

COVID19: Risk Assessment and Action Plan from September 2021

SCHOOL NAME: St John's School, Billericay

OWNER: Mrs Osen

DATE: 6th September 2021

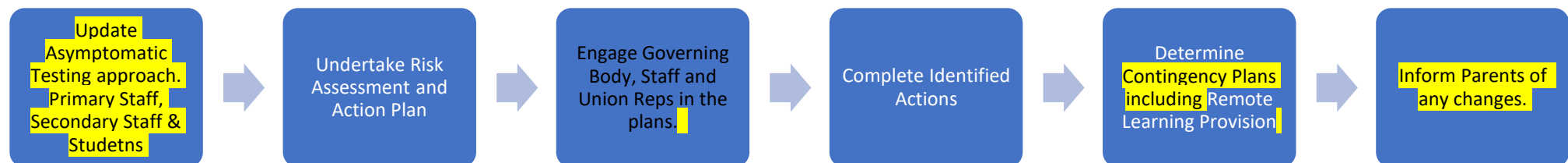
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures following the end of restrictions in July and changes to the self isolation protocols in August to put in place 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
- Safeguarding (September 2021)
- 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
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.			Key points from risk assessment shared with staff at meetings.	08/09/2021	L
Site Arrangements	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.	01/09/2021	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).	Guidance states that a small onsite testing facility should be retained to provide onsite testing for those who cannot/do not wish to test at home. The onsite testing facility is in place ready for testing before the return in September.		Test site is set up in the lunch room. Staff have completed training and all necessary signage is on display. Pupils and staff are testing at home.	01/09/2021 08/09/2021	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.		M	Revised evacuation procedure and share with all staff and children. Fire drill will take place during first few weeks of term.	08/09/2021	L

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.		<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <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>	08/09/2021	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.		M	Additional staff have been asked to work to ensure adequate numbers of staff available to clean.	01/09/2021	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>	01/09/2021	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>			<p>All staff advised to leave the site by 4:30pm in order for cleaning to be undertaken.</p>	01/09/2021	L
	<p>Waste disposal process in place for potentially contaminated waste, including testing waste if applicable.</p>			<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Testing waste is double bagged.</p>	01/09/2021	L

	Process in place for safe removal and/or disposal of face masks.	<i>Some pupils and staff may choose to wear face coverings in some situations so a process will need to be in place for this.</i>		No requirement for pupils or staff to wear masks.		L
Classrooms	Classrooms have appropriate ventilation arrangements	Windows are open before and after lessons, and during lessons when temperatures allow.		Staff are advised to open windows as much as possible to increase the amount of ventilation.	01/09/2021	L
Staffing	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.	01/09/2021	L
	Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified. Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.	Shielding is no longer in place. Clinically extremely vulnerable staff have risk assessments which identify any specific adjustments to allow them to attend on site.	H		01/09/2021	L
	Approaches for meetings and staff training in place.			Large meetings will continue to take place remotely.	01/09/2021	L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-	<i>Staff are aware of their usual roles and how these will continue in case of the</i>		Staff are aware of their roles for face to face	01/09/2021	L

	school provision agreed and communicated.	<i>contingency measures, should the plan be enacted.</i>		schooling and remote schooling.		
	<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>			<p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements. The Mental Health and Wellbeing policy has also been updated.</p> <p>Staff have been updated about pupils whose mental health is an issue.</p>	01/09/2021	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.	01/09/2021	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 part of the risk assessment carried out by the Contractor.</p>			<p>School protocols are shared with any visitors.</p> <p>Safeguarding procedures apply.</p> <p>We will check whether the contractor has any requirements specific by his/her employer before the site visit.</p>	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.			All extra curriculum lessons will resume.	01/09/2021	L
Catering	Arrangements in place to provide food to CYP on site.	School kitchen is open and all pupils from Reception upwards will be able to eat their lunch in the Lunch Room.		Kitchen to provide hot meals to all pupils.	01/09/2021	L
PPE	PPE requirements understood and appropriate supplies in place.	PPE is required for onsite testing and staff may wish to wear it when carrying out First Aid.		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.	01/09/2021	L
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 begins to display symptoms of Covid 19 during the day, they are isolated and parent is called immediately. They wait to be collected and are supervised by a member of staff who maintains distance and wears PPE.</i></p> <p><i>Any Staff member who starts to feel unwell is sent home immediately by AA or AF, with cover arrangements put in place.</i></p>	<i>H</i>	If a case of Covid is identified during the school day. AF or AA should be informed immediately. The individual will be isolated 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,	01/09/2021	L

		<p><i>Individuals are asked to seek a PCR test or are given one by the school.</i></p> <p><i>Close contacts are identified by Track and Trace.</i></p>		<p>the room will be cleaned and ‘fogged’ before being used by others. The parent community will be informed.</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>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 are asked to take a PCR test instead.</p> <p>Can contact Essex Test and Trace team for advice if necessary.</p>		<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.</p>	01/09/2021	L
Remote Education Plan	<p>Contingency plan for remote learning developed should self-isolation or restricted attendance be required.</p>			<p>Plans are in place to provide work if pupil needs to isolate. Feedback will be given by the teacher on a regular basis.</p>	01/09/2021	L
	<p>Technology support in place. DfE laptop allocation ordered, for contingency purposes.</p>			<p>No access to DfE laptop scheme, however pupils have been able to access our remote schooling.</p>	01/09/2021	L

Safeguarding	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.	01/09/2021	L
	Updated Child Protection Policy in place (September 2021).			Adopted most recent Child Protection Policy	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.			Meetings have taken place where necessary and return to school personalised plans are in place where required.	01/09/2021	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place.			In the highly unlikely event that this is required, we have PPE available in school.	01/09/2021	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			Staff have adapted planning to reflect the period of remote schooling.	01/09/2021	L
	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 			Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	01/09/2021	L

	<ul style="list-style-type: none"> contingency remote learning plan 					
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			Student behaviour policy is on the website.	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.			Online safety training is delivered by the school through PSHE and form times. Our website has information about this too.	01/09/2021	L
Attendance	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.	01/09/2021	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.	01/09/2021	L
Communication	Information shared with staff around the updated plan including returning to the pre Covid arrangements and some new arrangements as appropriate.			Meetings with all staff: teachers, learning support assistants, site staff, office staff and kitchen staff.	01/09/2021	L
	Union representatives informed of updated plans.			We don't have union reps at our school, however all staff have been involved in	01/09/2021	L

				discussions about the return to school plans.		
	Updated Risk Assessment published on website.			Risk assessment published on the website.	07/09/2021	L
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Revised plans, any control measures that remain in place and any that have ceased. • Wellbeing/ pastoral support. • Attendance • Uniform • Behaviour • Contingency plans • Outbreak management plans. 			<p>Regular information has been sent home to parents about our return to school.</p> <p>Further information is available on the website.</p> <p>We have offered parents the chance to contact us if they have any questions or concerns.</p>	July 2021	L
	<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. 			<p>We have had weekly year group meetings with the pupils to keep them updated of details for our return.</p> <p>We will make them aware of contingency plans if necessary.</p>	01/09/2021	L
	On-going regular communication plans determined to ensure parents are kept well-informed			Regular letters are sent home to parents. The website is updated regularly.	01/09/2021	L

Testing	Test kits are securely stored and distributed to staff and students (secondary).			Test kits are stored in a locked cupboard.	01/09/2021	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 			Pupils will have three tests in school before they move to home testing. Staff have been provided with home testing kits and the instruction booklet. They are aware of how to share results and report any issues.	01/09/2021	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.	01/09/2021	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.	01/09/2021	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.	01/09/2021	L