

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Colne Engine

OWNER: JS

DATE: September 21

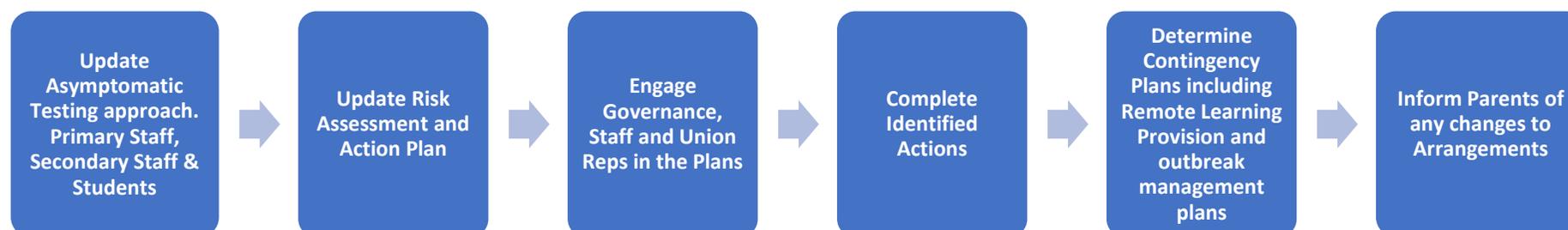
Purpose of this document:

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'

Risk Assessment:



Risk Assessment/ Action Plan Sections:

Engagement in Risk Assessment and Planning	3
Site Arrangements	Error! Bookmark not defined.
Emergency Evacuations	3
Cleaning and waste disposal.....	4
Classrooms	Error! Bookmark not defined.
Staffing	Error! Bookmark not defined.
Group Sizes.....	Error! Bookmark not defined.
Social Distancing	Error! Bookmark not defined.
Transport.....	Error! Bookmark not defined.
Catering	Error! Bookmark not defined.
PPE.....	8
Response to suspected/ confirmed case of COVID19 in school	8
Remote Education Plan.....	9
Safeguarding	9
Curriculum / learning environment.....	10
CYP with SEND.....	Error! Bookmark not defined.
Attendance	10
Communication	11
Governors/ Governance	11
School events, including trips	Error! Bookmark not defined.
Finance	12

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.	Non-engagement of colleagues	M	Draft risk assessment formulated in line with DfE and LA guidance - emailed out to stakeholders for consultation -Finalised risk assessment sent to unions if requested -Staff to sign agreement to risk assessment	Sep 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.	M	Sat mornings dance classes- additional cleaning by our cleaner at weekend – paid for by dance teacher Only 1 set of toilets to be used No parents to wait – all must wait outside school Doors opened in hall for air circulation Dance teacher responsible for covid distancing – to share risk assessment with school	Sep 21	L
	Consideration given to the arrangements for any deliveries.	Deliveries to front or side door – may coincide with children arriving at school	M	All entrance doors to be kept shut with no access to non-school adults. Deliveries to be dropped at appropriate place outside the building as decided by office staff and then moved in by school staff. Gloves to be used.	Sep 21	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing. Arrangements in place to support individuals with reduced mobility	Currently, evacuation routes are sufficient, as all children exit from outside classroom door - and would not cause multiple groups of people to come into contact.	L	Rehearse evacuation procedure and share with all staff and children.	Sep 21	L

	including cover arrangements in the case of reduced numbers of staff.	Office /SLT staff continue to be responsible for checking building is cleared. Fire registers should be completed on PA				
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Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance. Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Cleaning regimes need to increase to include deep clean and cleaning during the day	M	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. This should be ticked as done at various points in the day. Paper towels, handwash and sanitiser are to be checked by all school adults and replaced as needed by Office, SLT and cleaning staff Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Antibacterial wipes in all staff toilets for staff to wipe door handles etc after use. Lunchtime cleaning when children not in class – teaching teams Additional cleaning hours for cleaner – 2.5 hours a week extra	Sep 21	L

Staffing	<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>	Sep 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>	Sep 21	L
	<p>Process in place for safe removal and/or disposal of face masks.</p>	<p>Some staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</p>	L			L
	<p>Classrooms have appropriate ventilation arrangements.</p>	<p>Windows open before and after lessons, and during lessons when temperatures allow.</p>	M		Sep 21	L

	Approach to staff absence reporting and recording in place. All staff aware.		L	Existing arrangements	Sep 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.	L	Currently no ECV staff	Sep 21	L
	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.	L	Plans shared and understood by all staff – signed to confirm	Sep 21	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.	Vigilance needed to ensure ALL staff are well supported	M	Whole school ethos supports wellbeing Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements	Sep 21	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.		L	Staff requested to test twice weekly – Thurs and Sun – and send results and test number to colneengaine@gmail.com	Sep 21	L

