

# COVID19: Risk Assessment and Action Plan January 2022 (updated from Sept 21 plan)



SCHOOL NAME: R A Butler Academy

This Risk Assessment is in place whilst the National situation is at Plan B – face coverings, some restrictions

See separate Outbreak plan if there is an outbreak in school.

### Overarching principles:

- Ensure good hygiene for everyone
- Maintain appropriate cleaning regimes
- Keep occupied spaces well ventilated
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID 19

See staff handbook for the school operational plan

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>	<p>Enhanced cleaning regime is in place.</p> <p>Cleaning is contracted to Nightingales – 60 hours per week (4 staff). See Nightingales Risk assessment</p> <p>Extra cleaner employed by RAB after lunch to clean toilets.</p>	<p><i>Cleaners off sick (Covered by Nightingales)</i></p> <p><i>Lack of equipment</i></p>	M	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, children’s and staff desks, door handles/plates, taps, light switches, children’s chairs are all thoroughly cleaned and disinfected daily. Carpets hoovered and hard floor surfaces cleaned daily. Shared staff areas – as above plus kettle/hot water tap, microwave handles, fridge handles, cupboard handles cleaned daily. Sneeze screens in Reception</i></p>	1.9.21	L

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				<p><i>Hand towels and handwash are to be checked and replaced daily by cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></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><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of any cleaning product.</i></p>	M	<p><i>Hand sanitiser available at the school entrance and in classes</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made every week.</i></p>	1.9.21	L

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<p><b>Classrooms</b></p>	<p>Classrooms have maximum ventilation possible to allow for good air flow</p>	<p><i>Fire doors not propped open</i></p> <p><i>Windows stick, doors blow shut</i></p>	<p>M</p>	<p><i>Caretaker to put measures in place to prop doors open and ensure windows functional</i></p> <p><i>Windows open all time. Doors opened during each break to allow for air exchange</i></p> <p><b>CO2 monitors to be used to monitor</b></p>	<p>1.9.21</p>	<p>L</p>
<p><b>Staffing</b></p>	<p>Plans to respond to increased sickness levels are in place. Cover arrangements in place.</p>	<p><i>Cover becomes sick and is unavailable</i></p>	<p>M</p>	<p><i>TAs to cover if possible</i></p> <p><b>PW, GS, LC on standby for extra hours</b></p> <p><i>Explain to parents that classes may have to shut in event of staff absence</i></p>	<p>1.9.21</p>	<p>L</p>
	<p>Consideration given to staffing roles and responsibilities with regards to the contingency plans of remote provision alongside in-school provision.</p>		<p>M</p>	<p><i>Year groups working in teams. 2 on home learning, 1 in school. Support staff allocated to 1:1, in class or supporting home learning.</i></p>	<p>1.9.21</p>	<p>L</p>

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	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p><i>TA s are required to lead some groups as not enough teachers on site to cover numbers.</i></p>	<p>M</p>	<p><i>Staff all informed of roles in clear communication.</i></p> <p><i>Review office working arrangements and whether home working could reduce risk for some</i></p> <p><i>Plan for kitchen shut down in event of staff being off. All children to bring in packed lunches except FSM children.</i></p>	<p>1.9.21</p>	<p>L</p>
	<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>	<p><i>Staff/pupils not talking how they are feeling</i></p> <p><i>Impact on attendance</i></p>	<p>H</p>	<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service <a href="https://schools.essex.gov.uk/admin/C OVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/C OVID-19/Pages/default.aspx</a></i></p> <p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p> <p><i>Education Support Partnership Well-being package in place for staff</i></p> <p><i>Inclusion team formulating well-being programme for in school based on Zones of Regulation</i></p>	<p>1.9.21</p>	<p>M</p>

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	Staff complete twice weekly lateral flow testing.	<i>Lack of tests</i>	<i>M</i>	<i>SBM orders testing kits</i>	<i>1.9.21</i>	<i>L</i>
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.		<i>M</i>	<i>Signage up in Reception area about not entering site with any symptoms. Need to use alcohol gel on entry. Share school protocols (SBM All visitors to complete LFT on day of visit</i>	<i>1.9.21</i>	<i>L</i>
<b>Group Sizes</b>	All children are predominantly in phase groups.		<i>M</i>	<i>Children allocated specific play areas in phases and times to eat food from the hall  assemblies to take place virtually  Children can mix to allow Year 6 jobs, School Council, Friendship Days etc to take place  Clubs and intervention groups to run as usual</i>	<i>1.9.21</i>	<i>L</i>

