

# COVID19: Risk Assessment and Action Plan from September 2021 (updated January 2022)

**SCHOOL NAME:** Larchwood Primary School

**OWNER:** Steve Bowsher

**DATE:** 19/1/2022

## Purpose of this document:

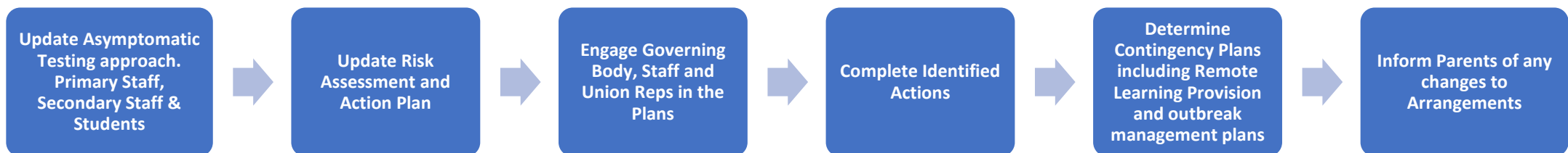
This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place following the end of restrictions in July and changes to self-isolation protocols in August, to ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

**This document is a living document and is reviewed regularly and at least weekly.**

## Risk Assessment for Full Re-opening:



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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.	Staff, governing body and union representatives do not engage with risk assessment and planning process.	L	Risk assessment document is communicated to all staff and governors on Inset day and staff can contribute. Risk assessment builds on previous risk assessment. Updated version sent to staff 3.1.22	3.1.22	L
<b>Site Arrangements</b>	Consideration given to premises lettings and approach in place.	No lettings taking place. However, any lettings that do take place will have individual risk assessments aligned to current guidance.	L		1.9.21	N/A
	Consideration given to the arrangements for any deliveries.	All deliveries to be "buzzed" in and not permitted during the main arrival and departure times.  Any deliveries come in via a separate school entrance to that used by the children.	L			
	Parent groups to be kept in certain areas	Signs in place showing parents where to wait to drop off and pick up children. This	L			

		communicated to parents on 17.7.21 and 27.8.21				
<b>Emergency Evacuations</b>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Current evacuation routes mean that multiple groups will not come into contact with each other while evacuating the building. These are not different to those previously used.</p> <p>Evacuation procedures reviewed and shared with staff 1.9.21</p> <p>A fire evacuation drill will take place.</p> <p>The school has no PEEPs.</p>	L	<p>Fire evacuation drill to take place within first 3 weeks once all Reception children have started.</p> <p>Reception classes to turn left after coming down the steps and go to the playground from there.</p> <p>Year 4 to exit via classrooms and hall if safe to do so.</p> <p>Year 5 and 6 to make their way to the KS1 playground by going around the outside of the Eco area and orchard and out by the back of Reception.</p> <p>Exit routes for all classes made clear.</p> <p>Classes will line up as they usually do, facing the school.</p> <p>All teachers to report to the office the number of children present and from which class. Office</p>	1.9.21	L

				staff to be in middle of the playground.		
<b>Cleaning and waste disposal</b>	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</p> <p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>	School is not cleaned thoroughly.	M	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Cleaner employed during the morning from 10am until 12:00pm.</p> <p>Toilets will display a “tick sheet” detailing date and time of clean.</p> <p>School has enhanced cleaning and end of the summer holidays.</p> <p>School cleaners work from 3:20pm 5:50pm.</p>	<p>1.09.21</p> <p>1.09.21</p> <p>1.09.21</p> <p>1.9.21</p> <p>29.11.21</p>	L

				Additional cleaning in computer suite and hub after each session.		
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	<i>M</i>	<p>Hand towels and hand wash supplies are to be checked and replaced as needed by cleaning staff each day.</p> <p>Office Manager to audit cleaning materials stock, at least, once a week.</p> <p>Enhanced cleaning regime for toilet facilities during the morning particularly door handles, locks and toilet flush.</p> <p>Hand sanitiser available at the school entrance</p> <p>Lidded bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p>	<p>1.9.21 then ongoing weekly</p> <p>1.9.21 then ongoing weekly</p> <p>1.9.21 then ongoing</p> <p>1.9.21</p> <p>1.9.21</p> <p>1.9.21</p>	L

