

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Merrylands Primary and Nursery

OWNER: Mrs R Robinson

DATE: Revised 02.11.2021

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.

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'

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

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.	<i>Consistency</i>	M	<i>Risk assessment shared with all staff -INSET Uploaded to website to inform parents and visitors Communicated to all concerned</i>	September 1 st 2021 Reviewed regularly	L
Site Arrangements	Consideration given to premises lettings and approach in place.	<i>Risk assessment for any lettings reviewed to ensure they are aligned with guidance.</i>	M	<i>Breakfast/After school club provider -meeting prior to reopening Clubs -SLT member to discuss expectations re RA with external providers. Year group and phase group clubs Music lessons via Zoom or Teams. Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i>		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.					

	Consideration given to the arrangements for any deliveries.	<i>Consistency</i>	L	<p><i>Respect individual companies RA</i></p> <p><i>Trust procedures in place-LFT request for those visitors not part of the school community</i></p> <p><i>Ensure hands are sanitised before and after if entering building and using facilities. Masks are not a requirement.</i></p>	<i>Ongoing</i>	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>		L	<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p>	<i>As and when required</i>	L
Pupils arriving and leaving the site	All year groups to arrive R-6 within a 15 minute window-8.40-8.55 Nursery 8.30-3.30	<i>Ensure site is secure at 9 Staff at gates- rota in place</i>	L	<p><i>Communicated to staff and parents</i></p>	<i>Letter July 21 and Sep 21</i>	L
Class size and layout	Mixing is permitted. Class groupings to resume. Children no longer required to sit in rows and face the front.		L	<p><i>Communicated to staff and parents</i></p>	<i>Letter July 21 and Sep 21</i>	L

	<p>Tables, touch points, laptops etc to be cleaned throughout the day by LSA/Teacher.</p> <p>Lunchboxes to be kept on class trolleys</p>					
Class Hygiene	<p>Regular hand washing and sanitising of hands to remain in place</p> <p>Lunchtime practice of year group at a time to wash hands when going to the toilet to remain in place</p>					
Social Distancing	<p>Social distancing will no longer be required</p> <p>Children can mix. Consistent groups (Bubbles) will no longer be required.</p> <p>In the event of an outbreak social distancing measures may temporarily be put back in place-letters now in place and contingency plan.</p>					
Office	<p>This room is to remain as x4 members of staff only due to restricted space</p>					
Meetings	<p>Can be held in larger classrooms/large hall and ensure well ventilated. Wipe down areas after use. Hand sanitiser in rooms to be used.</p>					
Parent meetings	<p>Hall to be used with social distancing -separate chairs (1m)</p> <p>Limit number of adults attending sessions</p> <p>Performances: ask parents/carers to take an lft before attending a larger gathering but not a requirement</p> <p>New intake tours to be held outside with social distancing in hall. Not to be walked through the school.</p>					

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	<i>Enhanced cleaning remains a necessary control measure.</i>	M	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by site manager and supervisor as well as cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	<i>Ongoing</i>	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.			<i>Additional cleaning throughout the day</i>		

	<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 or hand sanitiser.</i></p> <p><i>Low supply of soap.</i></p>	M	<p><i>Hand sanitiser available at the school entrance</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>Stock check and ordering schedule reviewed and order made.</i></p> <p><i>Ensure adequate signage</i></p>	Ongoing	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p><i>Limited time in each allocated area for cleaning staff</i></p>	M	<p><i>All staff advised to leave the site by 6.00 in order for cleaning to be undertaken.</i></p>		L
	<p>Available PPE for cleaning staff such as gloves</p>	<p><i>Cleaning staff in close contact with waste</i></p>	M	<p><i>Staff to wear gloves when cleaning</i></p>		L
	<p>Process in place for safe removal of disposal face masks.</p>	<p><i>Some staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</i></p>	M	<p><i>Ensure masks are disposed of in lidded bins</i></p>		L
Ventilation	<p><i>Classrooms have appropriate ventilation arrangements.</i></p>	<p><i>Windows/doors open before and after lessons, and during lessons when temperatures allow.</i></p>	H/M	<p><i>PE to be held in large hall and outside only</i></p>		L

		<p><i>Small hall -limited ventilation</i></p> <p><i>CO2 monitors do not arrive until late autumn</i></p> <p><i>High number of people in area that has limited ventilation</i></p>		<p><i>Lunchtimes on a rota in classrooms and both halls to prevent overcrowding -limited year groups</i></p> <p><i>CO2 monitors to be used in poorly ventilated rooms/areas</i></p> <p><i>Assemblies to be held in class-year group assemblies can be held - review phase groups during autumn term 2</i></p>	<i>autumn term</i>	
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	<i>Consistency</i>	<i>L</i>	<p><i>Shared at INSET day</i></p> <p><i>Staff Handbook</i></p>	<i>INSET-Sep 1st</i>	<i>L</i>
	<p>Risk assessments in place for those staff who are 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>	<p><i>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></p> <p><i>RA may need to be amended</i></p>	<i>L</i>	<p><i>Parents and staff encouraged to speak to school regarding any concerns</i></p>	<i>Ongoing</i>	<i>L</i>
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	<i>Staff are aware of their role in the continued contingency plans regarding remote</i>		<p><i>Ensure families are offered a laptop and FSM are arranged</i></p>	<i>Ongoing</i>	

		<i>education, should the plan be enacted.</i>		<i>including the holidays if instructed by ECC</i>		
	<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 to feel confident to speak to relevant members</i></p> <p><i>Be aware as to the support available</i></p>	<i>M</i>	<p><i>Aware of what the school has to offer in terms of support -BCC services</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></p> <p>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>Ongoing</i></p> <p><i>autumn 2020</i></p>	<i>L</i>

	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	<i>LFD testing may reduce</i>	<i>L</i>	<i>INSET training-recap LFD testing for staff twice a week is encouraged and to continue until at least the end of September</i>	<i>Revised until end September</i>	<i>L</i>
PPE	PPE requirements understood and appropriate supplies in place.	<i>Staff to wear PPE if they wish to such as delivering first aid</i>	<i>L</i>	<i>Ensure supplies are distributed and staff can access easily</i>		<i>L</i>
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 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 medical room, overseen by office staff.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs SLT and leaves the site as soon as possible.</i></p>	<i>M</i>	<p><i>Pupil may display symptoms upon entering the school. Pupil to be sent home to be tested.</i></p> <p><i>Communicate to parents -letter September 1st</i></p> <p><i>Letters revised and parents/carers informed</i></p> <p><i>Flow chart -set pf procedures to follow for SLT and office staff to communicate to Schools</i></p>		<i>L</i>

		<p><i>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible.</i></p> <p><i>Close contacts are identified by NHS test and trace if the individual has a confirmed case.</i></p>		<i>Comm, Staff and parents/carers</i>		
	<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><i>Close contacts are now identified by NHS test and trace following a confirmed case.</i></p> <p><i>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</i></p> <p><i>Can contact Essex Test and Trace team for advice. 01245904033</i></p>	<i>L</i>	<p><i>Parents to inform school of a positive case- communicate September 1st</i></p> <p><i>Letters created WB: 13.9.21</i></p>	<i>As and when required</i>	<i>L</i>
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	<i>Immediate switch to Seesaw and Tapestry for pupils who are self isolating having been identified by track and trace or who they</i>		<i>Ensure families are offered a laptop and FSM are arranged</i>	<i>When necessary</i>	

		<i>themselves have tested positive</i>				
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Staff to ask for support/advice where required/necessary Access new system CPOMS re disclosures and record accurately</i>	<i>L</i>	<i>Staff refresher training session on processes and procedures and the revised wellbeing material. TPP training</i>	<i>INSET and further staff CPD</i>	<i>L</i>
	Updated Child Protection Policy in place.	<i>Ensure revised CP policy is on website and shared</i>	<i>L</i>	<i>Adopt most recent Child Protection Policy</i>	<i>March 2021-on website</i>	<i>L</i>
	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.	<i>Dependent on case</i>			<i>As and when required</i>	
	Where physical contact is required in the context of managing behaviour.	<i>Additional RA to be in place for pupils with additional behavioural needs</i>	<i>L</i>	<i>Revision of RA for individual pupils ASC RA to be implanted if required</i>	<i>As and when required</i>	<i>L</i>

<p>Curriculum</p>	<p>Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.</p>		<p>L</p>	<p>Regular online learning in place Staff, pupil and parent session to be arranged and delivered by external provider</p>	<p>WC: 30.8.21 contingency plan revised Autumn term 2nd half</p>	<p>L`</p>
<p>Attendance</p>	<p>Approach to support for parents where rates of persistent absence were high before closure.</p>	<p>Engage with parents/carers and support where necessary put into place Other agencies, support groups etc</p> <p>Continue with designated key worker for individuals who require support on an individual basis such as those pupils with anxiety</p>		<p>Reminder about attendance communicated to parents</p> <p>Punctuality</p>	<p>01.09.21 1/11/21</p>	
<p>Communication</p>	<p>Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.</p>				<p>INSET 01.09.21</p>	
	<p>Updated Risk Assessment published on website.</p>				<p>Updates sent to staff and updated on website</p>	
	<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 Contingency plans Outbreak management plans 				<p>WE: 03.09.21</p>	

	<ul style="list-style-type: none"> 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 				02.09.21 Class teachers	
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media		
Governors/ Governance	Governors have oversight of plans and risk assessments.				01.09.21 shared with Ch of G	
	Approach to communication between Leaders and governors is clear and understood.					
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.			LGB meetings HT and CH of G meetings		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			Finance officer and HT to monitor		
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM					

Testing	Test kits are securely stored and distributed to staff					
	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 reminder about procedure: INSET Kept at correct temperature and stored securely		
	Staff are aware of how to report their test results to school and to NHS Test and Trace.			Letter from ECC sent to parents/carers about testing twice a week		
	Staff are aware of how to report any incidents both clinical and non clinical.					
	Process in place to monitor and replenish test supplies					
Outbreak Management Plan	<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</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</p>		See additional Outbreak Management Plan 13.09.21	Communicate to parents/carers via letter when/if there is a potential outbreak	

	<i>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 reintroduce some control measures.</i>	<i>come into place and how they would be informed if required.</i>				
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