

COVID19: Partial Opening Phase for Critical Worker and Vulnerable Children

SCHOOL NAME: White Hall Academy

OWNER: Learning Pathways Trust

Updated 5th January



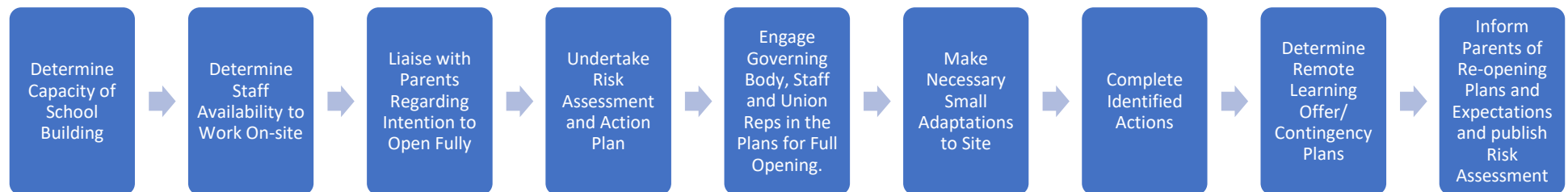
Purpose of this document:

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.	w.b 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.	Ongoing	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.	Ongoing	Low
		Outside play equipment usage and checks	Medium	K.S.2 Large Playground equipment will be used by one class at time for the week. It will be left for a period of 48 hours before being switched to another class. The K.S.1 apparatus will be used by 2 classes per day and does not need to be isolated before use as it is wooden. Children will be encouraged to follow good hygiene – refrain from touching their face and washing their hands upon returning to class.	05.01.21	Low
		Classroom waste/recycling bins getting over filled possible area of cross contamination.	Medium	Bins to be emptied (if necessary) and placed outside of class fire door for collection by site team/cleaners/MDAs using appropriate PPE equipment.	05.01.21	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. Face masks must be worn at all times in these communal areas and must not be removed to eat or drink. Drinks need to be consumed in the classroom, in outside spaces or any indoor space safely distanced away from others.	05.01.21	Low

	Possible gathering of children/parents at bike/scooter racks.	Low	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	05.01.21	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. Office staff have been placed on a rota to reduce the number of staff in school during the partial closure.	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 for the office. Collection boxes will be situated at the front of the school outside for parents to drop off forms to avoid congestion at the office, e.g. photograph money. Staggered start and end times will be in place to reduce the numbers on site.	05.01.21	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	All lettings are cancelled during the National Lockdown period.	05.01.21	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	Blue gate will be manned by site team during drop off and collection times, cones will be placed in the road stopping any unauthorised vehicles entering site during these times. All suppliers to be encouraged to deliver between 9:30am and 2:15pm. To be communicated to office staff and suppliers.	05.01.21	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.	05.01.21	Low
	Arrangements in place to support individuals with reduced mobility.	Staff unable to evacuate the building.	Medium	Fire evacuation plan to be followed as normal as the pupils and staff are in their regular classrooms.	05.01.21	Low

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance.</u>	Shortage of cleaning/hygiene supplies will impact the level of cleanliness through the site. Capacity of staff to maintain the level of cleaning required.	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 throughout the day Additional capacity to be added to the site team through the use of volunteer LSA support 	05.01.21	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. 	05.01.21	Low

				<ul style="list-style-type: none"> • Each classroom will have a fully stocked cleaning station to be able to wipe down desks before and after lunch. • LSAs have volunteered to be a part of an additional cleaning team to ensure the robust cleaning of key areas such as toilets at lunchtime. A comprehensive Induction covering their duties will be provided by the Site Manager 	05.01.21	Low
	Adequate cleaning supplies and facilities around the school are in place.	Staff 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 has been installed in Class 5f and the main hall for wraparound provision. • Milton spray bottles and clothes in place in every room. 	05.01.21	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"> • Business Manager 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. 	05.01.21	

