

COVID19: Risk Assessment and Action Plan from September 21 V.1

SCHOOL NAME: West Hatch High School

OWNER: Daniel Leonard, Lisa Barker

DATE: 1st September 2021

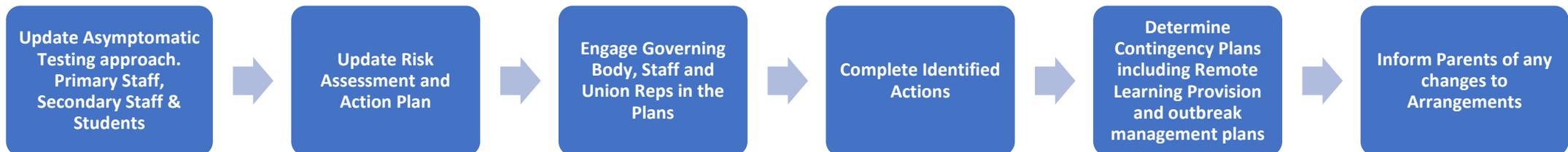
Purpose of this document:

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, to ensure the school continues to operate in a safe way.

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
- Child Protection Policy
- CYP Response Plan
- 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:



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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. Examples have been amended (*in blue*) to align to the latest practices.

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 union representatives.					
Site Arrangements	Consideration given to premises lettings and approach in place.	<i>Risk assessment for any lettings reviewed to ensure they are aligned with guidance.</i>	M	Lettings risk assessment completed for swimming clubs and all external lettings STA and Swim England guidance adhered to for phased re-opening of pool and post ending of restrictions in July Classroom lettings to be scheduled around cleaning regimes	31/8/21	L
	Consideration given to the arrangements for any deliveries.		M	Only ordered/procured goods to be delivered to school Postal deliveries via Perspex screen in reception to remain in place	31/8/21	L

				<p>Delivery driver to sign via palm pilots</p> <p>Parents to be notified as part of return to school arrangements that detention system will continue to operate and student to purchase food at school if packed lunch forgotten</p>		
	<p>Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).</p>	<p><i>Guidance stipulates that a small onsite testing facility is retained by secondary schools to provide onsite testing for those who cannot/ do not wish to test at home, and for initial onsite testing for return Sept.</i></p>	M	<p>Testing Facility for Yr 7 pupils setup in Gym for 2nd September 2021 Pupils will be tested on arrival in school and then go home before return to school on Friday 3rd September</p> <p>Volunteer testing arranged</p>	1/9/21	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.</i></p>	M	<p>Revised evacuation procedure produced to revert to pre-Covid protocols and shared with all staff and students.</p> <p>Buddy system to be updated as part of the LSA rota in school</p> <p>Fire drill - Group Teacher to practice on</p>	1/9/21	L

				first day back with whole school unannounced drill testing in place shortly thereafter		
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	<i>Enhanced cleaning remains a necessary control measure.</i>	M	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, 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 Team and housekeeper/cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Site deep clean completed w/b 23rd August</p>	31/8/21	L

	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>		<p>M</p>	<p>Regular contact with Lewis and Graves to ensure compliance</p>	<p>27/8/21</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 stocked hygiene stations (sanitiser/soap/tissues/bins).</p> <p>Low supply of hand soap.</p>	<p>M</p>	<p>Hand sanitiser available at all strategic points throughout school and in all classrooms</p> <p>Enhanced cleaning product purchased (spray/wipes/handrub) (Steri-7) under L&G cleaning contract for use in deep clean</p> <p>Specialist cleaning supplies for technical areas provided (music/tech etc.)</p> <p>Lidded bins and sanitiser-wipes 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</p>	<p>27/8/21</p>	<p>L</p>

				order made as part of cleaning contract with L&G		
	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff reminded to return to main building by 5pm in order for sufficient time to clean outbuildings before main/lettings.	1/9/21	L
	Waste disposal process in place for potentially contaminated waste.	<i>Testing waste is no longer considered hazardous and can be disposed of in the usual waste.</i>	M	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Hazardous waste collection organised.	1/9/21	L
	Process in place for safe removal and/or disposal of face masks.	<i>Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</i>	M	All staff and students will be requested to double bag and take their own facemask (if using) home to dispose safely Students to be instructed regarding responsible use of masks including the requirement to bring spare masks for changing where required (wet masks)	1/9/21	L

