

COVID19: ~~Full Opening from March~~ Risk Assessment and Action Plan from September 21

SCHOOL NAME: Howbridge CE Junior School

OWNER: Lisa Dale

DATE: 1st September 2021

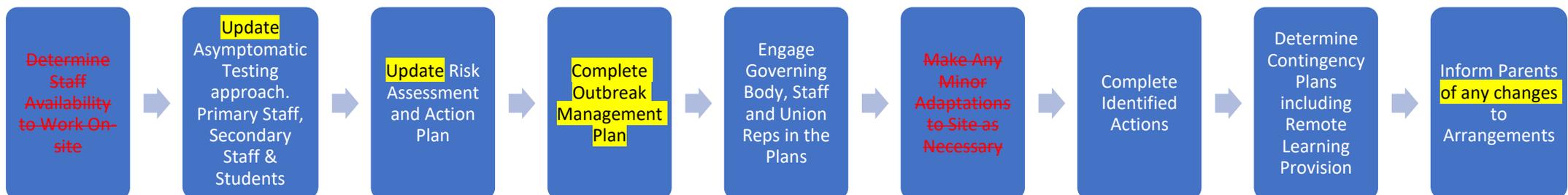
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place ~~to plan for the return to onsite education from March 8th~~ 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
- 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 Full Re-opening:



Risk Assessment/ Action Plan Sections:

Engagement in Risk Assessment and Planning	3
Site Arrangements	3
Emergency Evacuations	4
Cleaning and waste disposal	4
Classrooms	6
Staffing	7
Group Sizes	10
Social Distancing	11
Transport	13
Catering	13
PPE	14
Response to suspected/ confirmed case of COVID19 in school	14
Remote Education Plan	15
Safeguarding	16
Curriculum / learning environment	16
CYP with SEND	18
Attendance	18
Communication	19
Governors/ Governance	21
School events, including trips	21
Finance	22

The below table has been updated to highlight **(in red)** 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	Office spaces re-designed to allow office-based staff to work safely (considering remote working where appropriate).					
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.					
	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>Church letting resumed over summer holidays on Sundays only. Cleaning arrangements in place. Use separate resources to school.</i>	<i>August 2021</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.		<i>M</i>	<i>Person taking deliveries to wash hands and wipe down any items as appropriate.</i>	<i>1.9.21</i>	<i>L</i>
Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	<i>Guidance stipulates that a small onsite testing facility is retained by secondary schools to provide onsite testing for those who cannot/ do not wish to test at home, and for</i>					

		<i>initial onsite testing for return Sept.</i>				
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</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>	<i>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.</i>	<i>M</i>	<p><i>Evacuation routes have remained the same throughout.</i></p> <p><i>Lunchtime arrangements to be practised in Sept 21 as part of usual routines.</i></p> <p><i>No individuals have reduced mobility.</i></p>	<i>1.9.21</i>	<i>L</i>
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<i>Enhanced cleaning remains a necessary control measure.</i>	<i>M</i>	<p><i>Enhanced cleaning schedule implemented throughout the site, 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 the site team.</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door</i></p>	<i>1.9.21</i>	<i>L</i>

				<i>handles, locks and toilet flush.</i>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	<i>Cleaning staff absent due to illness or isolation</i>	<i>H</i>	<i>Other school staff asked to support cleaning by spraying/wiping surfaces where possible.</i> <i>Agency staff employed.</i>	<i>1.9.21</i>	<i>M</i>
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	<i>No hand sanitiser for visitors to reception.</i> <i>Classrooms do not have tissues.</i> <i>Low supply of soap.</i>	<i>M</i>	<i>Hand sanitiser available at the school entrance</i> <i>Lidded bins in classrooms</i> <i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i> <i>Stock check and ordering schedule reviewed and order made.</i>	<i>1.9.21</i>	<i>L</i>
	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>All staff advised to leave the site by 5pm in order for cleaning to be undertaken.</i>	<i>1.9.21</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste, including testing waste.	<i>Testing waste is no longer considered hazardous and</i>				

		<i>can be disposed of in the usual waste.</i>				
	Process in place for safe removal and/or disposal of face masks.	<i>Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</i>				
Classrooms	Classrooms allow as much space between individuals as practical.					
	Classroom entry and exit routes have been determined and appropriate signage in place.					
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble where possible and cleaned between uses if sharing across bubbles. Non-essential equipment or resources which are not easily washable or wipeable have been removed.					

	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.					
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	<i>Chairs not comfortable for long term use i.e. science lab re-purposing as a classroom.</i>		● <i>Acquiring more suitable chairs/stools.</i>		
	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>	H	<p><i>Communicated to staff at the start of term.</i></p> <p><i>Lessons to be held outside where appropriate.</i></p>	1.9.21	M
Staffing	Staffing numbers required for full re-opening have been determined including support staff such as facilities, IT, midday and office/admin staff.					
	Approach to staff absence reporting and recording in place. All staff aware.					
	Risk assessments in place for those staff who are shielding clinically extremely vulnerable, and	<i>Shielding is no longer in place. Clinically extremely vulnerable staff and/or</i>	M	<i>Currently no staff fall into the CEV category. If this happens, the</i>	1.9.21	L

	<p>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>students have risk assessments which identify any specific adjustments to allow them to attend on site.</i></p>		<p><i>relevant risk assessment and arrangements will be made.</i></p>		
	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads)—on a weekly rather than daily basis to minimise contacts.</p>					
	<p>Consideration given to staff clothing expectations and information shared with staff, to ensure clothes worn are easily washable (e.g. no ties).</p>					
	<p>Approaches for meetings and staff training in place.</p>					
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>	<p><i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i></p>	<p>M</p>	<p><i>Remote learning plan in place.</i></p> <p><i>Communicated to staff at the start of term.</i></p>	<p>1.9.21</p>	<p>L</p>
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and</p>					

processes in respect of tasks they are unfamiliar with.					
<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>		M	<p>Staff are aware of available support and 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>	1.9.21	L
<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>		M	<p>Previous arrangements for testing remain. Communicate to staff at the start of term.</p>	1.9.21	M
The approach for inducting new starters has been reviewed and updated in line with current situation.					
Arrangements to return any furloughed staff in place.					
Any staff contracts that need to be issued, extended or amended considering the current situation have been.					

	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.					
	<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>		M	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p>	1.9.21	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>		M	<p>Music lessons to continue on site on a 1:1 basis.</p> <p>Share amended procedures, obtain their assessments outlining controls, e.g. all equipment stringently cleaned.</p>	1.9.21	L
Group Sizes	<p>All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups.</p> <p>All children and young people are included in distinct groups/ 'bubbles' that do not mix and the</p>	<p>In 2 form entry primary school, toilet block shared by both classes.</p>	M	<p>Bubble set at the size of two classes/ year group.</p>	L	01/08/20

	number of children and young people in each bubble is as small as possible-					
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible					
	Identified solutions to any workforce capacity issues are in place-					
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> ● Staggered school drop off/pick up times and locations (if possible) without reducing teaching time ● Staggered or limited amounts of moving around the school/ corridors ● Classroom design ● Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches ● Toilet arrangements 	<i>Secondary school curriculum means multiple teachers and classrooms</i>		<i>Organise the school into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces-</i>		
	Approach to avoiding children and young people entering school			<i>On arrival, students move straight to "Home</i>		

	congregating and breaching social distancing is in place.			<i>Room" and sit at named table and wait for rest of class to arrive/class to begin.</i>		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			<i>Handwashing and cleaning (if needed)</i> <i>Conversations with parents</i> <i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i>		
	Approach to assemblies — if still occurring, plan in place to manage social distancing.	<i>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</i>		<i>Assemblies are within bubbles</i>		
	Social distancing plans communicated with parents, including approach to breaches.					
	Arrangements in place for the use of the playground, including equipment.					

Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.					
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.					
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.					
	Arrangements in place with transport providers to support any staggered start/end times.					
	Children and young people reminded to wear face coverings on public and school transport.					
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.					
	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or 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>	<i>M</i>	<i>Communicate to catering team, office and SBM. Previous arrangements still in place.</i>	<i>1.9.21</i>	<i>L</i>
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in			Lunch sitting-A time: 12.15-1.00 location: Hall		

	place so that children do not mix with children from other groups.			Lunch sitting B time: 12.30 – 1.15 location: Classroom C		
	Arrangements for food deliveries in place					
PPE	PPE requirements understood and appropriate supplies in place.	<i>Some PPE required for onsite testing and any specific arrangements i.e. AGPs.</i>	H	PPE required for on-site testing in the event of a child or staff member displaying symptoms.	1.9.21	M
	Approach to face coverings updated to include inside the classroom where social distancing is not possible, for secondary schools and outside of the classroom only for primary staff.					
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 medical room, overseen by the office.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Head and leaves the site as soon as possible.</i></p> <p><i>Individuals are given a PCR</i></p>	H	<p>Inform Head. Head to decide action to be taken in line with latest guidance. Area for testing staff if symptoms is the parent room. Arrangements still in place for this, including cleaning afterwards. Informing parent and sending child home in place. Further action dependent on number of</p>	1.9.21	M

		<p><i>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>		cases and advice from PHE.		
	<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 • Contact tracing arrangements if needed 	<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>	M	<p>Site team informed and cleaning conducted as appropriate.</p> <p>Relevant parties informed e.g. parents, staff.</p> <p>Action in line with advice from PHE.</p>	1.9.21	L
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		M	Remote learning plan in place.	1.9.21	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.		M	Laptops available for this purpose.	1.9.21	L

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	Staff refresher training session on processes and procedures and the revised wellbeing material.	1.9.21	L
	Updated Child Protection Policy in place.		M	Adopted most recent Child Protection Policy	1.9.21	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.		M	Arrangements in place for Pastoral Team to oversee this area with close liaison with staff in the event of remote provision.	1.9.21	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.					
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		M	Curriculum adaptations made as appropriate for catch-up and to address gaps.	1.9.21	L
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?					

