

## OCC COVID19: School return Sept 2021 Risk Assessment and Action Plan

**SCHOOL NAME:** Stonesfield Primary School

**OWNER:** Ben Trevail (Headteacher)

**DATE:** 26<sup>th</sup> August 2021

### 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. Other useful links can be found at the bottom of this document.

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
- 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 September 2021 return:



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\*The below table includes examples in grey, these are not exhaustive.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.	Lack of time Communication	M	Brief staff during inset day on 1/9/21 and encourage feedback and suggestions		L
<b>Site Arrangements</b> <a href="#">Coronavirus: latest information and advice - HSE news</a>	<b>Review</b> office space(s) to allow staff to continue to work safely.	Office does not allow for adequate space between staff members	M	Office staff desks repositioned. Staff working from home, by agreement.	<b>Aug 21</b>	L
	<b>Review</b> access/egress by pupils, staff, visitors and manage as appropriate for the safety of all- based on summer term processes/procedures. What worked/what didn't. Any other physical changes necessary? Maintain one-way system(s), appropriate signage etc	Bottlenecks likely at entrances to school. Parents reluctant to wear face coverings.	M	Communication to parents: Oak & Willow access from front. Chestnut & Willow access from rear. Restrict to 1 family member at drop off and collection.	<b>Parent comms 1/9/21</b>	L
	Consideration given to the arrangements for any deliveries.	Lack of signage Arrival at drop-off and collection times.	M	Sign on front gate. Signage at main entrance. Communication to SLC to clarify times that deliveries are not welcome.	<i>Check</i> <b>Done Aug 21</b> <b>Done 26/8/21</b>	L
	Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure still in place?	Parents not reading parentmails.	M	Consider paper copies of key communications. Parent letter to be sent out on 1/9/21	<b>Parent comms 1/9/21</b>	L

<p><b>Emergency Evacuations</b></p>	<p>Evacuation routes are confirmed, and signage accurately reflects these.  <i>NB In the event of emergency the priority is getting out of the building calmly.</i></p>	<p>Evacuation routes would cause multiple groups of people to come into contact.</p>	<p>M</p>	<p>Revised evacuation procedure and share with all staff and children.</p> <p>Arrange a Fire drill as soon into the new term as possible, capturing new pupils/staff</p>	<p><i>Sept 21</i></p>	<p>L</p>
<p><b>Cleaning and waste disposal</b></p>	<p><b>Review</b> enhanced cleaning regime is in place in line with <a href="#">COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a></p>	<p>Insufficient cleaning time</p> <p>Insufficient cleaning supplies</p> <p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	<p>M</p>	<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 administrators and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Hand sanitiser available at the school entrance</p>	<p><b>Sept 21</b></p>	<p>L</p>



	<p><b>Increased ventilation</b> (where reasonably practicable – cost versus risk exercise).</p> <p>21/08/21 update from GOV.UK  <a href="#">All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</a></p> <p>Currently under review by OCC H&amp;S in conjunction with other LA's/DfE/HSE Guidance -  <a href="#">The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</a></p> <p>The current <a href="#">Schools COVID guidance</a> states</p> <p><i>"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, <b>where needed.</b>"</i></p>	<p><i>Following DfE, HSE and CIBSE guidance, schools should, as part of their risk assessment, be identifying <b>any areas of concern.</b> e.g., where there's no natural ventilation/air flow; areas that feel stuffy etc.</i></p> <p><a href="#">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</a></p>		<p>Reminder to staff to keep windows/doors open as much as practically possible and/or purge fresh air at mid-morning and lunch break.</p> <p>In event of fire, staff to ensure all fire doors are closed.</p> <p>External classroom doors can be open when access to site is restricted (9am – 3pm).</p>	Ongoing	
<b>Staffing</b>	<p><b>Review</b> staffing numbers required for Sept 2021 return have been determined including support staff such as facilities, IT, midday and office/admin staff.</p>	Insufficient staffing		Staffing structure complete and all staff working.	<b>Aug 21</b>	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	Lack of notice to headteacher of absence.	L	Reminder to staff on inset (1/9/21)	<b>1/9/21</b>	L

	<p><b>Review</b> any individual staff risk assessments (clinically extremely vulnerable, pregnant staff), are there appropriate and sufficient arrangements in place for mitigating risks as identified.</p> <p><a href="#">Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</a></p> <p>Communication arrangements are in place and clear for staff concerning their role in continuing to support the working of the school.</p>		H	<p>HT to meet with staff with individual risk assessments and review.</p> <p>HT to remind staff of their right to individual risk assessment</p> <p><i>(Specific RA template available H&amp;S A-Z)</i></p>	Sept 21	L
	Approaches for meetings and staff training in place.		L	<p>Staff meetings to be held face to face.</p> <p>Contingency: virtual</p>	Sept 21	L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.		L	<p>HT to discuss with teachers</p> <p>HT to review remote learning policy</p>	Sept 21	L
	<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</p>	Insufficient lunchtime staffing due to absence	L	Teaching assistants to be used as lunchtime supervisors in event of absence	ongoing	L

	in respect of tasks they are unfamiliar with.				
	<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>HT to make staff aware of support and advice for schools and pupils available from OCC</i></p> <p><a href="#"><u>Schools who subscribe to the EAP can access this link</u></a></p>	
	The approach for inducting new starters has been reviewed and updated in line with current situation.		L	No changes required.	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		L	Administrators to issue contracts to staff where there have been changes	<p><b>Sept 21</b></p> <p>L</p>
	<p><b>Review</b> and communicate arrangements for any visitors/contractors on site, protocols and expectations required.</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>	Lack of communication with contractors.	L	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>School Lunch Company 123ICT Oxford Utd in Community Oxon Music Service Other 3<sup>rd</sup> party staff</p>	<p><b>School Lunch Co – complete 26/8/21</b></p> <p>L</p>
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches,	Lack of communication with externally employed adults.	L	Share Covid RA and meet prior to first session to clarify procedures in place.	<p><b>Sept 21</b></p> <p>L</p>

	<p>music tutors, forest school leaders. Protocols and expectations shared. <a href="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">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</a></p>			<p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p>		
<p><b>Mixing and 'bubbles'</b></p> <p><a href="#">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a></p>	<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 can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your contingency plans (sometimes called outbreak management plans) 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>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental</p>		L	<p><b>Contingency:</b></p> <p>Resume bubbles and restrict mixing between classes by reducing mixing in assemblies, lunch hall, outdoor play.</p>		L

	impact they can have on the delivery of education.					
<b>Social Distancing</b> Hands, face, space and fresh air!	<p><b>From GOV.UK;</b>  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. 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.  If necessary, <b>review</b> arrangements for any continuation of protocols from summer term 2021:</p> <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times and locations (if possible) without reducing teaching time</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>• Toilet arrangements</li> </ul>		M	<p><b>Review:</b>  Staggered drop-off and collection not required if families limited to 1 adult and both High St and Peaks Lane entrance used.</p> <p>All classes in hall.</p> <p>Oak and Willow have own toilets. Chestnut &amp; Rowan to share.</p>		L
	Approach to avoiding children and young people entering school		L	On arrival, students move straight to class	<b>Sept 21</b>	L

	congregating in large numbers			and sit at named table and begin morning task. Arrival time: 8.40 – 8.45		
	Approach to assemblies See <a href="#">DfE operational guidance</a>		L	<b>Contingency:</b> Resume bubbles and have class assemblies.	<b>Sept 21</b>	L
	Review arrangements in place for the use of the playground, including equipment.		L	Each class to have own equipment (different colour)	<b>Sept 21</b>	L
<b>Transport</b>	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Congestion on High St	L	In parent letter 1/9/21	<b>Parent comms 1/9/21</b>	L
<b>Catering</b>	Review arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. Liaise with catering team/Contractor re any changes to processes and procedures/RA update		L	Send covid RA to School Lunch Co. Request updated RAs.	<b>26/8/21</b>	L
	Review arrangements for when and where pupils and staff will take lunch (and snack time if necessary) – any adjustments necessary?		L	Oak: Room 1 Willow, Chestnut, Rowan: Hall	<b>Done 26/8/21</b>	L
	Review arrangements for food deliveries in place – any adjustments necessary?		L	HT to email School Lunch Co with times to avoid deliveries.	<b>Done 26/8/21</b>	L
<b>PPE</b>	Review PPE requirements and are appropriate supplies in place?		L	Admin staff to check PPE stock	<b>6/9/21</b>	L

<p><b>Visors/face coverings</b></p>	<p><a href="#">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a></p> <p><b>Face coverings</b> Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but <b>expects and recommends</b> 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.</p> <p><a href="#">DfE Contingency framework</a></p>		<p>M</p>	<p>Parents recommended to wear face coverings on school site at drop-off and collection.</p> <p>Visitors required to wear face covering inside school until at final destination and social distancing required.</p> <p><b>Contingency:</b> Staff to resume face coverings. Insist on parents wearing on school site.</p>	<p><b>Parent communication 1/9/21</b></p>	<p>L</p>
<p><b>Response to suspected/ confirmed case of COVID19 in school</b></p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>			<p>See OCC Covid outbreak pack</p> <p>Disposable mop heads recommended, see link: <a href="#">COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a></p>	<p><b>Sept 21</b></p>	
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> </ul>			<p>See OCC Covid outbreak pack</p>	<p><b>Sept 21</b></p>	

	<ul style="list-style-type: none"> <li>• Arrangements for informing parent community in place</li> <li>• Contact tracing arrangements if needed</li> </ul>					
	Review any changes to the school day/timetables and communicate with parents.		L	No changes required. Parents to receive class timetables	Sept 21	L
	All students instructed to bring a <b>NAMED</b> water bottle each day.				Parent communication 1/9/21	
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> <li>• PPG/ vulnerable groups</li> </ul>				Parent communication 1/9/21	
<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		L	Remote learning contingency available and ready to be 'switched-on' when needed.	Available through Google Classroom	L
	Technology support/DfE laptop allocation in place.		L	Consider loan of chromebooks in event of remote learning.	ongoing	L

<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		L	Staff refresher training on safeguarding processes and procedures and the updated KCSIE & school policy.	<b>Inset 1/9/21</b>	L
	Reviewed/updated Safeguarding & Child Protection Policy in place		L	HT has reviewed most recent Safeguarding & Child Protection Policy. All staff to read. Governors to adopt	<b>Staff: 10/9/21 Governors: 29/9/221</b>	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.		L	Review individual plans to ensure they include protective measures.  PPE available	<b>Sept 21</b>	L
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.				<b>Sept 21</b>	
	Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> <li>PE <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport. Advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>					

	<ul style="list-style-type: none"> <li>• Practical science lessons <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a></li> <li>• DT/ FT <a href="https://www.data.org.uk/for-education/primary/">https://www.data.org.uk/for-education/primary/</a></li> <li>• Swimming <a href="https://www.swimming.org/s-wimengland/pool-return-guidance-documents/">https://www.swimming.org/s-wimengland/pool-return-guidance-documents/</a></li> <li>• <a href="#">Contents   (oeapng.info)</a></li> </ul>					
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising ‘non-curriculum’ learning that is being done at home, where/if applicable</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DFE ‘catch-up’ funding and programmes</li> <li>• contingency remote learning plan</li> </ul>			<i>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i>		
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.					
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.					
<b>SEND PUPILS</b>	Approach to provision of the elements of the EHCP including	<i>N/a</i>				

	health/therapies in place. <a href="#">DfE guidance</a>					
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.		L	Support offered	<b>Sept 21</b>	L
	Requests for assessment considered.	<i>N/a</i>				
<b>Attendance</b>	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.			Refer to GOV.UK guidance School policy	<b>Sept 21</b>	
	Approach to support for parents where rates of persistent absence were high before closure.			Early help for 1 family	ongoing	
<b>Communication</b>	Information shared with staff around the Sept 2021 return to school and any amendments to usual working patterns/practices and groups.		<i>M</i>	<i>Refer to GOV.UK guidance</i>	<b>1/9/21</b>	L
	<b>Updated Risk Assessment published on website.</b>				<b>Sept 21</b>	
	Communications with parents on the: <ul style="list-style-type: none"> <li>Sept 2021 return to school</li> <li>Any continuing social distancing requirements?</li> <li>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>Attendance</li> <li>Uniform</li> <li>Transport</li> </ul>				<b>1/9/21</b>	

	<ul style="list-style-type: none"> <li>• Behaviour</li> <li>• NHS Test and Trace</li> <li>• Staggered start and end times</li> <li>• Expectations when in school</li> <li>• Anticipated sanctions for breach of school guidelines and processes</li> <li>• Contingency plans – Outbreak Management Plan</li> </ul>					
	Pupil communications around: <ul style="list-style-type: none"> <li>• Any changes to timetable</li> <li>• Any continuing social distancing arrangements</li> <li>• Any staggered start times</li> <li>• Expectations when in school</li> <li>• Travelling to and from school safely</li> </ul>		L	Assembly  Class teacher	<b>Sept 21</b>	L
	On-going regular communication plans determined to ensure parents are kept well-informed		L	Parent comms 1/9/21 Weekly newsletter All comms on school website	ongoing	L
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken are prioritised.		L	Agenda for Sept FGB is agreed by HT & Co-chairs.	<b>Sept 21</b>	L
	Governors have oversight of Sept 2021 return to school and risk assessments.  Approach to communication between Leaders and Governors is clear and understood.		L	Covid RA to be shared with governors.	<b>1/9/21</b>	L

	Review any aspects of Governance which may have been on-hold in order to review/reinstate as required				FGB 29/9/21	
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>			Staff wellbeing survey scheduled for autumn 21. Results to be reported to governors. Staff absence reported to governors (FGB)		
<b>School events, including trips</b>	Review the school's annual calendar of events. <a href="https://www.gov.uk/guidance/schools-covid-19-operational-guidance">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a>					
<b>Finance</b>	<b>Review</b> any continuing additional costs incurred due to COVID19; are they clearly documented.		L	HT to review along with bursar	Sept 21	L
	<b>Review</b> any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc		L	HT to review along with bursar	Sept 21	L
	Reintroduction or re-contracting of services, such as: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> <li>• Waste management</li> </ul>		L	No services need resuming – all in place during summer term 21.		L
<b>Before and after school clubs</b>	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance		L	All providers of after school clubs have read DfE guidance and school's covid RA.	<b>Sept 21</b>	L

	<a href="#">DfE Actions for out of school settings</a>					
<b>Testing</b>	Test kits are securely stored and distributed to staff.		L	Remind staff of testing	<b>Inset 1/9/21</b>	L
	Staff are aware of how to safely take and process the test. Share the following: <ul style="list-style-type: none"> <li>• NHS instruction leaflet</li> <li>• Training video and online resources on the document sharing platform</li> <li>• PPE provision</li> </ul>		L	During new staff induction (HT)	<b>Sept 21</b>	L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.		L	During new staff induction (HT)	<b>Sept 21</b>	L
	Process in place to monitor and replenish test supplies Process in place for appropriate PPE to be available	Insufficient tests	L	Administrators to alert HT when supplies are running low. HT to order. Administrator to check PPE weekly.	ongoing	L

[Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK \(www.gov.uk\)](#)

[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>