	Waste disposal process in place for potentially contaminated waste.	Waste not stored correctly.	H	Clearly labelled (contents and disposal date) waste placed in one of the store cupboards used by caretaker by car park.  Waste to be stored for 72hours before being put in the bins.  Waste collections made on Thursday mornings before children and parents arrive on site.	2.9.20 then ongoing	L
	Process in place for safe removal and/or disposal of face masks.	Facemasks touched by others causing possible contamination.	M	Children arriving by bus / taxi will possibly be wearing face coverings.  Children to remove face coverings before entering school and give to parent to take home.  Parents to provide new mask for journey home.	04.09.20	L
<b>Classrooms</b>	Classrooms have appropriate ventilation arrangements.		L	Windows open before and after lessons, and during lessons when temperatures allow.	23.11.21	L

				<p>Mechanical ventilation system in Year 2 and 3 building runs full fresh air.</p> <p>Reminded on to keep windows opened as much as possible in email on 23/11/21. CO2 monitors placed in 12 classrooms including Year 5. Levels monitored at 12:00pm each day.</p>		
	Hand sanitiser to be still in place in all classrooms.		L	<p>Children to sanitise or wash hands when coming into class at start of day, after each break and at lunchtime.</p> <p>Children to be reminded of good hand hygiene and the 'catch it, bin it' approach.</p>	2.9.21	L
	Desk can be organised in any configuration while case numbers in school are low.		L	<p>If cases in a class rise to 5, then desks to face the front.</p> <p>Both Year 3 classes to have tables in rows from 19.1.22.</p>	<p>3.1.22</p> <p>19.1.22</p>	L
	Class bubbles to be reinstated if cases rise to 5 in a class.		L	<p>Reception in a year group bubble with the exception of lunchtime when mixing outside.</p> <p>All year groups maintaining bubbles</p>	12.2.22	L



				except at lunchtime when mixing outside. All classes to continue to sit together in the dinner hall.		
<b>Staffing</b>	Approach to staff absence reporting and recording in place. All staff aware.		L	Staff to report sickness absence to Deputy Headteacher.	1.09.21	L
	Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.  Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.			Shielding is no longer in place. Clinically extremely vulnerable staff have risk assessments which identify any specific adjustments to allow them to attend on site.		
	Pregnant staff will have a risk assessment in place.			Pregnant staff will have a risk assessment in place once they inform SLT of the pregnancy.  Staff over 28 weeks should be facilitated to work from home if they can. If they can't and they agree and medical professionals agree, then they can still attend school with an updated risk assessment in place.	1.9.21	L
	Staffing roles and responsibilities with regards to the contingency remote			Staff are aware of their role in the continued		

	provision alongside in-school provision agreed and communicated.			contingency plans regarding remote education, should the plan be enacted.		
	<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>	Insufficient support.	M	<p>Staff able to speak to Deputy Headteacher or Headteacher.</p> <p>Staff member to be trained as mental health first aider.</p> <p>School has adopted the Essex County Council (ECC) Bereavement policy.</p> <p>Staff can access well being support via school sickness insurance.</p>	<p>1.09.21</p> <p>1.09.21</p> <p>1.09.21</p>	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	<p>Testing not available.</p> <p>Limited self-testing kits not yet available.</p> <p>After 21 days of a set of tests being delivered the school will be able to order more.</p>	L	<p>Staff aware of previous policy and current procedures have been shared.</p> <p>If staff or pupils are unable to book a COVID test due to high demand or if we feel that a family won't be able to due to their circumstances then SLT will issue them with a home test kit. This will need to be done within</p>	<p>1.09.21</p> <p>1.09.21</p>	L

				5 days of showing symptoms.		
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols and ensure that they are followed.</p> <p>All visitors to site can wear a face covering if they have to be within 2m of staff if they choose to.</p>	1.9.21	L
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>	Staff not aware of and not following procedures.	M	Risk Assessment shared with externally employed adults when they come into school.	1.9.21	L
<b>Catering</b>	<p>Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.</p>		L	<p>Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</p> <p>School office to organise food parcel or daily packed lunches via kitchen.</p>	1.9.21	L

<b>PPE</b>	PPE requirements understood and appropriate supplies in place.			Staff dealing with suspected cases of Covid can continue to wear face coverings and other PPE if necessary.	1.9.21	L
	Government advice is for staff to wear face coverings and in communal spaces and corridors			Communicated to staff on 28.11.21	28.11.21	L
	Staff to be allowed to wear face covering when working with children close to close contact or if CEV.				28.11.21	
<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>			<p>If a pupil or student begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately. They wait to be collected in the medical room, overseen by a member of the office staff.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Deputy Headteacher or Headteacher and leaves the site as soon as possible and books a PCR test.</p> <p>Close contacts are identified by NHS test</p>	1.9.21	M

				and trace if the individual has confirmed case.		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>			<p>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a LFD test for 7 days.</p> <p>Can contact Essex Test and Trace team for advice.</p>		
	<p>Approach to positive LFD tests</p> <ul style="list-style-type: none"> <li>- If asymptomatic isolate and no PCR test</li> <li>- If symptomatic advice remains should get a PCR test.</li> <li>-Isolate for 7 days with the day after positive LFD or symptoms starting being day 1.</li> </ul>		L		12.1.22	L
	<p>Ending Isolation early.</p> <p>On day 6 positive cases can take a LFD and repeat on day 7, 24 hours later. If both negative, can return to school immediately if they don't have a temperature.</p>		L	<p>If person still positive on day 6, test again on day 7 and 8 etc.</p> <p>Office staff to confirm LFD negatives.</p>	12.1.22	L
	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		M	Remote learning contingency available and ready to be	1.09.21	L

<b>Remote Education Plan</b>				'switched-on' when needed.			
	Technology support in place.			Laptops available to families with no access to technology.	1.9.21	L	
<b>Group Sizes</b>	Class bubbles no longer in place. However, these can be reinstated at any time. In reality children do not mix except at break time and lunchtime when they are outside.		M	For clubs, where possible keep year groups separate. 3B to remain separate in rooms where mixed year groups.	19.1.22	L	
	Break times and lunch breaks are no longer staggered. The children are outside where risks are considerably lower.		L		3.1.22	L	
	Time in the dinner hall to follow an order with year group sitting together to avoid mixing with other year groups.  Tables to be cleaned between year groups in the dinner hall.				When children in clubs come into lunch early, continue to sit in year groups.	19.1.22	
	Assemblies to be held virtually for the first 2 weeks of Spring term and reviewed after this.		L			3.1.22	L
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.		M	Contact for staff allowed across all bubbles. PPA teachers / sports staff to maintain a distance from		29.11.21	L

				children as much as possible.		
<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Training for all staff on Wednesday 8 <sup>th</sup> September.	1.9.21	L
	Updated Child Protection Policy in place.			New policy going to board meeting in early September.	Tbc	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.		L		Ongoing	L
	Where physical contact is required in the context of managing behaviour.		L	This is generally not needed and no child has a behaviour plan.	1.9.21	L
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.					
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising 'non-curriculum' learning that is being done at home</li> <li>capturing pupil achievements/ outcomes</li> </ul>					

	<ul style="list-style-type: none"> <li>utilising the DFE 'catch-up' funding and programmes</li> <li>contingency remote learning plan</li> </ul>					
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.					
<b>Attendance</b>	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		L	Expectations made clear to parents in letter of 17.7.21 Reminder letter sent 27.8.21	27.08.21	L
	Children and staff can conduct LFD tests on day 6 and 7 and if both negative can return to school on day 8. If the test is negative on day 6, test again on day 7 and 8 etc.		L	If person continues to have a temperature, not to return to school.	3.1.21	L
	Approach to support for parents where rates of persistent absence were high before closure.		L	School to continue with procedures in place before lockdown.	1.09.21	L
<b>Communication</b>	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.		L	Arrangements shared with staff before summer break	23.7.21	L
	Union representatives informed of updated plans.		L	No union reps in school.	1.9.21	L
	Updated Risk Assessment published on website.		L	To be uploaded following initial staff meeting	3.1.22	L



