

# COVID19: Full Opening from March Risk Assessment and Action Plan

**SCHOOL NAME:** St John's School, Billericay

**OWNER:** Mrs Osen

**DATE:** 5<sup>th</sup> March 2021

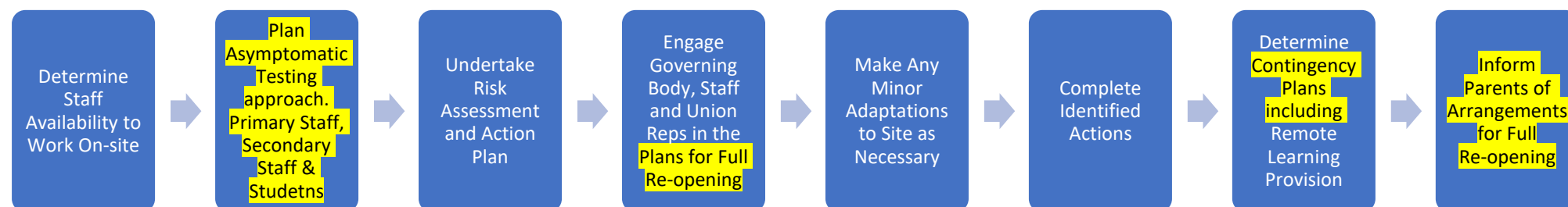
## Purpose of this document:

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 8<sup>th</sup> and 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 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
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.			Key points from risk assessment shared with staff at meetings.	5/3/2021	L
<b>Site Arrangements</b>	Office spaces re-designed to allow office-based staff to work safely	Offices already redesigned to allow staff to work safely.	L	Office staff are distanced. Teachers have own work spaces and can maintain distance. IT Support in different offices when in school on the same day.	1/9/2020	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	One-way system in place to enter and exit the school. Signage in place.  Staggered start and finish times to reduce number of adults on site at any given time.  Letter to parents advising Junior/Senior parents to remain in cars. Kindergarten parents advised to wear masks.	5/3/2021	L
	Consideration given to premises lettings and approach in place.	No lettings to take place during term time.	L	No lettings to take place during term time.	5/3/2021	L

	Consideration given to the arrangements for any deliveries.			Deliveries will continue to be at the School House and distancing will be maintained.	01/09/2020	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).			Test site is set up in the lunch room. Staff have completed training and all necessary signage is on display.	1/3/2021	L
<b>Emergency Evacuations</b>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</p> <p>Not applicable –all staff are in school.</p>	M	Revised evacuation procedure and share with all staff and children. Fire drill in October provided an opportunity for this to be trialled and all worked well.	01/09/2020	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.	01/09/2020	L

				<p>Hand towels and hand wash are to be checked and replaced as needed by Dennis and Jeff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	One cleaner is unable to return to school on March 8 <sup>th</sup> .	M	Additional staff have been asked to work to ensure adequate numbers of staff available to clean.	04/03/2021	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>Supplies are topped up around the school.</p> <p>Recurring orders are in place to ensure supplies are topped up.</p>	L	<p>Hand sanitiser available at the school entrance</p> <p>Lidded bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Cleaning spray is available in each classroom and meeting room to wipe down surfaces after use.</p>	01/09/2020	L

	Sufficient time is available for the enhanced cleaning regime to take place.			All staff advised to leave the site by 4:30pm in order for cleaning to be undertaken.	01/09/2020	L
	Waste disposal process in place for potentially contaminated waste, including testing waste.			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).  Testing waste is double bagged.	25/1/2021	L
	Process in place for safe removal and/or disposal of face masks.			Pupils have been advised and time is allowed for them to follow these procedures.	01/09/2020	L
<b>Classrooms</b>	Classrooms allow as much space between individuals as practical.			Classrooms have been cleared of excess furniture.	01/09/2020	L
	Classroom entry and exit routes have been determined and appropriate signage in place.			Classrooms have only one entrance and exit, however teachers will monitor arrival and departures times in order to reduce	01/09/2020	L

