

COVID19: School return Sept 2021 Risk Assessment and Action Plan

School: Radley CE Primary School

Headteacher: Claire Thomas

Date: September 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place [for the return to school September 2021](#) and ensure the school continues to operate in a safe way. Other useful links can be found at the bottom of this document.

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
- 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'

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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
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and unions.					
Site Arrangements Coronavirus: latest information and advice - HSE news	Review of office spaces to allow staff to continue to work safely.	Office does not allow for adequate space for multiple staff members.	M	Only 2 staff in Office at any one time. Bursar working from home, by agreement. Window open for ventilation	Immediate	L
	Review of access/egress by children, parents and visitors and manage as appropriate for the safety of all - based on summer term processes/procedures. Maintain separate entrances for FS, KS1 + KS2 children.	Bottlenecks likely at entrance to school.	M	Separate entrances for children to enter and exit school. Parents to email the Office rather than come into school. Appointment only procedure in place for parents/visitors	Immediate	L
	Review premises lettings and best practice approach, as required	Insufficient time to ensure communal areas cleaned before used by children / staff the following day	M	Additional cleaning provision in place for cloakroom area accessed by letting and prior to next school day.	Immediate	L
	Consideration given to the arrangements for any deliveries.			Kitchen deliveries to continue to use separate entrance	Immediate	L
	Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure in place.				Immediate	L

<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly.</p> <p>Arrangements in place to support children with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</p> <p>Staff assigned to individual children on part-time timetables</p>	<p>M</p>	<p>Evacuation procedure confirmed with all staff and children.</p> <p>Timetable includes cover arrangements for any staff not on site</p> <p>Arrange a Fire drill as soon into the new term as possible, capturing new pupils/staff</p>	<p>Immediate</p>	<p>L</p>
<p>Cleaning and waste disposal</p>	<p>Review enhanced cleaning regime is in place in line with COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p>Cleaning staff capacity is adequate to deliver enhanced cleaning regime</p>	<p>Inadequate cleaning of school due to staff absence</p>	<p>M</p>	<p>Agency cleaning staff employed</p> <p>Enhanced cleaning schedule implemented ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels, handwash and hand sanitiser checked and replaced as needed by cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	<p>Immediate</p>	<p>L</p>

	<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>	M	<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>	Immediate	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		M	<p>Staff not on site during time cleaning being undertaken.</p>		L
	<p>Waste disposal process in place for potentially contaminated waste, including testing waste.</p>		M	<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made at a distance from the school</p> <p>COVID-19: cleaning of non-healthcare</p>		L

				settings outside the home - GOV.UK (www.gov.uk)		
	Safe and appropriate storage of large supplies of alcohol gel	Inadequate storage facilities	H	Appropriate storage in place	Immediate	L
Classrooms	<p>Classrooms allow as much space between individuals as practical.</p> <p>Review non-essential shared equipment or resources which are not easily washable or wipeable.</p> <p>Separate resources / times are available for classes e.g. IT. Review rotas for sharing of equipment as necessary and cleaning measures required</p> <p>Stagger children's entry and re-entry to and from playground</p> <p>Review information posters which are displayed across the site; at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets, are any changes necessary?</p>	<p>Bottleneck of children around doorways</p> <p>No COVID19 information posters currently in place. Limited reminders/ awareness for children</p>	M	<p>Furniture arranged to minimise contact as much as possible with age appropriate classroom layout</p> <p>Posters displayed:</p>	3.9.21	L
	Increased ventilation (where reasonably practicable)	Following DfE, HSE and CIBSE guidance, school as		Reminder to keep windows/doors open	3.9.21	L

	<p>21/08/21 update from GOV.UK All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</p> <p>Currently under review by OCC H&S in conjunction with other LA's/DfE/HSE Guidance - The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information. The current Schools COVID guidance states "DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings, where needed."</p>	<p>part of their risk assessment, to identify if <u>any areas of concern</u>. e.g., where there's no natural ventilation/air flow; areas that feel stuffy etc.</p>	H	<p>as much as practically possible and/or purge fresh air at mid-morning and lunch break.</p> <p>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p>		
Staffing	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		H	<p>Communication arrangements are in place and clear for staff. Revisited during INSET days.</p> <p>Plans to respond to any increased sickness levels are in place. Cover arrangements</p>	9.3.21	L

				determined (including leaders and safeguarding designated leads) – to minimise contacts		
	<p>Review individual staff risk assessments, are there appropriate and sufficient arrangements in place for mitigating risks as identified.</p> <p>Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</p>		H	Individual Risk Assessment in place		L
	Approaches for meetings and staff training in place.		M		9.3.21	L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.		M	Procedures for Spring 2021 lockdown to remain in place supported by Koala IT	As appropriate	L
	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in classes they are unfamiliar with.	Routines and practices displaced	L		As appropriate	L

	<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>		M	<p>Staff are aware of support and advice for schools and pupils available from OCC</p> <p>http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme</p>	2.9.21 (INSET Day)	L
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p> <p>How and when to test are clear: twice weekly and daily in case of positive close contact.</p>		H	<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Staff testing using LFT twice weekly for detection of non-symptomatic virus. Report of results recorded and maintained by office staff.</p>	2.9.21 (INSET Day)	L
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>		H		2.9.21 (INSET Day)	L
	<p>Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.</p>		M		Immediate	L
	<p>Communicate arrangements for any visitors/ contractors on site, protocols and expectations required.</p> <p>NB: Their employer may require them to wear PPE. This should be</p>		M	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p>		L

	documented as part of the risk assessment carried out by the contractor.					
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches. Protocols and expectations shared.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</p>		H	Share amended procedures, obtain Ignite and French Club's own assessment outlining controls, e.g. only offering limited activities		L
<p>Mixing and 'bubbles'</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	<p>GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>Outbreak management plan covers the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a</p>			Outbreak management plan in place	Immediate	

	<p>temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>					
	<p>Identified solutions to any workforce capacity issues are in place.</p>				<p>Agency cover as necessary</p>	
<p>Social Distancing? Hands, face, space and fresh air!</p>	<p>From GOV.UK; Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. Review arrangements for any continuation of protocols from summer term 2021:</p> <ul style="list-style-type: none"> • Some separate school entrance locations to be maintained • Limited amounts of moving around the school/ corridors 					

	<ul style="list-style-type: none"> Classroom design 					
	Approach to avoiding children and young people entering school congregating in large numbers		M	Separate entrances for each Key Stage		L
	<p>Approach to assemblies – https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p> <p>Children to be made aware of routines and behaviour expected when in a whole school assembly</p>			Children now able to meet as a whole school in assemblies, or outdoors when weather allows	Immediate	
	Review arrangements in place for the use of the playground, including equipment.			Where reasonably practicable to do so, enhanced safe cleaning process in place for outdoor equipment	Immediate	
Transport	Encourage families to walk to school and to avoid public transport as much as possible.			Letter/Newsletter	Immediate	
Catering	Arrangements in place to provide food to on site, including the requirement of universal free school meals. Catering contractor (Nick White) + kitchen staff aware of any				Immediate	

	changes to processes and procedures/RA update					
	Arrangements for when and where children and staff take lunch in place			INSET	Immediate	
	Arrangements for food deliveries in place (separate entrance)					
PPE	Adequate PPE requirements in place and arrangements for re-ordering in place (And hand sanitiser)		M	Ordered and monitored via Office	Immediate	L
Visors/face coverings	<p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <p>Face coverings</p> <p>Face coverings are no longer advised visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>					

	Contingency framework: education and childcare settings (publishing.service.gov.uk)					
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 			Disposable mop heads recommended, see link: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)	3.9.21	
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 				Immediate	
	Review any changes to the school day/timetables and communicate with parents.				Immediate	
	All children to bring a named water bottle each day.				Immediate	

	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.				Immediate	
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 				Immediate	
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Response to positive case(s) of COVID19.		Remote learning contingency available and ready to be 'switched-on' when needed.	Immediate	
	Technology support/DfE laptop allocation in place.			Refer to GOV.UK guidance	Immediate	
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff refresher training session on processes and procedures and the revised wellbeing material.	Immediate	
	Reviewed/updated Child Protection Policy in place			Adopted most recent Child Protection Policy	Immediate	
	Where appropriate, work with other agencies, such as social care, has been undertaken to				Immediate	

	support vulnerable CYP and families to complete risk assessments and planning.					
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			<i>Review individual consistent management plans to ensure they include protective measures.</i>	Immediate	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.				Immediate	
	<p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/for-education/primary/ 				Immediate	

	<ul style="list-style-type: none"> Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ Contents (oeapng.info) 					
	<p>Whole school approach to adapting curriculum, including:</p> <ul style="list-style-type: none"> Wellbeing recognising 'non-curriculum' learning that is being done at home, where/if applicable capturing pupil achievements/outcomes utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 			Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	Immediate	
	Behaviour policy reviewed and amended where necessary to reflect the current circumstances.				Immediate	
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.				Immediate	
SEND PUPILS	<p>Approach to provision of the elements of the EHCP including health/therapies in place.</p> <p>https://www.gov.uk/government/</p>				Immediate	

	publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B					
	Annual reviews.				Immediate	
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.				Immediate	
	Requests for assessment considered.				Immediate	
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			Reference to GOV.UK guidance	Immediate	
	Approach to support for parents where rates of persistent absence were high before closure.				Immediate	
Communication	Information shared with staff around the Sept 2021 return to school and any amendments to usual working patterns/practices and groups.			Reference to GOV.UK guidance	INSET Days	
	If appropriate Union representatives informed of Sept 2021 return to school plans.					
	Updated Risk Assessment published on website.				Immediate	

	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Sept 2021 return to school • Any continuing social distancing requirements? • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • NHS Test and Trace • Staggered start and end times • Expectations when in school • Anticipated sanctions for breach of school guidelines and processes • Contingency plans – Outbreak Management Plan 				<p>Week of return to school and as appropriate</p>	
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Any changes to timetable • Any staggered start times • Expectations when in school • Travelling to and from school safely 				<p>3.9.21</p>	

	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates	As appropriate	
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.					
	Governors have oversight of Sept 2021 return to school and risk assessments. Approach to communication between Leaders and Governors is clear and understood.				Immediate	
	Review any aspects of Governance which may have been on-hold in order to review/reinstate as required				Immediate	
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>				Immediate	
School events, including trips	Review the school's annual calendar of events. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)				As appropriate	
Finance	Record any continuing additional costs incurred due to COVID19; are they clearly documented.				Immediate	

	Record any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc				Immediate	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.				Immediate	
	Insurance claims, including visits/trips booked previously.				Immediate	
	Reintroduction or re-contracting of services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering • Waste management 				Immediate	
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.				Immediate	
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance if necessary https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-				Immediate	

	during-the-coronavirus-covid-19-outbreak					
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[Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK \(www.gov.uk\)](#)

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#)

[All schools to receive carbon dioxide monitors - GOV.UK \(www.gov.uk\)](#)[Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend>