

# **COVID19: Risk Assessment and Action Plan (updated January 2022)**

**SCHOOL NAME:** Beauchamps High School

**OWNER:** Mr M Harper

**DATE:** 4<sup>th</sup> January 2022

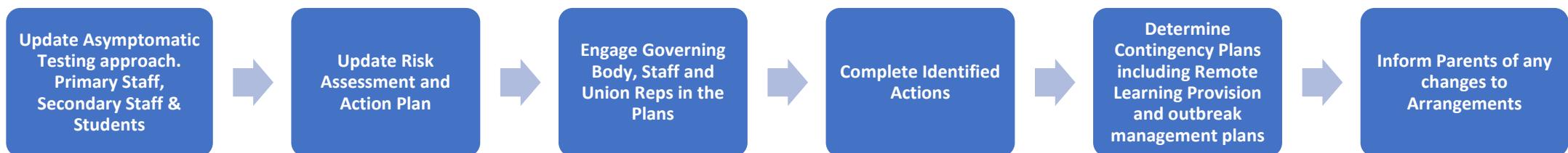
## **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place following the end of restrictions in July and changes to self-isolation protocols in August, to ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

## **Risk Assessment for Full Re-opening:**



## **Risk Assessment/ Action Plan Sections:**

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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.		L	All parties aware of and involved in the risk assessment and planning	01/09/21	L
<b>Site Arrangements</b>	Consideration given to premises lettings and approach in place.	Risk assessment for any lettings reviewed to ensure they are aligned with guidance.	M	Lettings risk assessment completed	18/08/21	L
	Consideration given to the arrangements for any deliveries.		M	Delivery drivers to ring the bell connected to the Finance office. Parcels dropped off by door to delivery store and signed for by delivery driver	18/08/21	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	Guidance stipulates that a small onsite testing facility is retained by secondary schools to provide onsite testing for those who cannot/ do not wish to test at home, and for initial onsite testing for return Sept.	M	Sports Hall set up for testing Year all students over two days at the start of the 2022 Spring term. Dedicated cleaner available whenever testing site in operation Testing area available in B&E Boardroom for use as required for all other times	30/11/21	L
	Evacuation routes are confirmed, and signage accurately reflects these.  Arrangements in place to support individuals with reduced mobility	Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.	M	There are no amendments to the current evacuation policy	18/08/21	L

	including cover arrangements in the case of reduced numbers of staff.					
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u> .	Enhanced cleaning remains a necessary control measure.	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly Hand towels and handwash are to be checked and replaced as needed by (insert name or job titles) and cleaning staff Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush	18/08/21	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.		H	A member of the cleaning team is available on site throughout the day	18/08/21	L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>Wall mounted hand sanitiser units available at the school entrances and along all school corridors</p> <p>Bins in classrooms</p> <p>Disposable tissues, hand sanitiser and antibacterial spray available in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>The SBM manages the stock check and purchasing schedule</p>	18/08/21	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	Sufficient members of cleaning contract staff have been employed to undertake daytime cleaning, and morning and evening cleaning in line within enhanced cleaning requirements	18/08/21	L
	Waste disposal process in place for potentially contaminated waste.	Testing waste is no longer considered hazardous and can be disposed of in the usual waste.	M	<p>Waste bags and containers are kept closed and stored separately from communal waste for 72 hours</p> <p>The SBM organises the Hazardous waste</p>	18/08/21	L

				collection if required which is undertaken before 7am when the minimum number of persons are on site		
	Process in place for safe removal and/or disposal of face masks.	Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.	L	PPE collection bins available if required	18/08/21	L
<b>Classrooms</b>	Classrooms have appropriate ventilation arrangements.	Windows open before and after lessons, and during lessons when temperatures allow.  Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.	L	Windows open before and after lessons, and during lessons when temperatures allow Carbon dioxide monitors on site to quickly identify if ventilation needs to be improved L	18/08/21	L
	Approach to staff absence reporting and recording in place. All staff aware.		M	There is no change to the current absence reporting policy	18/08/21	L
<b>Staffing</b>	Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.  Communication arrangements are in place with those staff and their role in	Shielding is no longer in place. Clinically extremely vulnerable staff and/ or students have risk assessments which identify any specific adjustments to allow them to attend on site.	H	Arrangements made for reasonable adjustments to support staff members working on site where necessary	18/08/21	L