				congestion at the door of the classroom.		
	<p>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.</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been be removed.</p> <p>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.</p>			<p>Individual desks for Year 2 and the Juniors will enable pupils to be spaced apart. Senior pupils will be encouraged to spread out across the rooms.</p> <p>Pupils reminded to bring own equipment to school to reduce sharing of resources, even within a bubble.</p> <p><u>e-Bug</u> posters displayed:</p> <ul style="list-style-type: none"> <li>• <u>Horrid hands</u></li> <li>• <u>Super sneezes</u></li> <li>• <u>Hand hygiene</u></li> <li>• <u>Respiratory hygiene</u></li> </ul> <p><u>Microbe mania</u></p>	01/09/2020	<p>L</p> <p>L</p> <p>L</p>
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.			All desks and tables are front facing except for in the EYFS.	01/09/2020	L

<b>Staffing</b>	Staffing numbers required for full re-opening have been determined including support staff such as facilities, IT, midday and office/admin staff.			We are fully staffed for our return on March 8 <sup>th</sup> .	04/03/2021	L
	Approach to staff absence reporting and recording in place. All staff aware.			Staff are aware of who they should contact if they are unwell. Staff are aware that they should inform AA or AF if they test positive for Covid.	01/09/2020	L
	<p>Risk assessments in place for those staff who are shielding, (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>	Two learning support assistants are shielding.	H	Cover arrangements in place for their work.	01/09/20	L
	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.			Cover arrangements are in place in case of need. If a cover teacher has to enter a bubble for cover (e.g. in the case of younger children), the teachers will not then be redeployed to another bubble within that week.	01/09/2020	L



	Consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).			Staff should dress in usual work wear, however lanyards and ties are not expected.	01/09/2021	L
	Approaches for meetings and staff training in place.			Meetings will take place remotely.	01/09/2021	L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.			Staff are aware of their roles for face to face schooling and remote schooling.	01/09/2021	L
	Consideration given to the options for redeployment of staff to support the effective working of the school.  If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.			Some staff have been redeployed to assist in other parts of the school. They are all familiar with the procedures for where they are working.	04/03/2021	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.			The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements  Staff have been updated about pupils whose mental health is an issue and return to school plans are in place for specific individuals.	05/03/2021	L

	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.			Staff are aware that they should access a PCR test if they have symptoms and a lateral flow test for asymptomatic symptoms.	03/03/2021	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.			New pupils have had uniform appointments and have copies of timetables and the arrangements for the return to school.	05/03/2021	L
	Arrangements to return any furloughed staff in place.			All furloughed staff will return by 8/3/2021	8/3/2021	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			Not applicable		
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			Not applicable		
	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.			Only essential visitor and contractors will be allowed on site during school hours e.g. plumber if we have a water leak etc. Otherwise, all visits will take place out of school hours.	04/03/2021	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.			<p>Lamda lessons will continue.</p> <p>All other peripatetic teachers will teach remotely by private arrangement with parents.</p>	05/03/2021	L
<b>Group Sizes</b>	<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 number of children and young people in each bubble is as small as possible.</p>			Bubble set at the size of two classes/ year group.	L	01/09/20
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible			Staff are allocated to bubbles in Kindergarten and Juniors. For the seniors, staff are not allocated to a bubble and will instead be maintaining a distance of 2 metres at all times.	L	1/9/2020

	Identified solutions to any workforce capacity issues are in place.			Not applicable.		
<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times and locations (if possible) without reducing teaching time</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>• Toilet arrangements</li> </ul>			<p>The school is organised into year group bubbles. Where possible, toilets have been allocated to reduce contact between year groups. Lunch and break times are staggered as are arrival and departure times. Pupils will eat lunch in their classrooms to reduce the risk of transmission when sharing the same space to eat lunch.</p>	01/09/2020	L
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>			<p>On arrival, pupils go straight to their form room sit at their table and wait for rest of class to arrive/class to begin. For other lessons, the pupils will go straight into the classroom rather than lining up in the corridors. Pupils can</p>	01/09/2020	L

				arrive from 8:30am but must go straight into class and not congregate on the playground.		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			<p>Handwashing and cleaning (if needed)</p> <p>Communication with pupils about the expectations. Enhanced staffing levels to ensure compliance.</p> <p>Revised behaviour management policy in place to reflect Covid measures.</p> <p>Conversations with parents if necessary.</p>	01/09/2020	L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.		Assemblies are held remotely via Teams.	01/09/2020	L
	Social distancing plans communicated with parents, including approach to breaches.			Parents are aware of plans for maintaining bubbles and have access to the government guidance via links on our communication and website.	01/09/2020	L

	Arrangements in place for the use of the playground, including equipment.			Playground equipment cannot be shared between bubbles. For Juniors and Seniors, a zone is provided for each bubble at break and lunch times. For Kindergarten, children have separate playground to use. Limited equipment is used at playtimes, however, where it is used, it is sanitised before and after use.	01/09/2020	L
<b>Catering</b>	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen has been open providing meals for Pre Reception and for Critical worker bubble.		Kitchen to provide hot meals for Kindergarten and cold meals for Junior and Senior children.	01/09/20	L
	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.			Not applicable.		

	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.			Lunch times remain the same, however, lunch is served in the classrooms to ensure that bubbles do not mix in the lunch room.	01/09/2020	L
	Arrangements for food deliveries in place			Food deliveries continue as normal and are overseen by MW. Distancing is in place throughout.	01/09/2020	L
<b>PPE</b>	PPE requirements understood and appropriate supplies in place.			Staff are aware of the need to wear PPE when dealing with first aid incident and when pupils have symptoms of Covid 19. We have plentiful supplies of PPE available for staff.	01/09/2020	L
	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.			Staff, pupils and parents are aware of the need to wear face coverings. Signs around school serve to remind of this. The website has been updated accordingly.	01/03/2021	L
<b>Response to suspected/ confirmed case</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> </ul>			If a case of Covid is identified during the school day. AF or AA should be informed immediately. The individual will be isolated	01/09/2020	L

of COVID19 in school	<ul style="list-style-type: none"> <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>			from the rest of the group and will be supervised at a distance by a member of staff wearing a face shield and PPE. The parents will be called to collect the child at their earliest convenience. When the child has been collected, the room will be cleaned and 'fogged' before being used by others. The parent community will be informed.		
	<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> <li>Contact tracing arrangements if needed</li> </ul>			<p>Parents are asked to contact the school office or Mrs Fleming in case of a confirmed case of Covid.</p> <p>Where a positive case is confirmed, the school will inform parents – the office can access the mailing lists to do this outside of school hours. The next day, the site staff will implement enhanced cleaning procedures. We will engage with track and trace for contact tracing.</p>	01/09/2020	L



<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			Plans are in place to provide work if pupil needs to isolate. Feedback will be given by the teacher on a regular basis.		05/01/21
	Technology support in place. DfE laptop allocation ordered, for contingency purposes.			No access to DfE laptop scheme, however pupils have been able to access our remote schooling.		5/1/2021
<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff update in meeting about processes and procedures and revised wellbeing information has been shared with staff.	5/3/2021	L
	Updated Child Protection Policy in place (Feb 2021).			Adopted most recent Child Protection Policy		
	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.			Meetings have taken place where necessary and return to school personalised plans are in place where required.	5/3/2021	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate			In the highly unlikely event that this is	4/3/2021	L

	hygiene measures are in place to mitigate any risk of transmission.			required, we have PPE available in school.		
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.			Staff have adapted planning to reflect the period of remote schooling. For example, Drama practical lessons have been replaced with Drama theory during remote schooling.	5/3/2021	L
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <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"> <li>• PE – including activity in the DFE <a href="#">guidance</a></li> <li>• Practical science lessons</li> <li>• DT/ FT</li> </ul>			<p>PE lessons will take place within bubbles. Only one-year group will use the Sports Hall for PE/Games at any one time. The outdoor areas will be used wherever possible.</p> <p>Food Technology will continue within year group bubbles.</p> <p>Singing will not take place.</p>	5/3/2021	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> </ul>			Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	5/3/2021	L

