



COVID19: Re-opening Risk
Assessment and Action Plan
January 2022

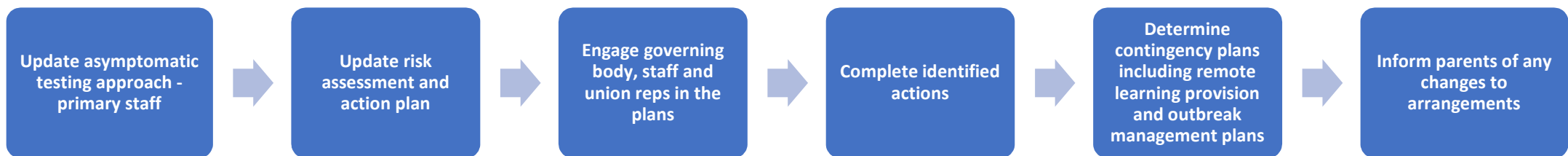
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place following the end of restrictions in July and changes to self-isolation protocols in August and latterly in December 2021, to ensure the school continues to operate in a safe way. It also takes into account the spike in COVID19 cases which occurred in late October/ early November 2021 and the effects of the Omicron variant.

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
- Safeguarding and Child Protection 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'

Risk Assessment for Full Re-opening September 2021:



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The below table has been updated to remove any control measures which are no longer required by the DFE guidance following the ending of restrictions in July and changes to self-isolation protocols from August.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action L/M/H	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action L/M/H
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	Stakeholders do not feel safe in school	M	Make sure risk assessment is shared with staff and produce parent briefing by the start of term.	August 2021 SLT review November 2021 and January 22	L
Site Arrangements	Consideration given to premises lettings and approach in place.	Lettings do not adhere to current government guidelines.	M	Risk assessment for any lettings reviewed to ensure they are aligned with guidance.	September 2021 Nov 2021, Jan 22 – as is	L
	Consideration given to the arrangements for any deliveries.	Deliveries do not adhere to current government guidelines.	M	Clear guidelines in place for deliveries. Drivers to wear face masks	September 2021 Nov 2021, Jan 22 – as is	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.		L	Evacuation routes have been updated following ending of bubbles – return to pre COVID19 arrangements.	September 2021 Nov 2021 – as is Jan 22 – no bubbles	L
	Enhanced cleaning regime is in place in line with COVID19:	Enhanced cleaning remains a necessary control measure.	H	Enhanced cleaning schedule remains throughout the site,	September 2021 Continues in Nov 2021 & Jan 22	L

Cleaning and waste disposal	Cleaning in non healthcare settings guidance.			<p>ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by the site manager and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. This is completed every lunch time and signed for by site manager.</p> <p>Jan '22 – reminders to pupils and staff about the need for thorough hand washing/ sanitising throughout the day.</p>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Inadequate staffing for enhanced routines.	M	LHJS will consider recruiting an additional cleaner if our cleaners become ill/ are unable	Ongoing No change to cleaning staff in Jan 2022	L

				to maintain current hours of work.		
	<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>Disposable tissues in each classroom to implement the 'Catch it, bin it, kill it' approach</p> <p>Weekly checks on stock levels of cleaning products to continue by site manager/ office staff.</p>	September 2021 Nov 2021, Jan 22 – as is	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff advised to leave the site by 5pm in order for cleaning to be undertaken.	September 2021 Nov 2021, Jan 22– as is	L
	Process in place for safe removal and/or disposal of face masks.	Some pupils/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.	L		September 2021 Reviewed Nov 2021. Reminders in Jan 22	L