				Stocks will be maintained in school to provide for spares and for first aid provision		
Classrooms	Classrooms have appropriate ventilation arrangements.	<i>Windows open before and after lessons, and during lessons when temperatures allow.</i> <i>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</i>		Awaiting further DfE guidance in relation to provision of CO2 monitors		
Staffing	Approach to staff absence reporting and recording in place. All staff aware.		M	Staff Handbook Reporting and HR expectations communicated first day back HR and Cover Supervisor monitoring compliance Covid reporting requirements have been communicated to staff and relevant declaration forms are in place in school in order to facilitate absence planning	1/9/21	L
	Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate	<i>Shielding is no longer in place. Clinically extremely vulnerable staff and/ or</i>		Individual risk assessments will be updated for staff where		

	<p>arrangements for mitigating risk are identified.</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>students have risk assessments which identify any specific adjustments to allow them to attend on site.</i></p>		<p>required and in line with current DfE and Local Authority guidance for education</p>		
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>	<p><i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i></p>		<p>Expectation of remote delivery for those students isolating</p> <p>Remote Learning Policy has been updated and published on the school website and staff are expected to follow this</p> <p>LSA's to continue to provide additional support</p> <p>Other Support/Teaching staff may be re-deployed to assist with group movement/duties/team/delivery of testing facility assistance around school where staff shortages may increase safety risk</p> <p>Staff training will be undertaken if required for certain roles</p>		

				<p>Existing workload and key priorities of core role will be reviewed in line with any additional requirements</p> <p>Core working hours adjusted where necessary to fit within the parameters of the school day</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>		M	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p> <p>Memorial Garden area now completed</p> <p>Full time Counsellor remains available in and ready for return of pupils and staff</p>	1/9/21	L

				<p>Additional Counselling staff procured by the school in order to assist with increased workload</p> <p>Regular offer of remote support where necessary</p> <p>Pastoral teams restructured with dedicated pastoral and attendance officer support to facilitate full return of pupils to school and reduce absence levels</p>		
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>			<p>Employer portal now disbanded following success of national testing programme and current availability of testing centres</p> <p>Test Centres remain bookable online</p> <p>LF home testing to remain in place for twice weekly testing of all staff until further national guidance is reviewed.</p> <p>Test kits will be provided for staff to use at home.</p>		

				Full procedures to be re-communicated to staff on return in September.		
	<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>		M	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p>	1/9/21 and ongoing	L
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>			<p>Risk assessments are shared along with amended procedures, outlining controls.</p> <p>Testing requirements will be communicated to staff</p>		
Catering	<p>Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.</p>	<p><i>Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</i></p>	L	<p>Procedures in place for immediate checking and provision for those new to free school meal eligibility</p> <p>Vouchers to be provided on request to +covid students who are isolating</p>	1/9/21 and ongoing	L
PPE	<p>PPE requirements understood and appropriate supplies in place.</p>	<p>Some PPE required for onsite testing and any</p>	M	<p>First aider PPE provision in place</p>	1/9/21	L

		specific arrangements i.e. AGPs.		<p>First aid procedure communicated to front office</p> <p>Stock checks and ordering process in place with Finance</p> <p>Students expected to wear masks when presenting in first aid</p>		
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<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 	<p><i>If a pupil or student begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately. They wait to be collected in the medical room, overseen by first aid staff.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Cover Manager and HR by telephone and leaves the site as soon as possible.</i></p> <p><i>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible.</i></p>	M	<p>Covid symptomatic – new and persistent cough/high temperature/change ie normal taste or smell</p> <p>Covid Management: Direct to First Aid Treat with PPE Isolate in Medical room whilst awaiting collection</p> <p>Advise to get test</p> <p>Medical room to be cleaned Wait test results</p> <p>We will not be informing parents/teachers/others students at this stage of a ‘suspected’ case –</p>	1/9/21	L

		<p><i>Close contacts are identified by NHS test and trace if the individual has confirmed case.</i></p>		<p>other staff and pupils do not need to self-isolate/ unless they develop /symptoms themselves or requested to do so by NHS Test and Trace</p> <p>Clear – come back to school if well and no continuing symptoms – negative result must be evidenced to school</p> <p>Close contacts are identified by NHS test and trace if the individual has confirmed case.</p> <p>No temp testing on arrival to school as unreliable indicator</p> <p>Lateral flow testing will be available for pupils in Yr 7 on Thursday 2nd September prior to being admitted to school on 3rd September.</p> <p>All students requested to take 2 x LF tests before returning to school in September</p>		
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				<p>Full guidance can be found here:</p> <p>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>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 			<p>Close contacts are now identified by NHS test and trace following a confirmed case.</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 Essex Test and Trace team for advice.</p>		
	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		M	Our existing Remote Education Plan will be used for those students	24/2/21 and ongoing	L

Remote Education Plan				still not able to access learning at school This can be found on our website: https://www.westhatch.net/page/?title=Remote+Education+Provision&pid=127		
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.			Laptops to be allocated to disadvantaged students where necessary		
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	CPOMS system in place Staff refresher training session on processes and procedures and the revised wellbeing material. Refresher online session produced to all staff via Safeguarding Lead & online staff training platform	2/9/21	L
	Updated Child Protection Policy in place.			Adopted most recent Child Protection Policy	2/9/21	
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP			Ongoing led by pastoral team and School Counsellor		

	and families to complete risk assessments and planning.					
	Where physical contact is required in the context of managing behaviour.			Review individual consistent management plans to ensure they include any necessary protective measures SLT duty staff available to maintain order as per behaviour policy plans.		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			New T&L policy written and distributed to staff MS Teams extensively developed throughout lockdown	24/2/21	
	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 			Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support Guidance from HT as to best practice whilst teaching in classroom PSHE – adapted curriculum adopted focussing on wellbeing and returning to school	1/9/21	

				Summer school was delivered at the start of the holidays to introduce new Yr 7 pupils to the school		
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			As above		
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan .			Online Safety has been reviewed and adapted throughout pandemic with increased controls implemented, staff training and re-implementation of behaviour policy and sanctions E-safety modules included in online training platform	31/8/21	
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.			Pastoral Teams have been restructured both in terms of staffing and physical location to enable cohesive response and strengthen practice	1/9/21	

	Approach to support for parents where rates of persistent absence were high before closure.			Attendance Officer role restructured and moved to Pastoral with increased focus on dealing with PA Daily attendance monitoring to continue as per DfE requirements until 1 st October and then reviewed	1/9/21	
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.			CPD day – 1st September 2021		
	Union representatives informed of updated plans.			Union guidance has been incorporated where practicable and communicated to Staff Reps		
	Updated Risk Assessment published on website.			Covid Section Updated	1/9/21	
	Communications with parents on the: <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 			HT in regular communication with parents. Dedicated COVID-19 page on school website containing all relevant	1/9/21	

				documentation including all HT communications		
	<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 			<p>Undertaken on first day of back and virtually for Home School Agreement</p> <p>Assemblies for all year groups on first day back</p>	2/9/21	
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media and HT Newsletter		
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>			<p>Members have been consulted throughout, weekly and have clear oversight of strategy.</p> <p>Plans consulted with Governors prior to start of term.</p> <p>Hybrid approach to virtual meetings</p> <p>Regular communication between link governors and SLT.</p>	Ongoing	
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>			Chair of Governors is in daily communication with Headteacher to ensure all relevant policies are updated accordingly and Headteacher and SLT		

				staffing and wellbeing is supported HT met with key groups to gain feedback		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		M	Ongoing by Finance Department	31/8/21	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			Finance will attempt to recover all associated reimbursement costs as and when new phases of claims windows are opened		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Tracked by Finance and reported to Finance and Premises Committee		
Testing	Test kits are securely stored and distributed to staff and students (secondary).		M	Process is established and under control of Library Manager All resources are appropriately stored and access restricted to key ATS staff	1/9/21	L
	Staff and students (secondary) 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 			<i>Onsite testing will take place on 2/9/21 for Year 7 pupils in order to train and ensure confidence for future home testing</i>	2/9/21	

	<ul style="list-style-type: none"> Process for reporting incidents 					
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.			Information will be available via the school website, emails and via the internal gateway		
	Staff and students (secondary) are aware of how to report any incidents both clinical and non clinical.			As above HR updated guidance for staff to be re-issued		
	Process in place to monitor and replenish test supplies			Under control of Library Manager		
Outbreak Management Plan	<p>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 (Stepping measures up and down) 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><i>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. Communicated with parents and students regarding when this would come into place and how they would be informed if required.</i></p>	M	<p>Case numbers will be kept under review on daily basis and implementation of the plan will differ depending on outbreak level and year group and will be a stepped approach in terms of the introduction of restrictive measures and following guidance from Essex LA/PHE and DfE:</p> <p>These many include any/all or combination of the following:</p> <ul style="list-style-type: none"> Reintroduction of face masks for 	1/9/21	L

				<p>communal areas/classrooms/teaching/all students</p> <ul style="list-style-type: none">• Self isolation of close contacts/class/year group and return to remote learning• Asymptomatic testing (community based)• Increased ventilation• Increased deep cleaning• Staggered start and end times• Re-introduction of bubbles for lunch and breaktimes• Return to virtual meetings and assemblies <p>Staff will be notified of potential outbreak and mitigating actions via email</p> <p>Parentmail and website notification to parents and students or any increased measures</p> <p>Plan will be communicated with parents and students via</p>		
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				immediate Parentmail and school website		
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