

COVID19: Risk Assessment and Action Plan

SCHOOL NAME: William Read Primary School and Nursery

OWNER: Mr Martinson

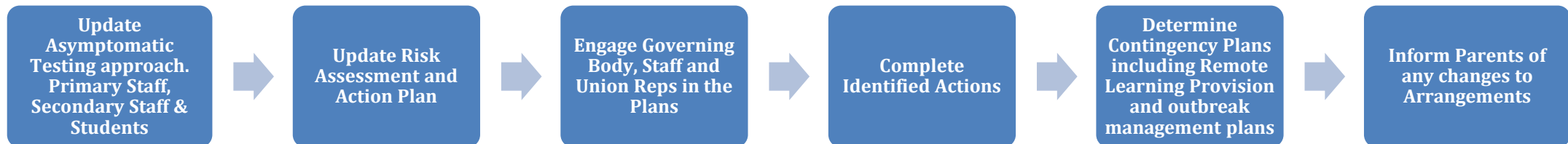
DATE: September 2021

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 [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'



Engagement in Risk Assessment and Planning					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Risk assessment process fully engages staff, governing body and union representatives.	Risks identified by union reps aren't completed in time	M	Union reps are in regular contact, meeting with HT and SLT to identify and check that actions have been taken	<i>TM email communication with NEU re concerns about full opening 2/3/21</i> <i>TM met with Cleaners and site staff March 21</i> <i>Whole Staff Briefing 4/1/21</i>	L
Preparing Buildings and Facilities					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Consideration given to the arrangements for any deliveries.	Possible contamination from delivery drivers	<i>M</i>	All deliveries to be left outside office window. Staff who handle delivery will sanitise hands after. Access to hand sanitiser . use own pen if needing to sign anything.	<i>1/9/21</i>	<i>L</i>

Emergency Evacuations					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Evacuation routes have been updated following the ending of bubbles and have returned to pre-COVID19 arrangements</i></p>	L		September 21	L
Cleaning and waste disposal					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p><i>Enhanced cleaning remains a control measure.</i></p>	M	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and hand</i></p>	<p><i>TM met with cleaners March 21</i></p> <p>Deep clean of the site Week of 26th August</p>	L

			<p><i>wash are to be checked and replaced as needed by Site Manager and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush</i></p> <p><i>Site Manager to clean high touch communal areas after lunch.</i></p>		
<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>	<p><i>Staff sickness could weaken capacity</i></p>	<p><i>M</i></p>	<p><i>Cleaners work before school, giving us notice of areas to be cleaned. Site manager provides cover. We can offer additional hours after school to an ex-cleaner</i></p>	<p><i>On-going</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>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<p><i>M</i></p>	<p><i>Hand sanitiser available at the school entrance and at the entrance to each class</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Site Manager and finance to Stock check and ordering schedule reviewed and order made.</i></p>	<p><i>On-going weekly checks</i></p>	<p><i>L</i></p>
<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p><i>Cleaners don't have enough hours to clean</i></p>	<p><i>M</i></p>	<p><i>cleaning is done before staff arrive. .</i></p> <p><i>Cleaners to prioritise high touch areas</i></p> <p><i>Teachers to leave desks clear with stationery bags on chairs</i></p> <p><i>Classes for 20/21 reduced to 13, two less rooms to clean</i></p>	<p><i>Meeting with TM March</i></p> <p><i>TM Communication to teachers</i></p> <p><i>TM meeting with Site manager</i></p>	<p><i>L</i></p>

			<i>Site Manager to clean communal High touch areas and toilets before leaving at 2pm</i>		
Waste disposal process in place for potentially contaminated waste.			<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i> <i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i>		
Process in place for safe removal and/or disposal of face masks.	<i>Some students and staff may choose to wear face coverings and they must continue to dispose of them appropriately.</i>	<i>M</i>	<i>Lidded bins in every classroom. Staff and parents told where to dispose of PPE</i>	<i>TM communication to staff</i>	<i>L</i>
Classrooms					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Classrooms have appropriate ventilation arrangements.	<i>Windows open before and after lessons, and during lessons when temperatures allow.</i>	<i>L</i>			

