans.			<i>We do not currently have a union representative.</i>		
	Updated Risk Assessment published on website.			✓	01.09.21	
	<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><i>Regular communication via website and School Facebook page.</i></p> <p><i>RA is shared on website.</i></p> <p><i>Letter will be sent out to families on Tuesday 31st August.</i></p> <p><i>Inclusion Team are available to support vulnerable families and children with EHCPs.</i></p>	31.08.21	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 			<p><i>Learning to Learn Week: children will be briefed by class teacher as to any new changes they need to be aware of.</i></p> <p><i>Behaviour expectations are re-visited fresh at the start of each new academic year.</i></p>		L
	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, Facebook. ✓</i>		L
Governors/ Governance	<p>Governors have oversight of plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>			<p><i>Updated RA for September 2021 shared with staff, SEEAT and COG.</i></p> <p><i>COG also copied in to all correspondence with parents.</i></p>		L

	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.			<p>COG is aware of Headteacher wellbeing materials and supports HT via regular meetings.</p> <p>Staff wellbeing is shared with LGB in HT reports/updates.</p> <p>SEEAT have bought in to the Staff Wellbeing Programme which all staff have access to (log in details shared with all).</p>		L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			Business Manager and Finance Assistant are maintaining a paper trail for proof of additional expenditure.		
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			SEEAT Financial Director and Business Manager. Schools need to declare a deficit budget for this to apply.		L/M
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			SEEAT Financial Director and Business Manager have liaised with HT.		
Testing	Test kits are securely stored and distributed to staff.			Kits are stored securely in the Main Office. Staff members request new kits as and when necessary. Office Manager maintains a log.		
	<p>Staff are aware of how to safely take and process the test.</p> <p>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 			<p>Updated instructions handed out with each test kit.</p> <p>Covering letter sent to all staff with examples given as to frequency of testing (last term).</p> <p>Log designed and completed. Staff inform office staff on day of test.</p>		L

	Staff are aware of how to report their test results to school and to NHS Test and Trace.			All staff to inform Office Manager (via e-mail) when test taken and result. This information is then logged electronically.		L
	Process in place to monitor and replenish test supplies			Office Manager maintains supply and places new order as and when necessary.		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 re-introduce 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.</i></p> <p><i>Communicated with parents regarding when this would come into place and how they would be informed if required (TBC).</i></p>	<p>To be adapted by Leadership Team September 2021</p>	L