

COVID19: Collingwood Primary School Risk Assessment and Action Plan during Full Reopening March 2021

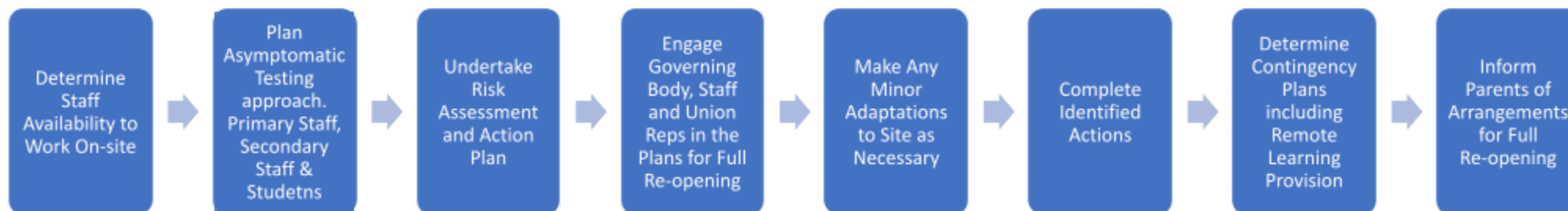
DATE: March 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to plan for the return to onsite education from March 8th and ensure the school continues to operate in a safe way following full opening.

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 (Jan '21) - to cover lockdown
- CYP Response Plan (Jan '21)
- 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 Reopening

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-	Action Required / Decision Made	Action Completed Date	Risk Level Post-
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			Action			Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	None.		Discussed at staff meetings and Governing Body Meetings. Emailed to all staff and governors after each review and available to all on shared drive. Newsletters, staff briefing and Staff WhatsApp to notify of any sudden changes. March 2021 reopening not significantly different to practice in Dec 2021 other than staff testing which began in Jan 2021	since March 2020 Last reviewed with teachers wb 22.2.21 Reviewed with support staff wb 1.3.21	
Site Arrangements	Office spaces re-designed to allow office-based staff to work safely (considering remote working where appropriate).	Main office furniture has been moved to accommodate 2 people. Finance office does not allow for more than one person at a time.	M	Office staff desks repositioned . Staff working from home so not onsite on the same days unless necessary. Use of halls and staffroom as work spaces if required. ECV staff continuing to work offsite until notified otherwise reduces the requirement to share an office.	ongoing since March 2020 Feb 2021	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	2-meter floor markers (inside and out) refreshed and new class lines added to allow staggered time ranges to be reduced. Parents informed by emails and newsletters. Reminders by text for breaches. Children and toddlers who do not remain with parents will be asked to leave and arrive at a different time if continued after warnings as unsafe and inconsiderate to other parents who need to leave by a certain time. 4 different entrances and exits and gates as Sept-Dec 2020. One way system not needed for pupils as no requirement to pass. Each class base has own entrance and toilets. (only changes since sept-Dec is for 4m gate and reduce range of staggered times.)	ongoing since March 2020 Lines refreshed wb 1.3.21 staff meeting 25.3.21 Newsletter 26.3.21	L
	Consideration given to premises lettings and approach in place.	Hall used for meal service and PE use by limited bubbles if sufficient time for cleaning in between.	M	Lettings only for Collingwood pupils led by sports coaches already working under Collingwood Covid secure guidance. Only same bubble pupils invited to clubs (other than Breakfast and After School Club)	8.3.21	L
	Consideration given to the arrangements for any deliveries.	See below	L	Deliveries outside of school hours if possible but in an area pupils would not access.	ongoing since March 2020	L

Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	No change to normal procedures as evacuation routes will not cause multiple groups/bubbles of people to come into contact. (17 exits from classrooms)	L	Fire exits are clear enough for pupils and staff to exit quickly however in some smaller classrooms this may not be as regulations due to the need for pupils to sit side by side (perpendicular where fire exits are concerned or if not enough space.) On evacuation adults should remove door stops. This is checked by Leads when checking building is empty. No change unless drills indicate otherwise.	No change. Drills have continued termly.	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	Virus can be transmitted via frequently touched surfaces.	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Paper not fabric Hand towels used. Sanitiser for staff and handwash for all and cleaning spray checked and replenished daily by Premises Manger. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Staff rota for additional cleaning of frequently touched surfaces during the day in communal areas.	ongoing since March 2020 rotas in staffroom.	M
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Illness may reduce capacity	M	School staff to be redeployed to clean more if required.	ongoing since March 2020	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	Hand sanitiser/soap/tissues not available.	M	Only educational and safeguarding visitors enter the building. Hand sanitiser available at the school entrance and internally and all adults asked to use on entry. Lidded bins in classrooms Disposable tissue/paper towels in each classroom to implement the 'catch it, bin it, kill it' approach Teachers and LSAs to alert is running low. Daily check and ordering by Chris Caton.	ongoing since March 2020	L
	Sufficient time is available for the enhanced cleaning regime to take place.	Cleaners unable to access rooms due to staff being onsite.	M	All staff advised to leave the site by 5pm	March 2021	L
	Waste disposal process in place for potentially contaminated waste.	Risk of contamination for staff and pupils	M	Yellow bins in place in containment area (finance office) Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made from a place where minimum number of persons are present.	ongoing since March 2020	L

