



Debden Primary Academy

COVID19 Risk Assessment – September 2021 Update

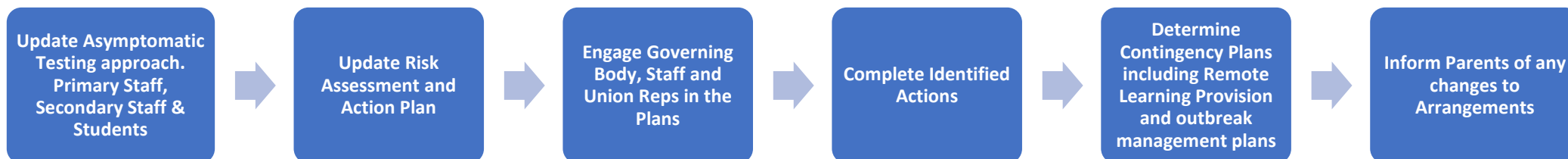
Purpose of this document:

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	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.	School holidays. Not all staff/ governors can be consulted via the usual mechanisms.	L	Risk assessment communicated with all staff and governors in advance of the school term. Consultation period	25/08/21	L
Site Arrangements	Consideration given to premises lettings and approach in place.	Risk assessment for any lettings reviewed to ensure they are aligned with guidance.	L	No lettings taking place throughout September/ October	n/a	L
	Consideration given to the arrangements for any deliveries.	Delivery drivers unnecessarily onsite/ in-school building	M	Deliveries continue to be collected outside and wheeled into school by office/ catering staff etc.	25/08/21	L
	Dedicated site for placing confirmed cases.	Guidance stipulates that children who develop symptoms should be placed into a room until they can be collected.	M	Meeting office above the school Reception. Close to exit and has window for ventilation.	25/08/21	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <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>	Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.	L	<p>n/a – evacuation routes remained the same throughout bubbles.</p> <p>One child who has reduced mobility has individual evacuation plan being put in place.</p>	<p>n/a</p> <p>01/09/21</p>	<p>n/a</p> <p>L</p>

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.	L	<p>Cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Sanitiser stations set up around the school and sanitiser in place in each class. Towels replaced with paper towels, which are replaced as needed by cleaning team.</p> <p>Cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	02/09/21	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.		M	Two cleaners sent each day. Cleaning company have confirmed that replacement cleaners would be sent in the event of absence.	25/08/21	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>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<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>Stock check and ordering schedule reviewed and order made.</p>	01/09/21	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>Cleaners do not have time to carry out clean outside of school hours.</p>	M	<p>Cleaning takes place in the morning before school and at weekends.</p>	01/09/21	L
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p>Testing waste is no longer considered hazardous and can be disposed of in the usual waste.</p>	M	<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>Hazardous waste collection organised.</p>	01/09/21	L

Classrooms	Classrooms have appropriate ventilation arrangements.	Windows open before and after lessons, and during lessons when temperatures allow.	L	Teaching staff informed.	01/09/21	L
		Any mechanical ventilation systems adjusted appropriately to 'full fresh air' or 'single room only'.	L	In kitchen area.	25/08/21	L
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	Staff do not follow reporting arrangements.	M	Staff reminded of arrangements in staff handbook. Shared with all staff.	25/08/21	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 and/ or students have risk assessments which identify any specific adjustments to allow them to attend on site.	n/a	No staff on current team are clinically extremely vulnerable.	25/08/21	n/a
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.	M	Contingency plans and remote learning plans to be recirculated.	01/09/21	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support.	Staff are unaware of support available	M	Staff are aware of available support and advice for schools and	01/09/21	L

	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.			<p>pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>	01/05/20	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	Staff are unaware of testing procedures. Staff do not know where/ how they access tests.	M	<p>Shared in staff handbook.</p> <p>Tests are kept securely in the archive room.</p> <p>Sign out process in place.</p>	<p>25/08/21</p> <p>01/09/21</p> <p>01/09/21</p>	<p>L</p> <p>L</p> <p>L</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>	Visitors inadvertently spread the virus within school.	M	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>Visitors to the school should wear masks internally.</p>	<p>01/09/21</p> <p>01/09/21</p>	<p>L</p> <p>L</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.	Coaches/ music teachers etc. spending unnecessary amounts of time inside the main school building, thus increasing the risk of spreading the virus.	M	Music lessons take place in comms room, well ventilated – Essex music risk assessment received. Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.	01/04/21 01/09/21	L L
Catering	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.	L	Only one family on roll. Office aware of procedure to ensure meals/vouchers are received by family.	01/09/21	L
PPE	PPE requirements understood and appropriate supplies in place.	Some PPE required for onsite testing and any specific arrangements i.e. AGPs.	L	Supplies checked and stocks ordered.	23/07/21	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 	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 meeting room, overseen by the classroom assistant assigned to their class.	M M M M	<p>All details shared with staff in advance of new term.</p> <p>Ventilated room prepared</p> <p>All parents of relevant children to be notified</p>	25/08/21 01/09/21 As needed	L L L L

	<ul style="list-style-type: none"> Arrangements for informing parent community in place 	<p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs MH 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> <p>Close contacts are identified by NHS test and trace if the individual has confirmed case.</p>	M	<p>Information shared with cleaners</p> <p>Extra deep clean for any areas that the child has occupied</p>	<p>As needed</p> <p>As needed</p>	L
	<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 asked to take a PCR instead.</p> <p>Can contact Essex Test and Trace team for advice.</p>	M	<p>All details shared with staff in advance of the new term.</p>	25/08/21	M
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			Contingency plans drawn up and remote learning policy reviewed in advance of new term.	01/09/21	L

	Technology support in place. DFE laptop allocation ordered, for contingency purposes.			Technology in place as a result of donations last academic year.	25/08/21	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff do not account for the effect of the pandemic on student wellbeing.	M	Staff refresher training session on processes and procedures and the revised wellbeing material.	01/09/21	L
	Updated Child Protection Policy in place.	Updates are not adopted by staff team.	M	Adopted most recent Child Protection Policy	To be reviewed and on website immediately subsequent to Child Protection training on 01/09/21	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.			n/a at present		
	Where physical contact is required in the context of managing behaviour.	Increased risk of virus spreading through contact.	M	There is likelihood of this for one new child (Reception). Staff have been informed to contact the Head of School should this be required.	25/08/21	L

Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Learning and curriculum plans do not fit the needs of individual children.	M	End of year assessments and subsequent GAP analysis used to inform curriculum plans for the new academic year. New children assessed in opening 2 weeks. Interventions and support plan in place.	01/09/21 14/09/21 14/09/21	L L 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 utilising the DfE 'catch-up' funding and programmes contingency remote learning plan 	Curriculum does not fit the current needs of the children. Staff unaware of curriculum changes.	M M	New curriculum map circulated DfE catch-up plan circulated Contingency remote learning plans updated and circulated.	01/09/21 30/09/21 01/09/21	L L L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			Behaviour policy reviewed and recirculated.	01/09/21	L

	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Lack of staff expertise of new risks.	M	Online safety training booked for children, staff and parent.	21/09/21	L ,
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Attendance levels for identified children falls.	M	Communications made with identified families. Learning mentoring put in place as needed.	01/09/21	L
	Approach to support for parents where rates of persistent absence were high before closure.	Attendance levels for identified children falls.	M	Attendance is tracked and letters and communication is made by the Head of School when thresholds are met.	01/09/21	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	Staff are unaware of practices and procedures.	M	Risk assessment and ppt presentation breakdown sent to staff in advance of the new term.	25/08/21	L
	Union representatives informed of updated plans.	n/a	n/a	n/a	n/a	n/a
	Updated Risk Assessment published on website.	Stakeholders do not have input, before publication.	L	When approved by all stakeholders, risk assessment will be published.	01/09/21	L
	Communications with parents on the: <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Contingency plans 	Parents are unaware of practices and procedures in advance of the new term.	L	All communicated with parents in advance of the new term.	30/08/21	L

	<ul style="list-style-type: none"> Outbreak management plans Wellbeing/ pastoral support 					
	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 	Children do not know the current rules and regulations.	M	Teachers inform children on opening morning. Assembly with Head of School on 2 nd day. Visual reminders placed around the school.	02/09/21	L
	On-going regular communication plans determined to ensure parents are kept well-informed	Parents are not updated with changes as they happen.	M	Letters, website updates, social media sent as changes are made.	ongoing	L
Governors/ Governance	Governors have oversight of plans and risk assessments.	Governors are not up to date with current practices in the school. Governors are not kept up to date with changes.	M	Governors sent risk assessment. Consultation period.	25/08/21	L
	Approach to communication between Leaders and governors is clear and understood.		M	Risk assessment update will be sent at least every two months, or at each governor meeting (whichever is first).	ongoing	L
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>	Governors are not given the time/ resources to support staff wellbeing.	M	Chair of Governors surveys and coffee mornings with staff. Regular meetings between Head of School and Chair of Governors/ Deputy Chair of Governors (at least once per half term).	Termly Half-termly	L L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Increased costs due to pandemic (e.g. cleaning) meaning that the school	M	Management accounts and summary sent each month to keep track of	ongoing	L

		cannot stick within budget.		costs. Costs from prior years used as guide when forming budget.		
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM				ongoing	L
Testing	Test kits are securely stored and distributed to staff and students (secondary).			Test kits stored in archive cupboard.	Ongoing	L
	Staff 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 	Staff are unaware of how to take test safely/ accurately.	M	All information shared in last academic year and will be re-shared in advance of this academic year.	01/09/21	L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.	Staff unaware of how to share test results.	M			
	Staff are aware of how to report any incidents both clinical and non - clinical.	Staff unaware of how to share test results.	M			
	Process in place to monitor and replenish test supplies	School runs out of available tests.	M	Admin team check on supplies and re-order when needed.	ongoing	L

<p>Outbreak Management Plan</p>	<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 (<u>Stepping measures up and down</u>) 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>	<p>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.</p>	<p>M</p>	<p>To be written and shared with all stakeholders in advance of the new term.</p>	<p>01/09/21</p>	<p>L</p>
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