

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Detail and date of Revised Actions	Risk Level Post-Action
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**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 phased re-opening of the school and ensure the school continues to operate in a safe way.

This document considers DfE, LA, Public Health Essex and Union guidance and checklists, followed by a process of extensive staff consultation.

The operation of the school and nursery will be reviewed continuously and this document updated accordingly.

Remember in any situation think: what is the risk? And, how can it be minimised? then act. Staff should coach the children in this approach too.

All decisions should be linked to the hierarchies of control (bubble purity, social distancing , washing hands, cleaning surfaces, limiting resources, use of outdoors/ ventilation, swift action if someone is symptomatic, and staff regular self –administered lateral flow testing ).

**ORGANISATION OF THE SCHOOL**

Every year group will be a bubble. The staggering of key daily events will remain in place: start and end to the days, lunchtimes, eating lunch in classrooms, playtimes, end of the day, zoned play spaces and staff deployment.

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<b>Preparing Buildings and Facilities</b>	The school has remained open throughout the lockdown period and the kitchen has remained in use.	Site Manager absence	M	The Hughes Family will provide cover		L
	Social Distancing in Office	Office does allow adequate space between staff members but circulation presents difficulties	M	Other staff and pupils wait at door. Windows open as often as possible SIGN on DOOR.		L
	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 in alleyway and reception entrance to school. Children queuing inline at start of day. Social distancing unlikely to be maintained.	H	Parents issued with temporary school rules One way system in place to enter and exit the school. Staggered start and end to the day/ Signage in place. FACE COVERINGS MUST BE WORN BY PARENTS IN THE GROUNDS AT ALL TIMES.		M
	Consideration given to the arrangements for any deliveries.	Social Distancing could be compromised	H	Access to school site restricted and managed by site manager and office staff All visitors must wear face coverings in public spaces within the school.		M
<b>Emergency</b>	Evacuation routes are confirmed, and signage accurately reflects these.	Current evacuation routes would cause multiple groups of				

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<b>Evacuations</b>	NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	people to come into contact. Sufficient staff be in place to manage the evacuation of pupils with SEND..	L	Fire drill and lockdown drill		L
<b>Cleaning and waste disposal</b>	regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u> Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Staff absence Adequate staff during day	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.  Hand towels and handwash are to be checked and replaced as needed by site manager.  Hughes Family cover  Recruit additional staff to perform cleaning duties during school day when site manager is off site  Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.		L

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	<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>Run out of hand sanitiser for visitors to reception.</p> <p>Classrooms run out of tissues.</p> <p>Classrooms run out of paper towels</p> <p>Low supply of soap.</p>	H	<p>Hand sanitiser available at the school entrance</p> <p>Classroom over stocked</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>Bins emptied during the day</p> <p>Stock check and ordering schedule reviewed and order made.</p>		L
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p>Check frequency of PHS visits</p>	M	<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 – before 7.30am</p>		L
<b>Classrooms</b>	<p>Promote healthy personal hygiene habits amongst all pupils.</p> <p>Teach children how the virus spreads.</p>	<p>Complacency amongst staff and pupils as measures are relaxed outside school.</p>	M	<p>All staff teach and reinforce messages of safe behaviour.</p> <p>Parents teach and reinforce messages of safe behaviour.</p> <p>Information posters are</p>		

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				displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets. Provide classrooms with cleaning kits Clean hands on entry		
<b>Staffing</b>	Staff encouraged to take lateral flow test twice weekly and report result.  Staff encouraged to have vaccine and inform school.  Support wellbeing, mental health and resilience, including bereavement support, in place for all staff.  Staff in vulnerable groups are known and have clear and open line of communication.	School not able to operate for all pupils.  Staff in vulnerable groups anxious about return to work.  Staff isolating limits operational capacity.	H	Senior leaders in regular communication with teams and individuals.  Supply staff used when available.		H
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.  NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Social Distancing.  Movement around site.  Symptomatic contractors spreading virus.	M	KR to meet with all contractors before arrival/start of works Check with the contractor any requirements their employer has specified before visit. Share school protocols.		M

