

OCC COVID19: Updated September 2021 Risk Assessment and Action Plan- ST BARNABAS PRIMARY SCHOOL



DATE: September 2021

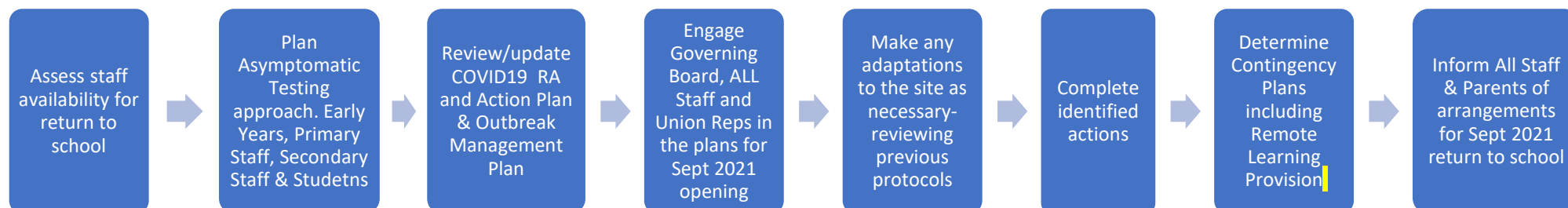
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place for the return to school September 2021 and 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:

- School specific Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19 Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE
- The Health Protection (Notification) Regulations 2010 (legislation.gov.uk)
- Public Health England (PHE) (2017) Health protection in schools and other childcare facilities - GOV.UK (www.gov.uk)

Risk Assessment for September 2021 return:



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 board and union representatives. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Actions for early years and childcare providers					
Site Arrangements <u>Coronavirus: latest information and advice</u> - HSE news	Review office space(s) to allow staff to continue to work safely.	<i>Office does not allow for adequate space between staff members, no windows for ventilation.</i>	M	<i>Office staff desks well-spaced. Staff working from home, by agreement for PPA.</i>		L
	Review access/egress by pupils, staff, visitors and manage as appropriate for the safety of all- based on summer term processes/procedures. What worked/what didn't. Any other physical changes necessary? Maintain one-way system(s), appropriate signage etc.	<i>Bottlenecks likely at entrance to school. Staff to supervise.</i>	M	<i>Each class has own entrance. Parents not in school unless by prior appointment. Gate use staggered.</i>		L
	Review premises lettings and best practice approach, as required	<i>Lettings after school with break between school activities and adequate ventilation at all times.</i>	M	<i>Lettings risk assessment completed Additional cleaning provision take place to ALL areas accessed between letting and normal school operations</i>		L
	Consideration given to the arrangements for any deliveries.		M	<i>Masks worn and entry by appointment</i>		L
	Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure still in place		M	<i>Masks worn in school.</i>		L
	Safe Contractor management		M	<i>Masks worn</i>		L
Emergency	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB in the event of emergency the priority is getting out of the building</i>		M	<i>Evacuation procedure as usual and share with all staff and children.</i>	L	

<p>Evacuations</p>	<p><i>calmly.</i></p> <p>Consideration given to PEEP – TAs 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>			<p><i>Arrange a Fire drill as soon into the new term as possible, capturing new pupils/staff</i></p>		
<p>Cleaning and waste disposal</p>	<p>Review enhanced cleaning regime is in place in line with <u>COVID-19: cleaning of non-healthcare settings outside the home</u> - GOV.UK (www.gov.uk)</p>			<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 wash are to be checked and replaced as needed by cleaning and school staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		
	<p>Adequate cleaning supplies and facilities around the school are in place. Any further changes necessary?</p>	<p><i>All to be responsible.</i></p>	<p><i>M</i></p>	<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>L</i></p>

