

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Stewards Academy

OWNER: Stewards Academy Trust – Mr J Tarling Chair of Governors

Prepared by: Clare O’Sullivan

DATE: September 2021 **And updated December 2021 and January 2022**

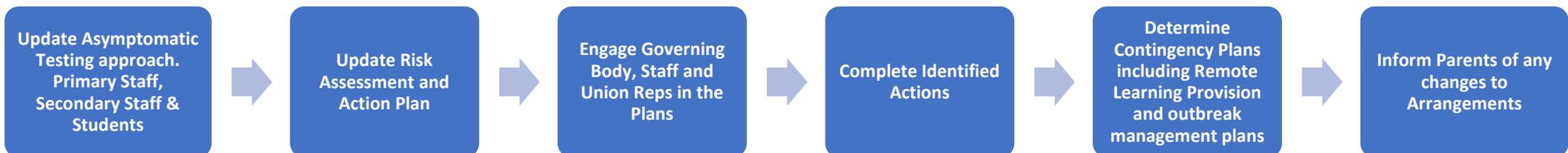
Purpose of this document:

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:

Engagement in Risk Assessment and Planning	3
Site Arrangements	3
Emergency Evacuations	4
Cleaning and waste disposal	6
Classrooms	9
Staffing	10
Catering	12
PPE	13
Response to suspected/ confirmed case of COVID19 in school	13
Remote Education Plan	15
Safeguarding	15
Curriculum / learning environment	16
Attendance	17
Communication	17
Governors/ Governance	18
Finance	19

The below table has been updated to remove any control measures which are no longer required by the DFE guidance following the ending of restrictions in July and changes to self-isolation protocols from August. Examples have been amended (*in blue*) to align to the latest practices.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.		H	Published on website, communicated with staff	1 st September 2021	L
Site Arrangements	Consideration given to premises lettings and approach in place.	<i>Risk assessment for any lettings reviewed to ensure they are aligned with guidance.</i>		Lettings risk assessment completed. No lettings for first half of autumn term. <i>No Lettings continued</i>	1 st September 2021 1 st December 2021	
	Consideration given to the arrangements for any deliveries.	Kitchen deliveries to the back of the Academy – direct to the Kitchen. Academy deliveries to the front of school delivery bay Testing deliveries to front of school and stored in test centre	M	Orders to be prioritised based on need and urgency. Deliveries to coincide with departmental staff on-site to check items in for completeness/ damage. Once checked, deliveries transported to departments for storage.	1 st September 2021	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	<i>Guidance stipulates that a small onsite testing facility is retained by secondary schools to provide onsite</i>		First aid room in sports hall. Use of guidance handbooks	1 st September 2021	L

		<i>testing for those who cannot/ do not wish to test at home, and for initial onsite testing for return Sept.</i>		Pool staff (x2), admin staff, invigilators trained and up to date DBS checks complete. Signage, storage, and process established. Reviewed at the end of September. Sports Hall to be used for testing 60+ pupils at one time. Testing will take place on first day of spring term	1 st December 2021	
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<i>Evacuation routes have been updated following ending of bubbles – this may be returned to pre COVID19 arrangements.</i>	M	<p>The Academy will revert to the usual evacuation procedures. As per government guidance we are no longer required to separate bubbles. Contact will be limited to less than 5 minutes, before pupils are outside and registering in their tutor group.</p> <p>Pupils and staff are required to wear face masks in communal areas in school. And may choose to wear them in lessons if they wish. From 27 January, face coverings are no longer advised for pupils, staff, and visitors in</p>	<p>1st September 2021</p> <p>December 2021</p> <p>January 2022</p>	L

				<p>communal areas. From 27 January, staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. Visitors to the Academy are to wear face coverings/ masks when arriving and moving around the Academy's communal areas and in communal areas. Face coverings need to be tight to the face, in order to reduce the amount of aerosol transmitted through mouth and nose. Shields are open and so not a replacement for face coverings.</p> <p>Assembly point are is outside Sports Hall</p> <p>Buddy system updated – PEEPS to be reviewed by BF/LLS. Pupils have been identified.</p> <p>Fire drill information will be shared with all year groups in assembly.</p>		
	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	<i>Enhanced cleaning remains a necessary control measure.</i>	M	Maintain enhanced cleaning, including	<i>1st September 2021</i>	

Cleaning and waste disposal				<p>cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <p>A cleaning schedule is in place that includes enhanced cleaning of frequently touched surfaces.</p> <p>Each teacher has disinfectant spray to be used on desks between lessons, where practicable. It is not practical to clean chairs in between lessons – good personal hygiene should mitigate any risk.</p> <p>As reasonably practicable, dining rooms and toilets are cleaned more frequently.</p> <p>Pupils are to be encouraged to wash their hands thoroughly after using the toilet.</p> <p>Pupils have allocated toilets and should only use these throughout the day.</p>		L
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>	<p>Contract cleaning company engaged</p>	M	<p>Maintain enhanced cleaning schedule</p>	<p>1st September 2021</p>	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>Maintain supplies to avoid:</p> <p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	<p><i>M</i></p>	<p>Hand sanitiser available at the school entrance</p> <p>Lidded bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p>	<p>1st September 2021</p>	<p><i>L</i></p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>Cleaning Contractors – morning start and finish times fit with the start of the Academy day.</p> <p>Cleaning contractors – afternoon start and finish times do not facilitate sufficient time for the enhanced cleaning regime.</p>	<p><i>M</i></p>	<p>Facilities Manager and on-site Cleaning Supervisor will liaise to ensure high risk surfaces are cleaned and disinfected daily. Variations/priorities within the current cleaning contract for less-essential cleaning made to accommodate this.</p> <p>Cleaning Contractors have pushed back their afternoon start time from 3:15pm to 4:00pm. The Academy will ensure that, where possible, regular after school provision such as</p>	<p><i>1st September 2021</i></p>	<p><i>L</i></p>

				Afternoon Prep will be completed in areas that are cleaned in the morning. Academic Prep will be timetabled to enable cleaners to clean morning areas in the afternoon so the areas used in the afternoon can be cleaned in the morning.		
	Waste disposal process in place for potentially contaminated waste.	<i>Testing waste is no longer considered hazardous and can be disposed of in the usual waste.</i>	L	Lidded bins to have bin liners Waste collections made when the minimum number of persons are on site (i.e., after normal opening hours). Hazardous waste collection organised	1 st September 2021	L
	Process in place for safe removal and/or disposal of face masks.	<i>Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.</i> Provide bins for disposal. Provide training for pupils and staff on safe removal and disposal of face masks	L	<i>Pupils and staff are required to wear face masks. From 27 January, face coverings are no longer advised for pupils, staff, and visitors in communal areas. From 27 January, staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. Bins are</i>	1 st September 2021 December 2021 January 2022	L

				provided. Pupils and staff have received training on how to safely remove and put on masks.		
Classrooms	Classrooms have appropriate ventilation arrangements.	<p><i>Windows open before and after lessons, and during lessons when temperatures allow.</i></p> <p><i>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</i></p> <p><i>CO2 monitoring in line with government guidance</i></p>	L	<p>Classrooms will be well ventilated. A school jumper may be worn if the temperature is cold.</p> <p>CO2 monitors have been placed in classrooms as advised and where capacity allows and training on how to monitor these and what to do in the event of an issue has been completed.</p> <p>From 27 January, face coverings are no longer advised for pupils, staff, and visitors in communal areas. From 27 January, staff and pupils should follow wider advice on face coverings outside of</p>	<p>1st September 2021</p> <p>December 2021</p> <p>January 2022</p>	L

				school, including on transport to and from school.		
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	Sickness Absence policy is in place which must be adhered to. Phone in to the absence line before 7am then follow up in an e-mail to personnel@stewardsacademy.org stating the reason for the absence.	L	Sickness Absence Reporting Procedure to return to pre-lockdown requirements	1 st September 2021	L
	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 continuing to support the working of the school is clear.	<i>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.</i>	M	Where applicable, individual risk assessments are in place.	1 st September 2021	L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	<i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i>	L	Remote learning plan is established and published on website and as part of the academy POM.	<i>In place</i>	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support.	Increased anxiety, levels of stress, worries		Staff are aware of available support and advice for schools and	<i>In place</i>	L

	<p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		<p>L</p>	<p>pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx The Employee Assistance programme Call: 08000 856 148 Provide your name and the Academy name Log on: www.educationsupportpartnership.org.uk/online-support Username: worklifesupport Password: support1 Place to Talk offered to staff from Place2Be Pupil support available from the Bridge and Place2be – referrals via AJA Assembly programme and Tutor time to support pupils emotional return to school. Opportunity throughout the day to access Place2Be or the Bridge.</p>		
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	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>	<p><i>Capacity and monitoring</i></p>	<p><i>L</i></p>	<p>Process for testing clearly communicated to all stakeholders.</p> <p>Training materials, schedules and home testing kits provided (including how to test and how to log results).</p>	<p><i>In place</i></p>	<p><i>L</i></p>
	<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 assessment carried out by the Contractor.</p>	<p>School has remained open, so Premises business has continued.</p>	<p><i>L</i></p>	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p>	<p><i>In place</i></p>	<p><i>L</i></p>
	<p>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.</p>			<p>Music lessons via Zoom or Teams – to be reviewed after half term as external lessons are planned to take place on site – see below.</p> <p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p>		
<p>Catering</p>	<p>Arrangements for the continued provision of FSMs for eligible children</p>	<p><i>Only applicable for under 18s who have tested</i></p>		<p>Packed lunches will be available for collection</p>		

	not attending school due to self-isolation are in place.	<i>positive for COVID19 and required to isolate, who are eligible for FSMs.</i>		for FSM pupils who are isolating due to having Covid-19.		
PPE	PPE requirements understood and appropriate supplies in place.	<i>Some PPE required for onsite testing and any specific arrangements i.e. AGPs.</i>	L	<p>Pupils and staff are required to wear face masks in communal areas and may wear them in lessons if they wish.</p> <p>From 27 January, face coverings are no longer advised for pupils, staff, and visitors in communal areas. From 27 January, staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.</p> <p>PPE is provided for staff involved in onsite testing and appropriate training is given.</p>	<p>1st September 2021</p> <p>December 2021</p> <p>January 2022</p>	L
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place 	<i>If a pupil or student begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately. They wait to be collected in a pod outside the SLT offices, overseen by DAS.</i>	H	<p>In the event a pupil or staff member shows the signs of Covid-19, there are procedures in place within the POM</p> <p>Separate guidance is provided to the First Aiders on duty.</p>	In place (and on-going, updated as guidance evolves)	L

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place 	<p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs DAS and leaves the site as soon as possible.</i></p> <p><i>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible.</i></p> <p><i>Close contacts are identified by NHS test and trace if the individual has confirmed case.</i></p>		<p>All guidance is in line with Government Guidance.</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 	<p><i>Close contacts are now identified by NHS test and trace following a confirmed case.</i></p> <p><i>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</i></p> <p><i>Can contact Essex Test and Trace team for advice.</i></p>		<p>Further guidance is available in the POM.</p>	<p><i>In place and evolving with guidance</i></p>	

Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	<i>Lost learning</i>	<i>M</i>	Overseen by SDHT, Remote learning plan in place and published on website.	<i>In place</i>	<i>L</i>
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	<i>Lost learning</i>	<i>H</i>	Overseen by BM, DFE laptops with pupils.	<i>In place</i>	<i>L</i>
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	The Academy engages Place2Be for pupils and staff. Named staff have training in Bereavement Mental health Wellbeing Refer concerns to AJA	<i>M</i>	Staff refresher training session on processes and procedures and the revised wellbeing material. Further supported through assembly programme.	<i>In place</i>	<i>L</i>
	Updated Child Protection Policy in place.		<i>H</i>	Adopted most recent Child Protection Policy	<i>In place</i>	<i>L</i>
	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.		<i>M</i>	Continued communication with Social Workers, Medical and Statutory (EHCPs) Police and other necessary agencies throughout the lock down period and as lockdown eases.	<i>On-going</i>	<i>L</i>
	Where physical contact is required in the context of managing behaviour.	Review individual consistent management plans to ensure they	<i>L</i>	A member of staff with restraint training will be available, as necessary.	Plans to be reassessed as necessary by DSL	<i>L</i>

		include protective measures.		Currently no restraint plans in place to manage behaviour.		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.					
	Whole school approach to adapting curriculum (S/M/L term), including: <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 contingency remote learning plan 		<i>L</i>	As per the Governments guidance to deliver an 'ambitious and broad curriculum in all subjects' all pupils will follow their own timetable. Curriculum Leads have reviewed Schemes of Learning and made any necessary adjustments. AHT overseeing DFE "catch-up" funding programmes	<i>In place</i>	<i>L</i>
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		<i>M</i>	Pupil Behaviour policy to remain in place with an addendum specific to the current situation	<i>In place</i>	<i>L</i>
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Ensure everyone knows how to keep safe online	<i>H</i>	Through assemblies and CB; and also staff training refresher Online safety policy in place.	<i>In place (and on-going)</i>	<i>L</i>

Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		<i>H</i>	Monitoring attendance. Welfare calls. Working with PSMs and families. The Attendance Officer will make first day calls and confirm with the parent if they are expected in school. Pastoral Support Mentor has been given responsibility for Attendance and weekly meetings will take place with all PSMs and the Attendance Team to address any issues swiftly.	<i>In place</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.		<i>L</i>	Monitoring attendance. Welfare calls. Working with PSMs and families. Pastoral Care will continue, and welfare calls will be made for pupils not attending.	<i>On-going</i>	<i>L</i>
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.		<i>L</i>	POM and RA shared with staff CPD on first day back	<i>1st September 2021</i>	<i>L</i>

	Union representatives informed of updated plans.		<i>L</i>	POM and RA shared with staff	<i>In place</i>	<i>L</i>
	Updated Risk Assessment published on website.		<i>L</i>	<i>Yes</i>	<i>1st September 2021</i>	<i>L</i>
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Contingency plans Outbreak management plans Wellbeing/ pastoral support 	Comprehensive and timely Consideration for parents who do not have access to ParentMail and/or ClassCharts	<i>M</i>	Parental letter Parent News Bulletin Regular ParentMail with paper copies for parents not registered. Announcements on ClassCharts	<i>In place</i>	<i>L</i>
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Contingency plans Outbreak management plans 		<i>M</i>	Assemblies Community Briefing ClassCharts	<i>In place (and on-going)</i>	<i>L</i>
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media	<i>In place (and on-going)</i>	
Governors/ Governance	<p>Governors have oversight of plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>		<i>L</i>	<p>Face to face meetings have resumed with an option for hybrid meeting established.</p> <p>Contact between Headteacher and Chair of Governors remains on-going. Updates via Governor meetings and emails.</p>	<i>In place (and on-going)</i>	<i>L</i>

	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>			Contact between Headteacher and Chair of Governors remains on-going. Updates via Governor meetings and emails.		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Amounts documented – FSM vouchers as not using the national provider. Potential costs with testing and processing for ATS		Pupils have now returned to school so FSM procedures revert. For those pupils required to self-isolate, packed lunches will be provided.		
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			Amounts to be re-claimed in line with Government guidance. Ensure ATS operates within government guidelines		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Budget is constantly reviewed, and the implications are clear.	Reviewed as and when in line with government guidance	L
Testing	Test kits are securely stored and distributed to staff and students (secondary).			Cool and lockable storage in sports hall		
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> NHS instruction leaflet 			Training and guidance offered to all: <ul style="list-style-type: none"> Verbal Leaflets Posters Videos 		

	<ul style="list-style-type: none"> • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents 					
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.			Training and guidance offered to all: Verbal Leaflets Posters Videos		
	Staff and students (secondary) are aware of how to report any incidents both clinical and non clinical.			Government guidance booklet		
	Process in place to monitor and replenish test supplies			Yes		
Outbreak Management Plan	<p>Outbreak management plan will be developed to cover arrangements should children, pupils, students or staff test positive for COVID19, and how the school will operate if advised to take extra measures to help break chains of transmission.</p> <p><i>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</i></p>	<p><i>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.</i></p>	M	As framework published in POM	As and when necessary should there be a need	L

	<i>director of public health might advise a setting to temporarily reintroduce some control measures.</i>					
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