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.			<i>e-Bug posters displayed:</i> <ul style="list-style-type: none"> • <i><u>Horrid hands</u></i> • <i><u>Super sneezes</u></i> • <i><u>Hand hygiene</u></i> • <i><u>Respiratory hygiene</u></i> <i>Microbe mania</i>		<i>L</i>
Staffing					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Approach to staff absence reporting and recording in place. All staff aware.			<i>Usual system in place. Staff call TM as soon as they know, or after 6am</i>		
Risk assessments in place for those staff who are Clinically Extremely Vulnerable, and appropriate arrangements for mitigating risk identified.	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>September 21</i>	<i>L</i>
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 continued	<i>Staff are aware of their role in the continued</i>	<i>L</i>	<i>Staff assigned to upload to Google</i>	<i>Sept 21</i>	<i>L</i>

<p>remote provision alongside in-school provision agreed and communicated.</p>	<p><i>contingency plans regarding remote education, should the plan be enacted.</i></p>		<p><i>classroom</i></p> <p><i>Teaching staff to populate Google Classroom ensuring that this mirrors what they would have learned if they were physically in school</i></p>		
<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><i>Staff and children are struggling with anxiety about returning to work</i></p>	<p><i>H</i></p>	<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i> 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> <p><i>School employed counsellors offer 10 sessions for every staff member accessed via direct email to counsellor</i></p>	<p><i>Regular staff briefings</i></p>	<p><i>L</i></p>

			<i>Implement Curriculum that is practical, exciting and rich with physical activity.</i>		
Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on how and when to access a test.	<i>Staff are unable to get tested</i>	<i>M</i>	<i>Regular guidance from Juniper HR emailed to staff</i> <i>Staff are given advice at the point of reporting sick that reflects the guidance previously sent</i> <i>Self testing kits available in school for staff who can't travel to the nearest test site or walk in centre</i>	<i>On-going via email</i>	<i>L</i>
Return to school procedures are clear for all staff.	<i>Staff are unclear or have missed communications</i>	<i>M</i>	<i>Government guidance emailed out</i> <i>Updated Risk Assessment emailed</i>	<i>On-going emails</i> <i>MDA procedures</i>	

			<p><i>Updated policy amendments emailed</i></p> <p><i>Procedures printed and displayed</i></p>	<p><i>displayed in hall</i></p>	
<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><i>Contractors infect staff</i></p>	<p><i>M</i></p>	<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p>		<p><i>L</i></p>
<p>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>	<p><i>Coaches or peripatetic teachers move between bubbles and schools</i></p>	<p><i>M</i></p>	<p><i>Peripatetic lessons focus on children from one bubble per day</i></p> <p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p>		<p><i>L</i></p>

			<i>Copy of RA shared with Sports Coaches.</i>	<i>Sept 21</i>	
Catering					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
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	<i>M</i>	<i>Issue vouchers via Wonde</i>		<i>L</i>
PPE					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
PPE requirements understood and appropriate supplies in place.	<i>PPE stock runs out</i>	<i>M</i>	<i>TM, AC and HW regularly look at stock and re-order</i>	<i>Weekly</i>	<i>L</i>
Response to suspected/ confirmed case of COVID19 in school					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action

<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>Re-establish an area for suspected cases</i></p> <p><i>Children and staff who have been in contact are infected</i></p>	<p><i>M</i></p>	<p>Children with symptoms will be moved to the meeting room area with LG or TM.</p> <p>Staff will call parents for collection and wear PPE when dealing with the child</p> <p>Staff to stay with the child in isolation room until parent arrives. Ensure hand over and exit is at a quiet time.</p> <p>Leave the site as soon as possible</p> <p>Advised to take a PCR test</p> <p>Close contacts are identified by NHS track and Trace</p>	<p><i>March 21</i></p>	<p><i>L</i></p>
<p>Approach to confirmed COVID19 cases in place: outside of school hours (within cohort of CYP learning on site only)</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to 	<p><i>Infection spreads to other areas, staff and pupils</i></p>		<p>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>Those who have been double vaccinated or</p>		

