

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: White Hall Academy

OWNER: Learning Pathways Trust

DATE: August 2020



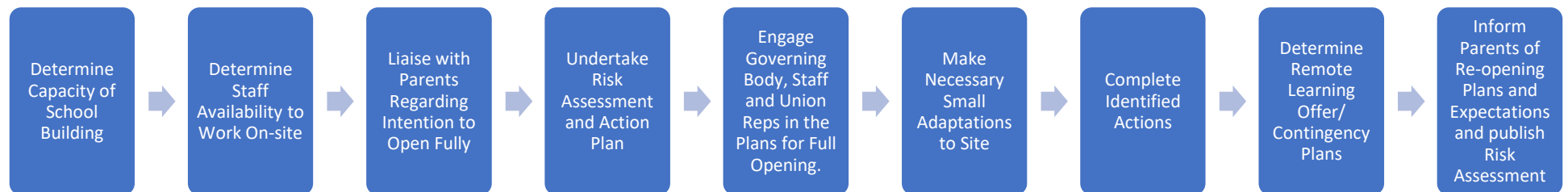
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school 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:

- 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'

Steps of Full Opening Preparation:



Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements 	Unused classroom/WC taps pose legionella risk due to lack of use.	High	All little used water facilities were added to “little used weekly flush” record in legionella control file.	<i>w.b</i> 24.08.20	Low
		Repairs in toilets/classrooms potential risk to contamination	Medium	Maintain social distancing when carrying out repairs and wear appropriate PPE. E.g. Mask + Gloves.	<i>Ongoing</i>	Low
		Outside contractors coming on site to cut grass.	Medium	Contractors will be told to not touch anything other than their own equipment. Gates are opened and closed by site team.	<i>Ongoing</i>	Low
		Outside play equipment usage and checks	Medium	The playground equipment will be rota’ d to a year group each week. It will be cleaned at the end of the week in between year group use.	03.09.20	Low
		Classroom waste/recycling bins getting over filled possible area of cross contamination.	Medium	Bins to be emptied twice daily by site team/cleaners/MDAs using appropriate PPE equipment.	03.09.20	Low
		Staff congregating in staff room during break/lunch times	Medium	Six areas will be allocated to staff with adequate seating, microwave, fridge and urn with social distancing measures in place. Staff will be encouraged to collect items and make a drink before returning to their classroom base to eat/drink.	03.09.20	Low
		Possible gathering of children/parents at bike/scooter racks.	Medium	Area will be manned by staff member during start and end of day ensuring a one in one out policy is followed and people are only touching their own property. Parents will also be encouraged to take their child’s bike/scooter home with them to reduce unnecessary gathering of personal property	03.09.20	Low
	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	Medium	Offices are now laid out to supporting social distancing requirements. Occupancy in these areas are limited and the capacity displayed outside the room.	03.09.20	Low

	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	Medium	One-way system in place to enter and exit the school. Signage in place and new system communicated to parents prior to re-opening. 2 metre markers will be sprayed on the playground to enable visitors to social distance whilst queuing. Staggered start and end times will be in place to reduce the numbers on site.	03.09.20	Low
	Consideration given to premises lettings and approach in place.	Small Hall will be used as a temporary staff room so no lettings will be allowed	Medium	Lettings available on weekends only via training room. Cleaners to clean first thing Monday morning to disinfect post let.	03.09.20	Low
	Consideration given to the arrangements for any deliveries.	Vehicular Deliveries are currently admitted via blue gate which will be used for parents/pupils in a staggered start/end to the day. Safer alternative to be implemented.	Low	Vehicular Deliveries to be made via the red gate. All suppliers to be encouraged to deliver between 9:30am and 2:15pm. This needs to be communicated to office staff and suppliers.	03.09.20	Low
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.	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	Medium	All classes will evacuate as normal. Each fire disks will be 2m apart minimum adhering to social distancing. The fire disks will congregate the pupils in year groups and allow space for social distancing for year groups.	Signs, plan and maps to be in pace for the 03.09.20	Low
	Arrangements in place to support individuals with reduced mobility.	Staff unable to evacuate the building.	Medium	Fire evacuation plan to be re-instated which details plans for supporting staff with reduced mobility.	01.09.20	Low

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance.</u>	<p>Shortage of cleaning/hygiene supplies will impact the level of cleanliness through the site.</p> <p>Capacity of staff to maintain the level of cleaning required.</p>	High	<ul style="list-style-type: none"> • Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. • Please refer to the update COVID 19 Cleaning Schedule. • Hand towels and hand wash are to be checked and replaced as needed by (Site Team) and cleaning staff • Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush – toilets will be cleaned from 1.30pm • Additional capacity to be added to the site team through the use of MDAs 	03.9.20	Low
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Sickness/absence within the cleaning team will impact their ability to carry out the enhanced cleaning regime.	Medium	<ul style="list-style-type: none"> • Kosheen to provide early notice of any sickness/absence. Kosheen will be contracted to work additional hours as necessary to ensure that the school is adequately cleaned. • Each classroom will have a fully stocked cleaning station to be able to wipe down desks before and after lunch. • MDAs have volunteered to be a part of an additional cleaning team to ensure the robust cleaning of key areas such as toilets at lunchtime. They will be claiming additional hours. A comprehensive Induction covering their duties will be provided by the Site Manage 	03.09.20	Low
					03.09.20	Low

