

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Ashdon Primary School

OWNER: Essex County Council / Headteacher: Simon Rance

DATE: 30/8/21

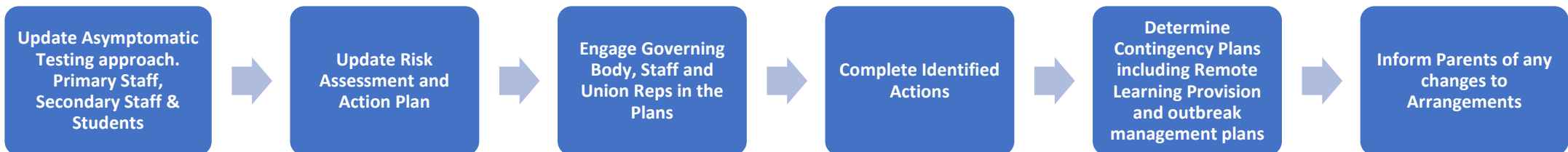
Purpose of this document:

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:



Risk Assessment/ Action Plan Sections:

Engagement in Risk Assessment and Planning	3
Site Arrangements	3
Emergency Evacuations	3
Cleaning and waste disposal	4
Classrooms	6
Staffing	6
Catering	8
PPE	8
Response to suspected/ confirmed case of COVID19 in school	8
Remote Education Plan	10
Safeguarding	10
Curriculum / learning environment	11
Attendance	12
Communication	12
Governors/ Governance	13
Finance	13

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.	<i>Staff are not aware of risk assessment and arrangements in plan.</i>	M	<i>Risk assessment shared with stakeholders either directly or via website.</i>	30/8/21	L
Site Arrangements	Consideration given to premises lettings and approach in place.	<i>Risk assessment for any lettings reviewed to ensure they are aligned with guidance.</i>	M	<i>No lettings planned for 2021.</i>	30/8/21	L
	Consideration given to the arrangements for any deliveries.	<i>Delivery drivers may not observe social distancing guidance, or they may be required to keep their distance from recipients of packages.</i>	M	<i>Items to be left in front entrance lobby. Collected by staff once delivery driver leaves site. Staff clean hands once they have handled any packaging.</i>	Ongoing	L
	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 initial onsite testing for return Sept.</i>	N/A	<i>N/A – we are a primary school.</i>	30/8/21	N/A
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.	<i>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.</i>	M	<i>As only 3 groups, each will take 3 different routes out of their respective classrooms to the assembly point. Line up socially distancing between each pupil.</i>	30/8/21	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>	<p>N/A</p> <p>N/A</p>		<p><i>Practise a fire drill during autumn term.</i></p>		
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p><i>Uncleaned surfaces may transmit the Covid-19 virus.</i></p>	<p><i>M</i></p>	<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>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	<p><i>Ongoing.</i></p>	<p><i>L</i></p>
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>	<p><i>2.5 hours a day of cleaning from Click Clean.</i></p>	<p><i>M</i></p>	<p><i>Daily cleaning of all areas used by children.</i></p>	<p><i>Ongoing.</i></p>	<p><i>L</i></p>

	<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>Limited supplies of paper towels, tissues, disinfectant wipes and sprays.</i></p> <p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p>	<p><i>M</i></p>	<p><i>Click Clean responsible for general cleaning supplies.</i></p> <p><i>Office staff to order paper towels, soap, hand sanitiser, tissues, disinfectant wipes and sprays. Regular stock check.</i></p> <p><i>Hand sanitiser available at the school entrance.</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach.</i></p> <p><i>Use paper towels instead of towel rolls to dry hands in pupil and staff toilets.</i></p>	<p><i>Ongoing.</i></p>	<p><i>L</i></p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p><i>Staff are present whilst cleaning firm are present trying to clean the premises.</i></p>	<p><i>L</i></p>	<p><i>All staff to leave site before 6pm each day.</i></p>	<p><i>18/5/20</i></p>	<p><i>L</i></p>
	<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>	<p><i>M</i></p>	<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum</i></p>	<p><i>30/8/21</i></p>	<p><i>L</i></p>

				<p><i>number of persons are on site (i.e. after normal opening hours).</i></p> <p><i>Hazardous waste collection organised.</i></p>		
	<p>Process in place for safe removal and/or disposal of face masks.</p>	<p><i>Some staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</i></p>	<i>M</i>	<p><i>Children and adults shared World Health Organisation video on how to correctly put on/remove face masks. Bagged and disposed in communal waste 72 hours after.</i></p>	<i>Ongoing</i>	<i>L</i>
Classrooms	<p>Classrooms have appropriate ventilation arrangements.</p>	<p><i>Spaces remain unventilated.</i></p>	<i>M</i>	<p><i>Windows open before and after lessons, and during lessons when temperatures allow.</i></p>	<i>Ongoing</i>	<i>L</i>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p><i>Staff do not notify colleagues of symptoms of COVID-19.</i></p>	<i>M</i>	<p><i>Normal procedures apply. Staff must notify if they have symptoms of COVID-19.</i></p>	<i>1/6/20</i>	<i>L</i>
Staffing	<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>Staff who are clinically extremely vulnerable are at a greater risk were they to contract Covid-19.</i></p>	<i>M</i>	<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>	<i>Ongoing – individual risk assessments reviewed termly.</i>	<i>L</i>