<p>clean, if possible</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>under 18 do not need to isolate but asked to take a PCR instead.</p> <p>Can contact Essex Test and Trace team for advice.</p>		
Remote Education Plan					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.</p>	<p><i>Bubble needs to self-isolate because of a positive case of COVID19.</i></p> <p><i>Pupils are unaware of how to log on and use Google Classroom</i></p>	<p><i>M</i></p>	<p><i>Remote learning contingency available and ready to be 'switched-on' when needed.</i></p> <p><i>Regular Chrome book timetabled use so that pupils are trained and regular users of Google Classroom, so that it is familiar to them</i></p> <p><i>All pupils have home learning log on for Google Classroom</i></p> <p><i>Regular staff</i></p>	<p><i>Staff trained and ready July 20</i></p> <p><i>Updated Training for Staff 4/1/21 LSA's 5/1/21 Weekly good practice meetings</i></p> <p><i>Timetable and lessons started 7th September</i></p>	<p><i>L</i></p>

			<i>training and updates for staff and parents</i>	<i>Weekly and as needed 5/1/21</i>	
	<i>Students do not have access to technology at home</i>	<i>M</i>	<p>Laptops applied for during Lockdown, assigned to parents on a needs basis</p> <p>Resource packs of work (CGP Books) and stationary are made available for collection or delivered to home</p> <p>Data increased so that families without broadband can access remote learning</p> <p><i>Non-teaching SLT to liaise with class teachers, copy packs and deliver to doorsteps</i></p>	<p>15/1/21 Assigned and Ready for collection</p> <p>Ready in the hall for collection 6/1/21</p> <p>TM increased on a needs basis 12/1/21</p> <p>Pre-loaded sim cards given out</p>	
<i>Technology support in place. DFE laptop allocation ordered</i>	<i>Children cannot access remote learning due to lack of devices</i>	<i>H</i>	DFE order completed	63 Chrome books delivered to families 22/1/21	<i>L</i>
Safeguarding					
Control Measures	Risk to Implementation	Risk Level	Action Required /	Action Completed	Risk Level

		Pre-Action	Decision Made	Date	Post-Action
Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Staff refresher training session on processes and procedures and the revised wellbeing material. LD to collate</i>	<i>Shared with staff September Staff meetings</i>	
Updated Child Protection Policy in place.			<i>Adopted most recent Child Protection Policy</i>		
Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.	<i>Children do not return to school due to family circumstances</i>	<i>H</i>	School to work with outside agencies such as social care, police and transport to ensure children return to school	<i>CIN meetings booked</i> <i>TAC meetings held virtually</i> <i>Transport sorted for return to school</i>	<i>L</i>
Where physical contact is required in the context of managing behaviour,	Children with troubled behaviour infect staff		<i>Review individual consistent management plans to ensure they include protective measures.</i>	<i>TM clarified with staff</i>	

Curriculum / learning environment					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Current learning plans, revised expectations and required adjustments have been considered.	<i>Children haven't engaged in learning since lockdown</i>		SLT and class teachers identify level of individual engagement, specifying potential issues and solutions upon return.		
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>Remote learning offer falls short of DFE expectations</i>	<i>M</i>	<u>LD to compile curriculum resources and share with staff</u> <u>EYFS outdoor play RA</u> <u>Risk/benefit EYFS</u>	<i>Inset day on learning styles and PEA's to try</i> <i>Update training 4/1/21</i> <i>LD September 20</i> <i>Maz visit 22/1/21</i>	<i>L</i>

Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			<i>Clear protocols for the use of Dragonfly and Butterfly areas shared with staff.</i>	<i>Re sent 3/9/21</i>	
Arrangements for teaching pupils how to keep themselves safe online are in place	<i>Lack of parental control Not guided by staff to online learning</i>	<i>H</i>	<i>Protocols in place for remote learning eSafe monitoring of typing in use across Google Classroom platform</i>	<i>eSafe reports prove the system is working</i>	<i>L</i>
Attendance					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Parents not sending pupils back. Heightened anxiety levels.		Curriculum to be fun and engaging Lists created and shared of pupils who did not engage with remote learning. HT to work with pastoral and AO to monitor absences as per existing policy - offer remote meetings or telephone	<i>March 21</i>	