	Process in place for safe removal and/or disposal of face masks.	Risk of transmission to self and others.	L	Parents to remove mask and take home if used by pupils. (Very rarely used.) Staff to remove own mask (video on safe removal emailed to all previously) and dispose of this off site or in yellow bins.	ongoing since March 2020 but staff wearing masks in communal areas and if not able to socially distance from Jan 2021.	L
Classrooms	Classrooms allow as much space between individuals as practical.	Risk of transmission to self and others.	H	Pupils split into year group bubbles All pupils in Yrs 2-6 sit side by side facing forwards where possible and perpendicular if not and are reminded to stay apart where possible. Staff advised to limit the number of pupils worked within the bubble where possible to reduce risk of transmission to self and to keep 2m away from pupils or wear a mask where not possible.	In place since Sept 2021 Staff reminded Jan and March 21	M
	Classroom entry and exit routes have been determined and appropriate signage in place.	See above - no change.	L	no change	since June 20	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble where possible and cleaned between uses if sharing across bubbles. Non-essential equipment or resources which are not easily washable or wipeable have been removed. Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	Soft toys, cushions and beanbags in classroom B not easily washable.	L M L	Soft furnishings removed. <u>e-Bug</u> posters displayed: <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> Some online books are already available to pupils as part of remote learning but books kept within the bubble can be taken home as Sept-Dec Posters refreshed for reopening.	Ongoing since June 2020 Jan 2021 March 2021	L L L
Staffing	Staffing required for full reopening have been determined including support staff such as facilities, IT, midday and office/admin staff.	staff reduced	M	Not significantly changed from December 2020. All staff involved in new rotas from 26.2.21	Agreed before 5.3.21	M
	Approach to staff absence reporting and recording in place. All staff aware.	No change - working well	L	No change	No change	L

<p>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate 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>One member of staff shielding throughout and able to continue to work from home.</p> <p>One new member of staff informed as cev Feb 21.</p>	H	<p>Risk Assessment reviewed for one member of staff. New risk assessment in place for newly informed member of staff.</p> <p>Risk assessments in place previously and have been reviewed for staff who are vulnerable. but not extremely vulnerable.</p> <p>Staff briefings, weekly newsletters, staff WhatsApp and at least weekly virtual staff meetings.</p>	<p>wb 1.3.21</p> <p>ongoing</p> <p>ongoing</p>	L
<p>Plans to respond to increased sickness levels are in place.</p> <p>Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	<p>No change - working well</p>	L	<p>No change</p>	<p>No change</p>	L
<p>Consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).</p>	<p>No change. Increased risk of transmission if more than one person touches.</p>	M	<p>Communicated to staff.</p> <p>No ties for pupils</p> <p>nonslip shoes/trainers</p> <p>Relaxed uniform</p> <p>No requirement to change for PE.</p>	<p>ongoing since March 2020</p>	L
<p>Approaches for meetings and staff training in place.</p>	<p>Increased transmission due to bubbles mixing.</p>	M	<p>All virtual</p> <p>At least weekly LSA meeting and 1-2 times weekly meetings for teachers.</p>	<p>ongoing since Dec 2020</p>	L
<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>	<p>Increased workload and anxiety for staff.</p> <p>Reduced provision if staff are unwell.</p>	M	<p>Remote Learning "published" to parents on 12.1.21 following 2 weeks consultation with staff.</p> <p>Parents informed of reduction to remote learning in newsletter on 26.2.21 due to increased onsite staffing.</p>	<p>12.1.21</p> <p>26.2.21</p>	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 in</p>	<p>Increased risk of transmission to staff if bubbles are mixed due to</p>	M	<p>All staff on site at some point during the week during lockdown Feb 21. (reduces staff anxiety and numbers of staff in bubble at the same time thus reducing likelihood of isolation at the same time.)</p> <p>Not applicable once fully open.</p>	<p>Agreed in teacher and LSA meetings wb 11.1.21</p>	M

