



COVID-19 Risk Assessment

OCC COVID19: Updated September 2021 Risk Assessment and Action Plan

SCHOOL NAME:

OWNER:

DATE:

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place for the return to school September 2021 and 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:

- School specific Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19 [Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-schools-coronavirus-covid-19)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](https://www.hse.gov.uk/riddor/)
- [The Health Protection \(Notification\) Regulations 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2010/1274)
- Public Health England (PHE) (2017) [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-protection-in-schools-and-other-childcare-facilities)

Risk Assessment for September 2021 return:



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Identified Risk Area	Identified Risks	Control Measures	Risk to implementation
Engagement in Risk Assessment and Planning		Risk assessment process fully engages staff, governing board and union representatives. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Actions for early years and childcare providers	
Site	Risk of any infectious person entering Kingfisher Site	It is an expectation that all staff and visitors are regularly completing Lateral Flow Tests	Some people are reluctant in completing these tests.
	Risk of any infectious person entering Kingfisher Site	It is an expectation that all staff are vaccinated	A few staff members have taken the decision not to get vaccinated
	Risk of any infectious person entering Kingfisher Site	Any person with COVID symptoms will need to stay away from Kingfisher School until negative PCR test is presented or 10 day isolation period has elapsed	Occasionally pupils will be sent in by parents stating they 'are just under the weather' Reminder sent to all parents that if a child is unwell, they need to stay at home. If a child is showing symptoms, they need to self-isolate or take a PCR test
	Office space compromised due to overcrowding	Review office space(s) to allow staff to continue to work safely.	Office space has already been considered and rectified The front office will only be accessed by the office staff, site manager, SLT and ELT All other staff and pupils must use the window to convey messages
	Entry and exit to the school by staff	Staff use sign in app to sign into the school without having to stop and use the iPad at the front of school, no discussions with parents to take place at this time.	No one way is appropriate for our small school Pupils and staff encouraged to walk on the left of the corridors
	Entry and exit to the school by pupils	Pupils then collected swiftly from buses, Sensory, then primary and finally secondary pupils. Pupils who can safely walk in independently should	Parents who wish to talk to staff when pupils are dropped off. This needs to be discouraged from the outset of term

Entry and exit of Therapy Staff, PE facilitators, volunteers and external students	<p>It is imperative in our school that we have therapy staff and on-site clinics held. This is due to the nature of our pupils.</p> <p>Therapy and Clinic staff will follow the NHS protocols in place</p> <p>These staff will also have access to the signin app to aid movement through a bottleneck at the front of school</p>	Signin app not downloaded to regular external staff
Entry and exit to the school by visitors	<p>Visitors use sign in app and are asked to take a visitors lanyard and pocket to keep their visitors pass in. These are then deposited in the box in reception when the visit is completed-the pocket and lanyard is then disinfected sprayed/wiped. Visitors are encouraged to take their pass with them</p>	
Risk of additional people entering the school with deliveries	<p>Consideration given to the arrangements for any deliveries.</p> <p>Most delivery drivers will leave the package at the front door to be collected later</p> <p>All delivers to be put into the meetings room to be collected by the person who has placed the order</p>	Delivery drivers needing signatures, although this is very rare now.
Testing of secondary aged pupils	No testing taking place, all lateral flow testing happening at home due to nature of the school	At present there is no plan to introduce onsite testing due to the nature of our pupils
Parents entering the school	Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure still in place.	Parents wishing to come to school to see staff. These are encouraged to have a voice or video call.
Contractors in school	Safe Contractor management to ensure minimal mixing with pupils and staff. Evening and weekend appointments are preferable	Some contractors will only attend Mon-Fri during school hours If contractors need to be in school during the school day, reminder of hygiene protocols and an expectation that the contractor takes regular lateral flow tests
Risk of additional people using our facilities in the evenings after school has finished	Premises lettings and best practice approach, as required	Barnados lettings now operational Pool lettings now operational as per guidelines for sports centres More information below

<p>Emergency Evacuations</p>	<p>Bottle neck of staff and pupils</p>	<p>Evacuation routes and areas are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly. Consideration given to PEEP – staff are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</p>
<p>Cleaning and waste disposal</p>	<p>Communal areas are a risk to spreading the infection if a staff member or pupil were to test positive</p>	<p>Enhanced cleaning regime is in place in line with COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) 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 and cleaning staff Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	
	<p>Cleaning Staff availability</p>	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime –adjustments required in the event of a positive case</p>	<p>Understaffing of the cleaning team-priority needs to be on frequently touched surfaces.</p>
	<p>Hand sanitiser and tissues available in all areas</p>	<p>Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place. Stock is checked and restocked as necessary by the site manager and cleaning staff. All staff know where additional supplies are.</p>	<p>Stock levels are depleted. Arrangements made to buy in emergency supplies from local shops/supermarkets.</p>
	<p>Cleaning of frequently used surfaces</p>	<p>Sufficient time is available for the enhanced cleaning regime to take place. Class teachers and TAs support in additional cleaning regimes</p>	