	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"> All classroom based staff will be asked to leave the premises by 4.00pm Kosheen will be contracted to provide additional hours as necessary. 	05.01.21	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. 	05.01.21	Low
	Process in place for safe removal and/or disposal of face masks.	Face masks are discarded on the floor.	Medium	<ul style="list-style-type: none"> Parents/Carers are now expected to wear face masks on site and therefore do not need to remove them. 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. Staff need to change any face coverings after a 2 hour period and store in a sealed plastic bag. 	05.01.21	Low
Classrooms	The number of staff and pupils in the classroom has been reduced in light of the reduced number of children on site.	<p>Virus being spread within a bubble.</p> <p>Class 'bubbles' mixing with one another.</p> <p>Staff moving across bubbles.</p>	Medium	<ul style="list-style-type: none"> The number of pupils on site has been significantly reduced and face to face education will only be provided for Critical Worker and Vulnerable children. Class bubbles will be small and approximately between 5-12 pupils depending on the need of the year group. Class bubbles will not mix with another bubble. GROW – will be operating in two classrooms and will form a bubble. 	05.01.21	Low

				<ul style="list-style-type: none"> • 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. • 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. • Windows to be kept open if the weather allows this to be facilitated. During colder weather the majority of windows and doors can be closed. One should be left open. • When the children are not in the classroom the external door and additional window can be opened to circulate air. 		
A strict regime is in place for handwashing for pupils and staff	<p>Any people on site becoming ill from exposure to COVID-19</p> <p>The school running out of hand hygiene products.</p>	Medium	<ul style="list-style-type: none"> • Sufficient handwashing facilities are available throughout the school day. • Temporary sinks have been installed in the main hall and 5F. • Children will wash their hands for 20 seconds when arriving on the premises, before and after eating/drinking, sneezing, using the toilet and leaving for home at the end of the day. • Hand sanitisers are provided in every classroom, staff room, office and toilet. • Young children and children with additional needs to be helped to clean their hands properly. • The site team and School Business manager will check stock levels of supplies regularly. 	05.01.21	Low	
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	<ul style="list-style-type: none"> • 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 to maintain air flow and depending on the room temperature. 	05.01.21	Low	

	Contact between any cover teacher and the class is kept to an absolute minimum.	Teaching/LSA staff providing cover for 'bubbles' spread the virus.	Medium	<ul style="list-style-type: none"> Teachers/LSAs will wear a face covering which will be changed every 2 hours and safely stored. A 2-metre zone at the front of the classroom needs to be marked and the cover teacher will remain in this zone throughout the lesson. The cover teacher will not approach the children at their desks or move around the room, therefore reducing the contact on surfaces. The cover teacher comply with social distancing expectations and avoid face to face contact with the CT on the day of the cover. LSAs will provide the support to children within the class under the direction of the cover teacher. 	05.01.21	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 need to be informed of any new class base if required and shown the entrance route from the yellow gate. Parents to be notified if their child is working in a new classroom. 	05.01.21	Low
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. 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].	Pupils do not have access to equipment and resources to access the curriculum. The risk of infection is increased through the sharing of resources.	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. 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. 	05.01.21	Low

	Non-essential equipment or resources which are not easily washable or wipe able have been removed.			<ul style="list-style-type: none"> Each bubble will have a box of playground equipment to be use in their zoned area. 		
	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.		<ul style="list-style-type: none"> <i>All classrooms will have the following posters displayed:</i> <ul style="list-style-type: none"> <u>Horrid hands</u> <u>Super sneezes</u> <u>Hand hygiene</u> <u>Respiratory hygiene</u> Lesson plans are available on Microsoft Teams and will be delivered to the pupils on the first day. 	05.01.21	Low

