

COVID19: **Restricted Attendance** Risk Assessment and Action Plan

SCHOOL NAME: Little Waltham CEVA Primary School

OWNER: Written by the senior leadership team and shared with staff and governors

DATE: 13th January 2021

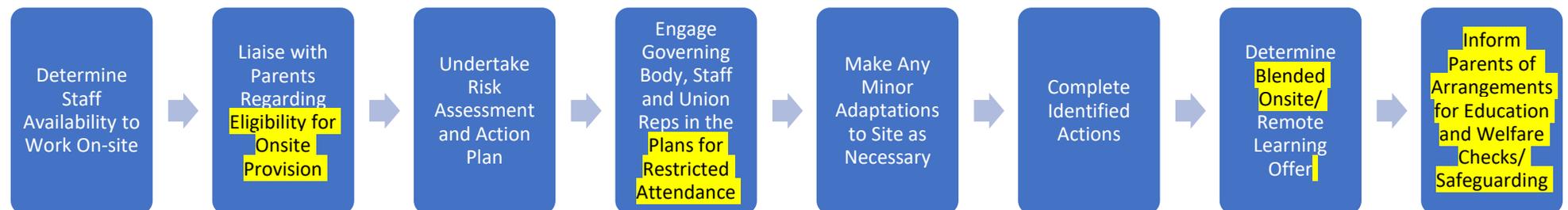
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place [to respond to restricted attendance at the school during the latest national lockdown period \(from January 2021\)](#) 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 (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 Restricted Attendance Steps:



Risk Assessment/ Action Plan Sections:

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**The below table includes examples in grey, these are not exhaustive.*

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.					
Site Arrangements	Office spaces re-designed to allow office-based staff to work safely 2-metre markers are indicated where possible. Entry only through front door. Staggered drop off and pick up times for all groups. Signage in place for each group. Parents to adhere to drop off and pick up arrangements Staff on site kept to a minimum. All others to work from home.	Growth in number of children attending – parents may not adhere to strict timings. Staff forget social distancing	M	Member of staff at front entrance to welcome and ‘supervise’ Draft in additional staff member on boundary if required for directing families. Constant reminders of keeping 2m distance.	05.01.21	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 markers are present on floors. One way system in place to enter and exit the school. Signage in place.	05.01.21	L
	Consideration given to premises lettings and approach in place.			Lettings risk assessment completed	June '20	

		No lettings – visitors not allowed on site unless absolutely necessary	M	No lettings for the remainder of school year.		L
	Consideration given to the arrangements for any deliveries.			Deliveries left in the lobby or outside – if an item is heavy delivery personnel wear masks, hand sanitise, maintain 2m distance at all times	June '20	
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	Appropriate space not available, may put staff and pupils already on site at risk		Awaiting appropriate guidance from LA and Government		
Emergency Evacuations	Evacuation routes are as normal, and signage accurately reflects these. Staff are aware that in the event of an emergency, priority is given to evacuating the building safely and efficiently, regardless of social distancing.	In the event of an evacuation bubbles should assemble in the same way they would have done so in their classes. These will need to be made permanent at a future date.	M	Staff to share emergency evacuation procedures with new “bubble” groups. Fire Drill		L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance. Cleaning schedule has been set up with site staff, to include work surfaces, door handles, taps etc.			Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.	March '20	L

	<p>Cleaning of each of the “bubble” group rooms at lunch time and a deep clean when groups have finished using the room for the week.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by Site Staff.</p> <p>Enhanced cleaning schedule for toilets.</p> <p>Staff have been briefed regarding additional cleaning routines during the day.</p> <p>Pupils wipe down spaces they have used.</p>			<p>Hand towels and handwash are to be checked and replaced as needed by cleaning staff and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>		
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>					L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Classrooms to be issued with additional cleaning equipment to ensure that everyone takes responsibility for protecting each other.</p>	<p>Site staff / Finance Assistant unable to procure adequate supplies of cleaning materials.</p>	<p>M</p>	<p>Hand sanitiser available at the school entrance Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made.</p>	<p>March '20</p>	<p>L</p>
	<p>Hand sanitiser in place for staff and pupils in school reception.</p> <p>Lidded bins in classrooms indicating disposal of tissues.</p> <p>Stock check list put in place by site staff to monitor supply levels.</p>		<p>M</p>	<p>All staff advised to leave the site by 3:45 in order for cleaning to be undertaken and minimise contact.</p>	<p>March '20</p>	<p>L</p>
	<p>Waste disposal process in place for potentially contaminated waste, including testing waste (when required).</p>			<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site.</p>	<p>March '20</p>	<p>L</p>