	<ul style="list-style-type: none"> <li>capturing pupil achievements/ outcomes</li> <li>contingency remote learning plan</li> </ul>					
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			Student behaviour policy is on the website.	04/03/2021	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.			Online safety training is delivered by the school through PSHE and form times. Our website has information about this too.	04/03/2021	L
						,
<b>Attendance</b>	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			Our usual attendance procedures apply and attendance is expected. We will work with families and will take individual circumstances into consideration.	05/03/2021	L
	Approach to support for parents where rates of persistent absence were high before closure.			Our pastoral committee review attendance figures and works with families to support and resolve this where necessary.	05/03/2021	L

<b>Communication</b>	Information shared with staff around the full re-opening plan, including amendments to usual working patterns/practices and groups.			Meetings with all staff: teachers, learning support assistants, site staff, office staff and kitchen staff. All included discussion of safety measures and any changes to usual working.	05/03/2021	L
	Union representatives informed of full re-opening plans.			We don't have union reps at our school, however all staff have been involved in discussions about the full re-opening plans.	05/03/2021	L
	Updated Risk Assessment published on website.			Risk assessment published on the website.	05/03/2021	L
	Communications with parents on the: <ul style="list-style-type: none"> <li>• Social distancing plan</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>• Attendance</li> <li>• Uniform</li> <li>• Transport</li> <li>• Behaviour</li> <li>• Test and trace</li> <li>• Staggered start and end times</li> </ul>			Regular information has been sent home to parents about our return to school.  Further information is available on the website.  We have offered parents the chance to contact us if they have any questions or concerns.	05/03/2021	L

	<ul style="list-style-type: none"> <li>• Expectations when in school</li> <li>• Contingency plans</li> </ul>					
	Pupil communications around: <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home</li> <li>• Travelling to and from school safely</li> </ul>			We have had weekly year group meetings with the pupils to keep them updated of details for our return.	05/03/2021	L
	On-going regular communication plans determined to ensure parents are kept well-informed			Regular letters are sent home to parents. The website has been updated to reflect the guidance for returning to school on 8 <sup>th</sup> March.	04/03/2021	L
<b>School events, including trips</b>	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.			No school trips will go ahead at this time.  Junior pupils will remain on site for cross county.  Parents evenings are booked in but will be held remotely.  Bikeability is booked for next term but will be outside.	01/03/2021	L

Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance		<p>Letter has gone out to parents advising that after school provision is for parents who require it in order to work. Parents must contact Bea Raynard to book a place in advance.</p> <p>Wraparound for Pre Reception will run within bubbles as part of our nursery day.</p>	05/03/2021	L
Testing	Test kits are securely stored and distributed to staff and students (secondary).		Test kits are stored in a locked cupboard.	06/01/2021	L
	<p>Staff and students (secondary) are aware of how to safely take and process the test.</p> <p>Shared the following:</p> <ul style="list-style-type: none"> <li>• NHS instruction leaflet</li> <li>• Training video and online resources on the document sharing platform</li> <li>• Contact details if queries</li> <li>• Process for reporting incidents</li> </ul>		<p>Pupils will have three tests in school before they move to home testing.</p> <p>Staff have been provided with home testing kits and the instruction booklet. They are aware of how to share results and report any issues.</p>	01/03/2021	L
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.		Staff are aware of the need to report results to NHS Track and Trace and to the school results address too.	01/03/2021	L

	Staff and students (secondary) are aware of how to report any incidents both clinical and non-clinical.			The information leaflet has been provided and contact this information.	01/03/2021	L
	Process in place to monitor and replenish test supplies			Overseen by Karen Hurst. We are aware of the contact forms that are required for this purpose.	01/03/2021	L