



OCC COVID19:Risk Assessment and Action Plan

SCHOOL NAME: BURE PARK

OWNER: HEADTEACHER AND GOVERNING BODY

DATE: APRIL 22

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place 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/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/2010/1261/contents/made)
- 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)

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 board and union representatives. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Actions for early years and childcare providers					

<p style="text-align: center;">Site Arrangements</p> <p>Coronavirus: latest information and advice - HSE news</p>	Office space(s) to allow staff to continue to work safely.	<i>Office becomes too crowded</i>	<i>M</i>	<i>Desks are distanced</i>	25.4.22	<i>L</i>
	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	<i>Bottlenecks likely at entrance to and exit from school</i>	<i>M</i>	<p><i>One-way system continues in place to enter and exit the school.</i></p> <p><i>Sufficient staff to monitor/oversee the beginning and end of the day.</i></p> <p><i>Professional visitors and peripetatic teachers to have their own COVID risk assessment which is shared with the school and also be aware of our RA as appropriate</i></p>	25.4.22	<i>L</i>
	Premises lettings and best practice approach, as required	<i>Hall ready for use after the end of the day.</i>	<i>M</i>	<p><i>Lettings COVID 19 risk assessments completed</i></p> <p><i>Sanitise regular touch points.</i></p>	25.4.22	<i>L</i>
	Consideration given to the arrangements for any deliveries.	<i>Vehicles entering the site during drop of and pick up</i>	<i>M</i>	<i>Catering Company to be informed of times parents and children will be flowing through the main car park so no deliveries at this time</i>	25.4.22	<i>L</i>


	Regular communication with Parents/Carers confirming expectations/requirements when on the school site.	<i>Parents are unsure of arrangements.</i>	<i>M</i>	Regular reminders via email and APP when appropriate – e.g if not using the one way system to avoid pinchpoints	25.4.22	<i>L</i>
	Safe Contractor management	<i>Contractors on site</i>	<i>M</i>	<i>Office to arrange times with contractors and accompany them on site where appropriate</i>	25.4.22	<i>L</i>
Emergency Evacuations	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> Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	<i>Evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i>	<i>M</i>	<i>Evacuation procedure shared with all staff and children.</i> <i>Fire drills as normal</i>	25.4.22	<i>L</i>
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)		<i>M</i>	<i>Enhanced cleaning schedule implemented throughout the site at lunchtime and end of the day, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly and covered bins emptied in</i>	25.4.22	

				<p><i>classrooms.</i> <i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by (Lisa Thirlaway, Cleaner and Stephen Pavis Caretaker) and all cleaning staff</i></p>		<i>I</i>
	Cleaning staff capacity is adequate to enable enhanced cleaning regime – any adjustments required?		<i>M</i>	<i>Emma Porter to ensure cleaning rota is sufficiently staffed and address any issues with the staff.</i>	25.4.22	<i>L</i>
	Adequate cleaning supplies and facilities around the school are in place. Any further changes necessary?	<p><i>Ensure a good supply of staff in place</i></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 soap.</i></p>	<i>M</i>	<p><i>Hand sanitiser available at the school entrance and in all classrooms and communal spaces.</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</i></p>	25.4.22	<i>L</i>

CLASSROOMS				<i>schedule reviewed, and order made – Lisa Thirlaway and Stephen Povis.</i>		
	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>\lunchtime cleaning in place. Lunchtimes – a rota is in place to allow stringent cleaning of tables in hall between year groups</i>	<i>25.4.22</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste.			<u>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</u>	<i>25.4.22</i>	
	Process in place for safe removal and/or disposal of face masks (if this is a school requirement).			<i>Only as part of the Outbreak Plan should that come into effect in liaison with health protection team and LA</i>	<i>25.4.22</i>	<i>L</i>
	Safe and appropriate storage of large supplies of alcohol gel	<i>No flammable store</i>	<i>H</i>	<i>Source appropriately sized flammable store</i>	<i>25.4.22</i>	<i>M</i>
	Classroom entry and exit routes, any further changes required and is appropriate signage in place. Consider lessons learnt from earlier in the year.		<i>M</i>	<i>Children line up as usual – those near gate to welcome children in quickly Plan for washing hands – one class uses the toilets plus their sink and the other uses middle sink plus their sink.</i>	<i>25.4.22</i>	<i>L</i>

				Sanitiser in rooms		
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. Review any sharing of equipment as necessary and cleaning measures required		L	Shared equipment to be cleaned if necessary – science, maths, etc – if a few cases are reported	25.4.22	L
			M	<u>e-Bug posters displayed:</u> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> • <u>Microbe mania</u> 		L
	Increased ventilation	<p>Reminder to keep windows/doors open as much as practically possible and/or purge fresh air at mid-morning and lunch break. Investigating options for improving mechanical ventilation system, where practicable to do so.</p> <p>Following DfE, HSE and CIBSE guidance, schools should, as part of their risk assessment, be identifying <u>any areas of concern</u>. e.g., where there's no natural ventilation/air flow; areas that feel stuffy</p>	M	<p>Windows and inner doors open for through draught. CO2 monitors to be used to monitor air quality at all times..</p> <p>Small music room is the only room with no window/ventilation. Keep door open . Only 1 or 2 pupils plus adult in there. Bigger groups - find gaps I timetable in rooms like Den, Class 6, ICT room, hall</p>	25.4.22	L

		<i>etc.</i>		<i>Hall ventilation will be important when in use for all events.</i>		
Staffing	Staffing numbers have been determined including support staff such as facilities, IT, midday and office/admin staff			<i>Rota in place for LTS in hall and outside to cover all children now eating in the hall</i>		
	Approach to staff absence reporting and recording in place. All staff aware.			<i>Staff to test if we are deemed, with authorities, to be in an outbreak.</i> <i>Staff to test if have a high temperature and are showing symptoms – 5 day isolation.</i> <i>Unvaccinated staff - 10 days</i> <i>Staff cover to be from within school as much as possible.</i>	25.4.22	
	Review any individual staff risk assessments (clinically extremely vulnerable, pregnant staff), are there appropriate and sufficient arrangements in place for mitigating risks as identified. Communication arrangements are in place and clear for staff concerning their role in continuing			<i>H</i>	All CEV staff are currently working as normal – until told otherwise by their clinician Pregnant staff to follow midwife/hospital recommendations If working with children	25.4.22

	to support the working of the school.			<i>ensure that they follow all the COVID rules to keep themselves safe.</i>		
	Plans to respond to any increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.		<i>M</i>	Senior teachers will be used if appropriate – YH/KW/PC/RH Class TAs will work alongside year group partner teachers where appropriate. Use of supply staff/agency if illness cannot be met in school.	25.4.22	<i>L</i>
	Approaches for meetings and staff training in place.		<i>M</i>	Some remote meetings and some face to face if go to a local outbreak.	25.4.22	<i>L</i>
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.		<i>M</i>	Senior teachers and TAS may be required to cover classes	25.4.22	<i>L</i>
	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	<i>TAs are required to lead some groups as not enough teachers on site to cover numbers.</i>	<i>M</i>			<i>L</i>
	Approach to support wellbeing, mental health and resilience in		<i>M</i>	Staff are aware of	25.4.22	<i>L</i>

	<p>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>support and advice for schools and pupils available from OCC as regards well being and also Education Mutual.</p> <p>EAP can be accessed – see below link http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme</p> <p>School wellbeing team available at all times</p>		
	<p>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>		M	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols. Visitors to follow school protocols in tandem with their own – any conflicting measures/procedures must be discussed with the headteacher – and agreement of the way forward.</p>	25.4.22	L
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g.</p>	<p><i>Decide on the delivery of this learning</i></p>				

	sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	<i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i>				
	Contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' and other measures for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would be taken with UKHSA/DFE, etc		<i>M</i>	.Lunchtimes – children come in at their allotted times and next group comes in as the tables clear – year group by group as in the past. KS 2 children will go out to play first and come in when there is space on the resanitised tables. Younger children (3 year groups will come in first). Contingency Plan in place	25.4.22	<i>L</i>
Social Distancing? Hands, face, space and fresh air!	From GOV.UK; Social distancing measures have now ended in the workplace		<i>M</i>	<i>Extra care and advice given to CEV workers to keep themselves safe</i> <i>Warn and Inform letter to go out when there are cases in school</i>	25.4.22	<i>L</i>

				<ul style="list-style-type: none"> • <i>One way systems in place to avoid too much crossing and pinchpoints when entering school..</i> • <i>Allocated toilets</i> • <i>Usual arrangements to enter dining hall at allotted times</i> • <i>Parents to drop and go once child is in line or older children – leave them at the gate to the field form</i> 		
Catering	<p>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</p>		<i>M</i>	<p><i>School to liaise with The School Lunch Company if children are isolating and are FSM</i></p> <p><i>Kitchen staff kept informed of lunch arrangements and views sought for smooth lunchtimes and sanitisation of the tables</i></p> <p><i>Vouchers to be provided</i></p>	<i>25.4.22</i>	<i>L</i>

				<i>for children entitled for FSM at school holidays in line with Government/LA. Plus holiday clubs that provide activities and a lunch – HAF.</i>		
	Arrangements for food deliveries in place – any adjustments necessary?		<i>M</i>	TSLC staff aware of times children and parents will be in the car park and no deliveries at that time.	25.4.22	<i>L</i>
PPE	PPE requirements and are appropriate supplies in place?		<i>M</i>	PPE equipment supplies in place if ever needed.	25.4.22	<i>L</i>
Visors/face coverings	<p>Face coverings</p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>		<i>M</i>	Face coverings not needed on site unless told to move back to this by LA/HPT due to a rise in numbers	25.4.22	<i>L</i>
Response to suspected/ confirmed case of COVID19 in school	<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 			YH, and office staff, to be informed of children with COVID 19 or those who may not be coming to school for COVID reasons but are well.	25.4.22	

	<p>displaying symptoms during the school day and needs to be isolated</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>Warn and inform letter home to parents</p> <p>Any areas where the person with symptoms to be sanitised thoroughly. Close contacts established</p> <p>If had COVID – 3 days isolation for children, 5 for adults, unvaccinated adults 10 days</p>		
	All students instructed to bring a NAMED water bottle each day.		<i>M</i>	<p><i>All children to bring water bottles.</i></p> <p><i>Water fountains out of use – use drinking water taps outside each classroom to refill water bottles.</i></p> <p><i>Spare disposable cups for those who have forgotten their bottle.</i></p>	25.4.22	<i>L</i>
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		<i>M</i>	<p><i>Teachers to highlight children to SLT.</i></p> <p><i>Wellbeing team to work with the children and parents where</i></p>	25.4.22	<i>L</i>

				<p><i>appropriate and keep parents informed. PHSE and ad hoc lessons when appropriate based on needs. MHST team is appropriate.</i></p>		
	<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><i>Work closely with families via the Team – classteacher, HT, DHT, SENDCO, Pupil Premium Teacher, AH to closely support the needs of families in a case specific way</i></p>		
Remote Education Plan	<p>Contingency plan for remote learning developed should self-isolation or restricted attendance be required.</p>	<p><i>Response to positive case(s) of COVID19.</i></p>		<p><i>Remote learning contingency available and ready to be 'switched-on' when needed throughout this academic year – Oak Academy will be suggested for children</i></p>	<p>25.4.22</p>	
	<p>Technology support/DfE laptop allocation in place.</p>			<p><i>Laptops and Ipads ready to be allocated should there be a need.</i></p>		

<p>Safeguarding</p>	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>		<p><i>M</i></p>	<p><i>Staff reminders on processes and procedures and the revised wellbeing material..</i></p>	<p>25.4.22</p>	<p><i>L</i></p>
	<p>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.</p>		<p><i>M</i></p>	<p>Staff will liaise with all outside agencies for individual support for children based on need. Any risk assessments will be in place</p>	<p>25.4.22</p>	<p><i>L</i></p>
<p>CURRICULUM</p>	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <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 		<p><i>M</i></p>	<p><i>Well being support is in place for staff to signpost children to.</i></p> <p><i>Resources are in place to support chdn.</i></p> <p><i>MHST team accessible</i></p> <p><i>Catch Up funding is targeted for identified individuals and groups within the Pupil Premium remit and for those who the school feels are at risk – identified through daily formative assessment, feedback from last teacher on any gaps for whole cohorts or individuals.</i></p> <p><i>Pupil Progress meetings</i></p>	<p>25.4.22</p>	<p><i>L</i></p>

				<i>will monitor support and progress.</i>		
				<i>AH undertook Senior Mental Health lead accreditation</i>		
SEND	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.		<i>M</i>	<i>Families liaised with constantly by SENDCo</i>	<i>25.4.22</i>	<i>L</i>
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.		<i>M</i>	<i>Attendance monitored by class teachers and office staff and passed to KW and YH</i> <i>Staff to work to encourage and reassure any parents or children who are anxious to come in.</i>	<i>25.4.22</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.		<i>M</i>	<i>Support for parents where appropriate and work in liaison with LA Attendance team where a child's attendance is deemed to put the child at risk of educational disadvantage.</i>	<i>25.4.22</i>	<i>L</i>
GOVERNANCE	Review any aspects of Governance which may have been on-hold in order to review/reinstate as required			Meetings face to face.	<i>25.4.22</i>	

	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>			<i>On –going on agendas</i>	25.4.22	
School events, including trips			<i>M</i>	<i>Any trips to follow risk assessment of facility been visited, those of or own and any recommendations of the OEAP.</i> <i>Events throughout the year to be assessed at the time around the local situation</i>	25.4.22	<i>L</i>
Finance	Review any continuing additional costs incurred due to COVID19; are they clearly documented.		<i>M</i>	<i>Bursar to monitor spend on essential equipment and ensure that supplies are ordered when submitted.</i>	25.4.22	<i>L</i>
	Reintroduction or re-contracting of services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering • Waste management 			<i>In place</i>		
Before and after school club	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance		<i>M</i>	<i>Follow the same hygiene rules as school.</i> <i>Follow school RA and Contingency Plan</i>	25.4.22	<i>L</i>

TESTING	Process in place to monitor and replenish test supplies if school is deemed in an outbreak with UKHSA/DFE			<i>Tests will be activated by authorities if necessary</i>	<i>10.3.22</i>	
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