				Hazardous waste collection organised.		
	Process in place for safe removal and/or disposal of face masks.					
Classrooms	<p>Organisation of offer has been set according to parental responses at onset of school closure.</p> <p>The number of staff and children that can use each room at any one time has been determined according to the physical capacity of the school site.</p> <p>Max of 20 pupils in KS2 Bubble Max 12 pupils in KS1 Bubble to allow for social distancing.</p> <p>Classrooms allow as much space between individuals as practical.</p> <p>Children's chairs have been spaced apart from each other wherever possible.</p>					
	Classroom entry and exit routes have been determined and appropriate signage in place.					

	<p>Appropriate resources are available within all classrooms Zippy wallets/pens/pencils/ books etc. have been purchased to allow each child to have their own equipment on their desk.</p> <p>Resources that are not easily washable/wipe able have been removed. KS2 bubble have access to Computer suite KS1 have access to laptops in the classroom.</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>Inappropriate sized equipment for smaller children.</p> <p>Soft toys, cushions and beanbags in some classrooms not easily washable.</p>	<p>L</p> <p>M</p> <p>L</p>	<p>KS1 and R pupils based in a KS1 classroom</p> <p>Remove soft furnishings posters displayed:</p>	<p>05.01.21</p>	<p>L</p> <p>L</p> <p>L</p>
	<p>Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</p>			<ul style="list-style-type: none"> • 		

Staffing	<p>Staffing numbers on-site required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following: Paediatric First aider (where children under 3yrs) Designated Safeguarding Lead (DSL) SENCO Caretaker/site member Office staff member</p>		H	<p>Ensure rota covers all requirements Arrange training if needed</p>	25/05/20	L
	<p>Approach to staff absence reporting and recording in place. All staff aware. SBM monitoring all staff absence to ensure we have correct documentation in place.</p>					
	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</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>					L

	Teams is the facility being used to communicate with staff who are not on site.					
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and 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).					
	Approaches for meetings and staff training in place.					
	Staffing roles and responsibilities with regards to the contingency continued remote provision alongside in-school provision agreed and communicated.					
	<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>Class teachers are responsible for the home learning of their cohorts.</p>	<p>TA s are required to lead some groups in order to reduce contact by teachers – teachers supervise at a distance.</p>				

	<p>All planning to be undertaken by a teacher, groups may be supervised by an LSA where required, but overseen by a teacher.</p> <p>SENCo regularly uploads well-being advice on OneDrive. Headteacher holds telephone meetings/conversations with vulnerable staff. Regular Team 'catch up' and staff meetings All information staff require is uploaded onto OneDrive. Staff are responsible for checking OneDrive and emails on a daily basis.</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>SBM has renewed all necessary staff contracts for the new financial year.</p> <p>HR processes that were in-operation prior to COVID 19 are ongoing.</p>			<p>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</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>		

School protocols to be shared with visitors in advance.					
Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.					
The approach for inducting new starters has been reviewed and updated in line with current situation.					
Arrangements to furlough staff in place.					
Any staff contracts that need to be issued, extended or amended considering the current situation have been.					
Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.					
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.			Check with the contractor any requirements their employer has specified before visit. Share school protocols.	March '20	L
Arrangements in place for any externally employed adults			Share amended procedures, obtain their	March '20	L

	delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.			assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.		
Group Sizes	Eligible children and young people 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.	Computer suite not to be used by KS1 bubble – arrange for laptops in the classroom	M	Bubble set at the size which allows for distancing and provides enough places.	January 21	L
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible					
	Identified solutions to any workforce capacity issues are in place.				January 21	L
Social Distancing	Arrangements for social distancing in place to consider:				June '20	L