	<p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> ● PE—including activity in the DFE guidance ● Practical science lessons ● DT/FT 					
	<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 		M	<p>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>Remote learning plan in place.</p>	1.9.21	L
	<p>Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.</p>		M	<p>Currently working on behaviour policy, systems and culture as a whole school</p>	1.9.21	L
	<p>Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.</p>		M	<p>The remote learning plan considers that children need to not spend their whole learning time on a screen. It also includes teaching children about online safety as part of the curriculum offered.</p>	1.9.21	L

				<i>Staff are aware of the need to be vigilant to safeguarding issues and regular checks are made on vulnerable pupils.</i>		
CYP with SEND	<i>Approach to provision of the elements of the EHCP including health/therapies in place.</i>					
	<i>Annual reviews.</i>					
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.		<i>M</i>	<p><i>Newly adapted role for Pastoral Lead to address attendance more closely for vulnerable pupils.</i></p> <p><i>Letters and phone calls home both general and specific to certain families.</i></p> <p><i>Ongoing monitoring of attendance (new office role) between office,</i></p>	<i>1.9.21</i>	<i>L</i>

				<i>Pastoral, SLT and teachers.</i>		
	Approach to support for parents where rates of persistent absence were high before closure.		<i>M</i>	<i>Signposting parents for external support.</i> <i>Pastoral, SLT and teachers to discuss main barriers and how to overcome them to improve attendance.</i>	<i>1.9.21</i>	<i>L</i>
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate. including amendments to usual working patterns/practices and groups.		<i>M</i>	<i>Updated plans communicated to all parties at the start of term.</i>	<i>1.9.21</i>	<i>L</i>
	Union representatives informed of full re-opening updated plans.			<i>Published on website</i>	<i>1.9.21</i>	
	Updated Risk Assessment published on website.				<i>1.9.21</i>	
	Communications with parents on the: <ul style="list-style-type: none"> Revised plans, any control measures that remain in 		<i>M</i>	<i>Letter sent July 2021.</i> <i>Updates sent September 21.</i>	<i>1.9.21</i>	<i>L</i>

	<ul style="list-style-type: none"> place and any that have ceased • Contingency plans • Outbreak management plans • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Start and end times • Expectations when in school 			<p><i>Ongoing communication as needed.</i></p>		
	<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 • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 		<p>M</p>	<p><i>Assembly and class discussions about latest arrangements in Sept 21</i></p> <p><i>Letters to parents to support awareness for pupils.</i></p>	<p>1.9.21</p>	<p>L</p>

	On-going regular communication plans determined to ensure parents are kept well-informed		M	Letters, website updates, social media	1.9.21	L
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.					
	Governors have oversight of plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.		M	Published on website and discussed in LSB meetings.	1.9.21	L
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.					
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.		M	LSB Meetings Visits into school Published plans	1.9.21	L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the					

	immediate term, including school trips.					
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<i>Relevant records kept.</i>	<i>1.9.21</i>	
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			<i>Not eligible.</i>	<i>1.9.21</i>	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<i>Records kept</i>	<i>1.9.21</i>	
	Insurance claims, including visits/trips booked previously.					
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 					
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.					
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance					

Testing	Test kits are securely stored and distributed to staff and students (secondary).		M	<i>Kits secured and managed by the office,</i>	1.9.21	L
	Staff and students (secondary) 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 		M	<i>Reminder to staff about continuing to test twice weekly given Sept 21.</i>	1.9.21	L
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.		M	<i>Reminder given Sept 21</i>	1.9.21	L
	Staff and students (secondary) are aware of how to report any incidents both clinical and non clinical.		M	<i>Reminder given Sept 21</i>	1.9.21	L
	Process in place to monitor and replenish test supplies		M	<i>System in place.</i>	1.9.21	L
Outbreak Management Plan	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.	<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>	H	<i>Outbreak management plan in place.</i> <i>Communication with PHE to continue as needed and if/as guidance changes plans updated</i>	1.9.21	M

	<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 (Stepping measures up and down) 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>Communicated with parents and students regarding when this would come into place and how they would be informed if required.</i></p>		<p><i>and communicated as necessary.</i></p>		
--	--	--	--	--	--	--