	Adequate cleaning supplies and facilities around the school are in place.	Staff and visitors do not have access to the cleaning resources in order to minimise the risk of infection.	High	<ul style="list-style-type: none"> • Hand sanitises available at the main reception, staff rooms, offices and all classrooms. • Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Sink to be installed in the Year 6 classroom. • Milton spray bottles and clothes in place in every room. 	July 2020 and onwards.	Low
	Arrangements for longer-term continual supplies are also in place.	There are insufficient supplies of cleaning products which will prevent the school from maintaining the required cleaning schedules.	High	<ul style="list-style-type: none"> • Bursar and Site Manager need to ensure there is a suitable supply of disposable gloves, aprons, face masks, soap and hand sanitisers. • Stock check to be carefully monitored by the Site Manager and Christine from Kosheen. 	July 2020 onwards	
	Sufficient time is available for the enhanced cleaning regime to take place.	Classrooms/areas not cleared in a timely manner at the end of the day will impact the cleaning team's ability to implement the enhanced cleaning regime.	Medium	<ul style="list-style-type: none"> • Non-teaching staff will be encouraged to leave site by 3:30pm. • Teachers will be advised to have planning meetings in one room within their year group bubble in order for cleaners to clean other classes without interference • Kosheen will be contracted to provide additional hours as necessary. 	03.09.20	Low

	Waste disposal process in place for potentially contaminated waste.	Waste not disposed of following the documented process could lead to unnecessary contamination.	Medium	<ul style="list-style-type: none"> Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. before normal opening hours). All waste such as Nappy and Sanitary waste is collected out of hours in line with normal arrangements. 	03.09.20	Low
	Process in place for safe removal and/or disposal of face masks.	Face masks are discarded on the floor.	Medium	<p>All pupils will be required to remove their face masks upon entering the school site. Disposable face masks will be placed in a designated bin which will be emptied by the Site Staff at the end of the morning arrival sessions – approx. 9.15am.</p> <p>Any cloth masks need to be removed by the child and given to their parent/carer if possible or stored in an individual, sealable plastic bag.</p>	03.09.20	Low
Classrooms	The number of staff and pupils that can use each room will return to normal class sizes.	Returning to class sizes of 30 and the required number of adults mean children will be in close proximity.	Medium	<ul style="list-style-type: none"> The Nursery will operate key groups in accordance with EYFS ratios. Nursery and Reception classes will minimize the risk in accordance with the Early Years Guidance. Staff will endeavour to clean any resources shared throughout the school day. Year 1 to Year 6 pupils will sit at desks facing forwards and seated side by side wherever the classroom layout allows. GROW – will be operating in two classrooms and will form a bubble. Staff will keep 2m apart whenever possible. If a child needs to be approached then a 1 m distance will be kept and face to face contact avoided. 	03.9.20	Low

				<ul style="list-style-type: none"> If a child needs something modelled to them then this should be done from behind the child, over their shoulder and face to face contact avoided. 		
Classrooms have been re/arranged to allow as much space between individuals as practical.	Movement around the classroom results on congestion and potential contact between pupils.	Medium	Teachers to ensure that movement around the class is planned and allows for minimal contact. Teachers to ensure windows and doors are open whenever possible.	03.9.20	Low	
Classroom entry and exit routes have been determined and appropriate signage in place.	Staff and pupils unsure of the directions or restrictions on movement	Low	<ul style="list-style-type: none"> Pupils will have an induction on the routes they can take on their first day and expectations. Staff need to supervise the children to ensure they fully understand the restrictions in place for their safety. Staff to be inducted on the routes to taken by everyone on site during the INSET DAY – 3rd September 2020. 	03.09.20	Low	
<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or</p>	<p>Pupils do not have access to equipment and resources to access the curriculum.</p> <p>The risk of infection is increased through the sharing of resources.</p>	Medium	<ul style="list-style-type: none"> Pupils will have their own stationery pencil cases to use in the classroom. ICT resources to be allocated to year groups by the ICT co-ordinator and cleaned after use by pupils/staff. All Soft toys, drapes cushions and beanbags in classrooms and Nursery are to be removed. Only toys/resources that can be wiped down to be used. Reduce the number of toys to be accessed by the pupils. Toys will be divided into small packs so that they can be removed after they have been used and cleaned before used by a new child/group. Any resources to be shared within year group bubbles will be cleaned before being shared or left for 48 hours (72 hours for plastic) for being passed on. 	03.09.20	Low	
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	resources which are not easily washable or wipeable have been removed.					
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	Limited reminders/ awareness for children in relation to the measures in place to minimise the risk of COVID-19.		<p><i>All classrooms will have the following posters displayed:</i></p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> <p>Lesson plans are available on Microsoft Teams and will be delivered to the pupils on the first day.</p>	03.09.20	Low

Staffing	The school has sufficient numbers of staff to open safely and meet staffing ratios.	Not enough staff to safely teach the pupils on site.	Low	<ul style="list-style-type: none"> • Complete a staff audit of staff available to work from the 24th August. • All staff need to inform the school if they have been asked to quarantine following travel abroad. • GROW will operate as one 'Bubble'. If there are insufficient staff numbers then the provision will temporarily close. 	28.08.20	LOW
	Approach to staff absence reporting and recording in place. All staff aware.	<p>Staff not reporting their sickness.</p> <p>Staff not attending work because they believe they should be shielding for either</p>	Low	<ul style="list-style-type: none"> • Normal approaches to reporting sickness to be applied. • Evidence of any staff member required to be absent from work as a result of COVID to be provided. • NHS Test and Trace procedures to be followed. Staff will be provided with a template to record contacts in 	03.09.20	Low

