

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Fairhouse Primary School

OWNER: Mrs Hamilton

DATE: 27/8/21

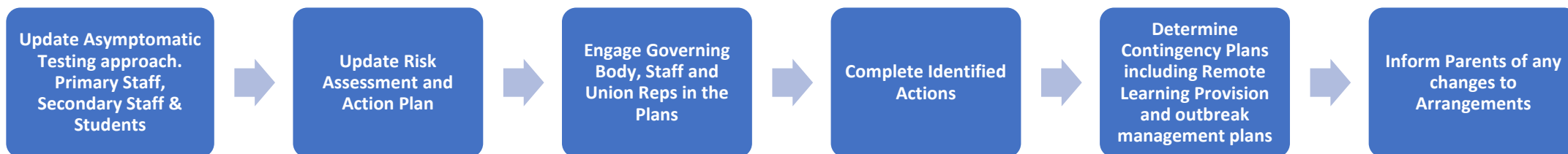
Purpose of this document:

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.

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:



Risk Assessment/ Action Plan Sections:

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The below table has been updated to remove any control measures which are no longer required by the DFE guidance following the ending of restrictions in July and changes to self-isolation protocols from August. Examples have been amended (*in blue*) to align to the latest practices.

Theme	Control Measures	Risk to Implementation	Risk Level pre action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
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>	<i>L</i>	<i>No lettings</i>		<i>L</i>
	Consideration given to the arrangements for any deliveries.		<i>L</i>	<i>Deliveries made to front office</i>	<i>1/9/21</i>	<i>L</i>
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.	<i>New staff need to know evacuation routes. Staff in different work spaces to familiarise.</i>	<i>M</i>	<i>Evacuation drill planned for early autumn term.</i>	<i>1/9/21</i>	<i>L</i>
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u> .	<i>Enhanced cleaning remains a necessary control measure.</i>	<i>M</i>	<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>	<i>1/9/21</i>	<i>L</i>

				<p><i>Hand paper towels, hand sanitiser and hand wash are to be checked and replaced as needed by care taker and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	<i>Use of cleaning contract – find alternative staffing</i>	<i>L</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.</i></p> <p><i>Low supply of soap.</i></p>	<i>M</i>	<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>	<i>1/9/21</i>	<i>L</i>
	Sufficient time is available for the enhanced cleaning regime to take place.	<i>Running same regime and timings – before school and after school</i>	<i>L</i>			
	Waste disposal process in place for potentially contaminated waste.	<i>Testing waste is no longer considered hazardous and</i>	<i>L</i>	<i>Waste bags and containers - kept closed and stored</i>	<i>1/9/21</i>	<i>L</i>

		<i>can be disposed of in the usual waste.</i>		<i>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> <i>Hazardous waste collection organised.</i>		
Classrooms	Classrooms have appropriate ventilation arrangements.	<i>Windows open before and after lessons, and during lessons when temperatures allow.</i> <i>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</i>	<i>L</i>	<i>Air conditioning units can be used when very hot but fresh turned off at play/lunch times and windows opened to input fresh air.</i> <i>CO2 readers used in every classroom to indicate levels.</i> <i>In cold weather, fresh air let in during breaks and lunch to re-ventilate.</i>	<i>1/9/21</i> <i>29/12/21</i>	<i>L</i>
Resources	Resources can be shared between groups/year groups Children to maintain regularly touched items for self in year 2 to year 6 i.e. own pencil cases with equipment Regularly shared items e.g. dining tables to be cleaned regularly between sittings		<i>L</i>	<i>Maintain pencil cases in year 2-6</i> <i>Dining tables wiped between sittings.</i>	<i>1/9/21</i>	<i>L</i>
Staffing	Approach to staff absence reporting and recording in place. All staff aware.		<i>L</i>	<i>Ensure new staff know system and contacts to report absence</i>	<i>1/9/21</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>	L	<p><i>CEV staff to maintain regular contact with GP and communicate with SLT.</i></p>		
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>	<p><i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i></p> <p><i>Remote education policy in place and guidance for parents on website.</i></p>	L			
	<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>		M	<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>	1/9/21	L