Staffing and Vulnerable Staff and Pupils.	The school has insufficient 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"> LSAs will be consulted to ascertain whether they would be deliver on site teaching. Staff who are rotered to be at home will be asked to attend school to teach the bubble. GROW will operate as one 'Bubble'. If there are insufficient staff numbers then the provision will temporarily close. 	05.01.21	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 themselves or a vulnerable person in their household.</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, including positive test result or evidence confirming the staff member is Clinically Extremely Vulnerable. 	05.01.21	Low

				<ul style="list-style-type: none"> NHS Test and Trace procedures to be followed. Staff will be provided with a template to record contacts in the event of a case of COVID being confirmed within the school. 		
	<p>Staff who meet the Critically Extremely Vulnerable (CEV) Staff criteria as advised by the DFE will be asked to work from home.</p> <p>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p>	Vulnerable staff may become infected and suffer ill health from exposure to COVID-19	Low	CEV staff will be directed to work from home.	05.01.21	Low
	<p>Staff in the clinically vulnerable group (CV) (but not extremely vulnerable as below) e.g. over 70, heart disease, diabetes, non-severe lung conditions, obesity.</p>	Vulnerable staff may become infected and suffer ill health from exposure to COVID-19	Medium	<ul style="list-style-type: none"> Individual risk assessments need to be carried out for staff members in the CV group. Must enable frequent thorough handwashing, minimize contact, enable social distancing of ideally 2 metres between adults and where this is not possible, minimising close face to face contact and time spent within 1 metre of others. 	05.01.21	Low

<p>See full list: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>					
<p>The latest guidance is that as a general principle pregnant women are in the clinically vulnerable group https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/</p>	<p>Health complications in relation to the virus, exacerbated by pregnancy.</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Some pregnant women with some chronic health conditions will be in the CEV group and should stay at home (see CEV section above). • Up to 28 weeks SHOULD ATTEND work subject to any individual medical advice to the contrary. • Pregnant women over 28 weeks' or with underlying health issues are considered to be at higher risk. The current advice is that should only attend work where they cannot work from home AND where the risk assessment supports this. • The advice is being regularly updated and Risk Assessment should be reviewed accordingly. • https://www.rcog.org.uk/globalassets/documents/guidelines/2020-07-31-occupational-health-advice-for-employers-and-pregnant-women-during-the-covid-19-pandemic.pdf 	<p>05.01.21</p>	<p>Low</p>
<p>Staff who may otherwise be at increased risk from coronavirus e.g. BAME staff https://assets.publishing.service.gov.uk/</p>	<p>Increased health complications caused by the virus.</p>	<p>Medium</p>	<ul style="list-style-type: none"> • The general risk assessment should mitigate relevant risks. However, schools should ask staff to complete the individual risk assessment form and have discussions with these individuals, using the risk assessment as a framework, putting in 	<p>05.01.21</p>	<p>Low</p>

government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf			<p>place reasonable additional precautions where applicable and possible.</p>		
<p>Staff living with someone who is clinically vulnerable, <u>extremely</u> clinically vulnerable or otherwise at increased risk</p>	<p>Potential health complications for family members at home with health conditions.</p>	<p>Medium</p>	<ul style="list-style-type: none"> • The general risk assessment should mitigate relevant risks. However, schools should ask staff who consider they have particular circumstances, to complete the individual risk assessment form and have discussions with these individuals, using the risk assessment as a framework. 	<p>05.01.21</p>	<p>Low</p>
<p>Pupils in the Clinically Extremely Vulnerable group having interactions in close proximity to others</p>	<p>Vulnerable pupils may become infected and suffer ill health from exposure to COVID-19</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Any child who is classed as CEV will remain at home for the duration of the school closure. • SENCO will carry out regular welfare checks. • CT to ensure the child has access to the remote learning offer. 	<p>05.01.21</p>	<p>Low</p>
<p>Pupils in the Clinically Vulnerable (CV) group having interactions in close proximity to others</p>	<p>Vulnerable pupils may become infected and suffer ill health from exposure to COVID-19</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Any child who is classed as CV will have a risk assessment carried out to determine if the child is able to attend school during this period. • SENCO will carry out regular welfare checks if it is deemed the child is safer at home • CT to ensure the child has access to the remote learning offer if it is deemed the child is safer at home. 	<p>05.01.21</p>	<p>Low</p>
<p>Plans to respond to increased sickness levels are in place.</p>	<p>An overwhelming bout of sickness that significantly reduces the staffing capacity.</p>	<p>Medium</p>	<ul style="list-style-type: none"> • LSAs have volunteered to supervise classes if needed. • Teachers working from home will be expected to attend school to deliver face to face teaching. 	<p>05.01.21</p>	<p>Low</p>