	<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 • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 			<p>Organise the school into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces. Designated toilets per bubble</p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>			<p>On arrival, students welcomed and directed straight to "Home Room" and sit at named table and wait for rest of class to arrive/class to begin.</p>	<p>January 21</p>	<p>L</p>
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>			<p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p>	<p>March '20</p>	<p>M</p>

	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.		Assemblies are within bubbles	March '20	L
	Social distancing plans communicated with parents, including approach to breaches.					
	Arrangements in place for the use of the playground, including equipment.					
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.					
	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.					
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.		M		01/09/20	
	Arrangements for the continued provision of FSMs for children not attending school are in place. Vouchers from Wonde or Edenred				05/01/21	
	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.			In classrooms	March '20	
	Arrangements for food deliveries in place					
PPE	PPE requirements understood and appropriate supplies in place.					
	Approach to confirmed COVID19 cases in place: during school day					

Response to suspected/ confirmed case of COVID19 in school	<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>Approach to confirmed COVID19 cases in place: outside of school hours (within cohort of children/young people learning on-site only)</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 					
	<p>Process in place to engage with the Test and Trace and contract tracing process within cohort of children/young people learning on-site only.</p> <p>Refer to ECC and public health guidance for more information.</p>					

Remote Education Plan	Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.				05/01/21	
	Intelligence around critical worker parents – numbers intending to take up provision is known.	Increased numbers of critical worker children – means more children on site which needs careful management			05/01/21	
	Technology support in place. DFE laptop allocation ordered and received, allocated as appropriate.				13/01/21	
	Critical worker families communicated with regarding the need to keep children at home as much as possible.				05/01/21	
Safeguarding	Consideration has been given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities. Refer to DFE guidance for definition of vulnerable.				05/01/21	
	Appropriate risk assessments have been undertaken to ensure welfare checks are taking place in accordance with the CYP response plan.	CYP not eligible to be on-site are learning from home, including clinically extremely vulnerable.	M	Every child and parent/ carer receives a regular welfare check.	05/01/21	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff refresher training available on line regarding processes and procedures and the revised wellbeing material.		

	Updated Child Protection Policy in place (January 2021).			Adopted most recent Child Protection Policy	January 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.					
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			Review individual consistent management plans to ensure they include protective measures.	September '20	M
	With regard to the impact of Covid-19 on families, we have provided vouchers for those who are eligible for a Free School Meal. Weekly phone calls made to families where required otherwise it is 2 weekly. E-mail system direct to class teachers in place. School office has remained open for enquiries. Headteacher advised of concerns via CPOMS and appropriate actions taken. Home Learning Packs delivered to families where requested otherwise all learning is on line.					
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.					

	<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 – including no contact sport • Practical science lessons • DT/ FT 					
	<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 			<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>Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.</p>					
	<p>Arrangements for teaching pupils how to keep themselves safe online are in place.</p>					

CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.					
	Annual reviews.					
	Requests for assessment.					
	Consider any CYP who may need additional support whilst learning at home and consult with the family and other agencies involved.					
Attendance	Children and young people eligible to attend onsite have been identified and supported to attend where appropriate.					
	Ensure first day contact is operating for those children eligible to attend.					
	Critical worker families communicated with regarding the need to keep children at home as much as possible.					

Communication	Information shared with staff around the restricted attendance plan, including amendments to usual working patterns/practices and groups.					
	Union representatives informed of restricted attendance plans.					
	Risk Assessment published on website.					
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • current arrangements for education and welfare checks/ safeguarding arrangements • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times <p>Expectations when in school and at home</p>					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Current arrangements for education and welfare 					

	<p>checks/safeguarding arrangements</p> <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 					
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.					
	Governors have oversight of restricted attendance plans and risk assessments.					
	Approach to communication between Leaders and governors is clear and understood.					
	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 then these will be reviewed and potentially reinstated.					
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support					

	Headteacher and SLT. Refer to Headteacher wellbeing materials.					
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.					
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.					
	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.					

Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance	External provider, not able to continue as it is not viable				
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