COVID19: Risk Assessment and Action Plan from September 21- updated January '22

SCHOOL NAME: Earls Colne Primary School and Nursery

OWNER: ECPS School Community

DATE: 4th January 2022

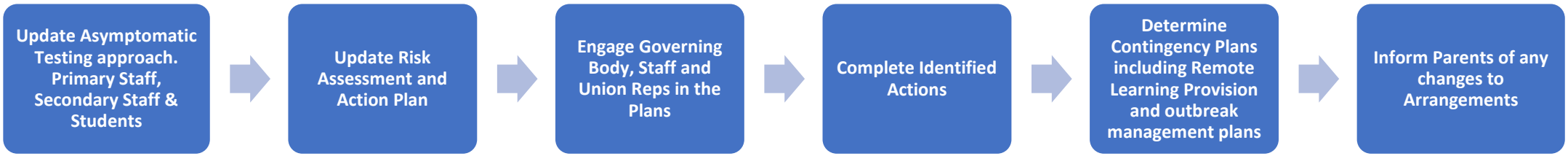
Purpose of this document:

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, and December 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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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.	Risk assessment for any lettings reviewed to ensure they are aligned with guidance.	M	Lettings to return to normal from Oct 2021 as per guidance and County advice roadmap	Ongoing	~~L~~
	Consideration given to the arrangements for any deliveries.		M	All deliveries except catering to be made to Reception lobby –signed for remotely where possible. Moved to Learning Centre by Site Manager. Deliveries to be made between 9.30-2.30pm Hand washing procedures followed. Kitchen deliveries are taken into the kitchen by a member of the catering team. Hand washing procedures followed.	Ongoing	L
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.	M	Evacuation procedure reviewed and shared with staff. JS Admin Assist to print a copy of whole school	Ongoing	L

	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.			registers and amend during the day if children arrive/leave school. LD/JG Fire bag in place, including contact details, gate key and copy of class registers. Staff to continue to register in book –to be taken out by admin assistant. To be included in new post holder's induction. Complete fire drills as normal- 1 per term. Inclusion Leader + class teacher to agree staffing cover for FH if DC/HS absent. CW		
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	Enhanced cleaning remains a necessary control measure.	M	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. CO/CW Hand towels and handwash are to be	Ongoing	L

				checked and replaced as needed by CO/CW and cleaning staff- Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. -commercial cleaning		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.		H	CW additional cleaner in middle of day	Daily- ongoing	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.	M	Hand sanitiser available at the school entrance CO/CW Lidded bins in classrooms CO/CW Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made. CO	Daily- ongoing	L

	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff advised to leave the site by 5.30pm in order for cleaning to be undertaken.	Daily- ongoing	L
	Waste disposal process in place for potentially contaminated waste.	Testing waste is no longer considered hazardous and can be disposed of in the usual waste.	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Hazardous waste collection organised.	Daily- ongoing	L
	Process in place for safe removal and/or disposal of face masks.	Some staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.	M	Disposal of waste from people with symptoms of coronavirus or have dealt with someone displaying symptoms, such as disposable cleaning cloths, PPE and tissues: • put in a plastic rubbish bag and tie it • place the plastic bag in a second bin bag and tie it put in container for contaminated waste	Daily- ongoing	L

Classrooms	Classrooms have appropriate ventilation arrangements.	Windows open before and after lessons, and during lessons when temperatures allow. Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'. CO2 monitors in all rooms and ventilate as they indicate	H	Air conditioned rooms set as recommended- CO Teachers and staff to open windows as advised -All staff Ventilation a priority and doors and windows open as advised by PHE and DfE	Daily	L
Staffing	Approach to staff absence reporting and recording in place. All staff aware.		M	Staff self-isolating to complete appropriate form TS Act on the advice of Public Health if there is a confirmed COVID diagnosis Staff with positive LFT to isolate immediately (no PCR test required) as of Jan 11th 22	Ongoing	L
	Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.	Shielding is no longer in place. Clinically extremely vulnerable staff and/ or students have risk assessments which identify any specific	H	RA for each individual completed to identify any additional measures that can practically be put into place given their role-to include measures	Sept 21 and review ongoing	L

	Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.	adjustments to allow them to attend on site.		that they will take when returning home Review above in response to R value		
	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.	M	IT Lead to be responsible for supporting staff with technical training and support- DF	From Sept 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.		M	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 The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements Learning Mentor to be available to support individual children with emotional issues. Internal referral forms to be used. Temporarily increase hours GW	Ongoing	L