				<p><i>Ensure all staff are aware of the Employee Assistance Programme.</i></p> <p><i>Supervision in place for DSLs.</i></p>		
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.		<i>M</i>	<p><i>Ensure new staff know how to get TFTs and how to report to the school</i></p>	<i>1/9/21</i>	<i>L</i>
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.		<i>M</i>	<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p> <p><i>Update Inventory with key questions about symptoms</i></p>	<i>3/9/21</i>	<i>L</i>
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors. Protocols and expectations shared.		<i>L</i>	<p><i>Share amended procedures, obtain their assessments outlining controls.</i></p>	<i>1/9/21</i>	<i>L</i>
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	<p><i>Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</i></p>	<i>L</i>	<p>Only eligible with evidence of a positive test for the young person.</p> <p>Where a child has a confirmed positive case via a PCR test, they will be offered a FSM voucher – paid at £2.30 per child, per day.</p> <p>Evidence of a confirmed PCR test.</p>	<i>1/9/21</i>	<i>L</i>

PPE	<p>PPE requirements understood and appropriate supplies in place.</p> <p>No need to wear face coverings on site – staff or visitors. PPE not needed unless dealing with suspected case. Managing the face coverings can be reviewed depending on local outbreaks or numbers.</p>	<p><i>Some PPE required for intimate care and first aid giving</i></p>	L	<p>Gloves and masks (and plastic aprons) available.</p> <p><i>Managing the face coverings can be reviewed depending on local outbreaks or numbers.</i></p> <p><i>From 29/11/21 Staff and visitors (unless exempt) to wear face coverings in communal and shared areas.</i></p>	<p>1/9/21</p> <p>29/11/21</p>	L
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<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 SLT room, overseen by HT and office staff.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Headteacher and leaves the site as soon as possible.</i></p> <p><i>Individuals are asked to seek a PCR test as soon as possible.</i></p>	M	<p>Isolate in SLT room with window kept open.</p> <p><i>If a pupil is awaiting collection, they should be left in the SLT room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary.</i></p> <p><i>Any rooms they use should be cleaned after they have left.</i></p> <p>Staff displaying symptoms required to seek PCR test immediately.</p> <p>Admin staff to update tracker in school and to complete School-</p>	1/9/21	L

		<i>Close contacts are identified by NHS test and trace if the individual has confirmed case.</i>		line and share with school communications. Notification letters sent to parents of possible contacts/case within year group, advising to seek a PCR test.		
	<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.</i></p>	<i>L</i>			
Mixing bubbles and distancing	<p>Consistent bubbles or groups no longer necessary under step 4</p> <p>Mostly keep children to phases (year ½, year ¾ and year 5/6 and EYFS)</p> <p>Assemblies can take place with KS1 or KS2, children sat within year groups</p> <p>May need to revert to reintroduction of bubbles for temporary period under a breakout.</p>	<p><i>Gov and DFE have removed necessity to maintain consistent bubbles</i></p>	<i>L</i>	<p><i>Where possible, keep to phases. Key stage assemblies can take place – keep pupils in year group clusters within hall space and well ventilate the hall.</i></p> <p><i>Review regularly in line with outbreaks and local guidance. Revert to remote assemblies if outbreak.</i></p>	<i>1/9/21</i>	<i>L</i>

	Resources can be shared between phases and year groups. Adults suggested to maintain 1M rule for each other where possible.			Where there are increased numbers within school, assemblies to be moved to remote assemblies only.	29/11/21	
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		L	<i>Grab packs of homework to be available within 48 hours of request. (only to those pupils who have a confirmed case)</i>	1/9/21	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.			<i>Lap top loan forms used for individuals who need to isolate and who require them (pupils with a confirmed case).</i>		
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. Access to My Concern for all staff Clear safeguarding/CP training in line with KCSIE		L	<i>Staff refresher training session on processes and procedures and the revised wellbeing material. Support staff to receive refresher training on 1.9.21. Teachers to receive over two staff meeting sessions. All refresher training to be complete by end September and in line with KCSIE 2021.</i>	20/9/21	L
	Updated Child Protection Policy in place.		L	<i>Adopted most recent Child Protection Policy</i>	7/9/21	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP		L			

	and families to complete risk assessments and planning.					
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered. Timetables in place.		<i>L</i>			
	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>L</i>	<i>PSHE curriculum in place.</i> <i>Update homework expectations</i> <i>Homework club to continue from 13.9.21</i>	<i>1/9/21</i>	<i>L</i>
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		<i>L</i>	<i>Share updated behaviour policy on inset day 1.9.21</i>	<i>1/9/21</i>	<i>L</i>
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.		<i>L</i>	<i>Built into curriculum.</i> <i>Parents have access to NOS app.</i> <i>The 2 Johns e-safety awareness for parent s booked in October.</i>	<i>15/9/21</i>	<i>L</i>
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as	<i>M</i>	<i>Letter to parents sent before 1.9.21</i> <i>Support from Attendance officer.</i>	<i>1/9/21</i>	<i>L</i>

		<p>possible regularly attend school.</p> <p>Where a child is required to self-isolate due to quarantine in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a suspected or a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are unable to return, code X is unlikely to apply.</p>				
	Approach to support for parents where rates of persistent absence were high before closure.		<i>M</i>	<i>Pastoral support and communication from attendance officer.</i>	<i>On going</i>	<i>L</i>
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.		<i>M</i>	<p><i>Staff email before September 1st. Communication on INSET day.</i></p> <p><i>Risk assessment shared with all staff.</i></p> <p><i>Regular staff briefings and email updates.</i></p>	<i>1/9/21</i>	<i>L</i>
	Union representatives informed of updated plans.		<i>L</i>	<i>Done through Trust.</i>		

	Updated Risk Assessment published on website.		<i>L</i>	<i>Publish on Website</i>	<i>1/9/21</i>	<i>L</i>
	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 Wellbeing/ pastoral support 		<i>L</i>	<i>Parent letter sent out. Information on school website.</i>	<i>1/9/21</i>	<i>L</i>
	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 		<i>L</i>	<i>Assemblies in place. Information shared through class assemblies.</i>	<i>3/9/21</i>	<i>L</i>
	On-going regular communication plans determined to ensure parents are kept well-informed		<i>L</i>	<i>Letters, website updates, social media</i>	<i>On-going</i>	<i>L</i>
Governors/ Governance	Governors have oversight of plans and risk assessments.		<i>L</i>	<i>Shared at next Governors' meeting.</i>	<i>10/21</i>	<i>L</i>
	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. <i>Refer to Headteacher wellbeing materials.</i>		<i>M</i>	<i>Include information in head teacher's report to governors.</i>	<i>10/21</i>	<i>L</i>
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		<i>L</i>			

	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		<i>L</i>			
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		<i>L</i>			
Testing	Test kits are securely stored and distributed to staff.		<i>L</i>			
	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 		<i>M</i>	<i>Ensure new staff know how to use/take tests and how to report outcomes.</i>	<i>1/9/21</i>	<i>L</i>
	Staff are aware of how to report their test results to school and to NHS Test and Trace.		<i>M</i>	<i>Ensure new staff know how to use/take tests and how to report outcomes.</i>	<i>1/9/21</i>	<i>L</i>
	Staff are aware of how to report any incidents both clinical and non clinical.		<i>M</i>	<i>Ensure new staff know how to use/take tests and how to report outcomes.</i>	<i>1/9/21</i>	<i>L</i>
	Process in place to monitor and replenish test supplies		<i>L</i>			

<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 (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></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. Communicated with parents and students regarding when this would come into place and how they would be informed if required.</i></p>	<p><i>M</i></p>			
<p>Visitors and meetings</p>	<p>All visitors should be arranged in time and agreed by SLT.</p>	<p><i>Essential visitors booked in and shared on Fairhouse Calendar.</i></p> <p><i>Visitors made aware of procedures e.g. hand sanitisation etc on arrival.</i></p> <p><i>Visitors sign in to Inventory with series of questions about symptoms and share contact details.</i></p>	<p><i>H</i></p>	<p><i>If cases rise, school will move to essential visitors only (Trust staff, sports coach, social workers, therapists, school nurse etc).</i></p> <p><i>If cases high and all staff are wearing face masks, all visitors will be expected to do the same inside the school building.</i></p> <p><i>Meetings to be held virtually if cases high.</i> <i>Parents only invited in if deemed essential – promote phone calls and meetings and discussions outdoors.</i></p>	<p><i>29/11/21</i></p>	<p><i>M</i></p>

Ongoing CONTROL MEASURE	CONTROL STAGE Importance	ACTIONS /NOTES	Person responsible	By when/How often
Tissues for Each Class	high	Ensure adequate stock levels of tissues for each class / office Replenish as needed Staff to also self-replenish from stock	Site manager Cleaning team	daily
Alcohol based gel/sanitizer/foam in each class	high	Additional dispenser fitted in main entrance Ensure dispensers and full from the start of each day All children to use this (or have washed hands) before lunch daily Ensure adequate stock levels	Site manager Cleaning team	Daily checking
Good Personal Hygiene		<ul style="list-style-type: none"> • Inform parents of hygiene expectations and to discuss with children; • Children to wash or sanitise hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) • Children to wash or sanitise hands before exiting the room and on re-entering the room. • Plenty of access to tissues in the classroom and ensure these are used – catch it, bin it, kill it (wash hands). • Bins emptied at least daily. • Lidded bins in classrooms • Windows open in every room to aid ventilation. • Clear rules and guidance shared with children and staff • Communicate expectations to parents and carers through letters 	Staff/HT/SLT	on going
Cleaning standard		Daily cleaning of: <ul style="list-style-type: none"> • Door handles/door plates • Taps • Toilet flushes • Toilet locks • Light switches • Chairs/arm rests • Tables, including edges and legs (where likely to be touched) • Stairwell handrails • Doors and door frames • Photocopier and printers • Hot water tap in staffroom • Any other frequently touched surfaces • Use virabac grade cleaner 	HT/Site manager	Daily

		<ul style="list-style-type: none"> Use steri-7 Xtra high level biocidal wipes on photocopiers, Inventory sign in and children's computers each day. 		
School visitors and site users		Compulsory handwashing / use of gel before entering school; check if they have any symptoms of covid.	Office admin	Daily

COVID19 Outbreak Management Plan



Name of School:	Fairhouse Community Primary School	Date:	
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For support contact:

Essex Contact Tracing Team: 0300 303 2698, provide.escontacttracing@nhs.net
 DFE Helpline: 0800 046 8687 and selecting option 1
 PHE 03003038537

The re-introduction of some additional protective measures may be a necessary response to a potential outbreak in school. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.

Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local directors of public health to advise on.

Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local directors of public health to advise on. Below is the template used when confirmed cases are reported within the school. It lists what actions are taken. Dates are added and outcomes reviewed when cases are reported from different classes. This template and the listed actions will be reviewed when local or National guidance changes or in conjunction with advice from the Local Authority or Berlesduna Academy Trust.

Actions considered to contain an outbreak

Impacted year group:		Impacted staff:		Date:	
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Guidance	Action taken	Date commenced	Date of Review	Review Outcome
Self-isolation of close contacts <i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</i>	<i>When a threshold of 5 cases in a year group is reached. Advice sought from Public Health and ECTT. X students isolating from X to X.</i> <i>LA notified of all positive cases.</i>			
Re-introduction of Face Coverings <i>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to</i>	<i>Face coverings advised for adults in affected year group in corridors and crowded areas.</i> <i>Possible all adults to wear face coverings in shared areas</i>			

<i>particular localised outbreaks, including variants of concern.</i>	<i>including staff rooms (when not eating or drinking).</i>			
Asymptomatic Testing <i>Additional testing may be recommended to pick up any asymptomatic testing in the school community.</i>	<i>Letter to parents re home testing.</i>			
Increased ventilation <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i>	<i>Reminded to keep windows opened as much as possible. Investigating options for improving mechanical ventilation system.</i>			
Increased cleaning	<i>Reinforced importance of cleaning in between groups.</i>			
Reduce mixing of students	<p><i>When there are 2 cases within a class or more than 3 in a year group, the year group will become a bubble again. They eat as a year group (as usual). Assemblies will be moved to remote again. Outside, the children can mix in their phase but this is outside so contact is low and ventilation high.</i></p> <p><i>Pupils in the bubbled year group not to mix with other year groups inside of school.</i></p> <p>When there are 5 or more cases in a class over a 10 day period, advice is sought from Essex Contact Tracing Team: 0300 303 2698, provide.escontacttracing@nhs.net DFE Helpline: 0800 046 8687 and selecting option 1 and Public Health England. Further measures may include:</p> <ul style="list-style-type: none"> • Sitting in rows • Not sharing resources • Quarantining resources such as reading books • Not visiting library 			
Communications to staff	<i>All staff advised of potential outbreak and mitigating actions. All staff notified of positive cases within their year group/close contacts.</i>			
Communications to students	<i>All students advised of potential outbreak and mitigating actions.</i>			

Communications to parents/ carers	<i>Letter to parents/carers advised of potential outbreak in their child's class and mitigating actions.</i>			
Remote Education	<i>Remote education provided to those pupils who need to self-isolate and who are well enough to work.</i>			