

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 operational plans from September 2021.

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 (washing hands, cleaning surfaces, adults wearing face coverings in public areas, limiting resources, use of outdoors/ ventilation, swift action if someone is symptomatic, and staff regular self –administered lateral flow testing).

ORGANISATION OF THE SCHOOL

The staggering of key daily events will remain in place: start to the day, lunchtime, eating lunch in classrooms, playtime, end of the day.

The most significant change to the risk assessment is the actions that will be taken following the confirmation of a positive case. In summary –

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons.

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#).

Please note: adults who have not had two vaccinations should isolate for 10 days.

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Preparing Buildings and Facilities	The school has remained open throughout the lockdown period and the kitchen has remained in use.	Site Manager absence	M	EverBrite cleaning contractors 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 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
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the	Current evacuation routes would cause multiple groups of people to come into contact.	L			L

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	priority is getting out of the building calmly regardless of social distancing.	Sufficient staff be in place to manage the evacuation of pupils with SEND..		Fire drill and lockdown drill		
Cleaning and waste disposal	<p>regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u></p> <p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p>	<p>Staff absence</p> <p>Adequate staff during day</p>	H	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, 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>Everbrite cover</p> <p>Recruit additional staff to perform cleaning duties during school day when site manager is off site</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>		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 collections made when the minimum number of persons are on site – before 7.30am</p>		L
Classrooms	<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 displayed in every classroom, at the main entrance, places visible to</p>		

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				those at the school gate, in the staffroom and in all toilets. Provide classrooms with cleaning kits Clean hands on entry		
Staffing	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
Staff Lateral Flow Tests	From January 25 th staff have been invited 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 - The School Response to a confirmed case of COVID19.					

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Face Coverings	<p>Staff 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>Parents 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. If parents come in to the building, face coverings must be worn.</p>			<p>Children 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>	
Catering	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, contacts limited.	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
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<p>Risk to staff from carrying out intimate care or isolating symptomatic child</p> <p>Careful removal and disposal of PPE.</p>	H	<p>Disposable mask, apron and gloves to be worn for these procedures. Over stock and review fortnightly. Staff Memo.</p>		M
Clothing	Children to wear PE clothes to school on PE days.					

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<p>Response to suspected case of COVID19 at home.</p>	<p>A. When there is a suspected COVID19 case in the home (pupil or staff).</p> <p>What are the symptoms: This procedure will be activated if a pupil or member of staff develops –</p> <ul style="list-style-type: none"> a. new and persistent cough b. high temperature c. loss of taste or smell <p>There are many other symptoms but these are the three key indicators that will guide the school response.</p>			<p style="text-align: center;">Suspected case</p> <p>If a pupil or adult is ill at home and they display symptoms similar to Covid-19</p> <p>Staff and pupils must not come into the school if they have symptoms.</p> <p>Parent or staff book a test: online via NHS testing system or Call NHS 119. Parents or staff member to notify school with the results as soon as received.</p> <p>Staff who have developed symptoms at school.</p> <p>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.</p> <p>Test returns as negative</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 household can stop self-isolating.</p> <p>Test returns as positive – If an individual pupil/member of staff test positive</p> <p>Inform the school immediately. The individual must isolate for at least 10 days from the onset of their symptoms.</p> <p>There is no longer a requirement for contacts to automatically isolate.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial 		

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		<ul style="list-style-type: none"> they are not able to get vaccinated for medical reasons. <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>Please note: adults who have not had two vaccinations should isolate for 10 days.</p> <p>The person with covid 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>Response to suspected case of COVID19 in school</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>If a member of staff or child becomes ill during the day with symptoms the School will: 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.</p> <p>Parent or staff book a test: online via NHS testing system or Call NHS 119. Parents or staff member to notify school with the results as soon as received.</p>	<p>.</p>	<p>M</p>

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The School Response to a COVID19 outbreak in the school	<p>1. The school will contact the local Health Protection team who carry out a rapid risk assessment.</p> <p>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.</p> <p>3. The Health Protection Team will guide and advise the school in the next steps to take.</p> <p>4. All parents will be informed.</p> <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>The local Health Protection Team 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>The school will follow the advice of the Health Protection Team in deciding whether the whole school should be closed.</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>					
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Safeguarding	Individual pupils’ risk assessments are in place.	School will have introduced more changes which could still present challenges.	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
Attendance	Control Measures will give parents	Parental confidence. Children with historic low		Regular register checks. Effective channels of communication.		M

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	confidence to send their children to school every day.	attendance resume pattern of persistent absence. Health factors in the household prevent attendance. Now that vaccines are available to CEV adults this barrier should have been removed.	H	Involvement of Children Missing Education Service. Risk Assess family –has the vulnerable relative had a vaccine?		
Governors/ Governance	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.	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.				
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Finance Officer	Records of additional expenses, losses being kept.			
Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Finance Officer					
Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Finance Officer					
Insurance claims, including visits/trips booked previously.	Finance Officer Office Manager SWalker					