	themselves or a vulnerable person in their household.		the event of a case of COVID being confirmed within the school.		
Risk assessments in place for those staff who were previously working from home due to shielding.	A number of staff have been shielding since March 2020 and they may be put at risk carrying out their regular duties.	Low	Risk assessments for staff who have been shielding or classified as vulnerable will be carried out prior to re-opening.	24.08.20	Low
Plans to respond to increased sickness levels are in place.	An overwhelming bout of sickness that significantly reduces the staffing capacity.	Medium	<ul style="list-style-type: none"> • Cover staff have been allocated to a year group to reduce contact. • Supply agencies will be contacted if required. 	3.09.20	Low
Approaches for meetings and staff training in place.	Staff members congregating for meetings.	Medium	Morning briefings and all staff meetings will be carried out via Microsoft Teams with staff members in their classroom. Year group planning meetings can take place.	03.09.20	Low
Staffing roles and responsibilities with regards to the potential need for remote learning to be agreed and communicated.	Home learning for pupils shielding or staying at home is not provided and therefore pupils will be falling further behind.	Medium	Any child who is required to continue to shield from school will be provided with weekly work following a risk assessment and medical evidence.	03.09.20	Low
Consideration given to the options for redeployment of staff to support the effective working of the school.	Staff unaware of the measures being taken to minimise risk.	Medium	<p>Induction process will cover cleaning protocols. Some LSAs have volunteered to lead 'Bubbles' if required. LSA duties will consist of:</p> <ul style="list-style-type: none"> • Wiping down tables at lunchtime • Cleaning of toys/resources from Reception classes. • Transportation of meals • Home Learning Support • Break and lunchtime cover <p>Please refer to the COVID 19 Cleaning Schedule.</p>	03.09.20	Low

<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>	Staff are overwhelmed by the current crisis and their ability to work affected.	Low	<ul style="list-style-type: none"> • Staff are reminded that they can access Education Support. • Pastoral Leader is available to provide support for staff. • Staff have completed 'Children and Young Persons Mental Health Training' and 'Bereavement' training as part of their home leaning prior to the school re-opening. • Staff can access Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx • A new 'Bereavement Policy' is in place to support staff. 	03.09.20	Low
Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Delay in staff accessing tests and receiving their results.	Medium	The whole school community will be sign posted to the nearest Testing station and informed on how to book a test.	03.09.20	Low
Process in place for use of the limited number of self-testing kits	Self- testing procedures are not followed resulting in inaccurate results.		Await government guidance on the use of 'Self-Testing' kits.	03.09.20	Low
Return to school procedures are clear for all staff.	Staff are unaware of the schools measures to reduce the risk of COVID 19 spreading.	Medium	<ul style="list-style-type: none"> • Staff to be inducted on the routes to taken by everyone on site. • A timetable of cleaning procedures throughout the day and at break times/lunchtimes will be communicated to all staff during the induction process. 	02.09.20	Low
Arrangements in place for any visitors/ contractors on site, protocols	Lack of protocols in place for Visitors could reduce the effectiveness of infection control.	Medium	<ul style="list-style-type: none"> • Parents will be advised that any communication with the school needs to take place via email or over the phone. 	03.09.20	Low

	<p>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>			<ul style="list-style-type: none"> • Visitors to the school will be restricted. Only essential repairs to the building, social worker visits and deliveries will be allowed. • Where possible such visitors will be asked to attend school out of school hours to reduce the risk of contact. • All visitors must report to the main school office. They will be asked to wear a face mask for the duration of their visit. If the wearing of a mask impedes their task then a visor will be required. • Instructions on the school's procedures will be provided upon the visitor's arrival, either by the office or site staff as applicable. • Test and Trace contact details will be taken from all visitors upon their arrival at school. 		
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Group Sizes	Children will form 'Class and Year Group Bubbles' in order to reduce contact with other pupils.	Pupils from different year groups mixing together and spreading the virus.	Medium	Children will spend the majority of their day in their 'Class Bubble'. They will mix with pupils from their 'Year Group Bubble' at playtimes. Contact with pupils from other year groups will be avoided.	03.09.20	Low
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Staff mixing across bubbles increases the risk of the virus being spread.	Medium	<p>All staff to remain in remain in the year group bubble. PPE to worn by any staff who need to work across bubbles, e.g. Speech and Language LSAs.</p> <p>PPA and Cover staff have been allocated to year group bubbles to reduce contact.</p>	03.09.20.	Low

Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) Staggered or limited amounts of moving around the school/ corridors Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements 	<p>Large gatherings of people unable to social distance effectively due to timings and layouts.</p>	High	<p>The following start and finish times for the Primary School are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #e6e6fa;">Pupils with a surname</th> <th style="background-color: #e6e6fa;">Start of School Day</th> <th style="background-color: #e6e6fa;">Finish to School Day</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e6e6fa;">A-F</td> <td style="background-color: #e6e6fa;">8.30am</td> <td style="background-color: #e6e6fa;">2.50pm</td> </tr> <tr> <td style="background-color: #e6e6fa;">G-M</td> <td style="background-color: #e6e6fa;">8.40am</td> <td style="background-color: #e6e6fa;">3.00pm</td> </tr> <tr> <td style="background-color: #e6e6fa;">N-Z</td> <td style="background-color: #e6e6fa;">8.50am</td> <td style="background-color: #e6e6fa;">3.10pm</td> </tr> </tbody> </table> <p><i>Reception pupils will have a different phased return for the first two weeks and will follow the above system from Monday 25th September as communicated in a separate correspondence.</i></p> <ul style="list-style-type: none"> The Nursery will operate staggered start and finish times based on the key groups. Timetable for outside breaks will be implemented. Lunches are to be delivered from the kitchen to classroom bases to avoid queuing All corridors become one way systems, and signed appropriately. Toilet areas to be designated to year group 'Bubbles.' 	Pupils with a surname	Start of School Day	Finish to School Day	A-F	8.30am	2.50pm	G-M	8.40am	3.00pm	N-Z	8.50am	3.10pm	03.09.20	Low
	Pupils with a surname	Start of School Day	Finish to School Day															
A-F	8.30am	2.50pm																
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N-Z	8.50am	3.10pm																
<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p>Parents and pupils unsure of the school's approaches to the start and end of the school day</p> <p>Parents and pupils not observing social distancing measures.</p>	Medium	<ul style="list-style-type: none"> Video of the system to made and posted on Facebook School day timings to be staggered Parents will enter via the blue gate which is a wider entrance. Pastoral Staff members will monitor the waiting areas and disperse any groups who congregate to talk. Parents and children will be asked to leave the school site if they are deliberately breaking social distancing measures. 	03.09.20	Low													

	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Children being unable to socially distance due to an SEN need or too young to understand.	Medium	<ul style="list-style-type: none"> Parents and children will be asked to leave the school site if they are deliberately breaking social distancing measures. Conversations with parents/carers if their child is unable to follow social distancing. Behaviour Management/SEN risk assessments to be implemented for children who are struggling. Behaviour Management Policy has been amended to reflect the 'minimising' the risk approaches in place. 	03.09.20	Low
	Assemblies will not take place in the Autumn Term.	Bringing all children together for assembly would breach the bubble arrangements.	High	All assemblies will take place via Microsoft Teams.	03.09.20	Low
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	The virus being spread through the sharing or play equipment and children not adhering to social distancing.	Medium	<ul style="list-style-type: none"> All 'Bubbles' will be timetabled for playtimes to reduce the number of pupils on the playground. All outdoor playground apparatus will be timetabled on a weekly rota to a year group 'bubble' and must only be used by these pupils. Class 'Bubbles' will have access to their own equipment for playtimes. 	03.09.20	Low
Catering	Arrangements in place to provide food to pupils on site, including the requirement of	School is unable to provide hot meals due to staff sickness within the catering team.	Medium	<ul style="list-style-type: none"> Meals will be delivered to the pupils in their classrooms. Disposable plastic containers have been ordered for the food to be served in. The menu has been amended to reflect the need for food to be transported. 	03.09.20	Low

	universal free school meals.			<ul style="list-style-type: none"> LSAs will support in the distribution of the food. Sandwiches will be provided by the school in the event of staff sickness to the catering team. 		
	Arrangements for when and where each group will take lunch are in place so that children do not mix with children from other groups.	'Bubbles' coming into contact with one another.	Medium	<ul style="list-style-type: none"> Meals will be delivered to the classroom. If the weather is suitable pupils will eat outside in their 'Bubbles' and distanced from other 'Bubbles'. Meals will be distributed to them. 	03.09.20	Low
	Arrangements for food deliveries in place	Not enough or too much food is ordered. Congestion caused by food deliveries clashing with the staggered start and end times of the school day.	Medium	<ul style="list-style-type: none"> The ordering of deliveries will be adjusted to reflect the change in menu and reduced numbers on site. Pupil numbers to be carefully monitored to ensure the orders cater for the number of children and staff on site. No deliveries to take place from 8.10am and 9.40am 	03.09.20	Low
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Incorrect use of face masks or gloves lead to an increased risk of the virus being spread	Medium	<ul style="list-style-type: none"> A guide to the use of PPE equipment, 'Minimising the Risk – A guide for staff' will be produced for all staff members and covered in the induction The Business Manager and Site Manager will monitor stock levels to ensure there are no shortages The Business Manager and Site Manager have been instructed by the headteacher to over order to ensure enough supplies are in place and to provide reassurance to staff. 	03.09.20	Low
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 	Symptoms are not identified or obvious.	Medium	<ul style="list-style-type: none"> HT/DHT and Mrs Nazer to be informed. The Food Tech room will be the designated 'Isolation' area. Windows to be opened and a 2m distance observed between the child and staff member(s) Staff member(s) to wear a face mask and gloves and apron if the child is sick. Parents to be notified 	03.09.20	Low

<p>informed/ take action</p> <ul style="list-style-type: none"> • 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 				<ul style="list-style-type: none"> • The 'isolation' room and classroom bubble space will be deep cleaned. • If the toilets have been used by the child, then they will be deep cleaned. • Pupils from the 'Class Bubble' will be informed of a confirmed case of 'COVID-19' and advice from the PHE takenn. 		
<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing 	<p>Risk of the spread of virus in the classroom and the panic of parents/staff from that 'Bubble'</p>	<p>Medium</p>		<ul style="list-style-type: none"> • Where the child, young person or staff member tests positive, the rest of their class/ year group within their childcare or education setting should be sent home and advised to self-isolate for 14 days • As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group. 	<p>03.09.20</p>	<p>Low</p>

	parent community in place					
	<p>Process in place to engage with the Test and Trace and contact tracing process.</p> <p><i>Refer to ECC and public health guidance for more information.</i></p>	The school is not able to provide contact details for visitors and staff in the event of a confirmed case of COVID-19.	Medium	<ul style="list-style-type: none"> • Test and Trace cards are in place for any visitors to school. • Test and Trace system in place for staff members in the event of contact information being required following a confirmed case. 	03.09.20	Low

Pupil Re-orientation: back into school after a period of closure/ being at home						
	Changes to the school day/timetables shared with parents.	Pupils/parents coming to school at the incorrect times and increasing the number of people on site.	Low	<ul style="list-style-type: none"> • Timetable arrangements to be clearly communicated to parents and staff. • Any correspondences can be found on the school's Facebook page. 	July 2020 and August 2020	Low
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	Pupils not having a bottle to drink from.	Medium	<p>The following equipment will be allowed in from home:</p> <ul style="list-style-type: none"> ✓ Water bottle ✓ Packed lunch box ✓ School reading book in their book bag. ✓ School bag ✓ Coat ✓ Plastic cups to be held in reserve and to be disposed of in the classroom. • Pupils will be shown where they will be allowed to re-fill their water bottles. 	July 2020 and August 2020	Low

	Approach to preparing pupils for a return to academic	Pupils are finding it hard to get back into school routines and	Medium	<ul style="list-style-type: none"> • PSHE work on returning to school will be carried out. • Expectations for learning in school to be shared at a staff meeting. 	03.09.20	Low
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	<p>work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>	<p>adapt to the new measures in place.</p>				
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>	<p>Pupils emotional well-being and behaviour being affected by the school closure or bereavement within the family</p>	<p>Medium</p>	<ul style="list-style-type: none"> • All staff have carried out Bereavement training. • Pastoral team will be available to provide support. • Mindfulness sessions to be a key part of the school timetable. 	<p>03.09.20</p>	<p>Low</p>
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial 	<p>Well-being of families being impacted by the effects of COVID19</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Family Support worker and Pastoral team will sign post agencies to provide support. • Office staff will screen for eligibility of FSM. • Normal Child Protection procedures will be applied. 	<p>03.09.20</p>	<p>Low</p>

	<ul style="list-style-type: none"> Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 					
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Remote Education Contingency Plan	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	Year group 'Bubble' needs to self-isolate because of a positive case of COVID 19	Medium	Remote learning contingency available and ready to be 'switched –on' when needed. Parents will be expected to follow the home learning work set for the duration of the isolation period.	03.09.20	Low
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Transition into new year group	Online/ website support for families and young people around transition.	Pupil transitions and uncertainty are unsettling.	Medium	<ul style="list-style-type: none"> New classes for September 2020 will be communicated to parents. Pupils will be asked to complete their 'All about Me' transition activities either in school or as part of their home learning. SENCOs will complete One Planning remotely. Class teachers wrote to the pupils of their new class to introduce themselves. 	July 2020.	Low
	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:		Medium	<p><u>New Reception Intake:</u> In light of the COVID-19 pandemic the induction period for reception pupils will differ from previous years. Firstly, the children will be placed into temporary 'Bubbles' for the first four weeks of the term. This is to enable the teaching team to assess where the pupils are and evaluate how they are settling into school life.</p>	Mid-June Mid-June	Low

	<ul style="list-style-type: none"> • EY to Primary • EY into Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc. (lead in times) 			<p>The 'Bubbles' will have half-day sessions for the first two weeks of the term, spending a morning or afternoon in school. Having half of the class in school will allow the staff to get to know your child and support them in settling into school life. The third and fourth weeks will have the whole 'Bubble' in class. Using the information obtained throughout the opening four weeks the children will then be placed in a consistent class for the remainder of the academic year.</p> <p><u>Monday 7th – Friday 11th September</u></p> <ul style="list-style-type: none"> • Group A – morning sessions – 8.30 – 12.15pm • Group B – afternoon sessions 12.30pm – surname group collection time. <p><u>Monday 14th September – Friday 18th September</u></p> <ul style="list-style-type: none"> • Group A – afternoon sessions - 12.30pm – surname group collection time. • Group B – morning sessions –8.30am – 12.15pm <p><u>Monday 21st September – 25th September</u></p> <ul style="list-style-type: none"> • Group A and Group B in all day – 8.30am - surname group collection time. <p><u>Monday 28th September – 2nd October</u></p> <ul style="list-style-type: none"> • Group A and Group B in all day – 8.30am - surname group collection time. <p><u>Monday 5th October – 9th October and onwards</u></p> <ul style="list-style-type: none"> • Pupils will be assigned to classes for the remainder of the academic year. 	<p>5.6.20</p> <p>Mid-June onwards</p>	
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Safeguarding	Consideration given to pupils who may need support with their return to school and consideration has been undertaken with the family and agencies involved.	Pupils previously deemed to be safer at home and family anxious about returning to school	Medium	<ul style="list-style-type: none"> Review the pupils' risk assessment to identify any support or arrangements needed for their return to school. A 'Reduced Timetable' may be implemented for any pupils who the school/parents believe will find returning to school challenging. 	03.09.20	Low
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Pupils are not supported effectively if concerns are raised,	Medium	Staff refresher training session on process and procedures and the revised wellbeing material.	03.09.20	Low
	Updated Child Protection Policy in place.	Concerns raised from the pupils at home are not dealt with correctly.	Medium	Adopted most recent Child Protection Policy.	03.09.20	Low
	Consideration given to the safe use of physical contact in context of managing behaviour.	Staff being exposed to the spread of virus through spitting and having to break social distancing recommendations.	Medium	Review individual consistent management plans to ensure they include protective measures.	03.09.20	Medium

Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Activities that may be hard for children to socially distance.	Low	The school curriculum will be adapted. The catch up curriculum will focus on: <ul style="list-style-type: none"> • Catching up basic Numeracy and Literacy • Reading Skills • Wellbeing – Returning to School & Mindfulness • PSHE • Creative Learning including active learning. 	03.09.20	Low
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?	Social distancing and sharing of equipment increases the risk of the virus being spread in the 'Bubble' Each activity should be risk assessed and should not be run unless the risks can be mitigated	Medium	All activities are to be carefully planned. If equipment is to be used it must not be shared and cleaned after use.	03.09.20	Low
	Whole school approach to adapting curriculum including: <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes • utilising the DFE 'catch up' funding and programmes. 	Pupils feel deflated as if their work is not captured and recognised.	Low	Virtual celebration assemblies will continue recognising academic, creative and attitudes to learning.	03.09.20	Low

	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	Pupils being disciplined for social distancing unfairly.	Medium	The Behaviour Policy' has been amended to reflect the social distancing measures being applied in school and to ensure the pupils are treated fairly and line with their age. All staff will ensure the children are aware of the expectations needed to be adhered to.	03.09.20	Medium
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Pupils not returning to school due to being anxiety.	Medium	The government guidance on attendance will be followed. Pastoral Support team to engage with anxious families to encourage attendance. Work with Aquinas Attendance to re-engage the children with their education.	03.09.20	Low
	Approach to support for parents where rates of persistent absence were high before closure.	Pupils not attending school which is impacting negatively on their education.	Medium	School will follow the normal procedures for poor attendance.	03.09.20	Low

Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Staff unsure of the operational changes to the school which increases the risk of COVID spreading if present in the school.	Medium	<ul style="list-style-type: none"> Staff will receive a copy of this risk assessment prior to returning to school Staff will receive an induction/reminder of the processes in place on the 2nd Sept. 	03.09.20	Low
	Re-opening plans shared with governors.	Governors are not informed of the school plans for re-opening.	Medium	Risk assessment to be shared with CEO, COG and vice COG prior to re-opening.	W.b 24.08.20	Low

	Union representatives consulted on full opening plans	Union representative feels that the school is not doing all it can to keep staff safe.	Medium	Risk assessment to be shared with any Union Staff Covid Reps.	03.09.20	Low
	Risk assessment to be published on the school website, where more than 50 staff.	The school community are unaware of the measures being taken by the school.	Medium	The risk assessment will be published on the website following approval from the governing body.	W.b 24.08.20	Low
	<p>Communications with parents:</p> <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgment to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times 	Pupils do not adhere to measures in place increasing the risk of the virus being brought into the school and spread.	Medium	<ul style="list-style-type: none"> • Information was communicated to the parents/carers in July and re-posted in mid-August • New Behaviour Policy to be published on the school website and parents signposted to it. 	July 2020 and August 2020	Low

	<ul style="list-style-type: none"> Expectations when in school and at home (if self-isolating is necessary) 					
Governors/ Governance	<p>Governors are clear on their role in the planning and full opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	<p>The governors are not aware of their statutory duties or the measure being taken by the school to minimise the risk of COVID-19</p>	Low	<ul style="list-style-type: none"> Governors to sign off the risk assessment prior to full opening. COG provides challenge on planning, safeguarding and site arrangements. 	W.B – 24.08.20	Low
	Governors prepared for start of school year (clerking, etc.).	Governors unaware of the meetings for the term.	Low	Virtual governing body meetings arranged for the Autumn Term 2020	Sept.2020	Low
School events, including	The school's annual calendar of events has been reviewed and decisions made on cancelling or	COVID-19 being transmitted through school trips or workshops.	Low	<ul style="list-style-type: none"> All school trips have been cancelled for the Autumn Term Spring and Summer 2021 to be reviewed in the Autumn Term. 	Sept.2020	Low

	going ahead with events in the immediate term, including school trips.			<ul style="list-style-type: none"> The Year 6 residential will be provisionally booked for Summer 2021 and reviewed. Workshops from external visitors will be allowed in the Autumn term and fully risk assessed by the SLT. 		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Failure to recognise the additional requirements/costs could leave the school with a reduced capability to respond to the changing need. Not accurately identifying additional costs will impact budget.	High	<ul style="list-style-type: none"> Additional costs to be discussed at Governors Meeting. Business Manager to keep a detailed spreadsheet of all expenditure. 	27.05 20 and ongoing	Low
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Failure to recognise the additional costs incurred could impact the schools' annual budget.	Medium	<ul style="list-style-type: none"> Increased costs to be reported to Governors Business Manager to keep a detailed spreadsheet of all expenditure. DfE claims to be submitted in a timely manner. Unable to claim as School predicting an in year credit but will continue to monitor costs in the event that the criteria changes. 	27.05 20 and ongoing	Low
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Failure to recognise the impact of loss of earnings etc. could impact 20/21 budget.	Medium	<ul style="list-style-type: none"> Loss of income to be reported to Governors. Business Manager to keep a detailed spreadsheet of all expenditure. 	27.05 20 and ongoing	Low
	Insurance claims, including visits/trips booked previously.	The school is financially disadvantaged as a result of trips having to be cancelled.	Medium	No 'off-site' school visits are planned for the Autumn Term 2020. Some year groups will have visitors providing workshops.	03.09.2020	Low