	respect of tasks they are unfamiliar with.	low staffing levels. Support staff are required to lead some groups as not enough teachers on site.				
	Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff anxiety and wellbeing could increase due to combined workload and personal circumstances and personal wellbeing.	H	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 and other forms of support as detailed on weekly newsletters and "Family Support" section on school website. Safeguarding Gov and Chair of Govs aware of additional staff support available from BCCS. Use of Welbee staff survey and resources. The Bereavement Policy is fit for purpose. Staff wellbeing: twice weekly teacher meetings weekly support staff meeting HT emails to staff with wellbeing links Staff collaborations to support individuals SEN Strategic temly meeting focus meeting HT and SENCO Pupils wellbeing targeted in remote and onsite learning. Family wellbeing: Teacher live meets offer to every parent wb 25.1.21 no replies followed up Weekly welfare checks if pupils not seen in "live meets". Family support page on website and signposting in weekly newsletters and meetings/twitter/emails etc	since June 20 with reminders since ongoing updated Jan 21	M
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	staff unaware	M	Ongoing via newsletters, twitter, emails etc Staff LFT communicated wb 25.1.21 about ordering LFT for home use sent out 5.3.21 Letter to parents	ongoing staff LFT from 1.2.21 due to delayed delivery	M
	The approach for inducting new starters has been reviewed and updated in line with current situation.	mixing of bubbles and adults increases transmission	M	Initial plans to induct as 2002 with increased offer towards normal if restrictions allow in the summer term.	TBC Sum 21	M
	Arrangements to return any furloughed staff in place.	2 eligible staff	L	Discussed by Finance Committee following HR advice 4.2.2021 All staff expected to return on 8.3.21	8.3.21	L

	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	staff unsure of contracts/roles	L	All 3 finance staff working remotely and/or onsite so no change.	ongoing	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	none	L	Not applicable,	n/a	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Increased transmission from visitors	M	Visitors outside of school hours if required. To wear masks and sanitise hands on entry. Site Manager to escort and inform cleaners.	ongoing since Sept 2020	L
	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.	Increased transmission from external adults, especially if working at other settings.	H	keyboard and guitar lessons continue virtually. School Counsellor working with families virtually. Sports coaches in school as last term - all aware of cleaning regime and social distancing. All have the risk assessment. and access to testing.	Ongoing since Sept 2020	L
Group Sizes	All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups. All children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children and young people in each bubble is as small as possible.	Social distancing is challenging if Bubbles are too large.	M	Year group bubbles reinstated as Sept 2020 No pupils in communal areas. Lunch in classrooms. Enter and exit playground by own door and separate toilets for each bubble.	L	5.1.21
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible	contact between adults and adults, adults and pupils, pupils and pupils.	H	Separate adults for each bubble. Mixing between bubbles kept to a minimum but unavoidable for some support staff working with pupils with SEND in different classes. Sports coaches working with more than one bubble then socially distanced at all times (easy with small numbers)	M	from 5.1.21

				7 til 7 Club mixed bubbles. Parents informed this increases risk. Newsletter 26.2.21		
	Identified solutions to any workforce capacity issues are in place.	capacity to keep school open for eligible children is reduced.	M	Regular supply teachers, HLTAs and Senior staff add to capacity if required.	L	18/01/21
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) without reducing teaching time Staggered or limited amounts of moving around the school/ corridors <ul style="list-style-type: none"> Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches <ul style="list-style-type: none"> Toilet arrangements <p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p>Gathering of groups.</p> <p>contact between adults and adults, adults and pupils, pupils and pupils.</p> <p>contamination of frequently touched surfaces.</p>	H	<p>New staggered times communicated to parents in newsletter 26.2.21 (similar but all parents to wear face coverings, only 1 parent per child and reduced time rang and adults for yrs 4-6 asked to observe from outside school gates)</p> <p>All adults face coverings in communal spaces</p> <p>Separate toilets in place for each bubble.</p> <p>Playground "zoned" to increase capacity.</p> <p>All children eat in classrooms to reduce length of lunchtime and give extra capacity for staff breaks at the same time as only 6 people in the staff room at once.</p> <p>Staff toilet cleaning rota in place (3 toilets in use)</p>	M	ongoing
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Risk of transmission	L	Behaviour policy amended since June 2020 - parents and pupils aware. Risks assessments and individualised approach in place for students who might struggle to follow expectations	June 20	L
	Approach to assemblies - if still occurring, plan in place to manage social distancing.	whole school assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.	M	Assemblies are virtual class/phase groups and include remote learners and pupils on site where possible.	From 5.1.21	L

	Social distancing plans communicated with parents, including approach to breaches.	parents unaware	M	Ongoing since June 20 ie floor markings inside and outside, parents aware via weekly newsletters, personal reminders etc Updated in newsletter 26.2.21 (see above)	June 20	L
	Arrangements in place for the use of the playground, including equipment.		M	Used by one bubble at a time. Climbing equipment allocated for entire week on a rota to limit cross contamination. 2 sittings for playtimes and lunchtimes spread across 4 zones. Sports coaches working in this way since March-May 2020 Any shared equipment cleaned between bubbles. PE Lead responsible for playtime equipment for each bubble. 2 sittings for lunchtime so only half of school population on the playground at once with EYFS in separate playground. 1-3 adults supervising each bubble.	ongoing	L
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	ongoing	L	Ongoing in weekly newsletters.	from June 20	L
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible. Arrangements in place with transport providers to support any staggered start/end times.	increased transmission due to mixing of bubbles.	L	not applicable	none	L
	Arrangements in place with transport providers to support any staggered start/end times. Children and young people reminded to wear face coverings on public and school transport	Not applicable	L	Not applicable	none	L:
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen has not been closed.	M	Not applicable.	none	L

	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.	Vouchers in place throughout		Vouchers or school kitchen to provide as now.		
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Increased risk of transmission if bubbles mix.		Lunchtime increased from 45mins to 1 hour. lunchtime starts when food arrives so naturally staggered. Playground is zoned to avoid bubbles mixing.		
	Arrangements for food deliveries in place	no change.	L	no change - this is not in an area used by pupils	no change	L
PPE	PPE requirements understood and appropriate supplies in place. Approach to face coverings updated to include inside the classroom where social distancing is not possible, for secondary schools and outside of the classroom only for primary staff	risk during first aid application and adults in communal areas.	H	Staff wearing face coverings in communal areas since Dec 2020 Staff reminded of new update on 25.2.21 and 2.3.21 in meetings. Staff room limited to 6 (rarely that many breaking at the same time previously) Both halls and library used as extra capacity from 8.3.21 First aiders aware of requirements and monitoring and ordering supplies.	Dec 20 By 8.3.21	M
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day <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 Approach to confirmed COVID19 cases in place: outside of school hours (within cohort of children/young people learning on-site only) <ul style="list-style-type: none"> Cleaning procedure in place Arrangements for informing parent community in place Contact tracing in place 	Risk to first aiders, other staff. Close contacts may be unaware and therefore risk of transmission is increased.	H	Ongoing - all staff aware including first aiders. Finance Office to be used as an isolation room if required. Site Manager organised cleaning regime (aware of updated guidance) Ongoing procedure to inform parents (first used Oct 2020) admin staff are able to do this remotely. Staff informed of LFT procedures wb 25.1.21 and notification to office staff and SENCO twice weekly since. Holiday procedures for informing school communicated at Christmas and February half term and will be repeated for future holidays.	since June 20 Since Oct 20 Since Jan 21	M
Remote	Contingency plan for remote learning developed should self-isolation or restricted attendance be required	not aware of any CV pupils	L	not applicable but remote learning already set up if required.	Since Jan 21	L

Education Plan	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	All eligible devices have been applied for.	M	16 DFE devices 7 additional DFE devices Various donated devices.		L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Pupils at risk of harm/ unable to disclose. Increased disclosures.	M	Review following teacher meets with parents wb 25.1.20 TLCs previously booked for wb 22.3.21 - to use this as wellbeing meetings/welcome back.	M	from 05/01/21 reviewed 1.2.20
	Update Child Protection Policy in Place (Feb 21 version)	Not in place	M	Reviewed by staff Feb 21 and safeguarding governor aware. Published on website.		L
	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.	Lack of provision for vulnerable pupils	M	HT continues to attend all meetings. All professionals have continued to visit(for safeguarding reasons) or meet virtually.	M	ongoing.
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Physical contact increases risk of transmission	L	Review individual consistent management plans for pupils onsite to ensure they include protective measures. SENCO meeting regularly with parents of pupils with SEN and with LSAs and teachers .	L	ongoing
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Plans are unmanageable for parents and do not meet pupils needs/cannot be accessed by all.	L	Reviewed regularly. New format in place from week 2 with more flexible options for working parents or families sharing devices.	11.1.21 Discussed at staff meetings to discuss RA to be reviewed after 1 week back	L
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated. <ul style="list-style-type: none"> PE - including activity in the DFE guidance Practical science 	Provision increases risk	M	Children within bubble distances as far as possible. Adults to limit number of pupils worked with even in the same bubble. Adults to approach and instruct from behind. Children to have own equipment where possible. Risk Assessments to be carried out by PE/Science/DT subject leads and shared with Curriculum governors.	staff meeting 1.3.21	L

	<ul style="list-style-type: none"> DT 					
	<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 capturing pupil achievements/outcomes utilising the DFE 'catch-up' funding and programmes responding to DfE remote learning expectations contingency remote learning plan 	curriculum may not meet immediate needs on return	L	<p>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>Risk Assessments to be carried out by PSHE Lead, Assessment Lead, Curriculum Manager, Maths and English Lead and shared with Curriculum governors.</p> <p>Initial catchup plans were agreed for Jan 21 implementation. These have been reviewed and amended Feb and March 2021 and specific interventions are planned to start after Easter, if not before, once children have all returned for 3 weeks.</p> <p>Contingency remote learning fully in place.</p>	<p>staff meeting 1.3.21</p> <p>Curriculum review meetings planned for 11.3.21 and 18.3.21</p> <p>after Easter.</p>	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	unsafe behaviour	M	Last version is still fit for purpose. Parents reminded newsletters March 21 Pupils reminded wb 8.3.21	5.3.21 8.3.21 onwards	M
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan	online exploitation or abuse	M	<p>Ongoing focus during Online Safety week Feb 21</p> <p>Regular info for pupils and parents via newsletter, social media, Google Classroom, website etc.</p> <p>Computing Lead to inform teachers and Curriculum Governors of priorities on return. (Focus for pupils 3 wks from 8.3.21)</p>	ongoing	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.	inadequate provision	L	Ongoing.	no change	L
	Annual reviews.	incomplete	L	Ongoing virtually.	no change	L
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Pupils do not attend.	L	All but one pupil returned following previous. lockdown. Clarity on procedures in newsletter to parents and in live meets with pupils during wb 1.3.21	ongoing	L
	Approach to support for parents where rates of persistent absence were high before closure	Pupils do not attend.	L	<p>Use of social media and newsletters to inform and support.</p> <p>Use of adult mentors where appropriate.</p> <p>Involvement of other professionals and TAFSCO where appropriate.</p>	ongoing	L
Communication	Information shared with staff around the full re-opening plan, including amendments to usual working patterns/practices and groups.	Staff unaware.	L	<p>See engagement of staff and Governors above.</p> <p>In additional staff and governors receive all newsletters by email.</p>	see above	L

	Union representatives informed of full re-opening plans.	Unions not in agreement.		Presented to all staff included including union reps and govts wb 1.3.21	1.3.21	
	Updated Risk Assessment published on website.	Not published.	L	Yes.	republished before 5.3.21 parents notified of link on 5.3.21	L
	Communications with parents on the: <ul style="list-style-type: none"> • Social distancing • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning <ul style="list-style-type: none"> • Attendance • Uniform • Behaviour • Test and trace • Staggered start and end times • Expectations when at school <ul style="list-style-type: none"> • Contingency plans 	Parents not aware of procedures and expectations.	L	Ongoing communication in at least weekly newsletters, website, texts, Google Classroom, emails Twitter, Behaviour policy, Child Protection Policy, remote learning publication, virtual meetings etc.	Ongoing since March 2020	L
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 	Pupils not aware	L	Pupils are able to contact teachers directly via Google classroom. Focus on text for help and CEOP and "Who to tell" during Online Safety week Feb 21. At least twice weekly live meets for pupils not in school...followed up if pupil is not seen or work is not submitted. Teachers to communicate new arrangements for 8.3.21 during live sessions wb 1.3.21	ongoing	L
	On-going regular communication plans determined to ensure parents are kept well-informed	parents not informed	M	Direct contact with teachers via email. Letters, website updates, Twitter (see above)	ongoing	L
Governors/ Governance	Governors have oversight of full reopening plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.	Governors not aware.	L	Govs have access to this plan on shared drive. Staff able to use zoom, google meet and Teams.	ongoing	L
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there	Actions not postponed, staff workload increased risk	M	Guided by clerk. Most actions have continued due to meetings being held virtually. HT and Chair of Govs in very regular contact.	no change	L

	is a plan for then these will be reviewed and potentially reinstated.	of actions not being completed or reinstated.				
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.	staff feel unsupported	H	Chair of Governors attended HT wellbeing CPD. Governors aware of staff Welbee survey conducted Nov 2020 and outcomes.	ongoing	M
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	events not cancelled or postponed.	M	No school trips until further notice. reviewed weekly by HT/DH and admin staff.	weekly	M
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Financial loss.	M	reported to finance govts.	4.2.21	M
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Financial loss.	L	Finance Team investigating claims and Furlough.	Jan 21	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Loss of income.	M	7 til 7 club and school meals costing reported to finance govts.	4.2.21	M
	Insurance claims, including visits/trips booked previously.	Financial loss.	M	not applicable this term. Residential trip for Yr 6 due May 2021. (To review March 21)	March 21	M
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	School unable to open for eligible pupils.	L	not applicable all inhouse other than IT support who are contactable.		L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	lack of support	L	BCCs made services available (see also staff well being above) Woodham Partnership meeting throughout.	ongoing	L

Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance	protective measures not in place.	L	7 'til 7 club closed from Jan 21 Risk Assessment reviewed ready for reopening on 8th March. Updated After school Club government guidance emailed to both managers and all sports coaches. (see detailed risk assessment below)	Feb 21 24.2.21	L
	Social distancing expectations communicated to pupils, staff and parents.	pupils not aware of expectations	L	New signage to be prepared and put in place in relevant areas of the club. Measuring distances for tables and other routes. From this we will be able to work out the number of children who can attend the club.		L
				Food orders are delivered on a weekly basis so this is ongoing in the club.		
See more detailed risk assessment carried out by 7 'til 7 Club staff below						
Testing	Staff 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 Process for reporting incidents 	Asymptomatic staff in school increase risk to others.	L	Testing in place for staff for 4 weeks. Staff now on second box of tests and supplies have been replenished. All staff were emailed training link and process. Initial concerns appear to have been overcome, working well.	Ongoing since Jan 21	L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.	Asymptomatic staff in school increase risk to others.	L	Testing in place for staff since Jan 21 (see above)	Ongoing since Jan 21	L
	Staff are aware of how to report any incidents both clinical and non clinical.	Asymptomatic staff in school increase risk to others.	L	Testing in place for staff since Jan 21 (see above)	Jan 21	L
	Process in place to monitor and replenish test supplies	Asymptomatic staff in school increase risk to others.	L	Testing in place for staff since Jan 21 (see above)	Jan 21	L

Covid-19 Reopening Risk Assessment for 7 'til 7 Club

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Entry and exit routes to the Club school are in place, any physical changes and/or signage required to allow social distancing are in place.	Children not complying with social distancing or other new rules explained to all the members.	M	New signage to be prepared and put in place in relevant areas of the club. Measuring distances for tables and other routes. From this we will be able to work out the number of children who can attend the club. The measuring and assessing of numbers will be completed on 14.7.20 and signage put into the club	All preparations in place ready for use.	L
	Consideration given to the arrangements for any deliveries.	Only 7 til 7 Managers bring any supplies across to minimise handling of goods.	L	Food deliveries go to the main kitchen, which manager will bring over to the club. Other supplies go via the office. Food orders are delivered on a weekly basis so this is ongoing in the club.	ongoing	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Importance of the children following the correct steps for evacuating the building.	L	No change. All signage in place and fire extinguishers. There are termly fire drills. All 7 til 7 staff to take part in practice fire drills	This will take place termly.	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	Danger of contamination	H	The COVID19 spray, gloves, masks, aprons and hand gel for adults to use. Staff members and/or managers on duty will wipe surfaces/handles/light switches etc and any equipment used by the children at end of each session.	ongoing	L
	Adequate cleaning supplies and facilities around the Club are in place. Arrangements for longer-term continual supplies are also in place.	Not having enough cleaning materials.	H	Extra supplies for continuous use in the club, stored separately from food items.	Ongoing	L