				Test kits available is staffroom cupboard		
	<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>		M	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>Ensure strict adherence to school protocols and ensure social distancing from staff and children</p>	Sep 21	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.</p>		L	<p>Music lessons risk assessed for delivering in school Sanitising hands before and after lesson Ruby to clean instruments and leave in school Cleaning tables and surfaces before and after each bubble</p> <p>PE coaching – Share amended procedure all equipment cleaned regularly</p> <p>Forest Schools – Leader only with our school on Forest School Day. He is clear on our Risk Assessment procedures.</p>	Sep 21	L
Catering	<p>Arrangements for the continued provision of FSMs for eligible children</p>	<p>Only applicable for under 18s who have tested</p>	M	<p>Arrangements in place to deliver FSM as appropriate</p>	Sep 21	L

	not attending school due to shielding or self-isolation are in place.	positive for COVID19 and required to isolate, who are eligible for FSMs.				
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PPE	PPE requirements understood and appropriate supplies in place.	<p>PPE encouraged when administering treatment or with a symptomatic child or adult needing support</p> <p>PPE to be used as normal by catering staff</p> <p>PPE to be used in line with guidance for cleaning staff</p>	M	<p>PPE for first aid purposes will be available from SBM</p> <p>PPE mask and gloves for</p> <p>PPE provided for cleaning staff as necessary</p>	Sep 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 Arrangements for informing parent community in place 		M	<p>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 Discovery Room, overseen by office staff.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs office staff and leaves the site as soon as possible.</p> <p>Individuals 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>	Sep 21	L

				Parents/carers informed as necessary		
	<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.</p> <p>Can contact Essex Test and Trace team for advice.</p>	M		Sep 21	L
Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required. Technology support in place. DFE laptop allocation ordered, for contingency purposes.	Offer is already in place	M	Offer for home learning to continue as during lockdown for class groups- online lessons 3 x daily	Sep 21	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Well-being of pupils has been impacted by this period	M	Staff refresher training session as needed on processes and procedures and the revised wellbeing material.	Sep 21	L
	Updated Child Protection Policy in place.	Child protection policy reflects COVID 19 threat	M	Adopted new Child Protection Policy	Sep 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.	Agencies have been inundated with referrals leading to longer wait times	L	Regular contact with counsellors/social workers/ school nursing team as required	Sep 21	L
	Where physical contact is required in the context of managing behaviour.	Physical contact may be needed when there is immediate risk of harm	M	Review plans to ensure they include protective measures. PPE used if appropriate	Sep 21	L
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Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Curriculum maps and learning plans may need adapting to meet the current needs of the children.	M	SDIP and curriculum planning focuses on wellbeing and on revisiting and consolidating key skills	Sep 21	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Online safety a key factor in safeguarding	M	Online safety lessons planned for September 21	Sep 21	L
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Some families may be anxious	M	Clear information provided detailing offer Risk assessment shared Support provided	Sep 21	L
	Approach to support for parents where rates of persistent absence were high before closure.	Covid has impacted on families in different ways- may lead to increased anxiety	M	Conversations with parents over the phone Identify reasons and how to support Involve LA team as needed	Sep 21	L

Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.		L	Share and discuss all plans with all staff – responding to any issues raised	Sep 21	L
	Union representatives informed of updated plans.		L	As appropriate	Sep 21	L
	Updated Risk Assessment published on website.		L		Sep 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 Outbreak management plans 	Parents and carers may feel anxious and eager for guidance	M	Share all plans early in September term On-going regular communication plans determined to ensure parents are kept well-informed	Sep 21	L
	Communications with children 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 may feel anxious about relaxation of bubbles etc	M	Share plans at start of term Support in place for all vulnerable children Increased supervision at playtimes to support changes	Sep 21	L
Governance	Governors have oversight of plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.		L	Regular conversations held between head and LSB Information relayed to LSB as necessary Virtual meetings as necessary	Sep 21	L
	Governance members have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.		M	LSB agenda item on wellbeing Regular contact between school and LSB/CB HT to seek support if needed	Sep 21	L

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Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Additional costs have been incurred	H	Log kept of additional costs incurred Guidance read and understood by SBM	Sep 21	M
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Impact on budget until recompensed	H	Claims submitted by SBM	Sep 21	M
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Impact on wider budget	M	Known and understood by HT, Finance officer	Sep 21	L
Testing	Test kits are securely stored and distributed to staff Process in place to monitor and replenish test supplies	Availability needs to be secured	L	Available on request to office staff Office staff to order in good time as stocks deplete	Sep 21	L
	Staff are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> Contact details if queries Process for reporting incidents 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.	Appropriate use	M	All staff trained and aware how to use appropriately	Sep 21	L

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Outbreak Management Plan	<p>Outbreak management planning 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 (<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.</p>	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#stepping	H	<p>Seek advice from LA and VST Refer to guidance- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf</p> <p>Re-introduce as required some measures – which may include including reduced mixing, face coverings, remote education.</p> <p>All staff are aware of their role.</p> <p>Communicated with parents/carers regarding when this would come into place and how they would be informed if required.</p>	Sep 21	M