

COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Great Bradfords Junior School

OWNER: Mr Justin Wrench

DATE: Reviewed 24.2.21

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school 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:

- 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'

Steps of Re-opening Preparation:



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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
<p align="center">Preparing Buildings and Facilities</p>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p><i>Caretaker is shielding when school is occupied with children and staff.</i></p>	<p align="center"><i>H</i></p>	<p><i>Caretaker to carry out duties out of school hours.</i></p>	<p align="center"><i>27.2.21</i></p>	<p align="center"><i>L</i></p>

	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing difficult to be maintained.</i>	M	<p><i>2-meter markers are present on floors.</i></p> <p><i>Staggered starts and exit times to reduce congestion.</i></p> <p><i>One way system in place to enter and exit the school. Signage in place.</i></p> <p><i>Barriers in place to reduce parents congregating and mixing</i></p>	24.2.21	L
	Consideration given to premises lettings and approach in place.	<i>Lettings will only be considered where a robust risk assessment is carried out.</i>	M	<i>Risk Assessments to follow government guidance. No lettings until after Easter 21.</i>	24.2.21	L
	Consideration given to the arrangements for any deliveries or visitors.	<i>Reception limited to one person at a time.</i>	M	<i>Signage on door needed. 1 in 1 out policy</i>	24.02.21	
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p>	<i>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i>	M	<i>Revised evacuation procedure and share with all staff and children.</i>	L	

	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.			<i>Fire drill.</i>		
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	<i>Standard cleaning regime not sufficient to limit spread of virus</i>	<i>M</i>	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by the cleaning team</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	<i>24.02.21</i>	<i>L</i>
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Capacity may be insufficient to maintain level of cleaning</i>	<i>H</i>	<i>Some staff could be redeployed as cleaners temporarily e.g.</i>		

		<i>required in staff required to isolate.</i>		<i>Breakfast, Kitchen and MDAs</i>	
	<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><i>Safety measures for visitors to reception.</i></p> <p><i>Classrooms do not have lidded bins</i></p> <p><i>Limited dispensers</i></p> <p><i>Low supply of soap.</i></p>	<i>M</i>	<p><i>Hand sanitiser available at the school entrance</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 schedule reviewed and order made.</i></p>	<i>L</i>
	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>All staff advised to leave the site once their group has left time in order for cleaning to be undertaken.</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste.			<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours in Bungalow</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p>	

	Process in place for safe removal and/or disposal of face masks.			Process published for safe use and disposal of face masks		
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.					
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	<i>Inappropriate sized equipment for larger children.</i>	<i>L</i>	<i>Move 10 tables and chairs of suitable size into all classrooms.</i>		<i>L</i>
	Resources which are not easily washable or wipeable have been removed.	<i>Soft toys, cushions and beanbags in classroom B not easily washable.</i>	<i>M</i>	<i>Remove soft furnishings from classrooms.</i>		<i>L</i>
Information posters are displayed in every classroom, at the main entrance, places visible to those	<i>No COVID19 information posters currently in place.</i>	<i>L</i>				<i>L</i>

	at the school gate, in the staffroom and in all toilets.	<i>Limited reminders/ awareness for children.</i>		<i>Handwashing posters displayed</i>		
Staffing	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following: <ul style="list-style-type: none"> • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<i>Caretaker shielding</i>	<i>H</i>	<i>Staff audit available to work on-site from 1st June</i>	<i>20/05/20</i>	<i>M</i>
			<i>H</i>	<i>Arrange Caretaker cover</i>	<i>25/05/20</i>	<i>L</i>
	Approach to staff absence reporting and recording in place. All staff aware.		<i>M</i>	<i>All staff to contact their group for cover.</i>		<i>L</i>
	Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups). Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.			<i>In Place</i>		
Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and				<i>In Place</i>		

	safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.					
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).					
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.					
	<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 respect of tasks they are unfamiliar with.</p>	<p><i>HLTAs are and LSAs may required to lead some groups as not enough teachers on site to cover numbers.</i></p>				
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i></p> <p><i>https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</i></p>		

				<i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i>		
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.			<i>In place</i>		
	The approach for inducting new starters has been reviewed and updated in line with current situation.			<i>In place</i>		
	Return to school procedures are clear for all staff.			<i>In Place</i>		
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			<i>In Place</i>		
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			<i>In place</i>		
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk</p>			<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>		

	assessment carried out by the Contractor.					
Group Sizes	Class groups have been determined on the basis of small, consistent groups of CYP, that can remain separate from other people and groups. NB: Up to 15 pupils in any one group.			<i>Initially, up to 10 children in each group up to a maximum of 12 under current guidance.</i>		
	Vulnerable and critical worker group sizes determined. NB: with peers where possible.			<i>Grouped in Hall.</i>		
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.			<i>Each group allocated at least 4 members of staff.</i>		
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) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social 			<i>All in place</i>		

	<p>distancing during these times in place, such as when queuing for lunches</p> <ul style="list-style-type: none"> • Toilet arrangements 					
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			<i>In Place</i>		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.			<i>On arrival, students move straight to their room and sit at named table and wait for rest of class to arrive/class to begin.</i>		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			<p><i>Handwashing and cleaning (if needed)</i></p> <p><i>Conversations with parents</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p>		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.			<i>No assemblies</i>		
	Social distancing plans communicated with parents, including approach to breaches.			<i>In place</i>		

	<p>Arrangements in place for the use of the playground, including equipment.</p> <p>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>			<i>MDAs to clean equipment</i>		
Catering	<p>Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.</p>	<i>All catering staff shielding, unable to return to work onsite from 1st June.</i>		<p><i>Liaise with infant school regarding meals</i></p> <p><i>Redeployment of other members of staff to cleaning team.</i></p>		<i>L</i>
	<p>Arrangements for the continued provision of FSMs for children not attending school are in place.</p>			<i>In place</i>		
	<p>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.</p>			<i>Timetable in place</i>		
	<p>Arrangements for food deliveries in place</p>			<i>In place</i>		

<p>PPE</p>	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>			<p>In place</p>		
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<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 displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>Outlined in policy</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>Outlined in policy</p>		

<p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p>	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.			In place		
	Approach and expectations around school uniform determined and communicated with parents.			In place		
	Changes to the school day/timetables shared with parents.			In place		
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.			In place No water fountains on site		
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.			In place		
	This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.					
Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			In place			

	Re-orientation support for school leavers is developed.			In place		
	<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 			In place		
Partial Re-opening	<p>All students have access to technology and remote learning offer.</p> <p>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.</p>			In place		
	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) 			In Place		

	<ul style="list-style-type: none"> • Post 16 • School Leavers 					
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken.	<i>Re-opening arrangements not reflected in risk assessment.</i>	<i>M</i>	<i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups</i>		
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>		
	Updated Child Protection Policy in place.			<i>Adopted Temporary COVID19 Child Protection Policy</i>		
	Work with other agencies has been undertaken to support vulnerable CYP and families.			In place		
	Consideration given to the safe use of physical contact in context of managing behaviour.			<i>Review individual consistent management plans to ensure they include protective measures.</i>		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			In place		

	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT 			Risk assessments need putting in place.		
	<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 has been done • capturing pupil achievements/ outcomes 			<i>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i>		
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>			<i>In Place</i>		
CYP with SEND	<p>Approach to provision of the elements of the EHCP including health/therapies.</p>			<i>In Place</i>		
	<p>Annual reviews.</p>			<i>In Place</i>		

	Requests for assessment.			<i>In Place</i>		
Attendance	Approach to supporting attendance for prioritised year groups determined.					
	Approach to support for parents where rates of PA were high before lockdown.					
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.			<i>In Place</i>		
	Re-opening plans shared with governors.			<i>In Place</i>		
	Communications with parents: <ul style="list-style-type: none"> Plan for partial re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 			<i>In Place</i>		
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable 			<i>In place</i>		

	<ul style="list-style-type: none"> • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 					
	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, social media</i>		
Governors/ Governance	Meetings and decisions that need to be taken prioritised.			<i>Virtual governing body meetings</i>		
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			<i>In Place</i>		
	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 is a plan for when these will be reviewed and potentially reinstated.					

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.			<i>All postponed</i>		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<i>New cost centre</i>		
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM					
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.					
	Insurance claims, including visits/trips booked previously.					
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 					
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.					