		Pupils and staff are allowed to wear facemasks if required.				
Classrooms	<p>Classrooms have appropriate ventilation arrangements.</p> <p>CO2 detectors are operative in each classroom and staff monitor readings</p>	<p>Windows open before and after lessons, and during lessons when temperatures allow.</p> <p>Some spaces do not have sufficient ventilation.</p> <p>Nov 2021 CO2 monitors arrived and are operative.</p> <p>Windows are open at break and lunchtime</p>	M	Chn and staff to wear coats/ additional clothing during the winter.	<p>Ongoing</p> <p>Reviewed in Nov 2021</p> <p>Additional air cleaning units will be applied for Jan 22</p>	L
Staffing	<p>Approach to staff absence reporting and recording in place. All staff aware.</p> <p>Jan 22 update – isolation period is now 7 days – to return on day 8. LFT from day 6. If positive, stretch isolation period to 10 days. If still have a temperature on day 10, can continue to self-isolate up to day 14.</p>		L		<p>September 2021</p> <p>Nov 2021 – as is</p> <p>January updates included.</p>	L

	<p>Close contacts of positive case (both pupils and staff) may continue to attend school – just need to LFT for 7 days.</p> <p>Jan 22 update – staff to wear a mask in all communal areas. Staff and pupils may wear them in the classroom, should they wish</p>					
	<p>Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.</p> <p>Risk assessments in place for pregnant staff members. Jan 22 - Staff who are pregnant and unvaccinated should work from home. If vaccinated/ irrespective of the length of pregnancy, a risk assessment should be in place.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p><i>CEV staff feel concerned about coming back to school.</i></p>	<p>M</p>	<p>Shielding is no longer in place. Clinically extremely vulnerable staff and/ or pupils have risk assessments which identify any specific adjustments to allow them to attend on site.</p> <p>Two (elderly) MDAs advised not to use the staffroom unnecessarily, if rates remain high</p> <p>As of Jan 22 there are no pregnant staff members at school.</p>	<p>September 2021 Reviewed Nov 2021 Jan 22 updates included</p>	<p>L</p>
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-</p>	<p>Staff are aware of their role in the continued contingency plans regarding remote</p>	<p>L</p>	<p>Jan 22 – if there are insufficient staff to run the school, the HT will approach former/</p>	<p>September 2021 Nov 2021 – as is See Jan 22 update.</p>	<p>L</p>

	school provision agreed and communicated.	education, should the plan be enacted.		retired school staff in order to help run the school.		
	<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 Due to higher Oct cases	<p>Staff are aware of available support and advice for schools and pupils.</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>	September 2021 Nov 2021, Jan 22 – as is	L L
	Arrangements for accessing testing are in place. Staff are clear on how and when to test and know how to gain additional LFT test kits.		H	Staff briefing at beginning of term to reiterate key messages/ re-affirm bi-weekly testing.	September 2021 Nov 2021, Jan 22 – as is	L
	<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>Jan 22 – Trust advice that “No visitors should be on site; any that are for urgent, emergency or</p>		M	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>Minimising visits to site unless for maintenance/ repair/ emergency.</p>	September 2021 Reviewed Nov 2021 & Jan 22	L

	statutory matters are expected to take a LFT beforehand.”			All non-staff member adults attending site will wear a face covering at all times.		
	Arrangements in place for any externally employed adults delivering learning in school e.g. music tutors. Protocols and expectations shared.		M	Share amended procedures, obtain their assessments outlining controls, e.g. ventilated music practice spaces.	September 2021 Reviewed Nov 2021 Jan 22 – peris to return to wearing face coverings	L
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place. <i>This is only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</i>		L	Kitchen to provide meals to be collected from school for any child who needs FSM in isolation. (Check Outbreak Management Plan if situation worsens) Catering returned to normal (pre-Covid) routines in September	Ongoing	L
PPE	PPE requirements understood and appropriate supplies in place.		M	Staff briefing to make it clear where to find PPE. Headteacher/ office staff to monitor availability and re-order when necessary	Ongoing Nov 2021, Jan 22 – as is	L
	Approach to confirmed COVID19 cases in place: during school day		H	If a pupil begins to display symptoms of	Ongoing Nov 2021 – as is	L

<p>Response to suspected/ confirmed case of COVID19 in school</p>	<ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • On the courtyard wall or music room (if inclement weather) 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 <p>Jan 22 update - Pupils who show symptoms of the Omicron variant, which are more cold-like in nature, must be sent home; school will refuse to admit pupils who arrive at school showing these symptoms</p>			<p>COVID19 during the day, they are isolated and parent is called immediately. They wait to be collected from the room or from the wall outside it. They will be overseen by a member of SLT or office staff.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs James Puxley HT or a SLT member (in JP's absence) and leaves the site as soon as possible.</p> <p>Individuals go for a PCR test as soon as possible.</p> <p>Close contacts are identified by NHS test and trace if the individual has confirmed case.</p>		
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	<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 		M	<p>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>Jan 22 – school will also send a letter to parents/ carers stating that their respective child/ ren were close contacts and that they should LFT for 7 days.</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</p> <p>Can contact Cambridgeshire Test and Trace team for advice.</p>	Ongoing	L
Remote Education Plan	<p>Contingency plan for remote learning developed should self-isolation or restricted attendance be required.</p> <p>Jan 22 – all year group pages have been updated.</p>		L	<p>Caroline Webb/ Stacey Chapman leads plans for remote education if needed.</p>	<p>Ongoing</p> <p>Nov 2021 – as is</p> <p>Jan 22 – Caroline Webb on maternity leave</p>	L
	<p>Technology support in place. DFE laptop allocation ordered, for contingency purposes.</p>			<p>LHJS has a stock of working laptops and liaises with families who need laptops.</p>	<p>Ongoing</p> <p>Nov 2021, Jan 22 – as is</p>	L

	Jan 22 update – Gov is prioritising face-to-face teaching. LHJS team will avoid hitting Year 6, for remote learning, moving staff as necessary to cover.					
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Pupils' wellbeing needs are not adequately supported	H		September 2021 Nov 2021, Jan 22 – as is	L
	Updated Child Protection Policy in place.		M	LHJS has adopted the most recent Safeguarding Child Protection Policy (Sept 2021)	September 2021	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable pupils and families to complete risk assessments and planning. Staff to make daily contact with vulnerable pupils who are isolating.		M		September 2021	L
	Where physical contact is required in the context of managing behaviour.	Potential harm to the pupil themselves and others	M	Only Positive Handling trained staff to intervene	October 2021 Jan 22	L

				Jan 2022 – 16 teachers & Tas to be positive handling trained.		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		L	All year group lesson plans have been revised.	September 2021	L
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that is being done at home capturing pupil achievements/ outcomes utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 			All plans in place.	September 2021	L
	Pupil behaviour policy reviewed and amended where necessary to reflect the current circumstances.		M	Revised behaviour policy shared at INSET and planned TA sessions	September 2021	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Potential risk of pupil exposure to paedophiles	H	Computing lead, Sam Barnes to share this.	September 2021	L

Assemblies	<p>Following Trust advice, there will be no school assemblies until the impact of school return on COV-19 incidence and transmission rates can be gauged.</p> <p>Jan 22 update – this will continue until the Government’s Plan B comes up for renewal</p> <p>No parents to attend school assemblies until it is safe to do so without potentially jeopardising the health of others.</p> <p>No live performances. Productions will be videoed and sent out to parents/ relatives.</p>	Potential complaints from parents.	M	<p>Restrictions as listed before.</p> <p>Trust to review initial COV-19 incident levels and impact then decide how to continue</p>	<p>End of September 2021</p> <p>Nov 2021 – as is</p> <p>Jan 22 reviewed</p>	L
Attendance	<p>Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.</p>		M	<p>New attendance champion, Sam Barnes, to lead attendance strategy and engage most vulnerable families.</p>	<p>September 2021/ autumn term</p> <p>Nov 2021, Jan 22 – as is</p>	L
	<p>Approach to support for parents where rates of persistent absence were high before closure.</p>			As above	<p>September 2021</p> <p>Ongoing review</p>	L
Communication	<p>Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.</p>	<p>Staff potentially uninformed of revised policies and procedures</p>	L	<p>Staff will be reminded about arrangements at the inset on 1st September.</p>	<p>September 2021</p> <p>Updated comms</p> <p>Nov 2021 & Jan 22</p>	L

