

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

**SCHOOL NAME: Buttsbury Junior School**

**OWNER: Ann Robinson**

**DATE: 11<sup>th</sup> July 2021**

**REVIEWED – 24<sup>th</sup> February 2022, 1<sup>st</sup> April 2022**

**IMPLEMENTATION DATE: 23<sup>rd</sup> August 2021**

### **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 re-opening of the school and 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

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	Risk of contamination from surfaces.	H	<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 replaced as needed by Site Manager.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	July 2021	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Insufficient staff could mean that the enhanced regime cannot be met.	H	L & L have confirmed capacity.	July 2021	L

	<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 handwashing facilities for visitors.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>Visitors' Toilet has handwashing facilities.</p> <p>Lidded bins in each classroom</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>July 2021</p> <p>July 2021</p>	<p>L</p> <p>L</p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>Cleaning is insufficient – contamination risk</p>	M	<p>All staff advised to work at their desk from 3.30pm in order for cleaning to be undertaken.</p>	<p>July 2021</p>	<p>L</p>
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p>No appropriate process in place – contamination risk</p>	<p>M</p> <p>M</p>	<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	<p>July 2021</p> <p>July 2021</p>	<p>L</p> <p>L</p>

<b>Ventilation</b>	Rooms are well-ventilated	Lack of ventilation increases the risk of transmission	H	Windows are open. Fans and Air Conditioning units may be used on very hot days.	July 2021 August 2021	L
<b>Good hygiene for everyone</b>	Regular hand washing or sanitising is in place.	Increased risk of transmission due to lack of hygiene	H	Children and staff to either wash or sanitise hands regularly throughout the day.	July 2021	L
<b>Staffing</b>	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.  Including at least one of the following: <ul style="list-style-type: none"> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>	Insufficient staff	H	Staff audit re: available to work on-site from 1 <sup>st</sup> September	July 2021	L
			H	Arrange cover as required – DSL – School has three DSLs so not an issue SENCO – Ann Robinson Site Manager – L & L Office Staff – internal or SBM Services	July 2021	L
	Approach to staff absence reporting and recording in place. All staff aware.	SLT unaware of staff absence	H	Current arrangements – contact HT – remain in place.	July 2021	L
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	Shortages of staff	M	School has additional staff which can be assigned if needed.	July 2021	L	

	basis to minimise contacts.					
	Consideration given to staffing roles and responsibilities with regards to the continuation of remote provision alongside in-school provision.	Staff workload	L	PPA still provided for teachers – cover by TAs. Additional management time for Year Group Leaders – cover by regular non-assigned teachers. Non-class based DHT to provide work for remote learning if the Bubble teacher is unable to do this from home due to illness.	July 2021	L
	Consideration given to the options for redeployment of staff to support the effective working of the school.  Staffing roles and responsibilities with regard to continued remote provision alongside in-school provision agreed and communicated. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	TA s could be required to lead some groups as not enough teachers on site to cover numbers.	L	Not an issue at present as we have surplus staff but will review if needed.	July 2021	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement	Mental health and wellbeing are not supported. Staff are unaware of how to	M	Staff are aware of available support and	July 2021	L

	<p>support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	access support.		<p>advice for schools and pupils available from ECC, including the Educational Psychology service</p> <p><a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a></p>		
	The approach for inducting new starters has been reviewed and updated in line with current situation.	New starters are not inducted appropriately.	M	The school has no new starters at present. Staff returning to work e.g. from maternity leave, are given a full induction.	July 2021	L
	Return to school procedures are clear for all staff.	Staff are not aware of procedures.	M	All staff have received a detailed copy of the Operational Manual and risk assessment.	July 2021	L
	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.	Externally employed adults do not follow protocols.	H	External staff e.g. sports coaches, are required to follow all school guidelines.	July 2021	L
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Shortage of PPE	H	Initial PPE equipment in school prior to re-opening. Regular stock takes undertaken.	July 2021	L
<b>Response to suspected/</b>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>Which staff member/s</li> </ul>					L

<p><b>confirmed case of COVID19 in school</b></p>	<p>should be informed/ take action</p> <ul style="list-style-type: none"> <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>Robust procedure not in place; risk of infection not controlled.</p>	<p>H</p>	<p>School's response and protocol is shared with all staff and visitors.</p>	<p>July 2021</p>	
<p><b>Self-Isolation</b></p>	<p>Refer to ECC and Public Health Guidance for further information.</p>	<p>Additional risk of hidden transmission</p>	<p>M  M</p>	<p>Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college</p>	<p>July 2021  April 2022</p>	<p>L  L</p>

				<p>or childcare when they no longer have a high temperature, and they are well enough to attend</p> <p>Adults who test positive are advised to self-isolate for five days; for children under 18, this is three days.</p>		
<b>Remote Education Contingency Plan</b>	<p>All students have access to technology and remote learning which is offered via 3 Live Lessons each day via Google Classrooms; this is set up within 12 hours of notification.</p> <p>If a bubble is closed, remote learning can be readily accessed.</p>	No remote learning is available.	M	Support is available from the school for any IT issues. The school will endeavour to loan laptops to children who do not have access to a suitable device at home.	July 2021	L
<b>Communication</b>	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Staff not aware of re-opening plan	H	All staff are aware of the operational guide for September 2021 and the risk assessment.	July 2021	L
	<p>Trustees consulted on full opening plans.</p> <p>Union representatives and staff consulted on full opening plans.</p>	Trustees and staff not aware of procedures	M	<p>Plans discussed at GB meetings</p> <p>Staff consulted.</p>	July 2021	L



	Risk assessment published on website.			Staff consulted		
	<p>Communications with parents:</p> <ul style="list-style-type: none"> <li>The 'Return to School' plan for September 2021 has been shared with parents</li> </ul>	Parents not aware of the re-opening plan	M	Letters sent periodically to inform parents of plans	July 2021 and ongoing	L
	On-going regular communication plans determined to ensure parents are kept well-informed	<i>Parents are unaware of school procedures</i>	<i>M</i>	<i>Letters, website updates, social media</i>	July 2021 and ongoing	<i>L</i>
	<p>Trustees are clear on their role in the planning and full re-opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and Trustees is clear and understood.</p>	Trustees are unclear of their role	M	Chair circulated NGA guidance on the role of Trustees.	July 2021	L
	Trustees have oversight of all staff wellbeing and appropriate arrangements are in place to support the HT and SLT.	Poor staff well-being could lead to staff sickness.	M	SLT and HT monitor staff well-being via weekly catch ups. Well-being is on the FGB agenda.	July 2021 and ongoing	L
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.	School is not aware of the financial impact of COVID19	M	Finance Officer and Finance Consultant regularly review the financial situation and report to Trustees.	Ongoing	L

	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	School is not aware of the financial impact of COVID19	M	Finance Officer and Finance Consultant regularly review the financial situation and report to Trustees.	Ongoing	L
<b>Testing</b>	Staff are aware of how to safely take and process the test. Shared with staff: <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>	Tests could be undertaken incorrectly and therefore results might not be accurate.	M	<i>All staff have received all relevant documents and offered additional support if needed.</i>  <b>Staff are no longer required to undertake twice weekly routine tests. Tests are no longer stored on the school premises.</b>	July 2021	L
					February 2022	L
	Staff are aware of how to report their test results to school	Information not reported correctly.	M	All staff have received clear information about how to report results	July 2021	L
	Staff are aware of how to report any incidents both clinical and non-clinical.	Information not reported correctly.	M	All staff have received clear information about how to report results	July 2021	L