	<p>Reintroduction or re-contracting services, such as:</p> <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	<p>Lack of collaboration could increase the costs of implementing the required changes.</p>	<p>Medium</p>	<ul style="list-style-type: none"> • PPE has been bulk purchased via the Trust and distributed to the three schools. • Cleaning has continued throughout this period. • IT support has been carried out remotely wherever possible and will continue in this manner as long as this is practical. • Catering services have continued. • Disposable food containers purchased. 	<p>03.09.20</p>	<p>Low</p>
	<p>Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.</p>	<p>Failure to recognise the additional requirements/costs could leave the school with a reduced capability to respond to the changing need.</p> <p>Not accurately identifying additional costs will impact budget.</p>	<p>High</p>	<ul style="list-style-type: none"> • Additional costs to be discussed at Governors Meeting. • Business Manager to keep a detailed spreadsheet of all expenditure. 	<p>03.09.20</p>	<p>Low</p>
<p>First aid</p>	<p>First aid to be administered by the adults within the bubbles</p>	<p>Children receiving inadequate levels of first aid.</p>	<p>Medium</p>	<ul style="list-style-type: none"> • All classes have a full first aid kit. • Adults within 'Class Bubbles' will administer first aid to their pupils. • If the injury cannot be treated by the staff in the bubble, one of the three designated non-class based medical staff who have full Paediatric First Aid Qualification (Mrs Nazer, Mrs Devaux and Miss Bourne) will be called. The child will be removed from the bubble and assessed/treated. PPE equipment will be worn by the medical staff if bodily fluids are involved. • Injuries at lunchtimes will be treated by the MDAs who will also have full first aid bags. • Emergency services will be contacted if required. 	<p>03.09.20</p>	<p>Low</p>

Administration of Medication	Pupils need to follow a new procedure in receiving their daily medication.	Pupils not receiving their medication as they can no longer come to the medical room and follow the usual procedures.	Medium	<ul style="list-style-type: none"> • Parents still need to complete the permission form for administering medication, this will be available to download on school website and Facebook page. • Medication will be stored in the medical room. • One of the medical responder team will administer the correct dosage using a soufflé outside the child's classroom. • Once taken the medical responder will sign the sheet to confirm the child has taken their medication. 	03.09.20	Low
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	Pupils transmitting the virus before and after school.	Medium	<p>A new before and after school provision will be provided by the school. This will be staffed using WHA staff who will follow the same cleaning schedule and expectations contained within this risk assessment.</p> <p><u>In addition:</u></p> <ol style="list-style-type: none"> 1) The pupils will be kept in their year group bubbles within the provision. 2) Siblings will be permitted to sit and play with each other. 3) The use of any outdoor play apparatus will follow the school rota system for the week. 4) They will have resources that will only be used by pupils within their year 'bubble' 5) A sink will be installed in the main hall for handwashing. 6) All staff members will complete an 'online' food hygiene course. 	03.09.20	Low