				SLT available for staff to discuss personal circumstances/concern etc		
	New arrangements for testing and accessing LFT tests are in place. Staff are clear on how and when to access a test. (No PCR requirement Jan 22)		M	Shared at staff meeting on 4/1/22 LFT available for all staff	Ongoing	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.		M	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Ongoing	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.		M	Music lessons to restart in Jan 22 Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.	Ongoing	L
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.	M	Kitchen to provide meals or office to provide vouchers via WONDE-CT/WE	Ongoing	L

PPE	PPE requirements understood and appropriate supplies in place.	Some PPE required for onsite testing and any specific arrangements i.e. AGPs.	H	Staff reminded that PPE equipment to be stored in reception area cupboard-where it is easily accessible Admin assistants to monitor supplies and TS to immediately restock	Ongoing	L
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day • 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	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 LD/CT/CH. Any staff member who begins to display symptoms of COVID19 during the day, immediately informs JS/NW and leaves the site as soon as possible. Individuals are asked to seek an LFT test as soon as possible. (No PCR requirement for Jan 22) Close contacts are identified by NHS test and trace if the individual has confirmed case.	H	HT or DHT (in their absence a member of the SLT) to be immediately informed of child becoming ill, they will make the decision as to whether the child should be collected. Office staff to contact parent and ask them to collect child immediately. CTu, LD, CH PPE equipment to be collected by first-aider and telephone to be taken when escorting child to 'waiting for collection space' CH CT LD Any child showing symptoms to be isolated in the porch area outside the Learning Centre entrance until a parent arrives to collect them (supervised by a first-	Ongoing	M

				aider). In poor weather, they will wait in the lobby area of the Learning Centre with the door open. If the child needs the toilet, they will use the one nearest. Parents asked to check temperature of child before coming to school and not bringing them if unwell JS Site manager informed to complete cleaning in areas child has been. If he is not on site the area will be closed off CO Parent community informed as advised by school comms- LA		
	Approach to confirmed COVID19 cases in place: outside of school hours • Cleaning procedure in place • Arrangements for informing parent community in place	Close contacts are now identified by NHS test and trace following a confirmed case. Those who have been double vaccinated/ boostered or under 18 do not need to isolate but asked to take a LFT for 7 days instead.	H	As advised by PGHE and LA school comms	Ongoing	L

		Can contact Essex Test and Trace team for advice.				
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		M	Work placed on the website under remote learning page tab NW ClassDojo to drive the remote learning for families and give a central base for pupil work to be uploaded and families to share in the school day NW	Sept 21	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.		M	NW to make contact with families to ensure they have electronic devices suitable to access the remote learning NW	Sept 21	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		L	Staff refresher training session on processes and procedures and the revised wellbeing material.JS	Sept 21	L
	Updated Child Protection Policy in place.		L	Adopted most recent Child Protection Policy and visible on website	Ongoing	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP		M	Work with other agencies is ongoing to support JS/CW	Ongoing	L

	and families to complete risk assessments and planning.					
	Where physical contact is required in the context of managing behaviour.		H	Review individual consistent management plans to ensure they include protective measures. CW/LW	Ongoing	M
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Immediate needs of children are not met on their return to school	L	Formative assessments to be completed when children return to school and use to inform lesson plans in short term. Summative tests (Rising Stars, phonic check materials, unaided writing) to be regularly completed termly from Spring 21 to identify learning gaps and inform intervention programmes-inform medium term plans. Core skills to be focus of teaching. A broad and balanced curriculum to be maintained with key skills to be developed through foundation subjects too.	Sept 21 and Ongoing	
	Whole school approach to adapting curriculum (S/M/L term), including: • Wellbeing curriculum		M	PSHE curriculum meets these needs	Ongoing	L

	• 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			New Inclusion team working with families and children from Sep 21 See catch up funding plan and remote offer plans Following formative and summative assessments planning revised to meet identified needs. Intervention programmes to meet group and individual needs to be in place by half term Effective teaching strategies for in front of class delivery style researched and shared		
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		M	Behaviour policy updated with appendix related to COVID-19 shared with new staff, and with all pupils on their return. Policy is on website for parents to refer to. Induction staff/teachers	Sept 21 and a re revision to occur in Nov 21 based on Essex Steps training and therapeutic approaches to behaviour	L
	Arrangements for teaching pupils how to keep themselves safe online are in		M	2Johns e safety for children and parents 22nd Sept 21 to assist	Sept 21 and ongoing	L

	place and aligned to the contingency remote learning plan.			with this message to parents Newsletter to regularly feature an safety slot Policies reflect practice and expectation	Training for pupils, staff and parents Sept 22nd 21 with the 2Johns	
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Parents and pupils anxious about returning to school and attending when there are cases in the setting	M	All parents informed of full reopening of school from Sept and that attendance is compulsory. JS Sharing of measures taken to reduce risks of those returning shared with parents again JS Consideration given how anxious children can be supported on initial return: • Identify children who may be anxious • Opportunity to visit briefly on NPD or a call from class teacher • LSA being on playground to greet them • Social story IT/Learning Mentor checks in with them during the day	Ongoing	L

	Approach to support for parents where rates of persistent absence were high before closure.	Parents won't engage and attendance continues to be an issue	M	Weekly monitoring of attendance. Daily for vulnerables LW/JS Remote meeting with HT, Inclusion Leader, class teacher, pupil and parent to identify barriers to attendance and put support measures in place LW Engage with LA support services Make parents aware that non-attendance can result in fines where necessary. JS	Ongoing	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.		H	Whole staff meetings to share revisions to risk assessment and details of new procedures JS Relevant documents available in the staff room	Sept 21 and updates ongoing	L
	Union representatives informed of updated plans.		M	Available on website Sept 21 Shared with staff Sept 21	Sept 21	L
	Updated Risk Assessment published on website.		M	Updated Jan 22, shared with governors 19/1/22	Ongoing	L
	Communications with parents on the:		M	Communication sent to all parents with details	Ongoing	L

	• Revised plans, any control measures that remain in place and any that have ceased • Contingency plans • Outbreak management plans • Wellbeing/ pastoral support			on return. Letter on website. Clear comms that arrangements will be subject to change depending on government advice or other circumstances and that parents are now directly contacted by track and trace if they are identified as a close contact. Details of new Inclusion team communicated to all parents and an explanation of their role and availability in terms of wellbeing support for families and pupils JS		
	Pupil communications around: • Revised plans, any control measures that remain in place and any that have ceased • Contingency plans • Outbreak management plans		M	Communication sent to all parents with details on return. Letter on website.	July 21, Sept 21 Jan 22 and updates ongoing	L
	On-going regular communication plans determined to ensure parents are kept well-informed		M	Letters, website updates, social media, classdojo	Ongoing	L
	Governors have oversight of plans and risk assessments.		M	Plans available to all governors and sent to clerk for distribution	Sept 21 and ongoing	L

Governors/ Governance	Approach to communication between Leaders and governors is clear and understood.					
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.		M	HT report to governors includes a section on this.	HT reports to governors Sept onwards	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		M	Budget review to prepare for potential additional costs and priorities for 2022/22 JS Finance Committee SBM/Finance Officer to continue to familiarise herself with relevant information and share with HT TS/CT	Ongoing	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		M	SBM/Finance Officer to continue to familiarise herself with relevant information and share with HT TS/CT	Ongoing as adapting to changes	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		M	Overview of financial implications shared with Chair and Chair of Finance MV Jul 20 & JS Jan 21, Jan 22 Finance officer to prepare a report for governors spring-1	Ongoing	L

				outlining the loss of income/cost for all aspects of the school including: nursery fees, catering income and letting fees TS		
Testing	Test kits are securely stored and distributed to staff		M	Tests stored securely in main office area and distributed as requested. Admin continue to keep a log. LD	Ongoing	L
	Staff are aware of how to safely take and process the test. Shared the following: • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents		M	All information distributed in a meeting and via email.	Informed March 21 and updated regularly	L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.		M	All information distributed in a meeting and via email.	Informed March 21 and updated regularly	L
	Staff are aware of how to report any incidents both clinical and non clinical.		M	All information distributed in a meeting and via email.	Informed March 21 and updated regularly	L
	Process in place to monitor and replenish test supplies		M	Supplies monitored by office staff LD/CT	Ongoing	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. 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.	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.	H	Management plan in place and distributed to all staff. Advice from school comms and PHE track and trace in the event of an outbreak Take all advice and communicate clearly with the community as advised if/ when it happens and follow protocols	Sept 21 Updated Jan 22	M