

# **COVID19: Re-opening Risk Assessment and Action Plan**

**SCHOOL NAME: Monks Orchard Primary School**

**OWNER:**

**Reviewed and updated: September 2021 (original 09/07/2020; updated 04/09/2020 & 25/02/21)**

## **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare to welcome all children back on site, for face to face teaching, and ensure the school continues to operate in a safe way.

We do not believe it is possible to enforce strict social distancing in a primary school setting, or that primary schools can be COVID-19 free. This document sets out actions for minimising and/or mitigating against the spread of the infection.

This document cannot cover all areas, actions and interactions that take place, in a primary school. All staff are expected to take a common sense approach to situations not covered, to minimise and/or mitigate against the spread of the infection.

Until and unless it is superseded by changes to arrangements, this document will be subject to a process of constant monitoring and review. This process will be led by the Senior Leadership Team, but all staff are expected to contribute to this process, through feedback and suggestions.

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'

	Control Measures	Risk to Implementation	Action Required / Decision Made	Date completed
<b>Preparing Buildings and Facilities</b>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• hot and cold water systems</li> <li>• gas safety</li> <li>• fire safety</li> <li>• kitchen equipment</li> <li>• Specialist equipment used by pupils (eg for access/mobility/changing)</li> <li>• security including access control and intruder alarm systems</li> <li>• ventilation</li> <li>• repairs</li> <li>• fridges and freezers</li> <li>• internet services</li> <li>• any other statutory inspection</li> </ul>	Site Manager is unavailable	Use of assistant and/or site staff from across Trust, otherwise, source alternative suitably trained person	
	<p>Entry and exit routes have returned to normal. Reduced numbers present fewer barriers to social distancing. Signs still in place.</p>	Non-compliance with social distancing and entry/exit routes	Parents/carers reminded, via Weduc, to maintain social distancing. Regular reminders via weekly newsletters. SLT on duty at gates every AM and PM	
	<p>Lettings resumed for pre-pandemic clubs/organizations. All must present individual risk assessments and COVID-19 protocols before lettings can resume.</p>	Risk assessments not in place or insufficient	Without appropriate risk assessment, lettings cannot go ahead	

<b>Emergency Evacuations</b>	Evacuation routes and assembly points are confirmed, and signage accurately reflects these.	Individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Individual risk assessments to be carried out and appropriate action plans/reasonable adjustments made	
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime to be maintained, in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a> .		<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.</p> <p>Hand towels and handwash are to be checked and replenished as needed by premises manager, assistant caretaker and cleaning staff. All staff to inform if above if replenishment is necessary between regular checks.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush, etc.</p>	
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		Shifts of cleaning staff split to enable cover from mid-morning until site closure. Premises staff on site when cleaning staff not available.	
	<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>More frequent replenishment needed</p> <p>Limited availability of supplies</p> <p>Long delivery times</p>	<p>Sufficient supplies ordered to last until end of term</p> <p>Daily check on supplies, with immediate ordering when needed</p> <p>Sourcing of supplies from a variety of suppliers to ensure best delivery times</p>	

<b>Classrooms</b>	Bubbles no longer in place. For the majority of the time, classes will remain in their rooms			
	Assemblies will restart, hall to be well ventilated (windows and doors kept open)			
	Y1 and Y2 phonics groups to restart. Minimising, but not excluding, cross year groups, sitting Y1 and Y2 children apart within the group, and ensuring they take place in well-ventilated spaces.			
	All year groups have individually allocated spaces/rooms for interventions, to minimise multiple use			
	Return to group seating arrangements in most classes, but with children facing forwards where practical			
	Soft toys, cushions and beanbags, etc. (resources which are not easily washable) removed from classrooms			
	<p>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</p> <ul style="list-style-type: none"> <li>• <u>e-Bug</u> posters</li> <li>• <u>Horrid hands</u></li> <li>• <u>Super sneezes</u></li> <li>• <u>Hand hygiene</u></li> <li>• <u>Respiratory hygiene</u></li> <li>• <u>Microbe mania</u>, etc</li> </ul>			
<b>Staffing</b>	All staff are expected to be available to attend the school site for work as per their contracted hours. Return to pre-pandemic start and finish time.	Clinically Extremely Vulnerable staff	Clinically Extremely Vulnerable staff to contact Head and School Business Manager to complete risk assessment and discuss individual arrangements	
	Fully vaccinate staff no longer required to self-isolate if contacted by Test and Trace as a close contact. All staff reminded of duty to keep themselves and others safe, regardless of vaccination status.	Staff who are not fully vaccinated	All fully vaccinated staff 'asked,' to inform. No requirement to inform if not fully vaccinated. Head to talk to individual members of staff who have not responded, of and when there is a positive case and they are identified as a close contact, to determine whether or not they need to isolate.	

	Approach to staff absence reporting and recording in place. All staff aware.	Staff to contact KS leader and inform of absence by 7:30 each day	
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts (except in emergencies)	All SLT are DSL trained Staff absences to be shown on whiteboard near DHT office, photo of board to be shared via staff WhatsApp group.	
	Staff meetings to go ahead, using hall whenever possible. Smaller (phase) meetings may take place in classrooms.		
	Where restrictions prevent a member of staff from carrying out their normal duties, consideration given to the options for redeployment, to support the effective working of the school.	Discussions between line managers /SLT for individual members of staff affected.	
	Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff are aware of available support and advice for schools and pupils available from Croydon and Trust	
	Non-symptomatic (LFD) testing programme in place. All staff carry out tests 2 times per week and report results to school and NHS.	Systems and protocol for testing agreed by Trust, shared with and explained to all staff. If member of staff receives +ve result they follow advice from NHS, arrange another test and do not attend school until cleared to do so according to latest NHS guidance.	
	Arrangements for accessing symptomatic testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	School staff will be able to access testing if they display symptoms. Staff will arrange their test using the government's online portal.	

	<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.</p> <p>On site and always accompanied by site staff</p>	
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, etc. Protocols and expectations shared.</p> <p>Peripatetic teachers to school continue according to Croydon Music Service protocols.</p>	<p>Share amended procedures, obtain their assessments outlining controls.</p>	
<b>Social Distancing</b>	<p>Strict social distancing now no longer required, but contact between year groups will be minimised.</p> <p>In classrooms, staff will remain at the front of the room as much as possible, positioning themselves next to or behind pupils when providing support</p> <p>When working with pupils 1:1, staff will sit next to pupils</p> <p>When working with small groups of pupils, staff will sit side on, avoiding face to face contact as much as possible</p> <p>Return to pre-pandemic playtimes, using field as long as weather allows to ensure maximum space</p>		
	<p>Social distancing plans communicated with parents/carers</p>	<p>Updated letter to parents sent last week of summer holiday</p> <p>Regular updates/reminders via weekly newsletter</p>	
<b>Lunchtimes</b>	<p>Use of dining hall will still be staggered, to minimize mixing inside, but children will be able to mix in the playgrounds.</p> <p>Children in same year group able to sit on both sides of lunch tables again.</p> <p>Enhanced cleaning regime remains</p>		

<b>PPE</b>	<p>The use of face coverings, face masks and PPE will not be needed except:</p> <ul style="list-style-type: none"> <li>• where an individual child becomes ill with Coronavirus (COVID-19) symptoms and a distance of 2 metres cannot be maintained (while waiting for the child to be collected)</li> <li>• where intimate care is required that would normally involve the use of PPE</li> </ul> <p>Staff will no longer be required to wear face coverings in corridors and communal areas, but may continue to do so if they wish</p>	<ul style="list-style-type: none"> <li>• School will ensure that appropriate PPE is available for the circumstances in which it is required</li> <li>• Supply of appropriate masks and visors for staff to be purchased, and maintained</li> </ul>	
<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>• Staff to continue to be aware of, and check for OVID-19 symptoms</li> <li>• Debbie/SLT to be informed immediately if a child displays symptoms</li> <li>• Symptomatic child to be removed from class, to first aid room</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent in place</li> <li>• Parents to be contacted immediately and told to collect child as soon as possible (all emergency contacts to be used if parent is not immediately available)</li> <li>• Parent reminded about isolation expectations and strongly encouraged to arrange test</li> <li>• School to e-mail Director of Education and Director of Public health to inform about suspected case.</li> <li>• Room/space where isolated to be thoroughly cleaned before re-use.</li> </ul>	<p>Children Isolated to first aid room in main building (if already in use isolate in IT Room, then Caterpillar Room). See also: London Borough of Croydon Response to Suspected and Confirmed Cases and Outbreaks of COVID-19 in Educational Settings (Schools, colleges and early years)</p>	
<b>Safeguarding</b>	<p>Individual CYP's risk assessments are in place</p>		
	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>	<p>Staff refresher training session on processes and procedures and the revised wellbeing material during INSET day</p>	
	<p>Updated Child Protection Policy in place.</p>	<p>Adopted Trust-Wide, Temporary COVID19 Child Protection Policy</p>	

	Consideration given to the safe use of physical contact in context of managing behaviour	Staff will only provide physical restraint where it is appropriate and needed for the health and safety of the child or staff	
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.	Staff to be briefed by leaders of English, Maths and Curriculum as to expectations	
	Whole school approach to adapting curriculum (S/M/L term), including: resilience, wellbeing catch-up plans and interventions		
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.		
	Hand Hygiene expectations, explicitly taught and reinforced eagerly Respiratory Hygiene expectations (Catch it, Bin It, Kill It) explicitly taught and reinforced regularly		
<b>Attendance</b>	Attendance at school is now compulsory. Children no longer required to self-isolate of identified as close contact. DSL/EWO to meet with parents/carers and discuss concerns about school attendance as normal.		
<b>Communication</b>	Information shared with staff around amended protocols and procedures	Plans and risk assessment to be sent to all staff	
	Plans to be shared with governors at 1st Academy committee meeting		
	Communications with parents: Plan for welcoming children back on site Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning Changes to Test and Trace and self-isolating	Letter sent during holiday, and uploaded to website Regular updates./reminders in weekly newsletters	
	Pupil communications around, in class and during assemblies: <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Expectations when in school and at home</li> </ul>		
	On-going regular communication plans determined to ensure parents are kept well-informed	Letters, website updates, social media	

<b>School events, including trips</b>	School trips and on site events can now go ahead Risk assessments to include COVID-19 protocols and processes. Risk assessments from places visited. And visitors, to be sought before confirming Careful consideration must be given to COVID-19 specific risks of using public transport		
---	---	--	--