



## COVID19: Risk Assessment and Action Plan from 1<sup>st</sup> September 2021

**SCHOOL NAME:** Danbury Park Community Primary School

**OWNER:** Carol Gooding

**DATE:** 1<sup>st</sup> September 2021

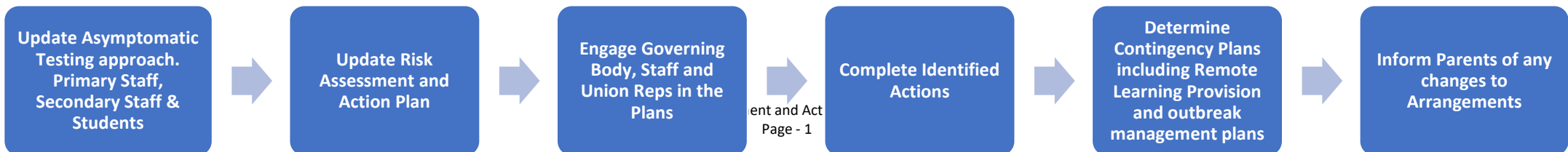
### Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place following the end of restrictions in July and changes to self-isolation protocols in August, to ensure the school continues to operate in a safe way.

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	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.	Risk Assessment and Planning is shared with all staff and governing body.	01.09.2021	L
<b>Site Arrangements</b>	Consideration given to premises lettings and approach in place.	In place and agreed for each out of school hours club according to the part of the premises being used.	01.09.2021	L
	Consideration given to the arrangements for any deliveries.	All pre-COVID arrangements re-instated  <b>Office</b> Deliveries to be brought to front reception area for moving into main building by deliverers or staff according to size of delivery.  <b>Kitchen</b> Deliveries to be left in kitchen lobby area for moving into main kitchen by staff.	01.09.2021	L
<b>Emergency Evacuations</b>	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.	All pre-COVID arrangements re-instated  All signage removed	01.09.2021	L



<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u> .	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. LSAs/teachers to clean classroom contact points, shared surfaces and door handles at break time. Cleaner/MDAs/LSA/teacher to carry out at lunchtime.  Hand towels and handwash are to be checked and replaced as needed by LSAs, teachers, office and cleaning staff.  LSA/teacher to wipe door handles, locks and toilet flush after break time. MDAs/cleaners/LSA/teacher to wipe above after lunch break.	01.09.2021	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Relief cleaner is available in case of staff absence.	01.09.2021	L
	Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.	Hand sanitiser available at the school entrance.  Bins with liners in corner of classrooms or cloakrooms. To be placed inside black bag and placed in external rubbish bins daily by cleaners and caretaker wearing gloves.  Hand sanitisers and sanitising spays and cloths in each room.  Disposable tissues, in each classroom to implement the 'catch it, bin it, kill it' approach.  Stock check and ordering schedule reviewed and order made.	01.09.2021	L



	Sufficient time is available for the enhanced cleaning regime to take place.	Teaching staff advised to leave the site by 5.15pm in order for cleaning of classrooms and pupil toilets to be undertaken. This will be extended by prior arrangement with the cleaning team to facilitate arranged activities such as online training and web-based or telephone parent consultation meetings taking place.  Office staff advised to leave the site by 5.15pm.	01.09.2021	L
	Waste disposal process in place for potentially contaminated waste.	<b>In case of suspected case of COVID-19</b> Waste bags and containers - kept closed and stored separately from communal waste for 72 hours. Bags to be labelled with date of collection. Caretaker to put bags in bins after 72 hour period.  Waste collections made when the minimum number of persons are on site (i.e. outside normal opening hours).	01.09.2021	M
<b>Classrooms</b>	Classrooms have appropriate ventilation arrangements.	Classrooms – high level windows are left open as long as classroom temperature does not fall below 18° C; internal doors are left open.  All windows and external doors are left open during break, lunch and PE times to allow adequate change of air. Main hall, ICT suite and staffroom – windows are opened during use and for 30 minutes afterwards.  Toilets windows and external doors are left open at all times.	01.09.2021	L
<b>Staffing</b>	Approach to staff absence reporting and recording in place. All staff aware.	In place	01.09.2021	L
	Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.	In place	01.09.2021	L



	Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.			
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	See Contingency Plan	01.09.2021	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.	Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a>  The Bereavement Policy is in place.	01.09.2021	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	In place	01.09.2021	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.	Office staff to check with the contractor any requirements their employer has specified before visit. Office staff to share school protocols.	01.09.2021	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.	Music Lessons discussed with Essex Music Services (guitar), Sue Long (piano) and Rachel Davidson (woodwind).  Music lessons with Essex Music Services and Rachel Davidson suspended until further notice due to lack of available safe space.	01.09.2021	L



		<p>Piano lessons with Sue Long to continue as agreed in music room. External and internal doors to be left open to allow good ventilation; piano to be sanitised after use, children to wash hands before and after lesson.</p> <p>RA and procedures received from Premier Sports. School procedures and RA shared with Miss Trott and coaches. Equipment to be sanitised by Miss Trott and coaches between lessons.</p> <p>PPA Cover (French) – school procedures shared with and adapted in consultation with Madame Dekhar 02.09.2020. All staff use their own writing equipment.</p>		
<b>Catering</b>	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	In place	01.09.2021	L
<b>PPE</b>	PPE requirements understood and appropriate supplies in place.	Face mask and gloves are worn by staff when administering close proximity First Aid to a pupil with a suspected case of COVID.	01.09.2021	L
<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<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 PPA room or medical room, overseen by the office staff.</p> <p>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.</p> <p>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible.</p>	01.09.2021	L



		Close contacts are identified by NHS test and trace if the individual has confirmed case.		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<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>Essex Test and Trace team can be contacted for advice.</p>	01.09.2021	L
<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	In place	01.09.2021	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	In place	01.09.2021	L
<b>Safeguarding</b>	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 to take place in meetings during the first weeks of September 21.	01.09.2021	L
	Updated Child Protection Policy in place.	To be adopted/adapted when provided by Essex County Council. To be ratified by the governing body at the meeting of 23.09.2021	01.09.2021	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.	In place	01.09.2021	L





	Where physical contact is required in the context of managing behaviour.	Individual consistent management plans are under continuous review to ensure they include protective measures where necessary.	01.09.2021	L
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.	<p>In place and continuously under review and adapted by teachers.</p> <p><u>General Hygiene principles:</u>                      Pupils should wash hands regularly and specifically:</p> <ul style="list-style-type: none"> <li>• On arrival in school after having organised their resources,</li> <li>• Before and after eating (break and lunch),</li> <li>• Before selecting a new reading book,</li> <li>• After sharing resources.</li> </ul> <p>Pupils will use their own issued writing pencil, pen and ruler.</p> <p>Adults should wash their hands before and after mass marking of books.</p>	01.09.2021	L
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that is being done at home</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DFE 'catch-up' funding and programmes</li> <li>• contingency remote learning plan</li> </ul>	<p>Curriculum has been adapted and is under constant review.</p> <p>See Contingency plan</p>	01.09.2021	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	<p>Robust policy is in place.</p> <p>To be reviewed as part of schedule Autumn 2021</p>	01.09.2021	L



	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	In place	01.09.2021	L
<b>Attendance</b>	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Information from DfE and LA is shared with parents via ParentMail and newsletter.  Teachers and SLT reassure parents on a personal level where concerns and anxieties have been raised.	01.09.2021	L
	Approach to support for parents where rates of persistent absence were high before closure.	Attendance is monitored half-termly by HT and parents contacted accordingly.	01.09.2021	L
<b>Communication</b>	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	All staff receive regular updates via e-mail and meetings.	01.09.2021	
	Union representatives informed of updated plans.	No official union reps in school.  Staff are aware of union advice and support and share this with the SLT.	01.09.2021	
	Updated Risk Assessment published on website.	The Risk Assessment is uploaded each time it is reviewed.	01.09.2021	
	Communications with parents on the: <ul style="list-style-type: none"> <li>Revised plans, any control measures that remain in place and any that have ceased</li> <li>Contingency plans</li> <li>Outbreak management plans</li> <li>Wellbeing/ pastoral support</li> </ul>	Shared in full on 19.07.2021 and 01.09.2021  Parents updated as and when necessary via ParentMail and weekly newsletter.	01.09.2021	L



	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>• Revised plans, any control measures that remain in place and any that have ceased</li> <li>• Contingency plans</li> <li>• Outbreak management plans</li> </ul>	<p>Pupils reminded regularly by teachers and in whole school assemblies.</p> <p>Individual pupils reminded as necessary and parents contacted if necessary.</p>	02.09.2021	L
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>	<p>On-going:</p> <ul style="list-style-type: none"> <li>• Letters,</li> <li>• Weekly newsletters,</li> <li>• Parentmail,</li> </ul> <p>Website updates.</p>	01.09.2021	L
<b>Governors/ Governance</b>	<p>Governors have oversight of plans and risk assessments.</p>	In place	01.09.2021	L
	<p>Approach to communication between Leaders and governors is clear and understood.</p>	In place	01.09.2021	L
	<p>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT.</p>	In place	01.09.2021	L
<b>Finance</b>	<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p>	In place	01.09.2021	L
	<p>Claims submitted for reimbursement for example, increased premises</p>	In place	01.09.2021	L



	related costs; additional cleaning; support for FSM			
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	In place	01.09.2021	L
<b>Outbreak Management Plan</b>	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.	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.	01.09.2021	L