	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> <li>Revised plans, any control measures that remain in place and any that have ceased</li> <li>Contingency plans</li> <li>Outbreak management plans</li> <li>Wellbeing/ pastoral support</li> </ul>		L	<p>Arrangements shared with parents in letter send 17.7.21.</p> <p>Reshared on 27.8.21 with changes around rules on self-isolating</p> <p>Update around 7 day isolation shared with parents 2.1.22</p>	2.1.22	L
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>Revised plans, any control measures that remain in place and any that have ceased</li> </ul>		L	<p>Arrangements in place and shared with class teachers on first day back e.g. around hand hygiene, catch it-bin it etc.</p>	2.9.21	L
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>		L	<p>Letters, website updates, social media</p>	Ongoing	L
<b>Governors/ Governance</b>	<p>Governors have oversight of plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p> <p>Chair of governors updated daily if necessary during outbreak. LSC updated regularly. EHT to update Trustees.</p>		L	<p>Governors to be sent copy of updated risk assessment prior to start of term and copy of letter explaining new arrangements.</p>	28.11.21	L
	<p>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support</p>		L	<p>Reported in governor meetings.</p>	Ongoing	L

	Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>					
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.		L	Office Manager to continue keep a detailed record and submit to the Finance department.	Ongoing	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		L	Office Manager to continue keep a detailed record and submit to the Finance department.	Ongoing	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		L	Finance department is aware.	Ongoing	L
<b>Testing</b>	Test kits are securely stored and distributed to staff.		L	Stored in SLT room	Ongoing	L
	Staff are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> <li>• NHS instruction leaflet</li> <li>• Training video and online resources on the document sharing platform</li> <li>• Contact details if queries</li> <li>• Process for reporting incidents</li> </ul>		L	Training provided when first started and instructions in packs.	Ongoing	L
	Staff aware of how to report their test results to school and to NHS Test and Trace.		L	Reminder email to go out with weekly reminders.	Ongoing	L

	Staff are aware of how to report any incidents both clinical and non-clinical.		L	Training provided when first started and instructions in packs.	Ongoing	L
	Process in place to monitor and replenish test supplies		L	Office manager keeps records and orders.	Ongoing	L
<b>Outbreak Management Plan</b>	<p>Outbreak management plan developed to cover arrangements should children, pupils, students or staff test positive for COVID19, and how the school shall operate if advised to take extra measures to help break chains of transmission.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (<u>Stepping measures up and down</u>) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>		L	<p>Plan based on arrangements from Summer term 2021. These to be adapted and put in place if necessary. E.g. reintroduction of bubbles, face masks for adults, social distancing etc.</p> <p>See separate plan.</p>	Ongoing	L
<b>Parent Tours</b>	<p>Approach for visits by new and prospective parents in place and made clear.</p> <p>New starters will have a brief tour of the school with their family after school only and only in a limited area. They will not go through the hall.</p> <p>Prospective parents – tours to start from 1<sup>st</sup> October</p>	Parents don't follow procedures.	M	<p>Procedures set out before any visits.</p> <p>Any parents coming on site will need to confirm that they have not be in contact or tested positive for Covid in the last 10 days.</p>	29.11.21	L

				Parent tours suspended from 29.11.21		
<b>Before and After School Clubs</b>	All children to sit at year group tables for breakfast club and afterschool club so only mixing with children in their year group.		L		29.11.21	L
	Additional extra-curricular and sports clubs.		L	Additional clubs potentially only for year groups, however mixing more allowed.  Clubs to be outside where possible.	29.11.21	L
<b>Visitors</b>	All visitors to be made aware of current situation with Covid and any suspected cases of the new variant.		L		29.11.21	
	Visitors to be asked to wear a face covering when on site and asked to take a LFD test before coming on site if possible.		L		3.1.22	
	Any unnecessary visitors to either not come to school or if meetings need to take place, to be held virtually.		L		29.11.21	