	Arrangements for longer-term continual supplies are also in place.					
	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>Parkers onsite after school</i>		<i>L</i>
	Waste disposal process in place for potentially contaminated waste, including testing waste.			<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i> <u>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</u>		
	Safe and appropriate storage of large supplies of alcohol gel	<i>No flammable store</i>	<i>H</i>	<i>Source appropriately sized flammable store</i>		
Classrooms	Classrooms allow as much space between individuals as practical.					
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. Review any sharing of equipment as necessary and cleaning measures required	?? should we still be wiping chrome books <i>Soft toys, cushions and beanbags in classroom are not easily washable.</i>	<i>L</i>	<i>Remove soft furnishings</i>		<i>L</i>
	Review non-essential equipment or resources which are not easily washable or wipeable. Review information posters which are displayed across the site; at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets, are any changes necessary?		<i>M</i>	<ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> <u>Microbe mania</u>		<i>L</i>
			<i>L</i>			<i>L</i>

	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	. Tables may now be in groups because ventilation is good.		•		
	<p>Increased ventilation (where reasonably practicable – cost versus risk exercise).</p> <p>21/08/21 update from GOV.UK <u>All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</u></p> <p>Currently under review by OCC H&S in conjunction with other LA's/DfE/HSE Guidance - <u>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</u></p> <p>The current <u>Schools COVID guidance</u> states</p> <p>"DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings, where needed."</p>	<p>Reminder to keep windows/doors open as much as practically possible and/or purge fresh air at mid-morning and lunch break. Investigating options for improving mechanical ventilation system, where practicable to do so.</p> <p>Following DfE, HSE and CIBSE guidance, schools should, as part of their risk assessment, be identifying <u>any areas of concern</u>. e.g., where there's no natural ventilation/air flow; areas that feel stuffy etc.</p>		<u>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</u>		
Staffing	Review staffing numbers required for Sept 2021 return have been determined including support staff such as facilities, IT, midday and office/admin staff.					
	Approach to staff absence reporting and recording in place. All staff aware.					
	Review any individual staff risk assessments (clinically extremely vulnerable, pregnant staff), are there appropriate and sufficient arrangements in place for mitigating risks as identified. <u>Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</u>			H	Specific RA template available H&S A-Z	L
	<u>Coronavirus: how to stay safe and help prevent the spread -</u>					

	<p><u>GOV.UK (www.gov.uk)</u></p> <p>Communication arrangements are in place and clear for staff concerning their role in continuing to support the working of the school.</p>					
	<p>Plans to respond to any increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>					
	<p>Where appropriate/necessary, consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).</p>					
	<p>Approaches for meetings and staff training in place.</p>	<p><i>Use Courtyard or Hall</i></p>	<p><i>m</i></p>			<p><i>l</i></p>
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>	<p><i>HLTA/TAs/Supply to provide cover</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 are aware of support and advice for schools and pupils available from OCC</i></p> <p><i>Schools who subscribe to the EAP can access this link</i></p> <p>http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme</p>		
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>	<p><i>Tests provided and advised to complete 2x week</i></p>		<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>		
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>	<p><i>As needed</i></p>				
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors,</p>	<p><i>Decide on the delivery of this learning</i></p>				

	<p>forest school leaders. Protocols and expectations shared. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</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>Mixing and 'bubbles'</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	<p>GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles').</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>	<p><i>To reduce the risk only 2 classes will use the hall at any one time.</i></p> <p><i>Assemblies will take place with 2 year groups at a time.</i></p>		<p><i>Children can mix freely outside at playtimes.</i></p>		
<p>Social Distancing? Hands, face, space and fresh air!</p>	<p>From GOV.UK; Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. If necessary, review arrangements for any continuation of protocols from summer term 2021:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social 			<p><i>Arrivals and departures use 3 different gates and are staggered.</i></p>		

	<p>distancing during these times in place, such as when queuing for lunches</p> <ul style="list-style-type: none"> Toilet arrangements 					
	Approach to avoiding children and young people entering school congregating in large numbers			<i>On arrival, students move straight to class and sit at named table and wait for rest of class to arrive/class to begin.</i>		
	<p>Approach to assemblies – https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p>	<i>Consider and review any alternative outdoor areas (weather permitting) for assemblies, classes etc.,</i>		<i>Assemblies in paired year groups</i>		
	Review arrangements in place for the use of the playground, including equipment.			<i>KS2 classes have own equipment. KS1 share the trolley.</i>		
Catering	Review arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. Liaise with catering team/Contractor re any changes to processes and procedures/RA update					
	Review arrangements for when and where pupils and staff will take lunch (and snack time if necessary) – any adjustments necessary?			2 classes maximum in the hall for KS2 on a half termly rota basis. KS1 in the hall.		
	Review arrangements for food deliveries in place – any adjustments necessary?			Delivered to outside door.		
PPE	Review PPE requirements and are appropriate supplies in place?			Supplies in medical room.		
Visors/face coverings	Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)			Supplies in medical room.		
	Face coverings Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.					