	Updated Risk Assessment published on website and communicated to all staff.		L	Sarah Bowie to add risk assessment to website under COVID-19 area.	August 2021 and Nov 2021, Jan 22	L
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Revised plans, any control measures that remain in place and any that have ceased • Contingency plans • Outbreak management plans • Wellbeing/ pastoral support 		L	Parent comms to confirm all arrangements to parents.	August 2021 Ongoing	L
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Revised plans, any control measures that remain in place and any that have ceased • Contingency plans • Outbreak management plans 	Confused children. In terms of wellbeing, children who will be disorientated/ anxious if lockdown measures happen again	M	Children to be told arrangements by staff as required.	September 2021 Ongoing	L
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media	September 2021/ ongoing	L
Face masks/ staff contact	In line with Trust recommendation, all visitors and adults in communal spaces/ corridors to wear masks. Jan 22 update – staff can wear masks in class, if they wish to. Pupils can also wear masks in school, if they wish to.	Staff forgetting to bring in masks New staff not knowing restrictions	M	School to keep a reserve of disposable masks at school. All staff to be briefed about the need to wear masks/ limited	End of September 2021 Nov 2021 – as is Jan 22 - updated	L

	<p>Parents requested to wear masks on drop-off/ pick-up</p> <p>A maximum of 3 people to use the staffroom at any one time. Only year-group teachers to use the PPA room. Other staff can use the photocopiers at the same time</p> <p>Jan 22 update – all staff training/ meetings will be virtual.</p>			<p>access to key communal areas.</p> <p>Trust to advise when these restrictions can be reviewed</p>		
Governors/ Governance	<p>Governors have oversight of plans and risk assessments.</p> <p>Approach to communication between leaders and governors is clear and understood.</p>		M	<p>Risk assessment shared and reviewed by Governors.</p>	<p>8th September 2021</p> <p>Jan 22 - ongoing</p>	L
	<p>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support headteacher and SLT.</p>	<p>An inconsistent approach by the school at this stage of the pandemic</p>	L	<p>To be completed as part of HT PMR.</p>	<p>21st September 2021</p> <p>Ongoing</p>	L
Finance	<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p>		L	<p>AL finance team clearly document cost incurred.</p>	<p>September 2021</p> <p>Jan 22 – no change</p>	L
	<p>Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM</p>		L	<p>AL finance team clearly document cost incurred.</p>	<p>September 2021</p>	L

	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		L	AL finance team clearly document cost incurred.	September 2021	L
Testing	Test kits are securely stored and distributed to staff.	Potential failure to miss cases of COV-19 due to lack of test kits	M	James Puxley to continue to distribute.	September 2021 Nov 2021 – as is	L
	Staff are aware of how to safely take and process the test. Shared the following: <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents 		L All staff adequately trained		September 2021	L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.		L As above	Monitored on a bi-weekly basis Jan 22 – reminders to staff about the need to test bi-weekly	September 2021	L
	Staff are aware of how to report any incidents both clinical and non-clinical.		L As above		September 2021	L
	Process in place to monitor and replenish test supplies		M	James Puxley to monitor and re-order.	September 2021	L

<p style="text-align: center;">Outbreak Management Plan</p>	<p>AL Outbreak management plan developed to cover arrangements should children, pupils, students or staff test positive for COVID19, and how the school shall operate if advised to take extra measures to help break chains of transmission.</p> <p><i>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (<u>Stepping measures up and down</u>) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</i></p>		<p>H</p>	<p>Outbreak Management plan covering re-introduction of some measures including reduced mixing, face coverings, remote education is developed, and all staff are aware of their role.</p> <p>Communicated with parents and pupils regarding when this would come into place and how they would be informed if required.</p> <p>AL Outbreak Management Plan is on the school's website.</p>	<p>Ongoing</p>	<p>L</p>
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