

Risk Assessment and Contingency plan – February 2022

Generic area	Overall risk	Actions and protocol to minimise the risk
Staff Training	Staff are not following protocols therefore risk of transmission increases	<ul style="list-style-type: none"> Meetings will be held with each team to clarify the contingency plan changes as required
PPE and Face masks	Staff come in direct contact due to insufficient/inadequate PPE	<ul style="list-style-type: none"> Facemasks will be worn by adults following PHE/Government advice – February 2022 guidance is that face coverings are encouraged but not required but should not be work for teaching PPE will be worn by staff in the event that they are caring for a child who is exhibiting Covid-19 symptoms, providing intimate care and administering first aid, where they cannot adhere to social distancing, following guidelines. Handwashing must take place frequently. The surfaces will be given a thorough clean every day. In addition, cleaning equipment is available in each class base and working space for the adults to regularly clean frequently touched surfaces by multiple users throughout the day. To reduce the spread of infection, all rooms should be ventilated as much as possible, windows and doors. When the temperature is too low to allow for windows and doors to be kept open, they should be opened at break and lunchtime to air the room. Air conditioning is deemed to be safe, fans which blow around the room are not and have been removed to avoid temptation.
What will happen if a child/adult is sent home from school/has been in school with symptoms?	School does not ensure isolation guidelines are followed and virus is spread	Isolation and testing rules will be put in place following PHE/Government guidance – January 2022 guidance is for the person testing positive only to isolate for 10 days, unless on day 5 a negative LFT is taken, followed by a second negative LFT on day 6, then on this day, the pupil or staff member can return to school. If a positive test occurs, the 10 day rule will continue.
What will happen if a parent or household member tests positive using a lateral flow test?	School does not ensure isolation guidelines are followed and virus is spread	Isolation and testing rules will be put in place following PHE/Government guidance – January 2022 guidance is that close contacts/household members of a person who has a positive PCR outcome, should test daily using a LFT for 7 days following.

Engagement with the NHS Test and Trace Process	School does not ensure that the process is followed systematically therefore fails to minimise transmission	The school does not act as test and trace, however sends a 'Warn and inform' letter when advised by Contact Tracing. If Contact Tracing advise an outbreak is in place, then additional measures will be taken following guidance.
Cleaning and waste disposal	Cleaning is not sufficiently robust to reduce transmission, waste is not disposed of safely	Enhanced cleaning regime is in place and checked daily, staff roles have been adapted to increase cleaning capacity: <ul style="list-style-type: none"> • School to be cleaned every evening – particular focus on chairs, tables, touch points, toilets (children's desks need to be cleared at the end of each school day) • Regular cleaning of classrooms throughout the day (staff to avoid putting cups etc near cleaning products) • Office to clean reception area and touch points regularly throughout the day
Handwashing	Virus is transmitted by poor hygiene	<ul style="list-style-type: none"> • On entering classroom or work space • Before break and after break • Before lunch and after lunch • Before going home • After visiting the toilet • Must be for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach
Social distancing and hygiene - Toilets	Social distancing is not in place and handwashing is not sufficient	All toilets will be used as normal, unless an outbreak management plan is in place. If this occurs, separate toilets will be arranged.
Social distancing - Movement around school	Movement around the school does not segregate people sufficiently to minimise transmission and allow social distancing	All movement around the school will be as normal following up to date guidance, unless an outbreak management plan is in place. If this occurs, the class will move around the school when the majority are not (ie break and lunchtimes will be altered).
Social distancing - Start of the school day	Movement does not segregate people sufficiently to minimise transmission and allow social distancing	All movement in to the school will be as normal following guidance, unless an outbreak management plan is in place. If this occurs, the class will have a separate drop off point.
Social distancing - Break-times	Movement does not segregate people sufficiently to minimise transmission	Break times will be as normal, unless an outbreak management plan is in place. If this occurs, the class will have a separate break-time.
Social distancing - Lunch-time	Movement does not segregate people sufficiently to minimise transmission	Lunch times will be as normal, unless an outbreak management plan is in place. If this occurs, the class will have a separate lunch-time, eating in the classroom.

Social distancing - Collection at the end of the day	Movement does not segregate people sufficiently to minimise transmission	All movement going home from school will be as normal following guidance, unless an outbreak management plan is in place. If this occurs, the class will have a separate collection point.
Attendance	Pupils do not attend school when fully open, limiting learning and impacting on wellbeing	<ul style="list-style-type: none"> • Attendance is mandatory • An approach to promoting and supporting attendance for all pupils is in place, including those who may be anxious. • Support is in place for parents/carers where rates of persistent absence were high before closure.
Curriculum adaptations and learning	<p>Children are not receiving an adequate education either by home-learning or at school due to social distancing</p> <p>Children are becoming socially and emotionally detached from their peers</p> <p>Children's physical and mental health deteriorate</p>	<ul style="list-style-type: none"> • All learning will take place as normal, unless an outbreak management plan is in place. Changes will be made as required.
SEND/specialist intervention	Adequate social distancing to reduce transmission is not in place, transmission takes place by sharing of resources, groupings are too large to maintain protocols, pupils and adults are not familiar with protocols	<ul style="list-style-type: none"> • Staff wash hands before and after working with a pupil • All equipment needed for the child is set up in the space before the start of the session • Staff go to the child's classroom, standing at the entrance to collect the pupil • The school plans for staff providing specialist interventions to work across a given year group and (if necessary) only one other year group, to reduce potential contacts.
Plans for enforced isolation	<p>Children are not receiving an adequate education either by home-learning or at school due restrictions</p> <p>Children are becoming socially and emotionally detached from their peers</p> <p>Children's physical and mental health deteriorate</p>	<ul style="list-style-type: none"> • In the event that a child has to self-isolate or the school is closed for isolation purposes, home-learning will be put in place. • In preparation for full closure, a remote learning plan and home-learning protocol has been shared with parents/carers via the school website. • Technology is in available for all families. • It will include: a daily meeting to outline the day (led by either the teacher or LSA), clarify any teaching points, a weekly class timetable and use of Google Classrooms, work will be celebrated on the class pages. • Google Classrooms will be used to share homework with parents/carers throughout the year in order to ensure that all parties are able to use the facility in the event of daily necessary use. • If an individual child is isolating and not unwell, work will be placed on Google Classroom the day after their first day of isolation. This work is only available for children who are isolating due to Covid.

Safeguarding	Procedures are not in place to ensure pupils are safe	<ul style="list-style-type: none"> • Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved. • Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. • Updated Child Protection Policy in place. • Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school • Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.
School events, including trips	Social distancing cannot be maintained in line with national guidelines, social mixing takes place outside of national guidelines	<ul style="list-style-type: none"> • School trips can now take place, taking into account current guidance. • Residential UK trips can now take place • Large events are allowed to take place, subject to the level of risk in the setting at the time. This will be reviewed regularly and decision made as required.
Before and after school clubs	Bubbles mixing causing greater risk of transmission	<ul style="list-style-type: none"> • All clubs will run as normal as bubble systems are not required. • If a year group is subject to an outbreak management plan, these pupils will not be able to attend a mixed year group club.
Peripatetic music lessons	Social distancing cannot be maintained (as above)	<ul style="list-style-type: none"> • Each music teacher will set up in the demountable, one day per week. • The demountable will be cleaned at the end of breakfast club, then the music teacher must wipe all surfaces touched between each pupil and at the end of the day.
Catering, lunch and refreshments	Social distancing to reduce transmission is not in place, transmission takes place by sharing of resources, groupings are too large to maintain protocols, pupils and adults are not familiar with protocols	<ul style="list-style-type: none"> • All pupils to have own water bottle kept on the table (staff members can refill the bottles for the children or they can bring in multiple bottles), additional water bottles are available for children who do not bring a bottle. • A packed lunch or hot meal are offered to adults free as a token of appreciation and for well-being. • Additional refreshments have been added to the staff room.

Administration and communication	Social distancing to reduce transmission is not in place, transmission takes place by sharing of resources, administration staff come in direct contact due to insufficient/inadequate PPE, visitors, pupils and adults are not familiar with protocols	<ul style="list-style-type: none"> • Information shared with staff and parents around the contingency plan, including amendments to usual working patterns/practices and groups if required when required. • Updated Contingency Plan published on website. • Communication has been made with parents on the current plans in place. • Ongoing communication between all stakeholders is in place to keep everyone well informed. • Should the main office staff member be required to administer first aid, PPE will be worn.
Staffing	Staffing matters have not been considered to maximise safety, minimise transmission and ensure children can attend school	<ul style="list-style-type: none"> • Staff and their households will be able to test twice per week to identify a-symptomatic positive cases and reduce transmission. • Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. • Approach to staff absence reporting and recording in place. • Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified. • Plans to respond to increased sickness levels are in place. • Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated. • Consideration given to the options for redeployment of staff to support the effective working of the school. • If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with. • 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. • Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. • Arrangements in place for any externally employed adults/visitors/contractors on site, protocols and expectations shared – all to wear face coverings. • Staff members are offered support for their wellbeing, mental health and resilience, including bereavement support through the school counselling offer and signposting. There is a bereavement policy in place.
Meetings	Social distancing expectations are not maintained increasing the risk of infection	<p>When arranging a meeting, if it can be done via Zoom, this may be preferable. Each meeting will be considered on its own merits.</p> <p>If it is more appropriate to hold a face to face meeting, the following measures should be in place:</p> <ul style="list-style-type: none"> • Good ventilation • Regular hand and surface cleaning

Governance	Social distancing impacts negatively on the leadership of the school	<ul style="list-style-type: none">• Meetings and decisions that need to be taken are prioritised.• Governors have oversight of full re-opening plans and risk assessments.• Approach to communication between Leaders and governors is clear and understood.• Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>
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