	The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces <u>Contingency framework: education and childcare settings (publishing.service.gov.uk)</u>					
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day <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 			Disposable mop heads recommended, see link: <u>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</u>		
	Approach to confirmed COVID19 cases in place: outside of school hours <ul style="list-style-type: none"> Cleaning procedure in place Arrangements for informing parent community in place Contact tracing arrangements if needed 					
	Review any changes to the school day/timetables and communicate with parents.					
	All students instructed to bring a NAMED water bottle each day.			<i>Bottles to be used at lunchtime</i>		
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			<i>Mental health training at Teacher meeting September.</i>		
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 					
Remote Education	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	<i>Response to positive case(s) of COVID19.</i>		<i>Individuals directed to Oak Academy and Google classroom. In the event of future lockdown</i>		

Plan				<i>move to online learning as per plan.</i>		
	Technology support/DfE laptop allocation in place.			<i>Refer to GOV.UK guidance</i>		
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Summer 2021 all staff online training..</i>		
	Reviewed/updated Child Protection Policy in place			<i>Adopted most recent Child Protection Policy/safeguarding policy</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.					
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			<i>Team teach Training July 2021</i>		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.					
	<p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE <u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grass root sport. Advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/for-education/primary/ • Swimming https://www.swimming.org/swimengland/pool-return- 					

	<p>guidance-documents/</p> <ul style="list-style-type: none"> Contents (oeapng.info) 					
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	<i>School behaviour plan in place.</i>				
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	<i>Part of PHSE Jigsaw</i>		<i>Reinforced by assemblies</i>		
SEND PUPILS	<p>Approach to provision of the elements of the EHCP and SEN children including health/therapies in place.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B</p>					
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.			<i>Refer to GOV.UK guidance</i>		
Communication	Information shared with staff around the Sept 2021 return to school and any amendments to usual working patterns/practices and groups.			<i>Refer to GOV.UK guidance</i>		
	Union representatives informed of Sept 2021 return to school plans.	<i>Encourage staff to become union rep.</i>				
	Updated Risk Assessment published on website.					
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> Sept 2021 return to school Any continuing social distancing requirements? Wellbeing/ pastoral support/ support and 	<p><i>Details sent to parents at the end of July followed up by reminder on 1st September.</i></p> <p><i>Reminders and further details</i></p>				

	<p>acknowledgement to parents of home learning</p> <ul style="list-style-type: none"> • Attendance • Behaviour • NHS Test and Trace • Staggered start and end times • Expectations when in school • Contingency plans – Outbreak Management Plan when needed. 	<i>sent as needed.</i>				
	On-going regular communication plans determined to ensure parents are kept well-informed	<i>Weekly newsletter.</i>		<i>Letters, website updates, social media</i>		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.					
	Governors have oversight of Sept 2021 return to school and risk assessments.					
	Approach to communication between Leaders and Governors is clear and understood.					
	Review any aspects of Governance which may have been on-hold in order to review/reinstate as required	<i>Visits to start again with governor buddy system.</i>				
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.	<i>RA checked by Michelle Codrington H and S and Safeguarding Governor.</i>				
School events, including trips	<p>Review the school's annual calendar of events.</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>					
Finance	Review any continuing additional costs incurred due to COVID19; are they clearly documented.					
	Review any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc.					

	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.					
	Insurance claims, including visits/trips booked previously.					
	Reintroduction or re-contracting of services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering • Waste management 					
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak					

Actions for early years and childcare providers

Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)

Contingency framework: education and childcare settings (publishing.service.gov.uk)

All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk) Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)

Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend>