

# Wentworth Primary School

## Risk Assessment - School Covid 19 Framework Updated 7.09.2021

**This should be read in conjunction with the Schools Covid 19 Operational Guidance September 2021**

**This COVID19: Risk Assessment and Action Plan document sets out the decisions.**

***This framework should be read alongside DfE and PHE Guidance - all the latest updates can be found here:*** [Latest DfE and ECC Guidance Notes](#)

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 (September '21)
- 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
- Behaviour
- Attendance
- Curriculum
- HR Policies
- This document will be regularly reviewed by the Head, Deputy Head and Governors in light of changes to the requirements by the DfE and PHE. It will aim to fulfil any changes in line with this risk assessment and safeguarding guidance. Staff members and stakeholders are encouraged to raise any concerns and possible solutions at their earliest convenience. The aim of this document is to ensure the risks of infection are kept to the lowest and that pupils and staff feel safe and secure in the school environment.

Theme	Control Measure Planning for Staff and pupils	Risk level H-high level M-Medium risk L-Low risk	Risks to implement	Date completed
Premises/ buildings and facilities	Health and safety check undertaken of the premises/facilities and building compliance, especially if school has been closed, e.g. Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services Fire drill	L	Completed by the Site Manager and Head Teacher To be reviewed weekly.  Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are re-occupied. To practice fire drills.	7.09.2021
	Lettings/before and after school clubs	H	External providers need to provide the school with their contact details. Have their own risk assessment in place – in line with the school policy. Follow all hygiene procedures. Clean all facilities that have been used. Follow Swim England and Covid guidance in the pool and halls. Hirers to notify the school of any breaches or reported cases by email. Ventilate rooms. Ensure good hygiene. Follow Public Health advice.	Ventilate rooms Ensure 7.09.2021

	Office space re-designed to allow office-based staff to work safely	M	Office staff desks repositioned with screens to allow for adequate space between staff. Ventilate rooms. Ensure good hygiene. Follow Public Health guidance.	7.09.2021
	First aid arrangements in place.	M	First aid to be administered in classes. Named First Aider daily – Office, plus some teachers and staff. Temperatures will be taken if a pupil is sent to the school office feeling unwell. Schoolhouse to be used if anyone needs to be isolated with suspected Covid symptoms. PPE to be worn. Follow DfE and Public Health England guidance Members of staff and parents to phone in as soon as they know they or a pupil has Covid symptoms.	7.09.2021
	PPE requirements for suspected Covid cases.	M	Aprons, masks, visors, wipes and gloves available. First Aid boxes in classes. Sanitiser, soap and masks are available in each class and at designated entry/exit points around the school.	7.09.2021
	Lunchtime	M	Two halls used, one for hot meals, one for sandwiches. One hot meal a day will be offered to all pupils, in line with nutritional guidance. . Midday assistants and serving staff must wear gloves and masks. They will stand behind children to assist them. Throw away lunch packs are encouraged to limit the transfer of germs. Ventilate all hall spaces Tables and pinch points to be cleaned by Middays between sessions. Pupils must go to the toilet and wash their hands before eating. If they need the toilet then children must go back to their class toilets.	7.09.2021
	Clothing expectations	M	School uniform with an expectation that it is regularly washed. School shoes must be worn.	7.09.2021

			<p>All pupils will come to school in their PE kits on their PE days and if they have an after school club.</p> <p>Coats to be put in cloakrooms. Pupils can wear a face covering in the classroom. Pupils can take a reading book home. Pupils can bring in lunch boxes, hats, coats, books and small bags.</p> <p>On non-uniform day pupils with PE in years 3,4,5,6 will wear trainers and clothes they can move in, to complete PE lessons.</p>	
	Arrival and departure.	M	<p>Pupils to arrive at a set time for breaks, lunch, start and finish. Parents to leave pupils at gates. Parents to leave them to walk to their class. Staff are positioned on all pathways to ensure all pupils get to their classes safely. At 2.58pm teachers send the older siblings to the youngest sibling's class, with a TA if necessary. Classes leave promptly to be at the allocated gate on time for parents to collect children. Staff stay to ensure all parents make themselves known to the teacher, away from the road. The children need to confirm that they know the adult collecting them. No child is to be allowed to cross the road to meet a parent.</p> <p>In years 5 and 6 the children who are allowed to walk home on their own are at the front of the line when exiting the classroom, in order that they get away promptly.</p> <p>If the pathway is blocked by a buggy, person or dog then a member of staff is to ask them to move and keep the pathway clear.</p> <p>Children not collected will be brought into the reception area and an office member of staff will phone parents.</p> <p>Car park gates are shut before children begin to arrive or depart. An office member of staff is at the main entrance and will take messages from parents. There is box for items that need to be given to children because they had been forgotten and a post box for mail on the gate.</p> <p>Parents are encouraged not to park in the area outside of the school and to keep Viking Way as clear as possible and to use the voluntary one way system.</p>	7.09.2021