	continuing to support the working of the school is clear.					
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.	M	Staff aware that there has been no change to the previous contingency plan	18/08/21	L
	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.		M	Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a> There have been no further changes to the Bereavement section of the Incident Management	18/08/21	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.		L	Staff are aware that there has been no change on how and when to test and how to report results via Test Register	18/08/21	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		M	School protocols and contractor requirements to be discussed before site attended	18/08/21	L

	part of the risk assessment carried out by the Contractor.					
	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.		M	School protocols and visitor requirements to be discussed before site attended	18/08/21	L
Visitors	Face masks must be worn by all visitors when entering the building and in all communal areas		M	Clear signs are in Main Reception and Student Reception advising	30/11/21	L
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.	M	A packed lunch may be collected or delivered for any FSM student who is unable to attend site due to COVID	18/08/21	L
PPE	<p>PPE requirements understood and appropriate supplies in place.</p> <p>Face masks must be worn by all staff, students and visitors when entering the building and in all communal areas (unless an exemption applies)</p> <p>Face masks must be worn by all students in classrooms (unless an exemption applies)</p>	<p>Some PPE required for onsite testing and any specific arrangements i.e. AGPs.</p>	L	<p>Staff aware of PPE requirements and stock of supplies monitored and replenished by SBM</p> <p>Clear signs are in Main Reception and Student Reception advising</p>	<p>18/08/21</p> <p>30/11/21</p> <p>04/01/22</p>	L
	Approach to confirmed COVID19 cases in place: during school day		H	B&E Boardroom to be used for isolating by any	18/08/21	L

<b>Response to suspected/ confirmed case of COVID19 in school</b>	<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>member of staff of student displaying symptoms</p> <p>SLT to be informed immediately</p> <p>Family to be informed by a member of the on-site medical team</p> <p>SBM to arrange for cleaning staff to carry out a deep clean of area</p> <p>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible</p> <p>Close contacts are identified by NHS test and trace if the individual has confirmed case</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> <li>• Arrangements for informing parent community in place</li> </ul>		L	<p>SLT are notified whenever a positive case is reported</p> <p>SBM arranges additional deep clean out of hours if required</p> <p>Close contacts are now identified by NHS test and trace following a confirmed case</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead</p>	18/08/21	L

				Essex Test and Trace team contacted for advice if necessary		
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		M	All lesson resources continue to be uploaded to teams so students at home can access.	18/08/21	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.		M	Laptops available to be loaned to students if required	18/08/21	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	Staff refresher training sessions taking place on processes and procedures and the revised wellbeing material	18/08/21	L
	Updated Child Protection Policy in place.		M	The most recent Child Protection Policy has been adopted	18/08/21	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.		L	Work continues with other agencies to support vulnerable CYP and families	18/08/21	L
	Where physical contact is required in the context of managing behaviour.					

Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		M	Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support. Anxiety resources are available for all staff to use All lesson resources continue to be uploaded to teams so students at home can access.	18/08/21	L
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"><li>• Wellbeing curriculum</li><li>• recognising 'non-curriculum' learning that is being done at home</li><li>• capturing pupil achievements/ outcomes</li><li>• utilising the DFE 'catch-up' funding and programmes</li><li>• contingency remote learning plan</li></ul>		H	The COVID adaptions already made to the C1-C6 system will continue	18/08/21	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		H	The COVID adaptions already made to the C1-C6 system will continue	18/08/21	L

	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.		M	DWi and CBe ensure relevant material is in place and can be accessed both in school and remotely via website links	18/08/21	L
	Extra- curricular events		H	All large gatherings cancelled for the rest of the Autumn term, such as assemblies, Christmas concert, Christmas Drama showcase, Year 11 Presentation evening	30/11/21	
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		L	Each case is determined individually in discussion with Year Leader, DWi and JBe	18/08/21	L
	Approach to support for parents where rates of persistent absence were high before closure.		L	Work continues with regular email and phone contact	18/08/21	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.		M	Updates continue to be provided by letter, email, website updates, social media	18/08/21	L
	Union representatives informed of updated plans.		L	Regular meetings are held between the Headteacher and all Union representatives	18/08/21	L

	Updated Risk Assessment published on website.		L	Risk assessment published on website as and when updated	18/08/21	L
	Communications with parents on the: <ul style="list-style-type: none"> <li>• Revised plans, any control measures that remain in place and any that have ceased</li> <li>• Contingency plans</li> <li>• Outbreak management plans</li> <li>• Wellbeing/ pastoral support</li> </ul>		L	Updates continue to be provided by letter, email, website updates, social media	18/08/21	L
	Pupil communications around: <ul style="list-style-type: none"> <li>• Revised plans, any control measures that remain in place and any that have ceased</li> <li>• Contingency plans</li> <li>• Outbreak management plans</li> </ul>		L	Updates continue to be provided by letter, email, website updates, social media and during Year assemblies	18/08/21	L
	On-going regular communication plans determined to ensure parents are kept well-informed		L	Updates continue to be provided by letter, email, website updates, social media	18/08/21	L
	Governors have oversite of plans and risk assessments.  Approach to communication between Leaders and governors is clear and understood.		L	Risk assessment published on website as and when updated Headteacher holds weekly meetings with Chair and Vice Chair of Governors	18/08/21	L
Governors/ Governance	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.		L	Regular meetings held between Headteacher, Chair of Governors and Vice-Chair of Governors	18/08/21	L

Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		L	Separate cost centres in operation for COVID related costs and Catch Up funding	18/08/21	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		L	Claims to be submitted where eligible within agreed timescales	18/08/21	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		L	Forecast budget reviewed and adjusted as required on an ongoing basis	18/08/2	L
Testing	Test kits are securely stored and distributed to staff and students (secondary).		L	Tests kits are securely stored and distributed on a regular basis	18/08/21	L
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"><li>• NHS instruction leaflet</li><li>• Training video and online resources on the document sharing platform</li><li>• Contact details if queries</li><li>• Process for reporting incidents</li></ul>		L	Staff and students are aware of how to safely take and process test Test Register used to report result SLT receive notification whenever a positive result is recorded	18/08/21	L
	Additional testing at the start of Spring term 2022			Sports Hall to be set up for testing all students over a two day period at the start of the Spring term. Dedicated cleaner	30/11/21	

				available whenever testing site in operation		
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.		L	Staff and students use Test Register to report result SLT receive notification whenever a positive result is recorded	18/08/21	L
	Staff and students (secondary) are aware of how to report any incidents both clinical and non clinical.		L	Staff and students aware that there has been no change to the previous procedures	18/08/21	L
	Process in place to monitor and replenish test supplies		L	SBM and First Aid officer monitor stocks and order replenishment of supplies as necessary	18/08/21	L
<b>Outbreak Management Plan</b>	Outbreak management plan developed to cover arrangements should children, pupils, students or staff test positive for COVID19, and how the school shall operate if advised to take extra measures to help break chains of transmission.  Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting ( <u>Stepping measures up and down</u> ) or if central government offers the area an enhanced response package, a	Outbreak Management plan covering re-introduction of some measures including reduced mixing, face coverings, remote education is developed, and all staff are aware of their role. Communicated with parents and students regarding when this would come into place and how they would be informed if required.	L	Outbreak Management Plan to be implemented if necessary Contingent stocks of face masks available in case of need Plan remains a live document which is amended as required	18/08/21	L

	director of public health might advise a setting to temporarily reintroduce some control measures.					
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