	Sufficient time is available for the enhanced cleaning regime to take place.	Extra time needed to clean effectively.	H	The club to be cleaned to a high standard prior to March re-opening	By 5.3.21	L
	Waste disposal process in place for potentially contaminated waste. (yellow bags and lidded bins)	If waste is placed into the wrong containers	H	Additional lidded bins located in the club. Yellow container used for used first aid equipment. Liaison with Site manager for any additional bins etc	By 5.3.21	L
	Process in place for safe removal and/or disposal of face masks.	staff not routinely wearing mask except in corridors and communal areas in the school. First aiders in aware of need to put on PPE for any treatments.	H	Parent letter 26.2.21 children not required to wear masks (removed before school) Staff emailed link to safe removal video clip 10.7.20 and in staff briefing wb 13.7.20 Reminders Sept 20 and March 21.	ongoing	L
Club building	Club has been re/arranged to allow as much space between individuals as is practical. (households can sit together and children in the same bubble or class)	Furniture not to be moved once in place and children to stay at their designated table.	M	Measurement for 2 metre distance to be used for setting out tables, leaving routes for fire exits, entry to and from the building. (Children sat in bubbles /not directly facing each other but bubbles arranged 2m from each other).	By 5.3.21	L
	Club entry and exit routes have been determined and appropriate	Children not complying with correct routes and social distancing.	M	Breakfast club: children let in via gate and staff sign them in. At end of session children will be dropped off at their designated area to teachers. After School Club: teacher will stop at the bottom of the step and hand over children one at a time. Managers will sign in the children. On collection children will be let out of the exit door to the gate and staff sign out the children. If the accident book needs signing this will be passed to the parent.	New system in 7 til 7 to be relayed to all members of staff prior to opening. All staff are aware of any changes.	L

<p>Appropriate resources are available and only used by club members. within all classrooms e.g. IT, age specific resources.</p> <p>NB: sharing of equipment should be limited to the club.</p> <p>Shared materials and surfaces should be cleaned and disinfected during club hours [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Contaminated contact: Soft furnishings in all rooms, including library</p> <p>Draws and cupboards allow easy access for pupils.</p> <p>Not complying with the standards set out in the club.</p> <p>A child disregarding what an adult has told them to do.</p>	<p>H</p>	<p>(All soft furnishings removed.)</p> <p>Draws and cupboards turned around to prevent opening.</p> <p>Increase staff cleaning responsibilities.</p> <p>Individual packs to be created such as pencils, crayons etc to be put into zipped bags and colouring/art work in named folders.</p> <p>All hard surfaces regularly cleaned along with games, toys and activities we are using.</p> <p>All food to be eaten at individual tables, served by staff members.</p> <p>Increased handwashing with soap and water for children.</p>	<p>By 5.3.21.</p> <p>Staff meeting to inform new systems of work in the club before March opening.</p> <p>Stating new rules of the club to the children on their first day back in the club.</p>	<p>L</p>
<p>Furniture arranged to minimise contact as much as possible e.g. Tables side by side, facing front with 2m distance (siblings sat together)</p>	<p>To rearrange the club setup of tables..</p>	<p>H</p>	<p>To be arranged prior to opening.Areas are measured to identify the number of children who can attend the club. Completed on 14.7.20 no change</p>	<p>Before 5.3.21</p>	<p>L</p>
<p>Staffing numbers required for entire eligible club have been determined and maximum number for the club to accommodate at socially distanced levels communicated to parents.</p> <p>Vulnerable staff have the option of wearing a face covering or shield during sessions.</p>	<p>It may be difficult for children to social distance.</p>	<p>H</p>	<p>Maximum number of children for the club will be determined once preparation has been made and tables set out.</p>	<p>Information of numbers communicated to parents before 5.3.21</p>	<p>L</p>

Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered drop off/pick up times and locations (if possible) No moving around the school/corridors <ul style="list-style-type: none"> room/seating design outside times are staggered if social distancing is an issue Toilet arrangements (1 at a time with cleaning arrangements) 	<p>It may prove difficult for parents collecting children, however they will need to line up and social distance from others.</p> <p>Children not social distancing when playing games.</p>	H	<p>For breakfast club the parents will drop off via the gate, not enter the club and staff will sign in child/ren into the club.</p> <p>For after school club teachers bring children across, stand at bottom step and manager will sign in the child/ren one at a time, individually social distancing in a line.</p> <p>One child in the toilet at any time and continuous handwashing with soap and water for at least 20 seconds.</p>	<p>Briefing for staff on new arrangements in the club prior to the March re-opening.</p> <p>Parents notified about the changes to the club via email or texting.</p>	L
	<p>Approach to avoiding adults or children congregating and breaching social distancing is in place.</p>	<p>Children not following social distance rules.</p>	H	<p>Follow the behaviour stages for continual breaching of social distancing (whole school policy)</p>	<p>Highlighting the guidelines for social distancing to make children aware during our briefing on their first session.</p>	M
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches. (see amendment to consequence grid)</p>	<p>Deliberately not complying with social distancing.</p>	H	<p>Reminder of the rules regarding social distancing and the consequences.</p>	<p>Talk to the children about the importance of social distancing on their first day in the new term.</p>	M
	<p>Arrangements in place to clean playground equipment between each user.</p>	<p>Equipment not sanitised.</p>	H	<p>All play equipment cleaned after usage by an adult. Hand washing with soap and water.</p> <p>All necessary equipment checked and those not appropriate removed.</p>	<p>Completed by 5.3.21</p>	L
PPE	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>	<p>PPE not being used appropriately.</p>	H	<p>PPE to be ready in the club if it is required to be used. Preparations for supplies stored in the club ready to use when necessary</p>	<p>ongoing</p>	M

	<p>Process in place to engage with the Test and Trace and contract tracing process.</p> <p>Refer to ECC and public health guidance for more information.</p>	<p>If suspected case PPE used and child segregated then collected by parent.</p>	H	<p>Follow the guidance laid down regarding procedure to follow.</p> <p>Information to be made available to staff. Staff are aware of correct process to follow if suspected case (see below)</p>	ongoing	H
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during club hours 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>Increased risk of transmission</p>	H	<p>SLT member on site and office staff are likely to be first to be informed but could happen via social media from parents. Need to check validity if this is the case!</p> <p>Personnel on duty will phone HT or DH and email admin@collingwood.essex.sch.uk with details of case so that contact tracing can be actioned and next steps established promptly.</p> <p>Collect procedure to be carried out following the stages laid down</p> <p>Finance office to be used for isolation if unwell.</p> <p>Remaining staff member stay in the club with other children.</p> <p>Child's own parent contacted and testing arranged if diagnosis not yet confirmed (Told household must isolate).</p> <p>All possible places that person may have been in contact with to be cleaned immediately.</p> <p>Risk assess opening next day and cleaning that day/night.(Text to all parents confirming arrangements for following day)</p>		H
<p>Safeguarding</p>	<p>Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.</p>	<p>Increased risk of transmission.</p>	H	<p>If there is continuous bad behaviour the parent will be contacted for the child to be collected</p> <p>Follow behaviour chart to assess their level and wear PPE when necessary. Repeating the stages of the behavior chart to the children. (see below)</p>	<p>Ongoing since June 2020</p>	M
	<p>Staff are prepared for supporting wellbeing/medical needs of pupils.</p>	<p>Clearer guidelines for medical provision as there will be no soft furnishings available for a child who may fall ill whilst in the club.</p>	H	<p>Care plans available, any medication and PPE for necessary use.</p>	<p>Ensure the relevant care plans are filed in the club before opening.</p>	H

	Updated Child Protection Policy in place.	not compliant with new policy.	M	Child Protection Policy (March 21 update) on school website and staff drive. Paper copy to be put into policy folder in 7 'til 7 club prior to 8th rch. All staff to be made aware and updated of changes.		L
Curriculum / learning environment †	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated	Children sharing their own resources with others.	M	Children will be limited to certain activities such as watching DVDs, listening to CDs, playing games such as connect 4 which can be cleaned after use. Each child will be their own named resources. Activities will be planned giving consideration to social distancing rules. Enhanced handwashing throughout the sessions.	Limitations of usage of resources explained to children during their briefing in the new term.	L
	Student behaviour policy reviewed to reflect the current circumstances.	Current system of yellow and orange cards can be applied to social distancing as pupils already understand this.	M	Existing cause and consequence grid to be adapted for INTENTIONALLY not socially distancing to 1. speak to child 2. speak to child and parent together 3. yellow card (child agrees which 2 privileges to lose) 4. orange card (child agrees which 5 privileges to lose) 5. offer to attend school withdrawn due to unsafe behaviour towards others	Mid June need to update consequence grids round school.	L
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	a child not adjusting to new club systems.	L	All children will be given a briefing regarding new social distancing rules and their expectations within the club. Parents are welcome to speak with the managers to clarify any concerns they may have. Care plans to be made available.	Care plans in place in the club prior to opening.	L
Communication	Information shared with Club staff around this plan,	Not following correct processes.	L	Staff meeting to highlight the new systems in place for both breakfast and after school club.	Before 8.3.21	L

	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>	<p>Not keeping up to date with communications sent via the club.</p>	<p>L</p>	<p>Updating parents on new guidelines and processes to be used in the club and any changes that may occur in the future. These can be sent via email, text or published in the newsletter.</p> <p>Parents given information prior to opening the club. All parents have been contacted regarding their places. Made aware of mixed bubble nature of club in newsletter 26.3.21 and availability of risk assessment on website in newsletter 5.3.21</p>	<p>26.3.21 5.3.21</p>	<p>L</p>
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