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<b>Staff Lateral Flow Tests</b>	From January 25 <sup>th</sup> staff have been able to self-administer lateral flow tests (LTFs) twice weekly. Taking these tests is voluntary. They submit their test results following government procedures and inform the school immediately if it is positive. [They must then apply to take a PCR test.] The school will then implement all the procedures as described below - <b>The School Response to a confirmed case of COVID19.</b>					
<b>Face Coverings</b>	<p><b>Staff</b> Will wear face coverings when moving around communal areas. When working with children for close work (such as speech and language) visors and face coverings with transparent mouth coverings may be worn.</p>	<p><b>Parents</b> Will wear face coverings in the school grounds. It would be advisable to wear these at times of possible congestion in Victoria Chase and John Harper Street.</p>		<p><b>Children</b> The wearing of face coverings for primary age pupils is not a requirement. A face covering may be worn if the child and/or parent wishes. Parents to demonstrate to the child how to wear, remove and store the face coverings. This should be washed daily.</p>		
<b>Bubbles</b>	Bubble size will be a year group. Every effort will be made to avoid contact of children between year groups.	<p>Staff and/or children isolating for 10 days</p> <p>Child or staff tests positive and isolates for 10 days.</p>	H	<p>Staggered timetable: arrival, playtime, lunchtime, departure.</p> <p>Hierarchies of Control Measures.</p>		H
<b>Social distancing</b>	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	For these measures to work parents need to understand them, coach their children and practice them all.	M	<p>Limit the time family members accompanying children spend on site,</p> <p>Siblings stay with parents.</p> <p>Meetings with parents held via Zoom, phone or in the open air.</p>		L
	Whilst social distancing for children is no longer seen as a must for children, there will continue to be the expectation that children's physical contact is discouraged.	Risk to self and others of spreading virus.	H	<p>Parents and teachers reinforce this message.</p> <p>Other control measures operate at all times.</p>		L

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				Risks assessments and individualised approach in place for SEND pupils who might struggle to follow expectations.		
	Arrangements in place for the use of the playground, including equipment.	Year groups will have own sets of play equipment and play in separate zones.	M	Zonal playground Staggered playtimes		L
	Staff Contact	Limiting staff interaction to limit number of children and staff who would have to isolate.	H	Staggered and limited use of staff rooms.		M
<b>Catering</b>	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.	Insufficient staff to provide hot meal service.	M	Catering Company provide cover		M
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other bubbles.	Limiting social interaction	M	Staggered sittings Reception will eat in infant hall. Rest of school will eat at their tables in class.		L
	Arrangements for food deliveries in place	Social Distancing could be compromised	M	Access to school site restricted and managed by site manager and office staff		L
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Risk to staff from carrying out intimate care or isolating symptomatic child	H	Disposable mask, apron and gloves to be worn for these procedures. Over stock and review		M

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		Careful removal and disposal of PPE.		fortnightly. Staff Memo.		
<b>Clothing</b>	Whilst the guidance on clothing has relaxed it is still important that care is taken over laundry and the changing and storage of worn clothes.	Virus lingering on clothes  Communal changing poses an additional risk	M	Reminder to staff and parents that clothes do not have to be washed every day but it is still advisable that they are left to air for a day before wearing them again in school and change of clothes worn in different places of work. Children to wear PE clothes to school on PE days.		L
<b>Response to suspected case of COVID19 at home.</b>	A. When there is a suspected COVID19 case in the home (pupil or staff).  What are the symptoms: This procedure will be activated if a pupil or member of staff develops – a. new and persistent cough b. high temperature c. loss of taste or smell  There are many other symptoms but these are the three key indicators that will guide the school response.	All parents and staff need to understand and comply with test, track, trace and isolate process	H	<b>Suspected case</b> If a pupil or adult is ill at home and they display <a href="#">symptoms</a> similar to Covid-19  <b>Staff and pupils must not come into the school if they have symptoms.</b>  Parent or staff book a test: online via <a href="#">NHS testing system</a> or Call NHS 119. Parents or staff member to notify school with the results as soon as received  Parent books a test: online via <a href="#">NHS testing system</a> or Call NHS 119.		M



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				<p>Staff who have developed symptoms at school.                      HT makes a brief record of the names of staff and pupils who have been in face to face/close proximity contact or in car contact.                      Parents or staff member to notify school with the results as soon as received.</p> <p><b>Test returns as negative:                      If an individual pupil/member of staff</b></p> <p>Inform the school immediately.                      If the test is negative and if pupil/staff member feels well and no longer have symptoms similar to coronavirus (COVID-19) then they can stop self-isolating.                      They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.                      Other members of their</p>		

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				<p>household can stop self-isolating.</p> <p><b>Test returns as positive – If an individual pupil/member of staff test positive</b></p> <p>Inform the school immediately. The individual must isolate for at least 10 days from the onset of their symptoms</p> <p>They can return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. These symptoms can last for several weeks after the infection has gone.</p> <p>The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>Their household should self-isolate for the full 14</p>		

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				<p>days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></p>		
<p><b>Response to suspected case of COVID19 in school</b></p>	<p>B. When there is a suspected COVID19 case (pupil or staff) during the school day.</p>	<p>All parents and staff need to understand and comply with test, track, trace and isolate process</p>	<p>H</p>	<p><b>If a member of staff or child becomes ill during the day with symptoms the School will:</b>                      Isolate the pupil/staff.                      Staff dealing with the pupil/staff will wear PPE if supervising the isolation.                      Contact home for pupil/staff/ to be collected.                      All test and isolate procedures (outlined above) must then be followed.</p>		<p>M</p>
<p><b>The School Response to a confirmed case of COVID19</b></p>	<ol style="list-style-type: none"> <li>1. The school will contact <b>the local <a href="#">Health Protection team</a></b> who carry out a rapid risk assessment.</li> <li>2. The school will provide the list of those who have been in close contact with the individual – pupils in bubble and staff who have been in contact with the bubble.</li> <li>3. The Health Protection Team will guide and advise the school in the next steps to take.</li> <li>4. <b>All parents will be informed.</b></li> </ol>					

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	<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may be classified as an outbreak.</p> <p><b>The local Health Protection Team</b> may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p> <p><b>The school will follow the advice of the Health Protection Team in deciding whether the whole school should be closed.</b></p> <p>If an outbreak is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive.</p> <p>Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>					
<b>Safeguarding</b>	Individual pupils’ risk assessments are in place.	School will look and feel very different.	H	Children return to school being supported by familiar staff wherever possible. Measures put in place. e.g social stories, rehearse arrival procedure.		M
	Updated Child Protection Policy in place.	Awareness of whole school community.	M	Child Protection Policy – staff consultation, approved by governors, parents informed and on website.		L
<b>Attendance</b>	Control Measures will give parents confidence to send their children to school every day.	<p>Parental confidence.</p> <p>Children with historic low attendance resume pattern of persistent absence.</p> <p>Health factors in the household prevent attendance. Now that</p>	H	<p>Regular register checks.</p> <p>Effective channels of communication.</p> <p>Involvement of Children Missing Education Service.</p> <p>Risk Assess family –has the vulnerable relative had</p>		M

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		vaccines are available to CEV adults this barrier should have been removed.		a vaccine?		
<b>Communication</b>	<p>Staff have been consulted and briefed.                      Governors have been kept informed by email of all day major day to day decisions and continue to meet via ZOOM.                      Parentmail has been used extensively to communicate with parents on all decision making throughout pandemic.                      Parents have also been kept informed by classteachers via Tapestry and See-Saw.                      Home School Accord sets out expectations for pupils.                      Parents to prepare children for return to school.                      All staff to reinforce safe behaviours and reasons for them.</p>					
<b>Governors/ Governance</b>	<p>Review of committee functions and practices to ensure all statutory actions are executed in accordance with terms of reference.                      Governors remain fully informed on the management of the school and are able to scrutinise decision making.</p>	<p>Virtual governing body meetings have been held throughout the pandemic and will continue whilst guidance remains that face to face meetings are to be avoided where possible.                      Head ensures governors are given advance notice or cc-ed into significant communications with staff and parents.                      CoG in weekly contact with clerk and HT.</p>				
<b>School events, including trips</b>	Educational day visits are permitted from April 12 <sup>th</sup> 2021.	Residential Visits can resume. If volunteers are required, on top of the usual safeguarding checks, lateral flow tests will be taken the day before the trip.				
<b>Finance</b>	<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p> <p>Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM</p> <p>Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.</p> <p>Insurance claims, including visits/trips booked previously.</p>	<p>Finance Officer</p> <p>Finance Officer</p> <p>Finance Officer</p> <p>Finance Officer Office Manager SWalker</p>	Records of additional expenses, losses being kept.			

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