				<ul style="list-style-type: none"> If the school cannot provide appropriate levels of cover then the 'bubble' may be temporarily closed. 		
Approaches for meetings, staff training and PPA.	Staff members congregating for meetings.	Medium		<ul style="list-style-type: none"> Morning briefings, staff meetings and all planning meetings will be carried out via Microsoft Teams with staff members in their classroom. Whenever possible staff should avoid congregating for PPA meetings. If this is not possible then face coverings and 2m distance must be observed. Face masks must not be removed to eat or drink during these meetings 	05.01.21	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		<ul style="list-style-type: none"> The remote learning curriculum is place. The school is aware of pupils who do not have adequate ICT resources at home to access the learning. Work packs will be delivered to these pupils. 19 laptops have been provided by the DFE and will be allocated by the school. The school has applied to the DFE for additional laptops. 	05.01.21	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>	05.01.21	Low
Approach to support wellbeing, mental health and resilience in place, including	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. 	05.01.21	Low

	<p>bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<ul style="list-style-type: none"> • 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. 		
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>	<p>Delay in staff accessing tests and receiving their results.</p>	<p>Medium</p>	<ul style="list-style-type: none"> • The whole school community will be sign posted to the nearest Testing station and informed on how to book a test. 	<p>05.01.21</p>	<p>Low</p>
	<p>Process in place for use of the limited number of self-testing kits</p>	<p>Self- testing procedures are not followed resulting in inaccurate results.</p>		<ul style="list-style-type: none"> • The school received a number Home Testing kits and will be made available to staff and pupils who cannot access a testing site. 	<p>05.01.21</p>	<p>Low</p>
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried</p>	<p>Lack of protocols in place for Visitors could reduce the effectiveness of infection control.</p>	<p>Medium</p>	<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. • 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. 	<p>05.01.21</p>	<p>Low</p>

	out by the Contractor.			<ul style="list-style-type: none"> • They will be provided with a copy of the 'COVID-19 Visitors Policy' prior to visiting when possible. A copy will be provided upon their arrival. • Test and Trace contact details will be taken from all visitors upon their arrival at school. • Q Code for Test and Trace is displayed in the office area. 		
--	------------------------	--	--	--	--	--

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	<ul style="list-style-type: none"> • Children will spend the day in their 'Class Bubble'. • They will have playtimes and lunchtimes in their zoned area on the playground using their class resources. 	05.01.21	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	<ul style="list-style-type: none"> • All staff to remain in remain in their allocated bubble. Face masks will be worn by any staff who need to work across bubbles, e.g. Speech and Language, Pastoral Support. • PPA and Cover staff will wear face masks. They must be changed every 2hours and follow the directions detailed in Contact between cover teacher and pupils section of this assessment. 	05.01.21	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>	<p>High</p>	<p>Although the number of people entering the school site will significantly reduced, the timetable below will remain:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Pupils with a surname</th> <th>Start of School Day</th> <th>Finish to School Day</th> </tr> </thead> <tbody> <tr> <td>A-F</td> <td>8.30am</td> <td>2.50pm</td> </tr> <tr> <td>G-M</td> <td>8.40am</td> <td>3.00pm</td> </tr> <tr> <td>N-Z</td> <td>8.50am</td> <td>3.10pm</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The Nursery will operate staggered start and finish times based on the key groups. Timetable for outside breaks in zoned areas will be implemented. Lunches are to be delivered from the kitchen to classroom bases to avoid queuing 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	<p>05.01.21</p>	<p>Low</p>
	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																
<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>	<p>Medium</p>	<ul style="list-style-type: none"> 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. 	<p>05.01.21</p>	<p>Low</p>													