	Disposing of waste	Waste disposal process in place for potentially contaminated waste, no testing waste should be on site as all testing is taking place in the home environment.	
	Disposal of Masks	Masks should be disposed of in yellow bins. Process in place for safe removal and/or disposal of face masks (if this is a school requirement). COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)	
	Additional supplies of hand gel on site	Safe and appropriate storage of large supplies of alcohol gel. This is the site managers responsibility	
	Furniture in the classroom	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate. Due to the nature of our pupils this is not always possible	For some of our classes this is not possible due to the needs of the children
Testing	Storage of tests	Test kits are securely stored and distributed to staff and families.	
	Administering the tests	Staff and families are aware of how to safely take and process the test. Share 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 • PPE provision Layout of testing space and one-way foot fall as per guidelines	Individuals and families are reluctant to do Lateral Flow Tests
	Reporting the results of the tests	Staff and families are aware of how to report their test results to school and to NHS Test and Trace.	
		Staff and families are aware of how to report any incidents both clinical and non-clinical.	

	Stock replenishment	Process in place to monitor and replenish test supplies	Site manager to have an oversight of when ordering needs to take place
	PPE for testing	Process in place for appropriate PPE to be available (Secondary)	Tests are administered at home for staff and pupils
Learning Environment, Classrooms and Corridors	Ventilation	<p>Increased ventilation (where reasonably practicable – cost versus risk exercise). 21/08/21 update from Gov.uk All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</p> <p>Currently under review by OCC H&S in conjunction with other LA's/DfE/HSE Guidance - The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</p> <p>The current Schools COVID guidance states "DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings, where needed."</p>	<p>For some classes it is unsuitable to have the additional ventilation due to the nature of our pupils. It is imperative that the needs of the pupils is put as a priority. Non mobile pupils should not be in a cold classroom</p>
	Close proximity of pupils	Classrooms allow as much space between individuals as practical.	Due to the nature of our school staff and pupils work very closely together
	Classroom entry exit	As there is a maximum of 14 pupils per class, this is not something we can put in place.	Due to the nature of our pupils, close staff to pupil working proximity is a must, particularly entering and exiting classrooms.
External Visits and Trips	Pupils have access to off site activities	<p>Review the school's annual calendar of events. Outside visits encouraged and inside visits individually risk assessed Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	Parents of some pupils may request that pupils stay on site. This will be considered and parent choice will be carefully considered.
Staffing	Staffing crossing classrooms	Staff numbers required for Sept 2021 return have been determined by trying to minimise crossing over of classrooms where possible	There are a small number of staff where this is not possible due to operation reasons.
	Staff absence	Approach to staff absence reporting and recording in place. All staff aware that we will try to avoid use of agency staff where possible.	Where agency staff are needed we will endeavour to use staff who understand our school

At risk from Covid staff identified	Review any individual staff risk assessments (clinically extremely vulnerable, pregnant staff), are there appropriate and sufficient arrangements in place for mitigating risks as identified. Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)	There are some staff who have not passed on the information that they are CEV.
Staff absence due to Covid and non Covid reasons	Plans to respond to any increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads. There are 5 DSL) – using staff well known to us	If all DSLs are off sick. Support sought from other school in the trust.
Staff meetings	Teacher meetings to be held in the staff room, rather than the meetings room. Whole staff briefings to be held in the large hall rather than the staffroom.	
Remote learning staffing expectations	Staff expected to provide remote learning for pupils who have been asked to isolate following an outbreak live@school sessions implemented for those pupils who are not unwell. Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	For some pupils, it is too disruptive to engage in remote learning
Staff redeployment	Try to minimise cross classroom deployment due to absence. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	Where necessary try to ensure staff are used within Sensory, Primary and Secondary phases. Consideration given to the options for redeployment of staff to support the effective working of the school.
Staff Wellbeing	Approach to support wellbeing, mental health and resilience in place, including bereavement support. 'Supervision' meetings to take place in order to identify issues arising Links to smart clinic regularly sent out.	
Staff testing	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	Some staff are reluctant to engage in Lateral Flow Testing

		Staff will take the test at home and report to the headteacher any positive results	
Pupils	Providing Education and Health as set out in EHCP	Approach to provision of the elements of the EHCP including health/therapies in place. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B	
	Annual Reviews and Children We Care For meetings	Meetings will be held in person where practical in the meeting room	Some participants using Teams as required when there are too many participants and/or it is the preference of the individual.
	Support to attend	Consider any pupils who may need support with their return to school and consult with the family and other agencies involved.	
	Curriculum planning	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, where/if applicable • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes Contingency remote learning plan	
	Curriculum delivery	Individual Learning Plans, revised expectations and required adjustments have been considered due to pupil absence.	
	Behaviour	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	
	Online safety	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	
Attendance	Attendance expectation	Attendance protocols return to normal working procedures	
	Non attendance	All non attendance followed up with parents by teacher	
	Support for anxious pupils	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	

	Support for parents whose child has	Approach to support for parents where rates of persistent absence were high before closure.	
Remote Learning		Remote Learning in place to support pupils who have to self isolate due to COVID	Some pupils unable to access remote learning due to nature of their SEN
		Remote Learning in place for pupils who are requested to stay at home due to vulnerabilities	Some pupils unable to access remote learning due to nature of their SEN
		Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Some pupils unable to access remote learning due to nature of their SEN
		Technology support/DfE laptop allocation in place.	
Mixing and Bubbles and Social Distancing	Classes and bubbles	<p>GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies and mixed class teaching can resume, and we no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>Outbreak management plans in place to cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>If this is in place we will reintroduce Sensory, Primary and Secondary bubbles as in 20-21.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>	<p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <p>Bubbles can be reintroduced if necessary.</p>
		<p>From GOV.UK;</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work.</p>	

		The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.	
		Approach to assemblies – 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 Pathway assemblies to take place	Whole school assemblies will not be reintroduced at present due to the high number and close contact
	Playground equipment	Pupils able to use equipment in the playground. It should be regularly cleaned, particularly bikes and scooters	
Visitors and Contractors	Therapists and regular volunteers	Therapists and regular are imperative to the safe running of the school and will therefore be encouraged to do face to face contact with pupils and staff. They may have protocols in place from their own settings that will be transferred to ours.	
	External agencies	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. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support	Decide on the delivery of this learning Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.
	Inviting visitors and contractors	Communicate to staff arrangements for any visitors/contractors on site, protocols and expectations required. (Contractor's employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.)	

Transport	School buses and taxis	Dedicated school transport follows the OCC guidelines	
	Pupils brought in by parents	Parents will now need to park off site and bring pupils in for 9am and collect at 3pm. These pupils must be taken in first to ensure flow of pupils and staff is not hindered by a bottleneck outside the school gates.	
Catering	Food service	Review arrangements in place to provide food to pupils on site, including the requirement of universal free school meals. Liaise with catering team/Contractor re any changes to processes and procedures/	Catering staff off sick from school, arrange alternative staff within the school to serve food.
	Food service	Review arrangements for when and where pupils and staff will take lunch (and snack time if necessary)	Cookery room made available Mon-Thurs for staff to eat lunch
	Tesco delivery	Arrangements for food deliveries in place Finance officer to manage	
PPE and Face Coverings		Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college but not classroom settings. Contingency framework: education and childcare settings (publishing.service.gov.uk) Staff, parents and pupils may wear mask if they wish	
		PPE requirements and appropriate supplies are in place to accommodate for those members of staff and visitors who wish to wear it.	

Reporting suspected cases of COVID 19	Approach to confirmed COVID19 cases in place: during school day	<p>The Headteacher must be informed of any positive case within the school community</p> <p>Meetings room to be used if an individual is displaying symptoms during the school day and needs to be isolated. If this is not available the Headteacher's office will be used</p> <p>Cleaning procedure in place for when the pupil or staff member goes home</p> <p>Arrangements in place for informing parent community. This will be via parent-mail using OCC and PHE templates</p>	
	Approach to confirmed COVID19 cases in place: outside of school hours	<p>The Headteacher must be informed of any positive case within the school community</p> <p>Cleaning procedure in place</p> <p>Arrangements for informing parent community in place</p>	
		Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	
	Impact of COVID19 on families	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups <p>Parent Advocate to support this</p>	
Safeguarding		Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	
		Reviewed/updated Child Protection Policy in place	
		Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.	
		Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission.	

Communication		Information shared with staff around the Sept 2021 return to school and any amendments to usual working patterns/practices and groups.	
		Union representatives informed of Sept 2021 return to school plans.	
		Updated Risk Assessment published on website.	
		<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Sept 2021 return to school • Any continuing social distancing requirements? • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • NHS Test and Trace • Expectations when in school • Anticipated sanctions for breach of school guidelines and processes <p>Contingency plans – Outbreak Management Plan</p>	
		<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Any changes to timetable • Any continuing social distancing arrangements • Any staggered start times • Expectations when in school • Travelling to and from school safely 	
		On-going regular communication plans determined to ensure parents are kept well-informed	
Governance		Meetings and decisions that need to be taken are prioritised.	
		Governors have oversight of Sept 2021 return to school and risk assessments.	

		Approach to communication between Leaders and Governors is clear and understood.	
		Review any aspects of Governance which may have been on-hold in order to review/reinstate as required	
		Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.	
Finance		Review any continuing additional costs incurred due to COVID19; are they clearly documented.	
		Review any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc	
		Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	
		Insurance claims, including visits/trips booked previously.	
		Reintroduction or re-contracting of services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering • Waste management 	
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		

Lettings	Barnados	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak	
	Swimming Pool	Hirers have in place 'come prepared' potocol. Parents of swim pupils do not enter the changing rooms or poolside	

Additional information

- [Actions for early years and childcare providers](#)
- [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)
- [Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#)
- [All schools to receive carbon dioxide monitors - GOV.UK \(www.gov.uk\)](#)[Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)
- [Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)
- <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend>