

# COVID19: Risk Assessment and Action Plan from September 2021

**SCHOOL NAME: THE BROMFORDS SCHOOL & SIXTH FORM COLLEGE**

**OWNER: J TREE**

**START DATE: 01/09/21**

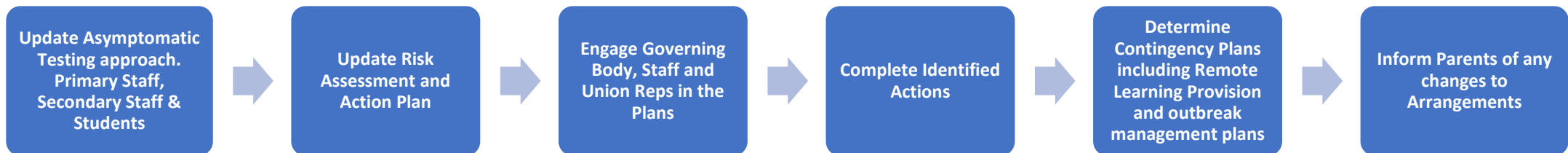
## **Purpose of this document:**

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		Risk Lead(s)	Last Updated
1	<a href="#">Engagement in Risk Assessment &amp; Planning</a>	JTR	19/01/22
2	<a href="#">Site Arrangements</a>	CKI/SSN	25/01/22
3	<a href="#">Emergency Evacuations</a>	JTR/SSN	06/01/22
4	<a href="#">Cleaning and Waste Disposal</a>	SSN	13/12/21
5	<a href="#">Classrooms</a>	SSN	25/01/22
6	<a href="#">Staffing</a>	JTR/SSN/CKI/SED	19/01/22
7	<a href="#">Catering</a>	CKI	23/09/21
8	<a href="#">PPE</a>	SSN	10/12/21
9	<a href="#">Response to suspected/confirmed case of COVID in school</a>	JTR	19/01/22
10	<a href="#">Remote Education Plan</a>	ACL	19/01/22
11	<a href="#">Safeguarding</a>	LBR	23/09/21
12	<a href="#">Curriculum/Learning Environment</a>	ACL	01/11/21
13	<a href="#">Attendance</a>	LBR	23/09/21
14	<a href="#">Communication</a>	JTR	19/01/22
15	<a href="#">Governance</a>	JTR	19/01/22
16	<a href="#">School Events including Trips; Before/After School Clubs</a>	JTR/TMA	29/11/21
17	<a href="#">Finance</a>	CKI	23/09/21
18	<a href="#">Testing</a>	JTR/JCA/LFO	19/01/22
19	<a href="#">Vaccinations</a>	JTR	19/01/22
20	<a href="#">Outbreak Management Plan</a>	JTR	25/01/22

**Following the ending of government restrictions in July 2021 and changes to self-isolation protocols from August 2021, the sections within the risk assessment below have been updated to remove any control measures no longer required by DfE guidance.**

## 1. Engagement in Risk Assessment & Planning

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Risk assessment process fully engages staff, governing body and union representatives.	Key stakeholders not engaged on the risk assessment process and unable to provide feedback.	H	Risk assessment to be QA by external H&S Consultant.	03/09/21 05/11/21	L
	Lack of clarity and/or confidence in control measures.	H	Risk assessment reviewed and signed off by Trust board.  Risk assessment updated in the light of, shared with Governors, unions, staff and published on the school website.  LGB to review and feedback on the risk assessment.	10/09/21  10/09/21 05/11/21 29/11/21 14/12/21 04/01/22 11/01/22 19/01/22  04/10/21 22/11/21	L

## 2. Site Arrangements

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Consideration given to premises lettings & approach in place.	<p>Lettings not compliant with school's risk assessment measures.</p> <p>Insufficient time for thorough cleaning after any lettings and before school starts.</p>	M	Lettings risk assessments completed on a per client basis and reviewed/approved by LGB.	March 2020 Ongoing	L
Consideration given to the arrangements for any deliveries.	<p>Deliveries overlap with key movements at entry/exit points and main reception.</p> <p>Deliveries put the site team at risk.</p>	M	<p>Procedure for deliveries in place including hand sanitiser used by delivery driver and site team.</p> <p>Clear signage for external visitors at point of entry regarding mask wearing requested.</p>	<p>Sept. 2020/Ongoing</p> <p>Sept. 2021</p>	L
Dedicated testing site organised, signage up and cleaning processes in place.	<p>Lack of training and/or incorrect implementation reduces confidence and/or increased virus spread.</p> <p>Students do not correctly self-test when home testing or do not engage with process.</p>	<p>H</p> <p>H</p>	<p>JCN named as project lead ahead of Year 7 mass testing on site ahead of September start.</p> <p>JCN and all staff trained in line with DfE guidance</p> <p>Test centre previously established in line with DfE guidance checked after summer break.</p>	<p>15/07/21</p> <p>25/08/21</p> <p>08/09/21 22/10/21</p>	<p>L</p> <p>M</p>

			<p>Testing arrangements for students in Years 8-13 prior to return to school confirmed with parents/carers including access to test kits.</p> <p>Order placed for testing kits ahead of January return.</p> <p>Testing arrangements for all students prior to January return to school confirmed.</p> <p>January on-site testing completed.</p>	<p>15/07/21 02/09/21 22/10/21</p> <p>30/11/21</p> <p>02/12/21</p> <p>05/01/22</p>	
Poor air flow	Lack of air flow and fresh air may increase risk of transmission.	M	<p>Where possible doors and windows will be kept open. DfE supplied Co2 monitors will be used to monitor possible areas where fresh air flow may be low.</p> <p>Air Purifiers deployed into identified classrooms.</p>	<p>02/12/21 &amp; ongoing</p> <p>w/b 24/01/22</p>	L

### 3. Emergency Evacuations

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Evacuation routes are confirmed, and signage accurately reflects these.	Staff & students follow previous measures to keep social distancing in place, compromising the efficiency of the evacuation.	M	<p>Fire evacuation routine returns as for full school opening (i.e. no bubbles and confirmed with staff.)</p> <p>Each year group to have a separate rehearsal of fire drill arrangements.</p> <p>Full school fire evacuation practice.</p>	<p>01/09/21</p> <p>13/09/21</p> <p>23/09/21 06/01/22</p>	L
Arrangements in place to support individuals with reduced mobility.	Staff & Student(s) unable to exit the building quickly.	L	Individual risk assessments will be carried out for staff and students vulnerable as a result of decreased mobility.	Existing Practice & ongoing	L

#### 4. Cleaning & Waste Disposal

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non-healthcare settings guidance.</a>	Staff illness.	M	Retention of additional staffing to ensure enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps, toilet facilities etc. are all thoroughly cleaned and disinfected regularly.  Hand towels and hand wash are to be checked and replaced as needed.  Stock levels and supply chain confirmed as OK.  Practice of sanitising desks at lesson changeover (incl. PE changing rooms) retained and confirmed with staff.  Staff advised to leave the site by 5.00pm Mon-Thurs; 4.30pm Friday time in order for cleaning to be undertaken.	02/09/21	L
	Staff capacity.	M			
	Insufficient cleaning supplies.	M			
	Areas of school not cleaned in line with recommendations.	M			
				March 2020 Ongoing	
				01/09/21 22/10/21	
Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Areas of the school not cleaned in line with recommendations.	M	See above. Capacity needs kept under review.	02/09/21/ongoing	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>Stock supplies may be hard to obtain.</p> <p>Areas of the school not cleaned in line with recommendations.</p>	<p>M</p> <p>M</p>	<p>Broken hand sanitiser stations to be replaced; additional number of sanitisers ordered and locations reviewed; update Nov. 21 rising cost of replacing hand sanitiser stations will lead to these being phased out with hand sanitiser in each classroom as part of practice of sanitising desks at lesson changeover.</p> <p>Lidded bins in place in each classroom.</p> <p>Disposable tissues to be made available in each classroom.</p> <p>‘Catch it, bin it, kill it’ posters in every room displayed above each bin.</p> <p>Stock levels and supply chain confirmed as OK.</p>	<p>03/09/21</p> <p>15/11/21</p> <p>Sept. 2020/Ongoing</p> <p>Sept. 2020/Ongoing</p> <p>Sept 2020/Ongoing</p> <p>01/09/21 22/10/21</p>	<p>L</p> <p>L</p>
<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>Areas of the school not cleaned in line with recommendations.</p>	<p>M</p>	<p>On-going cleaning throughout the day.</p> <p>Staff advised to leave the site by 5.00pm Mon-Thurs; 4.30pm Friday time in order for cleaning to be undertaken.</p>	<p>Sept 2020/Ongoing</p> <p>Revised 03/09/21 Revised 13/12/21</p>	<p>L</p>