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<b>Social Distancing Measures</b>	<p>Arrangements in place for social distancing for parents and children</p>	<p><i>People do not arrive at correct time/place</i></p> <p><i>Younger children can't/forget to follow the rules</i></p>	<p><i>H</i></p>	<p><i>One way system to remain in place for moving round school site. Parents asked to wear face coverings on school site – mandatory if coming inside. Advised to maintain social distancing where possible. Year 5 and 6 parents allowed on site or can wait in car park. Communication to parents and children re arrangements via letter</i></p> <p><i>EYFS Staggered start times, everyone else to arrive between 8.40 and 8.55am. Staggered finish at end of day 3.20pm KS1, 3.30pm KS2.. 4 gates being used to ensure one way system.</i></p> <p><i>Designated space for each phase for break/lunchtime. Each class to have own play area and equipment</i></p> <p><i>Children to use own class/phase toilets during breaktimes</i></p>	<p>1.9.21</p>	<p><i>M</i></p>
	<p>Staff social distancing measures:</p>		<p><i>M</i></p>	<p><i>Wider staff breakout areas to remain open, but with no</i></p>	<p>1.9.21</p>	<p><i>L</i></p>

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				<p>restrictions on who can use which toilets/rest spaces.</p> <p>Face masks to be continued to be worn in communal areas and when outside normal working spaces.</p> <p>Friday briefing virtual</p> <p>Longer meetings to be held in spaces where staff can socially distance easier and to be well ventilated.</p> <p>Full staff meetings to be virtual</p>		
	Socially distancing and PPE for visitors			All visitors and contractors attending school site whilst children are on site, should wear face masks and socially distance.		
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Shortages incurred	H	SBM to check weekly school's position and re-order	1.9.21	L
<b>First Aid</b>	Additional procedures for supporting First Aid in place	If school nurse is poorly, re-assign a new Initial first aider	M	<p>1) Staff to wear visor/gloves/facemask and apron. Glasses to be worn if child is coughing/spluttering</p> <p>2) use of infra-red thermometers</p>	1.9.21	L

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				3) handwashing before and after treatment		
Response to suspected/ confirmed case of COVID19 in school	Approach to suspected COVID19 cases in place during school day:	Two suspected cases at once Lack of PPE equipment available	H	<p>Inform SLT member and school nurse and SBM Child to be monitored for 30 mins by nurse, office or SLT. Call home to get bigger picture of symptoms Send home for a test if meet criteria of new cold symptoms and no lft done at home, (ask parents if lft can be done at school?), new continuous cough, high temp or no taste/smell</p>	1.9.21	L
	Approach to confirmed COVID19 case in place:	<p>Time delay between getting result from family/NHS</p> <p>Delay in getting equipment in to deep clean</p>	H	<p>Letter sent to relevant class and staff All close contacts asked to do LFT for 7 days daily Parents to consider keeping siblings at home too. Children/staff who test positive can return to school after 2 negative lft 24 hours apart. 1<sup>st</sup> test taken on day 6 then day 7.</p> <p>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made</p>	1.9.21	M



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			<p>aware that any of their workers have tested positive.</p> <p>Employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts</p> <p>Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.</p> <p>If a pupil or member of staff is hospitalised, then the DfE should be called on the number above</p>		
	Approach to confirmed COVID 19 cases in place		<i>See Outbreak plan</i>		

OUTBREAK PLAN – Additional measures put in place if Public Health consider we have an outbreak:

Thresholds advised by the DfE are:

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- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

<b>Guidance</b>	<b>Action taken</b>	<b>Date commenced</b>	<b>Date of Review</b>	<b>Review Outcome</b>
<p><b>Self-isolation of close contacts</b>  <i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</i></p>	<p><i>Advice sought from Public Health and ECTT. X students isolating from X to X.</i></p>			
<p><b>Mandatory re-introduction of Face Coverings</b>  <i>The mandatory reintroduction of face coverings for staff and parents may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</i></p>	<p><i>Face coverings mandatory for staff and parents when on site</i></p>			
<p><b>Asymptomatic Testing</b>  <i>Additional testing may be recommended to pick up any asymptomatic testing in the school community.</i></p>	<p><i>Letter to parents re home testing.</i></p>			
<p><b>Increased ventilation</b>  <i>The <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE COVID-19 advice</a> provides more information.</i></p>	<p><i>Reminded to keep windows opened as much as possible. Investigating options for improving</i></p>			

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	<i>mechanical ventilation system.</i>			
<b>Increased cleaning</b>	<i>Reinforced importance of cleaning in between groups. Additional cleaning introduced.</i>			
<b>Reduce mixing of pupils</b>	<i>Reviewed start and end times, lunch and break arrangements and re-instated small groups for PE etc. Separate play areas re-instated for year groups or classes. All assemblies to go virtual</i>			
<b>Reduce mixing of staff</b>	<i>Staff to go back to allocated break out spaces and toilets. Friday briefing and staff meetings to go virtual</i>			
<b>Communications to staff</b>	<i>All staff advised of potential outbreak and mitigating actions.</i>			
<b>Communications to students</b>	<i>All students advised of potential outbreak and mitigating actions.</i>			

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<b>Communications to parents/ carers</b>	<i>Letter to parents/carers advised of potential outbreak and mitigating actions.</i>			
<b>Remote Education</b>	<i>Remote education provided to those pupils who need to self-isolate.</i>			