	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	<i>Pupils who have to self-isolate during term time miss education whilst at home.</i>	L	<i>All class teachers still responsible for producing home learning resources for absent pupils.</i>	5/3/21	L
	<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>	<i>Staff do not access services available to them, as they are unaware they exist.</i>	M	<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>	1/6/20	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	<i>Home testing kits are out of stock. Testing stations may be significantly far from where staff live.</i>	M	<p><i>DfE send the school testing kits to be used by staff.</i></p> <p><i>School to follow PHE guidance when administering tests and using the Track and Trace system.</i></p>	Twice weekly testing in place since February 2021.	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</p>	<i>Potential work - contractors may be onsite, either during or outside school hours.</i>	M	<i>Check with the contractor any requirements their employer has specified</i>	Ongoing	L

	part of the risk assessment carried out by the Contractor.			<i>before visit. Share school protocols.</i>		
	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.	<i>External teachers are not aware of school protocols.</i>	<i>L</i>	<i>Share school guidance on protocols and expectations of adults working with the children with Owen P and Sarah C.</i>	<i>1/9/20</i>	<i>L</i>
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to 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>Parents do not have enough money to feed their children.</i>	<i>L</i>	<i>Use Wonde voucher scheme or national scheme.</i>	<i>11/1/21</i>	<i>L</i>
PPE	PPE requirements understood and appropriate supplies in place.	<i>Not enough PPE available.</i>	<i>H</i>	<i>Surgical fluid-resistant face masks, gowns and disposable gloves are available in staffroom.</i>	<i>4/9/20</i>	<i>M</i>
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 	<i>Risk to others in close contact of spreading the Covid virus within the school community.</i>	<i>H</i>	<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 a member of support staff.</i>	<i>Ongoing</i>	<i>M</i>

				<p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs the Headteacher 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>Delay in responding to a positive case.</i></p> <p><i>Others are not informed of the positive case, so don't take appropriate action, potentially putting further people at risk.</i></p>	M	<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>	Ongoing	L

Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	<i>Children do not are not accessing lessons at school.</i>	<i>M</i>	<i>Online sessions offer for class/large group absences. If individual – then class teacher to set work and communicate with parents during absence.</i>	<i>5/3/21</i>	<i>L</i>
	Technology support in place. DfE laptop allocation ordered, for contingency purposes.	<i>Not all families have devices or connections to access remote learning.</i>	<i>M</i>	<i>Laptops allocated by DfE and ordered and are being used.</i>	<i>11/1/21</i>	<i>L</i>
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Staff may have forgotten the correct procedures for dealing with safeguarding incidents whilst the school.</i>	<i>M</i>	<i>Staff refresher training on processes and procedures, together with latest guidance.</i>	<i>30/9/21</i>	<i>L</i>
	Updated Child Protection Policy in place.	<i>Current Child Protection Policy does not reflect the latest national guidance</i>	<i>M</i>	<i>Governing Body additional policy via Chair of Governor’s emergency action.</i>	<i>30/9/21</i>	<i>L</i>
	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>N/A</i>	<i>L</i>	<i>No work currently undertaken with outside agencies in relation to safeguarding.</i>	<i>Ongoing</i>	<i>L</i>
	Where physical contact is required in the context of managing behaviour.	<i>N/A</i>	<i>L</i>	<i>Currently no management plans required, otherwise, review individual consistent management plans to ensure they include protective measures.</i>	<i>Ongoing</i>	<i>L</i>

Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	<i>Learning planned doesn't take into account the gaps in children's learning due to periods of lockdown.</i>	<i>L</i>	<i>Regular assessments by teachers to identify gaps in learning, then address them through teaching. Use of materials such as NCTEM priorities grid to identify mathematics priorities.</i>	<i>Ongoing</i>	<i>L</i>
	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 	<i>Children lack support for their mental health and wellbeing.</i>	<i>L</i>	<i>Wellbeing to be part of the weekly RSHE curriculum provision in each class.</i> <i>Class teachers identify knowledge gaps in English and mathematics and focus on these in their teaching.</i> <i>Tutors to support disadvantaged children identified via national scheme. Plan of expenditure of additional funding drawn up.</i>	<i>Ongoing</i>	<i>L</i>
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	<i>Behaviour policy does not reflect current socially distancing arrangements.</i>	<i>L</i>	<i>Parents, staff and pupils informed about the expectations around behaviour. All existing expectations in the policy will remain (except the issuing of 'Star of the Week' certificates during times of remote education). Pupils warned that if they repeatedly and deliberately breach the social distancing rules they will be isolated before being reintegrated back to their group.</i>	<i>1/6/20</i>	<i>L</i>