			<p>conversations and support for any anxiety. Create Attendance Plans and Passports in line with usual practice.</p> <p>Encourage all parents to use Study bugs APP to report symptoms and absences</p> <p>Access LA for support and follow any guidance offered.</p>		
Approach to support for parents where rates of persistent absence were high before closure.	<i>Pupils still have high absence rates</i>		Use Catch -Up funding to close gaps if needed.		
Ensure first day contact is operating for those children eligible to attend.		<i>M</i>	<i>Office staff on site to call parents in the event of an absence</i>	<i>Ongoing</i>	<i>L</i>
Communication					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Information shared with staff around the updated plan,		<i>M</i>	<i>Plans shared widely with parents via Dojo,</i>	<i>ongoing</i>	<i>L</i>

including returning to pre COVID arrangements			<i>email and Facebook</i> <i>Translated via Dojo</i>		
Governors consulted on full opening plans.	<i>Governors haven't seen the plans or communication and do not approve plans</i>	<i>M</i>	<i>TM to liaise with governors via email</i> <i>Governors receive parental communication emails</i>	<i>On going</i>	<i>L</i>
Union representatives informed on full opening plans.				<i>On going</i>	
Risk Assessment published on website.				<i>10/9/20</i> <i>14/1/21</i> <i>WB 1/3/21</i> <i>Sept 21</i>	
Communications with parents on the: • Revised plans, any control measures that remain in place or have ceased. • Wellbeing/ pastoral support/ support and			<i>TM Communicates via Newsletter</i>	<i>Via Dojo 1/3/21</i>	

acknowledgement to parents <ul style="list-style-type: none"> • Outbreak Management • Contingency Plans 					
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 	<i>Children don't understand the social measures as the parents haven't told them</i>	<i>M</i>	<i>Routines around hand washing and social distancing explained by teachers</i>	<i>Sept 21</i>	<i>L</i>
On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, social media</i> <i>Regular messages and updates via Dojo and email</i>	<i>Ongoing</i>	
Governors/ Governance					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Governors have over site of restricted attendance plans and risk assessments. Approach to communication between Leaders and governors	<i>Governors are unaware of the communication and protocols that are in place</i>	<i>L</i>	<i>TM clearly communicates often with governors through meetings</i>	<i>On-going</i> <i>Regular</i>	

is clear and understood. Approach to communication between Leaders and governors is clear and understood. •			<i>Governors have visits planned which are a mixture of virtual and face to face. The governance continues</i>	<i>communication plus at least two meeting planned per week in the first half term</i>	
<i>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.</i>	<i>Senior leaders and staff are overwhelmed with requests from governors not taking into consideration the additional strain of organising remote learning and partial opening</i> <i>Governors expect the school to carry on as normal</i>	<i>H</i>	<i>Reduced agendas</i> <i>Focus to be on quality of remote offer</i> <i>Increase in visits to evidence via visit notes rather than staff producing reports</i> <i>All senior leaders to be included on the Rota</i>		
Finance					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Delay to refund, or not getting refunded</i>	<i>M</i>	<i>Claim for £30000 gone in to reimburse vouchers purchased via WONDE</i>	<i>Claim Sent July 20</i>	<i>L</i>
Claims submitted for reimbursement for example, increased premises related costs; additional cleaning;	<i>Delay to refund, or not getting refunded</i> <i>Breakfast and after school</i>	<i>M</i> <i>M</i>	<i>Claim for £30000 gone in to reimburse vouchers purchased</i>	<i>Claim Sent July 20</i> <i>L</i>	<i>L</i>

support for FSM	<i>clubs cannot restart due to social distancing of bubbles</i>		<i>via WONDE</i>		
Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.				<i>Open with limited numbers, one year group per play area.</i>	
Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	<i>IT support and the IT works planned over the summer do not go ahead</i>	<i>M</i>	<i>IT support continues with socially distanced visits</i>	<i>Completed</i>	
			<i>Interactive whiteboard installation was postponed by RM</i>		
Testing					
Test kits are securely stored and distributed to staff.	<i>Staff unaware of the testing procedure</i>	<i>H</i>	<i>TM to write to staff outlining the procedure for testing; How to take the test When to take it How to report result</i>	<i>All covered in staff letter emailed on 22nd Jan</i>	<i>L</i>
Staff are aware of how to safely take and process the test. Shared with staff: <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>Sarah F appointed test co-ordinator so staff have a point of contact for questioning.</i>		

Staff are aware of how to report their test results to school and to NHS Test and Trace.					
Staff are aware of how to report any incidents both clinical and non clinical.					
Process in place to monitor and replenish test supplies	<i>School runs out of tests</i>	<i>H</i>	<i>Sarah F appointed test co-ordinator and will regularly check stock</i>		<i>L</i>
<i>Outbreak Management Plan</i>					
<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>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</p>	<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>				

reintroduce some control measures.					
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