CYP with SEND	<p>Approach to provision of SEND needs and elements of the EHCP that require and include health/therapies.</p>	<p>Pupils requiring support from external agencies where professionals usually work 1:1 with the child bringing the risk of</p> <ul style="list-style-type: none"> • the child being in close contact with someone with the virus • the child being in close contact with the professional • child possibly coughing or sneezing in close proximity to the professional • child and/or professional using objects that are touched by both 	<p>Medium</p>	<p>External agencies and professionals likely to visit the school:</p> <ul style="list-style-type: none"> ➤ Communicate Therapist will visit the school once a week ➤ ACE SaLT visits to review children once a week for four or five weeks each term ➤ Psychodynamic counsellor sees children 1:1 one day a week ➤ Integrative Child Psychotherapist sees children 1:1 one days a week ➤ Paediatric Clinic often request school observations from ADHD Nurse Specialist or Specialist Paediatric SaLT ➤ Essex Visual and Hearing Impairment Service ➤ Social Workers ➤ EWMHS workers <p>Therapist/External Professional</p> <ul style="list-style-type: none"> • Symptom checking before leaving for work against COVID-19 key symptoms. If symptoms are present, a test will be required before returning to work and the school will be notified of positive tests. • Hand washing/antibacterial gel used before and after each client as per WHO instructions. • Professional has completed infection control training from their own organisation. • If the child is unlikely to be able to abide by social distancing guidelines, or the clinical activity requires to be closer than 1 metre, therapist should consider use of a Window Face Mask and Disposable Apron. • Antibacterial hand gel used as entering room, and on leaving • Maintain a 1 metre distance from the child where possible. 	<p>Sept 2020</p>	<p>Low</p>
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				<ul style="list-style-type: none"> • Appointments will be organised to minimise movement of therapist between 'bubbles'. <p>Accompanying Adults</p> <ul style="list-style-type: none"> • Reduce number of adults to 1 unless clinically required. No other persons to attend with child. • Request adult sits 2 metres away from therapist. • Antibacterial hand gel used by accompanying adult on entering room, and on leaving. <p>Therapy Materials</p> <ul style="list-style-type: none"> • Therapist considers the materials needed to bring into the setting, and where possible, uses the setting's materials instead. • No materials that cannot be wiped down with antibacterial wipes to be taken into the setting unless clinically essential. • Used therapist therapy materials go into the amber bucket once used. At the end of the session, they will be wiped down with antibacterial wipes before being returned. <p>Room</p> <ul style="list-style-type: none"> • Appointments will be staggered to enable infection control procedures to be followed and avoid crossover between appointments. • Furniture and surfaces touched during therapy session are wiped down with antibacterial wipes after each child. • Ventilate the room where practicable, by having at least one open window. 		
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	Annual reviews.	<p>Risk includes:</p> <p>Face to face parent/professional review meetings bring the risk of</p> <ul style="list-style-type: none"> • adults being in close contact • adults possibly coughing or sneezing in close proximity to each other • adults using objects that are touched by more than one meeting attendee 	Low	<p>There are 3 Annual Reviews due to be held in the autumn term. Additional measures required:</p> <p>Prior to the meeting</p> <ul style="list-style-type: none"> • Pupil views will be collected by the class bubble staff along with examples of work; work examples can also be obtained from Seesaw • Where external professionals are involved their views will be collected via email prior to the meeting • Setting aspirational targets will continue to be based upon the skills the child needs to develop over the next 12 months but will also include an emotional support target • Targets will be prepared in consultation with the class teacher prior to the meeting and then shared with parents/professionals for any additions or changes. <p>Annual Review Meeting</p> <ul style="list-style-type: none"> • Meetings will need to be held within a well-ventilated room with all participants spaced out • Participant numbers to be limited to the parent, SENCO and any external professional involved • As much information as possible will be gathered beforehand to keep the meeting under 45 minutes • Antibacterial hand gel used by participants on entering room, and on leaving • Maintain a 1 metre distance from each other • Appointments will be arranged to enable infection control procedures to be followed and avoid crossover between appointments • Furniture and surfaces touched during the meeting to be wiped down with antibacterial wipes after the meeting • Ventilate the room where practicable, by having at least one open window. 	Sept – Dec 2020	Low
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	<p>Requests for assessment.</p>	<p>Risk includes:</p> <p>There is no significant risk involved with submitting applications.</p> <p>Any parental permission forms can either be posted out for signing or an email confirmation from parents saying they are happy for the application to go ahead will be accepted.</p> <p>All applications are made electronically via encrypted email.</p> <p>There is risk from the EP visiting to assess the pupil in school and if the Outcomes Meeting is to be held in school See the section 'Approach to provision of SEND needs and elements of the EHCP that require and include health/therapies' guidelines for EP visits</p>	<p>Low</p>	<p>Medical IPRA requests have been submitted for two pupils to include funding requests for additional safety measures IPRA requests do not require parental agreement and/or signature EHCP requests can be submitted to Essex SEND Operations SENCO will make Lead IP and EP aware of the children the school are submitting requests for For current and future EHCP requests an EP assessment visit will be required and Essex SEND Operations will arrange the Outcomes Meeting according to their safety guidelines. Where Outcomes meetings are requested to be held in school:</p> <ul style="list-style-type: none"> • Meetings will need to be held within a well-ventilated room with all participants spaced out • Participant numbers to be limited to the parent, SEND Op professional, SENCO, EP and any external professional involved • As much information as possible will be gathered beforehand to keep the meeting as short as possible • Antibacterial hand gel used by participants on entering room, and on leaving • Maintain a 1 metre distance from each other • Furniture and surfaces touched during the meeting to be wiped down with antibacterial wipes after the meeting • Ventilate the room where practicable, by having at least one open window. 	<p>Sept – Dec 2020</p>	<p>Low</p>
	<p>Consider any pupil who may need support with their return to school and consult with the family and other agencies involved.</p>	<p>Some children and families</p> <ul style="list-style-type: none"> • might have relatives or friends who have died during lockdown, due to coronavirus or other illnesses. 	<p>Low</p>	<p>Prepare for return</p> <ul style="list-style-type: none"> • Transition booklets for all children • Clear information sent to parents for what to expect; timings; reassurance of hygiene precautions and safety measures 	<p>Sept 2020</p>	<p>Low</p>

	<p>Including any support required for pupils to understand new rules i.e. social distancing.</p>	<ul style="list-style-type: none"> • might have been aware of a relative or friend being seriously unwell or hospitalised. • might have experienced other types of loss – for example, parents who have been furloughed or lost their job, a home and/or school move, • might have experienced long-term isolation from important figures in their life such as grandparents. <p>For some children, returning to school</p> <ul style="list-style-type: none"> • will be a period of change and uncertainty • may take time to get back into the routine and adjust to school life <p>For children who have continued at school</p> <ul style="list-style-type: none"> • they have got used to school being quieter • they have got used to less focus on academic work <p>Risks that might present:</p> <ul style="list-style-type: none"> • Mood changes • Social withdrawal • Separation anxiety • Tiredness due to sleep problems 		<ul style="list-style-type: none"> • Individualised social stories might be needed for issues around going outside; returning to school; goodbye routines; good hygiene routines; social distancing • SEN/Pastoral team to update records to include any issues that have arisen e.g. bereavements and communicate issues to appropriate staff as required • Acknowledge what has happened • Lots of resources are available for talking to children of different ages about the coronavirus. Early Years: Sesame Street have some useful videos and resources for younger children about health emergencies and dealing with worries • Opportunities for children to talk within their class bubble • Learning Mentor support including socially distanced walks and dog walks • Referral to Learning Mentor for bereavement support if needed • Family Support Worker referral where appropriate • Referral to other professionals for emotional support as required e.g. EWMHS • Referral to WHA Anxiety & Resilience Group for emotional support • Online resources available from Cruse Bereavement Care and Winston's Wish <p>Practical Resources</p> <ul style="list-style-type: none"> • Social Stories provided for returning to school; goodbye routines; good hygiene routines; social distancing • Posters and signs for hand washing and social distancing • Encourage and develop use of mindfulness strategies • Resource list to be provided to teachers 		
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		<ul style="list-style-type: none">• Physical symptoms (headache, stomach ache, hunger)• Reduced concentration• Developmental regression• Distress over use of PPE• School refusal				
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