	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	<i>Children and/or parents are unaware of the dangers online interactions may present. Children's online usage is unsupervised.</i>	<i>M</i>	<i>Parents asked to be present in all online interactions. Support materials for e-Safety shared with parents. Participation in the Safer Internet Day.</i>	<i>Ongoing</i>	<i>L</i>
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	<i>Pupils do not return to school willingly, due to anxiety either about Covid or being back in the classroom after so long at home.</i>	<i>M</i>	<i>Where concerns arise, either via the parents or via staff, our Learning Mentor member of staff will discuss strategies with families and the children themselves.</i>	<i>5/3/21</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.	<i>Pupils continue to have persistent absence on school return.</i>	<i>L</i>	<i>School doesn't currently have any persistent absences – would work with attendance specialist and our own Learning Mentor/ family support member of staff if this was an issue.</i>	<i>5/3/21</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.	<i>Staff not sure what the current arrangements are and act on out-of-date advice and/or procedures.</i>	<i>L</i>	<i>Any changes communicated via weekly staff bulletins and/or emails.</i>	<i>Ongoing</i>	<i>L</i>
	Union representatives informed of updated plans.	<i>Unions not informed.</i>	<i>L</i>	<i>Teaching and support staff not union member</i>	<i>11/1/21</i>	<i>L</i>
	Updated Risk Assessment published on website.	<i>Older versions of risk assessment on website.</i>	<i>L</i>	<i>Updated version uploaded to website</i>	<i>1/9/21</i>	<i>L</i>
	Communications with parents on the:	<i>Members of the school community are unsure of protective measures put in</i>	<i>L</i>	<i>Any changes communicated via</i>	<i>Ongoing</i>	<i>L</i>

	<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>place, so they do not implement them correctly.</i>		<i>weekly newsletters and/or emails.</i>		
	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>Members of the school community are unsure of protective measures put in place, so they do not implement them correctly.</i>	<i>L</i>	<i>Changes discussed with class teacher and in whole school assemblies with Headteacher.</i>	<i>Ongoing</i>	<i>L</i>
	On-going regular communication plans determined to ensure parents are kept well-informed	<i>Parents are unsure of what the school procedures are.</i>	<i>L</i>	<i>Letters and other information sent directly to parents via email.</i>	<i>Ongoing</i>	<i>L</i>
Governors/ Governance	Governors have oversight of plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.	<i>Governors are unaware of the school's arrangements for children attending school or receiving home learning.</i>	<i>M</i>	<i>Headteacher to share this risk assessment, letters home to parents, information, etc. via email.</i>	<i>Ongoing</i>	<i>L</i>
	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>Governors are unaware of the additional demands placed on staff during school lockdown periods.</i>	<i>L</i>	<i>Nominated governor to attend training when available from the Local Authority.</i>	<i>Ongoing.</i>	<i>L</i>
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Swimming teachers have been paid but there has been no income from parents.</i>	<i>M</i>	<i>Continue to review the position of paying the swimming teachers, based on HR advice.</i>	<i>Ongoing</i>	<i>M</i>

	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	<i>We are highly unlikely to meet DfE criteria for claims. The school has used DfE backed Edenred FSM voucher scheme.</i>	<i>M</i>	<i>School must claim for the cost of the Edenred FSM voucher scheme when able to do so.</i>	<i>22/7/20</i>	<i>L</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>Loss of lettings, due to Rustic and Ashdon Players not being able to perform.</i>	<i>L</i>	<i>No further lettings until at least September 2021.</i>	<i>Ongoing</i>	<i>L</i>
Testing	Test kits are securely stored and distributed to staff and students (secondary).	<i>Unauthorised access to kits, kits tampered with.</i>	<i>L</i>	<i>Test kits stored in Headteacher's locked office.</i>	<i>27/1/21</i>	<i>L</i>
	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 	<i>Staff unsure if they want to participate in testing due to lack of clarity of what it involves. Staff are unsure of the steps they need to take, both with regards to the testing procedure and the reporting of the outcomes to both the school and to the Government.</i>	<i>M</i>	<i>Guidance overview written for staff, detailing process specific to our school, based on Government and Essex guidance. Video shared with staff, together with How to Do a Rapid COVID-19 Self-Test leaflet. Privacy Notice shared, staff sign consent.</i>	<i>27/1/21</i>	<i>L</i>
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.	<i>Staff do not administer tests correctly – results not accurate. Positive cases not reported.</i>	<i>M</i>	<i>Guidance overview written for staff.</i>	<i>27/1/21</i>	<i>L</i>
	Staff and students (secondary) are aware of how to report any incidents both clinical and non-clinical.	<i>Staff do not report clinical and non-clinical incidents.</i>	<i>M</i>	<i>Guidance overview written for staff.</i>	<i>27/1/21</i>	<i>L</i>

	Process in place to monitor and replenish test supplies	<i>School runs out of testing kits</i>	<i>M</i>	<i>Using DfE reordering process.</i>	<i>27/1/21</i>	<i>M</i>
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 (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>	<i>A lack of a plan, leads to an inadequate / incorrect response to an outbreak, that doesn't meet the expectations within the DfE contingency framework.</i>	<i>M</i>	<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 and students regarding when this would come into place and how they would be informed if required.</i></p>	<i>13/9/21</i>	<i>L</i>