			<p>The Headteacher and Deputy monitor the pathways and gates every day to encourage parents to support a safe entry and exit for pupils.</p> <p>Pupils keep to the left in corridors.</p>	
<b>Cleaning</b>	Enhanced Cleaning schedule is in place in line with COVID-19.	M	<p>Soap, hand sanitiser to be stored in each area of the school.</p> <p>End of day, lunchtime, and after school.</p> <p>Daily cleaning of classrooms and toilets.</p> <p>Staffroom and ICT suite wiped after each use by the departing class.</p> <p>Hand washing at regular points. Paper towels to be used in all sink areas.</p> <p>Pens and pencils - pupils will have their own packs, provided by the school. Coloured pencils and some other equipment will be shared by pairs of pupils or small groups.</p> <p>Classroom based resources can be used and shared within the class and regularly cleaned.</p> <p>Outdoor play and sports equipment will be cleaned frequently.</p> <p>All staff advised to leave the site by 5.00pm in order for cleaning to be undertaken.</p>	7.09.2021
	Capacity of cleaning staff.	M	<p>Hours have been increased to ensure door handles etc. are all cleaned.</p> <p>Staff to clean equipment used regularly.</p> <p>Gloves and aprons to be worn by cleaning staff if requested.</p>	7.09.2021
	Adequate cleaning supplies in place.	M	<p>PPE in stock.</p> <p>Lidded bins in each classroom.</p> <p>Monitoring supplies and ordering regularly to ensure there is no shortage of cleaning equipment.</p>	7.09.2021
	Waste disposal process in place for potentially contaminated waste.	M	<p>Waste bags and containers - kept closed and stored in the waste area.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Hazardous waste collection organised.</p>	7.09.2021

<b>Outbreak Management Plan/COVID-19 infection control</b>	<p>Approach to confirmed COVID19 cases in place: during school day.</p> <p>Individual cases</p> <p>Outbreak is defined as 5 pupils/staff in close contact, within ten days</p>	M	<p>Head/Deputy/ Office staff contact Public Health for advice. Close contact will be defined as: pupils who have sat next to, in front of within two metres of a child with symptoms for 15 minutes or have played in close contact with. Reduce mixing, introduce consistent wearing of face coverings. Cleaning team shut to deep clean area. School House to be used for isolation. Use parent app to inform parents and template letters. Records must be kept of all visitors to the school. Contractors and visitors must give their details to the school. Engage with the NHS Test and Trace process and DfE helpline. Pupils/staff will be sent home if showing symptoms, must a book a PCR attend a test immediately. Lateral Flow Tests to be carried out twice weekly by staff. School to contact Track and Trace. Staff/parents must say who they have been in close contact with. School should be informed immediately of results. Pupils absent with Covid Symptoms must follow these procedures and inform the school of the outcomes. School keeps a record of class timetables and the use of other areas of the school. Advice to be taken from LA and Public Health Letters to be sent to all parents. Areas used by classes to be deep cleaned. This may involve closure of the class to clean, if advised by Public Health. Send letter to parents if necessary. In there is a local outbreak staff may need to provide remote online learning and operate as in lockdown e.g.: keyworker/ vulnerable children in school as on 01.03.2021. Individual pupils with COVID should be provided with remote learning, if the parent says that they are well enough to access learning. See remote learning section.</p>	7.09.2021
	<p>Approach to confirmed COVID19 cases in place: outside of school hours.</p>		<p>See above. Parent/ Staff to notify school immediately by email or phone message. Or use this email: <a href="mailto:Covid@wentworth.essex.sch.uk">Covid@wentworth.essex.sch.uk</a>. This will be checked regularly in out of hours times by office and Senior leaders who will contact relevant staff and pupils.</p>	7.09.2021

	Assemblies/school/PTA events	H	A mixture of online and in person assemblies at 9.15-9.25 daily. Staff to log on and allow pupils to watch. School events have been rescheduled or adapted to include good hygiene, appropriate cleaning regimes, and well ventilated Parent conferences using School Cloud. Follow Public Health advice on testing and self isolation.	7.09.2021
HR/Staffing	Staffing numbers	M	All staff clear on working arrangements. First aid and training for health care plans to take place in the autumn term. Written guidance and risk assessment shared with staff and governors 15.07.2020/21.07.20/02.09.20/15.09.20/15.10.20/15/12/2020. 6.01.21/18.01.21/1.03.2021/7.09.2021/7.09.2021	7.09.2021
		H	Risk assessments in place for those staff who are CEV or pregnant, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified and reviewed regularly. Teaching Assistants may be deployed to cover lessons or lead groups. Supply teachers and temporary workers can move between schools. School can host ITT trainees. Professionals can come in to school to support pupils eg: EP/Speech therapist, these can be asked to do a lateral flow test. If numbers of staff drop due to sickness or self-isolation requirements and make it unsafe for pupils to be taught then the school may move the class or whole school to remote learning until staffing has improved.	7.09.2021
	Approach to absence reporting	L	Report to SW as usual. Staff must use Track and Trace if they have symptoms and take a PCR test immediately. Business Manager to report positive cases to the LA using the correct form. Daily/weekly absence figures to be reported to the DfE.	On-going
	Plans to respond to increased sickness levels. Cover arrangements	H	Remote Learning will be covered by the partner teacher or TA in event of the teacher testing positive with Covid or needing to isolate.	On-going

			<p>Staff will be re-allocated if necessary.</p> <p>Head teacher sickness duties to be covered by a few members of the Leadership Team.</p> <p>Contingency plan and manual in place for office staff off. If teachers need to self-isolate and teach remote learning from home then another member of the teaching team will also come online to safeguard the adult teaching.</p>	
	Approach to support wellbeing and medical needs.	M	<p>Individual risk assessments may be required and will be established with Occupational Health and the member of staff. Advice given.</p> <p>Staff can access mental health support and counselling via the Head.</p> <p>Advice available from ECC, and the Educational Psychology service:</p> <p><a href="https://schools.essex.gov.uk/admin/COVID19/pages/default.aspx">https://schools.essex.gov.uk/admin/COVID19/pages/default.aspx</a></p>	On-going
	Arrangements for accessing testing.	M	<p>Clear guidance given by DfE and Track and Trace</p> <p>Use home tests or Track and Trace. Staff are clear on returning to work guidance.</p> <p>Lateral flow tests to be allocated and to be carried out twice weekly on Sundays and Wednesdays by all staff who want to sign up to it.</p> <p>Positive tests to be reported through the normal sickness procedures and action taken to inform parents and pupils through the school office.</p> <p>Parents can access tests, link sent to all parents.</p>	On-going
	Inducting new starters.	H	All new starters fully informed of Covid procedures and Safeguarding by the Head and Deputy.	On-going
	Training	L	As required	On-going
	Staff contracts	L	Completed/ongoing	7.09.2021
	HR processes	L	All resolved	7.09.2021

	List of all critical worker parents	L	Up to date and on-going. Pupils accessing in school and remote learning before 6.03.2021.	On-going
<b>Safeguarding</b>	Risk assessments in place and welfare checks.  Updated Child Protection Policy in place (September 2021)	H	Update risk assessments in response to another lockdown. Share current concerns with relevant professionals. All staff to consider the impact of Covid 19 on families: financial, increased FSM eligibility, referrals to social care and other support, vulnerable children. Pink form to be completed	On-going
	Vulnerable pupils		Consideration has been given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities. <i>Refer to DFE guidance for definition of vulnerable.</i>	7.09.2021
	Appropriate risk assessments have been undertaken to ensure welfare checks are taking place in accordance with the LA CYP response plan.	M	CYP not eligible to be on-site are learning from home, including clinically extremely vulnerable. Regular welfare check takes place from school office, class teacher, pastoral care team.	7.09.2021
	Training update	H	Pink forms explained and given to staff.	On-going
	Wellbeing for pupils	H	Use agreed approach for responding to mental health and wellbeing – Time to Talk Team LBa to lead, NLP with AN, Speech and language with SG/BG/JR Work with other agencies, such as social care, to support vulnerable pupils 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. Pastoral Care Team to make phone calls to identified vulnerable children when necessary. Assess and celebrate the non-academic achievements of pupils whilst at home/ during school closure.	On-going

			<p>Good work assembly Zoom on Monday.</p> <p>Publish from Its learning.</p> <p>Play Therapist to support wellbeing, mental health and bereavement support.</p> <p>All teachers to teach a weekly PSHE lesson/discussions to ensure pupils have the opportunity to share their experiences.</p> <p>Pupils to have access to a Time to Talk question box in their classrooms.</p> <p>Regular Pastoral Care and attendance meetings.</p>	
	Policy	H	Child Protection Policy September 2021 in place.	On-going
<b>Curriculum / on-site learning environment</b>	Assessment	L	Teacher assessment for reading, maths and phonics in the autumn term. Results put on tracker and shared with parents through the report card. PIRA, PUMA, SATs, Salford, Times Tables, phonics.	7.09.2021
	Changes to the curriculum	L	<p>Whole school approach to adapting the curriculum:</p> <p>Wellbeing curriculum; capturing pupil achievements/outcomes</p> <p>Contingency plan for remote learning and lessons for critical worker's children.</p> <p>A full National Curriculum timetable will be applied in all year groups in line with the National Curriculum.</p>	On-going
	Trips/after school clubs	L	Day trips and residential visits are allowed, with risk assessments in place. After school clubs are open with school hygiene rules in place.	On-going
	Behaviour	M	<p>Behaviour in school must adhere to the school rules. Parents will be contacted about inappropriate behaviour. School behaviour rules apply, be safe, be kind and be responsible or there will be a consequence. Use behaviour log.</p> <p>In the event of any spiting by pupils. Clothes to be replaced and stored in a sealable bag and sent home for quarantine and cleaning.</p>	On-going

	Remote Learning – in case of lockdown/bubble self-isolating or lack of trained staff.	L	Contingency plan: in the event of a National or local lockdown or need for remote learning all pupils will have access to ItsLearning platform; Oak Academy; White Rose maths, Wentworth phonics and a weekly phone call from the teachers. Some lessons may be recorded and uploaded to the learning platform to enable pupils to access the learning at their convenience. Teachers will log on in the mornings to take the register and to explain the learning for the day. Registers will be monitored and follow up call made.	On-going
	Catch Up	L	Catch Up programme established and delivered to all pupils over half terms blocks, who have not been in school. This may be 5 or 6 weeks depending on the length of the term and covid restrictions. Continuing autumn 2021	On-going
<b>CYP with SEND</b>	Meetings	M	Zoom meetings or socially distanced meetings as necessary. Zoom meetings with SEN Inclusion Partner, Educational Psychologist and School Advisor.	On-going
	Reviews	L	Annual reviews Specialists and clinicians to provide support as usual.	On-going
	Support	L	Requests for assessment - On-going.	On-going
<b>Attendance</b>	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious	L	Follow DfE guidance. A fine for families who are not attending. Monitor attendance. Follow up calls if required. Meetings if necessary and letters of expectation. Ensure first day contact is operating for those children eligible to attend.	On-going
	Consider support for parents where rates of persistent absence (PA) were high before lockdown	L	Office/teachers to monitor and share concerns with the Headteacher.	On-going

<b>Communication</b>	Communications with staff	L	Letters and risk assessments to go out to staff via email with consultation time. Letters to go out via parent app and facebook. Letter of expectations of opening to parents. Governors and Union representatives informed of restricted attendance plans Risk assessment published on website	On-going
	Communicating to parents/pupils.	L	Communications with parents on the: <ul style="list-style-type: none"> <li>• current arrangements for education and welfare checks/ safeguarding arrangements</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>• Attendance</li> <li>• Uniform</li> <li>• Transport</li> <li>• Behaviour</li> <li>• Test and trace</li> </ul> Communications via: Email, Parent App, Zoom meetings and Parent Cloud Pupil communications around: Regular newsletter Update website and social media.	On-going
<b>Governors/ Governance</b>	Prioritise meetings	L	Governors have oversight of the changes due to the risk assessments. Governors have oversight of all staff wellbeing and appropriate arrangements are in place to support the Headteacher and SLT. Regular updates with governors. Face to face meetings and Zoom. Meetings as per yearly planner.	On-going
	Governors are clear on their role	L	Chair of Governors in regular contact with the Head and using Chair's action. One governor meeting per half term.	On-going

			Clerk to keep up regular updates and communications with the governors.	
<b>Finance</b>	Additional costs incurred due to COVID19.	L	Bursar to generate spreadsheet of costs.	On-going
	Loss of income.	L	Applying for grants	On-going
	Insurance claims.	L	Making claims and holding some deposits for next year.	On-going
	Reintroduction of all services.	L	All in place. Cleaning, IT support, Catering	On-going
	Consider any support that may be brokered through working together, for example, partnerships, trusts etc.	L	Blackwater Partnership linking on Covid 19 and the Local Authority.	On-going