	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. 	05.01.21	Low
	Assemblies will not take place in the Autumn Term.	Bringing all children together for assembly would breach the bubble arrangements.	High	<ul style="list-style-type: none"> Assemblies will not take place during the partial closure. 	05.01.21	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 risk of mixing. K.S.1 play equipment will be used by two classes per day. K.S.2 large apparatus will not be in use. Class 'Bubbles' will have access to their own equipment for playtimes. 	05.01.21	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. 	05.01.21	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 class bubble. 	05.01.21	Low
	Food or drink must not be consumed in any communal area.	The virus being spread when staff need to remove their masks to eat or drink.	Medium	<ul style="list-style-type: none"> Food or drink must not be consumed in communal areas. Staff are permitted to sit in the communal area, however face coverings and a 2m distance must be observed. <p>Food or drink can only be consumed in the following areas:</p> <ul style="list-style-type: none"> The staff member's classroom base The staff members working area, e.g. office area Outside areas – observing a 2 metre distance In the staff member's car. 	05.01.21	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 	05.01.21	Low
	Arrangements in place for pupils in receipt of free school meals and learning at home	Pupils entitled to Free School meals will not receive nutritious meals each day.	e.	<ul style="list-style-type: none"> The school has created a list of items for a food 'hamper' which will be delivered to parents/carers to any pupil who needs to isolate. TESCO are providing support for us. 'Wonde' vouchers will be issued for families working at home. 	05.01.21	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. 	05.01.21	Low
PPE	Expectations of when a face covering should be worn for our school community	Supply of face masks is in sufficient.	Medium	<ul style="list-style-type: none"> • Face masks need to worn by all visitors to the school. FACE COVERINGS NEED TO BE CHANGED EVERY 2 HOURS TO REDUCE THE SPREAD OF THE VIRUS. • Face coverings should be worn whenever staff from a different 'bubble' could potentially come into contact with one another. E.g. when photocopying in courtyards, collecting resources from other areas of the school. • Face coverings should be worn by any SLT, Mentors and SEN/Pastoral staff who need to visit classrooms as part of the professional development of staff and support for pupils. • Face coverings should not be worn by the class teacher and LSAS within their class bubble. • Face coverings need to be worn when talking to parents or visitors at the classroom door and whilst on gate duties. • Face coverings do not need to be worn whilst eating or drinking as this can only take place in their work space, outside or in cars. • Parents/Carers will be asked to wear face coverings when they enter the school site at the beginning and end of the school day. • All visitors need to wear a face covering in line with our 'COVID-19' Visitors Policy. 	05.02.21	Low

Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place 	Symptoms are not identified or obvious.	Medium	<ul style="list-style-type: none"> HT/DHT and member of the 'Medical Team' 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 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. Parents encouraged to arrange a test for their child and to notify the school of the outcome. Site staff will arrange for a deep clean of the classroom from which the child came from. 	05.01.21	Low
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> Cleaning procedure in place 	Risk of the spread of virus in the classroom and the panic of parents/staff from that 'Bubble'	Medium	<ul style="list-style-type: none"> Where the child, young person or staff member tests positive, the school will identify all individuals who are classed as close contacts using the NHS Test and Trace criteria. All 'close contacts' will be asked to isolate for 10 days from the last day of contact with the infected person. The model template letters provided by the PHE and DFE will be used to inform parents of the close 	05.01.21	Low

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place 			<p>contact and inform the general community of a positive case.</p> <ul style="list-style-type: none"> • Any areas the confirmed case has used will be deep cleaned. • 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>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 records 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. 	05.01.21	Low

Pupil Re-orientation: back into school after a period of closure/ being at home						
	Changes to the school day to be communicated to parents/carers..	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, Class Dojo, ParentMail and the school website. 	05.01.21	Low
	All students instructed to bring a water bottle each day. Water fountains	Pupils not having a bottle to drink from.	Medium	The following equipment will be allowed in from home: <ul style="list-style-type: none"> ✓ Water bottle ✓ Packed lunch box 	05.01.21	Low

	not in use or strict social distancing and cleaning arrangements in place.			<ul style="list-style-type: none"> ✓ 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. 		
--	--	--	--	---	--	--

	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Pupils emotional well-being and behaviour being affected by the school closure or bereavement within the family	Medium	<ul style="list-style-type: none"> • All staff have carried out Bereavement training. • Members of the pastoral team will be onsite to provide support for the pupils on site and working at home. • LSAs/CT will carry out any welfare checks for children who are not accessing the online learning. • Mindfulness sessions to be a key part of the remote learning curriculum offer for all pupils. 	05.01.21	Low
--	--	---	--------	--	----------	-----

	<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 • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	Well-being of families being impacted by the effects of COVID19	Medium	<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. 	05.01.21	Low
--	--	---	--------	--	----------	-----

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.	Pupils are unable to access the remote learning offer due to lack of devices or poor internet service.	Medium	<ul style="list-style-type: none"> • Remote learning curriculum is in place and the majority of parents have signed up to Class Dojo. • Pupils who require work packs have been identified and will have them delivered to them. • Laptops for the DFE scheme will be allocated to pupils. 	05.01.21	Low
--	---	--	--------	---	----------	-----

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Pupils are not supported effectively if concerns are raised.	Medium	<ul style="list-style-type: none"> • Designated Safeguarding Leads will be in school for advice and to deal with any concern forms. 	05.01.21	Low
	Updated Child Protection Policy in place.	Concerns raised from the pupils at home are not dealt with correctly.	Medium	<ul style="list-style-type: none"> • Adopted most recent Child Protection Policy. 	05.01.21	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	<ul style="list-style-type: none"> • Review individual consistent management plans to ensure they include protective measures. 	05.01.21	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	<ul style="list-style-type: none"> All activities are to be carefully planned. If equipment is to be used it must not be shared and cleaned after use. 	05.01.21	Low
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	Pupils being disciplined for social distancing unfairly.	Medium	<ul style="list-style-type: none"> 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. 	05.01.21	Medium
Attendance	Approach to promoting and supporting attendance on site and engagement with online learning.	Vulnerable pupils not attending school or accessing learning.	Medium	<ul style="list-style-type: none"> All vulnerable pupils, as defined by the government criteria, have been offered a school place. Staff will record the pupils who are accessing learning from home. Work packs returned to school will be monitored to assess levels of engagement in the remote learning offer. 	05.01.21	Low

Communication	Information shared with staff around the partial opening. 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 Staff will receive a rota schedule informing them of when they are expected to be on site to deliver face to face learning to Critical Worker and Vulnerable pupils. 	05.01.21	Low
----------------------	--	---	--------	---	----------	-----

	Partial opening plans shared with governors.	Governors are not informed of the school plans for re-opening.	Medium	<ul style="list-style-type: none"> • Risk assessment to be shared with CEO, COG and vice COG. 	05.01.21	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	<ul style="list-style-type: none"> • Risk assessment to be shared with the Learning Pathways NEU Union rep 	05.01.21	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	<ul style="list-style-type: none"> • The risk assessment will be published on the website following approval from the governing body. 	05.01.21	Low
	<p>Communications with parents:</p> <ul style="list-style-type: none"> • Plan for partial opening • Home learning 	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 for pupils attending school and working from home. • New Behaviour Policy to be published on the school website and parents signposted to it. • Remote Learning Policy is in place. 	04.01.21	Low

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 • COG provides challenge on planning, safeguarding and site arrangements. 	05.01.21	Low
	<p>Governors prepared for remote meetings.</p>	<p>Governors unaware of the meetings for the term.</p>	Low	<ul style="list-style-type: none"> • Virtual governing body meetings arranged for the 2020/2021 Academic Year. 	Sept 2020	Low

School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	COVID-19 being transmitted through school trips or workshops.	Low	<ul style="list-style-type: none"> All school trips have been cancelled for the Spring Term. 	05.01.21	Low
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. 	05.01.21	medium
	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. 	05.01.21	Low
	Any loss of income understood, including the impact of lettings and the financial implications	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. 	05.01.21	Low

	of possibly not restarting.					
	Insurance claims, including visits/trips booked previously.	The school is financially disadvantaged as a result of trips having to be cancelled.	Medium	<ul style="list-style-type: none"> No 'off-site' school visits are planned for the Spring Term. 	05.01.21	Low
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> Cleaning IT support Catering 	Lack of collaboration could increase the costs of implementing the required changes.	Medium	<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. 	05.01.21	Low
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	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. 	05.01.21	Low
First aid	First aid to be administered by the adults within the bubbles	Children receiving inadequate levels of first aid.	Medium	<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 	05.01.21	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 who usually visit the school:</p> <ul style="list-style-type: none"> ➤ Communicate Therapist will carry out remote assessments and/or therapy sessions for individual caseload pupils; these will be arranged directly with parents/carers and the WHA SENCO informed for recording and monitoring purposes ➤ Communicate Therapist will offer advice for teachers and LSAs via email and/or video calls ➤ Communicate Therapist will provide resources and advice sheets for supporting parents ➤ ACE SaLT reviews will be arranged directly with parents/carers to carry out remote assessments and/or therapy sessions ➤ Paediatric Clinic will continue to offer telephone appointments for individual caseload pupils; school observations by the ADHD Specialist Nurse or Specialist Paediatric SaLT will not take place until the current school closure measures are lifted ➤ Essex Visual and Hearing Impairment Service will offer remote support directly with parents/carers of caseload children; they will also offer advice by email or video calls with WHA SENCO ➤ Social Workers will visit the school if there is a concern and an immediate need to visit a particular pupil; this will be arranged through the school DSLs ➤ EWMHS workers will continue to offer remote assessments and/or therapy sessions arranged directly with parents/carers 	<p>05.01.21</p>	<p>Low</p>

				<p>If an External Professional needs to visit a child in school (if there is a concern and immediate need to visit a particular child, and the visit has been arranged with consent of the Head Teacher) they MUST follow:</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. • Appropriate face mask/covering to be worn at all times while on the school site • 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 at least a 1 metre distance from the child where possible. • There should be no other accompanying professional unless agreed with the Head Teacher • Where possible, there should be no additional resources or materials brought to the setting, and where possible, use the setting's materials instead • No materials that cannot be wiped down with antibacterial wipes to be taken into the setting unless clinically essential • At the end of the session, any resources will be wiped down with antibacterial wipes before being returned. • Furniture and surfaces touched during the session will be cleaned/wiped down with antibacterial cleaner when the session has ended 		
--	--	--	--	--	--	--

				<ul style="list-style-type: none">• Ventilate the room by having the windows open.		
--	--	--	--	--	--	--

	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>Additional measures required for any annual review meetings:</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
--	-----------------	---	-----	---	-----------------	-----

	Requests for assessment.	<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>	Low	<ul style="list-style-type: none"> • 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. <p>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. 	Sept – Dec 2020	Low
--	--------------------------	---	-----	---	-----------------	-----