Waste disposal process in place for potentially contaminated waste.  <i>*under the revised guidance, testing waste is no longer considered hazardous and can be disposed of in the usual waste.</i>	Staff not following procedures for contaminated waste.	M	Lined and lidded bins will be placed in each classroom and emptied at the end of the day.  Waste collections made when the minimum number of people are on site (i.e. after normal opening hours).  First Aid waste is collected in a yellow hazard bag.	Sept 2020/Ongoing  Existing Practice & ongoing  Existing Practice & ongoing	L
Process in place for safe removal and/or disposal of face masks.	Increased risk of transmission increases.	H	Masks that are used and require disposal are to be disposed of in lidded bins as per tissues.	Sept. 2020/Ongoing	L

## 5. Classrooms

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Classrooms have appropriate ventilation arrangements.	Staff forget to open windows/doors.  To achieve a quiet working environment, staff choose to close the door.  Declining temperatures as winter approaches.	M	Posters on doors and on the teachers' desks to remind them to open windows and doors (and then to close them as a part of any fire evacuation).  Fire doors will only be held open by automatic release devices. All air conditioning systems are fresh air input; not recirculating.	Existing Practice & ongoing  Sept. 2020/Ongoing	L

			<p>Fire exit doors can only be left open where it does not excessively compromise security.</p> <p>Fire Marshall walk-through check carried out.</p> <p>High aerosol generating activities (including singing, dance and sport) must be undertaken outside wherever practicable (e.g. adverse weather conditions forces the activity inside). If inside, then the space MUST be well ventilated; the rear section of the Main Hall has been removed to enable improved ventilation during assemblies.</p> <p>Ventilation in all areas to be routinely reviewed by the site manager and appropriate action taken where necessary including the deployment of CO2 monitors.</p> <p>Air Purifiers deployed into identified classrooms.</p>	<p>Sept. 2020/Ongoing</p> <p>21/09/21</p> <p>Sept. 2020/Ongoing</p> <p>Dec. 21 cancellation of school production following revised guidance on 28/11; Scheduled full assemblies suspended from 30/11/21 until w/b 31/01/22.</p> <p>CO2 Monitors deployed Nov.21 prioritising key locations.</p> <p>W/b 24/01/22</p>	
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<p>In line with government guidance issued on 02/01/22, students will be requested to wear a face covering in a classroom environment alongside communal areas.</p> <p><i>From 20/01/22 requirements for students to wear face coverings in classrooms removed by the government. Face coverings will no longer be needed in indoor communal areas from 27/01/22.</i></p>	<p>Not all students wear a face covering on class; the measure is only advisory.</p>	<p>M</p>	<p>Communication to parents ahead of the start of term.</p> <p>Replacement masks available in student reception.</p> <p>Virtual assemblies to promote importance of keeping school community safe.</p>	<p>02/02/22</p> <p>Ongoing.</p> <p>w/b 10<sup>th</sup> January.</p>	<p>L</p>
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## 6. Staffing

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Staff forget to report absence, leaving groups unsupervised.</p>	<p>L</p>	<p>Same absence recording procedures in place as before COVID19. Reminders in place.</p> <p>Years 12 and 13 to work from home Dec. 15<sup>th</sup>-17<sup>th</sup> due to staffing levels; Year 11 to only attend for Progress Exams.</p>	<p>Existing Practice &amp; ongoing</p> <p>Dec. 21</p>	<p>L</p>
<p>Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff</p>	<p>Staff concerned about returning to school.</p> <p>Increased concern of staff as COVID19 cases</p>	<p>H</p>	<p>Interviews and (where appropriate) risk assessments put in place to support these staff (and other staff as appropriate).</p> <p>Pregnancy risk assessments are reviewed in each trimester and must be robust.</p>	<p>Sept. 2020/Ongoing</p>	<p>L</p>

and their role in continuing to support the working of the school is clear.	rise nationally and locally		<a href="#">Government guidance</a> on pregnancy during COVID19 must be followed.  Risk assessments for individual staff updated Sept. 21 and Dec. 21		
Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	Remote curriculum unable to be implemented quickly and/or effectively.	M	Remote Learning Policy reviewed and reissued to staff.	Sept. 2021 Dec. 2021	L
Approach to support wellbeing, mental health and resilience in place, including bereavement support.	Staff feel overwhelmed with the different ways of working and the upskilling required to be effective.	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> ; staff can sign up to the Lifeworks well-being app which the school has bought into.	Sept. 2020 & Ongoing	L
How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff continue to feel anxious around ending lock-down.	M	Line Managers encouraged to check in with team members on a regular basis and to ask how people are.	Sept. 2020 & Ongoing	L
	Staff have faced challenges in their living arrangements in lock-down.	M	Well-being features as a school priority.	Sept. 2021 & Ongoing	
			School pursuing Well-Being Award	Nov. 21	
			Trust Led Well-Being Audit	Jan.22	
			Well-being lead (ERA) offers support both individually and as a staff collective.	Sept. 2020 & Ongoing	

<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>	<p>Staff do not carry out asymptomatic testing risking spread of the virus.</p>	H	<p><a href="#">Updated guidance</a> on LFT testing and the expectations around testing and following all track and trace/ self-isolation instructions shared with staff.</p>	<p>Sept. 21 Oct. 21</p>	M
	<p>If positive on initial LFT, risk of having to self-isolate placing pressure on staffing.</p>	M	<p>LFTs provided to staff as required; supplies of tests checked and staff sign for boxes of test kits. Staffing situation reviewed daily.</p> <p>Years 12 and 13 to work from home Dec. 15<sup>th</sup>-17<sup>th</sup> due to staffing levels; Year 11 to only attend for Progress Exams.</p>	<p>March 2021 &amp; Ongoing</p> <p>Dec. 21</p>	M
<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p><i>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</i></p>	<p>Contractors may breach the guidelines established for our building.</p>	M	<p>All contractors are briefed in order that they understand our expectations of them.</p> <p>Where possible, maintenance visits to take place outside of school hours or away from children and staff.</p>	<p>March 2021 &amp; Ongoing</p> <p>March 2021 &amp; Ongoing</p>	L
	<p>Additional people in the building may increase the risk of transmission.</p>	M	<p>All building projects must have in place risk assessments.</p> <p>Parents' Evenings to be virtual for 2021-22; 2021 Open Evening and VI Form Open Evening both moved to virtual.</p> <p>School productions Dec. 21 to be risk assessed individually ahead of sign-off; End of term productions postponed following updated guidance.</p> <p>Clear signage for external visitors at point of entry regarding mask wearing requested; hand-sanitiser stand in main reception.</p>	<p>Existing Practice &amp; ongoing</p> <p>Sept. 2021 &amp; review ongoing.</p> <p>Nov. 21</p> <p>Dec. 21</p> <p>Sept. 21 Dec. 21</p>	L

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.	Adults unclear about expectations and procedures. Procedures not adhered to.	M	Where possible/practical some external sessions/tutoring being delivered via Zoom or Teams.	March 2021 & Ongoing	L
		M	All visitors are briefed in order that they understand our expectations of them.  Clear signage for external visitors at point of entry regarding mask wearing requested; hand-sanitiser stand in main reception. School's protocols shared.	March 2021 & Ongoing  Sept. 21 Reinforced Dec. 21	L

## 7. Catering

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	Isolating students under 18s who have tested positive for COVID19 do not receive FSM.	H	Locally arranged vouchers in place.	March 2020/Ongoing	L

## 8. PPE

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
PPE requirements understood and appropriate supplies in place.	Insufficient stocks available.	H	Gloves, aprons, masks, hand sanitisers and wipes all available in school.  Weekly review of supplies and re-order.  Extra masks ordered following DFE email.	Sept. 2020/Ongoing   10/12/21	L

### 9. Response to suspected/ confirmed case of COVID19 in school

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Approach to confirmed COVID19 cases in place: during school day; 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.	Lack of PPE equipment available.  Student remains within student body, despite developing symptoms.  Vaccination status of staff is not known by the school, preventing updated guidance from Dec. 14 <sup>th</sup> 2021 being followed.	H	If a student begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately. They are isolated and wait to be collected in an identified room, ideally with a window that can be opened to provide ventilation.  Any staff member who begins to display symptoms of COVID19 during the day, immediately informs the Headteacher and leaves the site as soon as possible.  Masks are available and the person is an adult a mask should be put on the person who is suspected of	Sept. 2020  Reviewed Sept. 21  Reviewed Nov. 21	M

			<p>COVID19. If it's a pupil/child, the mask will be worn by the supervising adult in the isolated area. 2m distancing will be in place if masks are not available.</p> <p>Individuals are given a PCR from school stock or asked to seek a PCR test as soon as possible, <a href="#">following government guidance regarding isolation</a>.</p> <p>Overview of steps taken (in terms of students becoming close contacts) shared with parents.</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</p> <p>Close contacts are identified by NHS test and trace if the individual has confirmed case.</p> <p>Close contacts should follow the latest <a href="#">NHS guidance</a> (last updated 17/01/22).</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p> <p>Public Health to be contacted if an outbreak is suspected.</p>		
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Approach to confirmed COVID19 cases in place: outside of school hours; 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.	Time delay between getting results from family/NHS.  Delay in getting equipment deep cleaned.	H	Close contacts are now identified by NHS test and trace following a confirmed case.  Close contacts should follow the latest <a href="#">NHS guidance</a> (last updated 17/01/22).  Can contact Essex Test and Trace team for advice.	L
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## **10.Remote Education Plan**

<b>Control Measures</b>	<b>Risk to Implementation of control measures</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>
Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Systems not set up for Home Learning in advance of it being needed.  New staff unfamiliar with arrangements.	M	2020-21 Remote Learning Policy reviewed and reissued to staff.  ACL to run CPD for new staff on use of Teams; Edulink and Live Lessons.	06/09/21  Sept. 21 Jan. 22	L
Technology support in place. DfE laptop allocation ordered, for contingency purposes.	Lack of equipment means that students are unable to access remote learning.	M	Initial DfE allocation of laptops issued to students; further delivery of 56 laptops Nov.21.	Jan. 21 Nov. 21	L

## **11.Safeguarding**

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff do not share safeguarding concerns and/or are not effective in supporting students' wellbeing.	M	All staff trained to use My Concern/annual CP training undertaken by staff.  Staff to continue use of My Concern to report safeguarding concerns. Regular reminders through briefings.  The pastoral team to be available for support for individuals identified as in need.  Line of Sight protocols in place for non-attending students.	Existing practice & ongoing.  Existing practice & ongoing.  Existing practice & ongoing.  Existing practice & ongoing.	L
Updated Child Protection Policy in place (September 2021).	Child Protection Policy not updated in response to latest Local Authority guidance.	L	LBR to update CP policy in response to any LA updates.  Updated CP policy to be adopted by governors.  Regular reminders to staff as to signs and reporting processes.	Existing practice & ongoing.  September 2021.	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.	Safeguarding of students not attending school more challenging/mental health impact of lockdown.	H	Safeguarding team working very closely with families and agencies.  Regular phone contact to continue if students off school for self-isolation.	Existing practice & ongoing.	M
Where physical contact is required in the context of managing behaviour, <i>ensure</i>	Risk of transmission increased.	M	Procedures for use of reasonable force and physical contact with	Existing practice & ongoing.	L

<i>appropriate hygiene measures are in place to mitigate any risk of transmission.</i>			students included in the Behaviour Policy.		
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## **12. Curriculum/Learning Environment**

<b>Control Measures</b>	<b>Risk to Implementation of control measures</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>
Current learning plans, revised expectations and required adjustments have been considered.	Students may return in September without a clear understanding of their recovery plan due to lack of understanding of gaps in student knowledge and lack of clarity from DfE regarding examination courses.	M	Programmes of study for each subject area (including assessment plans) revised.  SLT to check latest DfE guidance on a regular basis and share with HoDs.  Recovery curriculum addressed in every LM meeting between SLT and HoDs.	Sept. 2020 & ongoing; INSET Day Nov. 21  Last DfE Update 30/09/21  Existing practice & ongoing.	L
Whole school approach to adapting curriculum (S/M/L term), including; well-being 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.	Students not engaging in the wider curriculum.	L	Remote learning offer audited against DfE expectations.	Jan. 2021	L
	Students not supported effectively to catch-up.	M	PSHE and tutorial programme reviewed and updated to support the current climate.  Ongoing celebration of success on return to school including awards certificates and use of social media.  Use of COVID19 catch-up to support student outcomes	Sept 2020 & ongoing SMSC Audit Nov.21  Existing practice & ongoing.  NTP restarts Nov. 2021.	L

			including NTP in English and Maths; appointment of Progress Mentors in English, Maths and Science and Summer School for Year 6 into 7.		
Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	Students unclear about new expectations.	H	Behaviour policy and expectations to be updated and shared with students and parents. Updated information for student return Sept. 21.  Student expectations to be displayed appropriately throughout the school.	Sept 2020 & ongoing  Sept 2020 & ongoing	M
Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Students vulnerable to online risks.	M	PSHE and tutorial programme reviewed and updated to support the current climate.  Student expectations regarding remote learning have been shared.	Sept 2020 & ongoing  Jan. 2021 Refreshed Sept. 21 for new Y7 intake.	L

### **13.Attendance**

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Students become more vulnerable through poor attendance at school.	H	Normal attendance procedures re-established.  Support provided to students/families as and when required.	Sept 2020; Mar. 2021 & ongoing  Sept 2020; Mar. 2021 & ongoing	M
Approach to support for parents where rates of persistent absence were high before closure.	PA students feel even more isolated and unable to return. Anxiety is heightened.	H	Normal attendance procedures re-established.  Support provided to students/families as and when required.	Sept 2020; Mar. 2021 & ongoing  Sept 2020; Mar. 2021 & ongoing	M

#### **14. Communication**

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	Staff do not receive clear communication about plans.	M	Updated risk assessment shared with staff.	06/09/21 05/11/21	L
	Staff are unable to give feedback on plans.	M			L
	Staff are concerned about plans.	M			L
Union representatives informed of updated plans.	Staff reps. Feel they have no voice in the process	L	RA shared with ERA	06/09/21 03/11/21	L

	and are unable to offer feedback.				
Updated Risk Assessment published on website.	Community unclear about the school's actions/lack confidence.	H	Updated RA posted on website.	06/09/21 05/11/21 01/12/21 06/12/21 14/12/21 04/01/22 11/01/22 19/01/22	L
Communications with parents on the: Revised plans, any control measures that remain in place and any that have ceased; Contingency plans; Outbreak management plans; Well-being/pastoral support/ support.	Lack of parental clarity of confidence in opening plans.	H	Sept. 2021 communications and signposting of RA on website.	06/09/21 & ongoing	L
Pupil communications around: Revised plans; any control measures that remain in place and any that have ceased; Contingency plans; Outbreak management plans.	Students do not receive clear communication about updated opening and expectations on them.	M	September assemblies to communicate to student body.	06/09/21	L
On-going regular communication plans determined to ensure parents are kept well-informed.	Lack of parental clarity of confidence in opening plans.	H	Sept. 2021 communications and signposting of RA on website.	06/09/21 & ongoing	L

## **15.Governors/Governance**

Last updated 25/01/22

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Governors have oversight of plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	<p>Governors unclear about plans/unable to offer challenges and/or adopt plans.</p>	M	<p>Plans shared with Chair of Governors 10/09/21; updated 04/11/21. Agenda item at meeting on 04/10/21 and 22/11/21</p>	<p>Sept.21 Oct.21 Nov.21 Jan. 22</p>	L
<p>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT.</p> <p><i>Refer to Headteacher wellbeing materials.</i></p>	<p>Governance is ineffective key issues not discussed/actioned.</p> <p>Insufficient meetings planned to enable governors to provide feedback of updated risk assessments.</p> <p>Insufficient response to reopening and/or updated government guidance.</p>	M	<p>Plans shared with Chair of Governors 10/09/21; updated 04/11/21. Agenda item at meeting on 04/10/21 and 22/11/21</p>	<p>Sept.21 Oct.21 Nov.21 Jan. 22</p>	L

## **16. School Events (including trips/before and after school clubs)**

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
The school's annual calendar of events will be reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Events take place that are not appropriate for the current context.	H	<p>Trip organisers must carry out a separate risk assessment and seek approval for the trip as per policy. The RA will include checking positive cases in the local area and proposed visit area to guide decision; financial implication of trip cancellation also considered before any bookings made.</p> <p>In school events such as Parents' Evenings and Information Evenings may be held virtually where possible during 2021-22.</p> <p>School productions Dec. 21 to be risk assessed individually ahead of sign-off; End of term productions postponed following updated guidance.</p>	<p>Sept 2021 &amp; ongoing</p> <p>Dec. 21</p>	L
Approach in place for before/after school clubs implements the necessary protective measures.	Control measures identified for the school day not applied effectively in before and after school clubs.	M	Expectations regarding before and after school activities including cleaning routines made clear with staff.	<p>08/09/21</p> <p>22/09/21</p> <p>29/02/21</p> <p>22/10/21</p> <p>03/11/21</p>	L

## 17. Finance

Last updated 25/01/22



Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Additional costs incurred due to COVID19 are understood and clearly documented.	Costs become unmanageable.  Increased workload for Business Manager	M	Current additional costs have been ring-fenced/are affordable. Expenses to be mapped and claim to be submitted.  Additional ongoing costs to be monitored- further discussions if they become a concern.  Financial forecasts revised and Governors informed, if necessary.	Mar. 2020 & ongoing	L
Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM.	Claims not met.	M	Additional ongoing costs to be monitored- further discussions if they become a concern.  Financial forecasts revised and Governors informed, if necessary.	Mar. 2020 & ongoing	L
Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Loss of letting income impacts budget forecast.	L	Financial forecasts revised and Governors informed, if necessary.	Mar. 2020 & ongoing	L

## **18. Testing**

Last updated 25/01/22

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Test kits are securely stored and distributed to staff and students (secondary).	Staff and students cannot access test kits for asymptomatic testing.  Not enough test kits in the building to meet demand.	L	Staff communication. Parental communication.  Supply of testing kits initially checked and to be reviewed fortnightly.	03/09/21 02/09/21  06/09/21 & ongoing; new order placed w/b 2 <sup>nd</sup> Nov. w/b 29 <sup>th</sup> Nov.	L
Staff and students (secondary) are aware of how to safely take and process the test. Shared the following; NHS instruction leaflet; training video and online resources on the document sharing platform; contact details if queries; process for reporting incidents.	Staff and students carry out asymptomatic testing incorrectly leading to false results.	L	Year 7 students tested onsite on 31/8 and 3/9 ahead of school return to enable them to self-test at home.  All other year groups initially covered by testing and resources from re-opening in March 2021 and will test twice at home prior to their return to school (in line with guidance from Essex CC on 25/08/21); parents informed of this in July with a reminder sent before the start of term); updated resources shared with parents and uploaded to website Sept. 21 with reminder of testing over October half-term also communicated home.  Staff requested to take two LFTs prior to start of term and then test twice weekly until further notice, including during the holidays.	03/09/21  March 2021 August 2021 Sept. 1021 October 2021  Ongoing – reminders issued Sept. 21/Oct. 21/Nov. 21/Dec. 21	L  L
Staff and students are aware of how to report their test results to	Staff and students do not report their results to	L	Year 7 students tested onsite on 31/8 and 3/9 ahead of school	31/08/21 03/09/21	L

Last updated 25/01/22

<p>school and to NHS Test and Trace.</p> <p><i>NB: Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead. <b>This guidance was updated from Dec. 14<sup>th</sup> 2021 as follows:</b></i></p> <p><i>Anyone aged 5 years and over, who has been identified as a contact of someone with COVID-19 and who is not legally required to self-isolate, is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. If any of these LFD tests are positive, they should self-isolate in order to protect other people.</i></p> <p>This <a href="#">guidance</a> was further revised on 17/01/22.</p>	<p>enable effective Test and Trace to take place.</p> <p>Vaccination status of staff is not known by the school, preventing updated guidance from Dec. 14<sup>th</sup> 2021 being followed.</p>		<p>return to enable them to self-test at home.</p> <p>All other year groups initially covered by testing and resources from re-opening in March 2021; revised guidance issued to parents and uploaded to website.</p> <p>Testing arrangements for all students prior to January return to school confirmed.</p> <p>Following revised guidance issued on Dec. 14<sup>th</sup> 2021, the school has taken HR advice on obtaining the vaccination status of all staff.</p>	<p>March 2021 Sept. 2021</p> <p>Dec. 2<sup>nd</sup> Consent returned by Dec. 10<sup>th</sup>; Letter to Parents Dec. 14<sup>th</sup></p> <p>Dec. 14<sup>th</sup></p>	
<p>Staff and students are aware of updated guidance regarding testing from 11<sup>th</sup> January 2022; further <a href="#">revised</a> on 17/01/22.</p>	<p>Staff and students unclear on updated confirmatory PCR testing arrangements and impact on isolation rules.</p>	<p>L</p>	<p>Updated communication to all stakeholders in line with government guidance issued.</p>	<p>Jan. 22</p>	<p>L</p>

Process in place to monitor and replenish test supplies.	Not enough test kits in the building to meet demand.	L	Supply of testing kits initially checked and to be reviewed fortnightly.	06/09/21 & ongoing; new order placed w/b 2 <sup>nd</sup> Nov. w/b 29 <sup>th</sup> Nov. w/b 13 <sup>th</sup> Dec.	L
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### **19.Vaccinations (added 27/09/21)**

<b>Control Measures</b>	<b>Risk to Implementation of control measures</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>
All children aged 12 and over are now eligible for COVID-19 vaccination; 12-15 year olds will be offered the vaccine via the school-based programme or from 25/10/21 can access the vaccine via some walk-in COVID-19 vaccination sites.	Poor uptake in parental consent for vaccines.	M	School facilitated distribution of SAIS information and consent; supported vaccinations and provided update for parents on walk-in service. Vaccinations took place in school on 20/10/21	Oct. 21	L
	Risk of anti-vaccination protests on the school site.	M	Essex CC informed of dates of vaccination in case support required.	Oct. 21	L
From 10/01/22 year olds will be offered the vaccine via the school-based programme. Children who have not yet had a vaccine can get their 1st dose during these vaccination sessions.	Poor uptake in parental consent for vaccines.	M	School facilitated distribution of SAIS information and consent; supported vaccinations and provided update for parents on walk-in service. Vaccinations to take place in school February 2022.	Feb. 22	L
	Risk of anti-vaccination protests on the school site.	M	Essex CC informed of dates of vaccination in case support required.	Jan. 22	L

## 20. Outbreak Management Plan

Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>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.</p> <p>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 (Stepping measures up and down) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>	Lack of planning causes poor response time and increased cases.	L	<p>Keep previous RA under close review which include potential stepping up measures.</p> <p>Daily check of positive cases and checking for patterns within year groups; measuring against the threshold within <a href="#">the contingency framework for schools/colleges</a>.</p> <p>Measures to be re-implemented as advised; wearing of face coverings in communal areas reintroduced.</p> <p>Masks to be worn by students in classrooms as well as in communal areas in line with government guidance.</p> <p><i>From 20 /01/22 requirements for students to wear face coverings in classrooms removed by the government. This is because the national data shows the prevalence of Covid to be on a downward trajectory. Face coverings will no longer be needed in indoor communal areas from 27/01/22.</i></p>	<p>Set. 2021 &amp; ongoing on a daily basis based on case numbers.</p> <p>w/b 29<sup>th</sup> Nov. 2021</p> <p>w/b 3<sup>rd</sup> January 2022</p>	L