

SCHOOL NAME: SIR ROBERT GEFFERY'S SCHOOL

COVID19: Full Opening from March Risk Assessment and Action Plan

DATE: 2/03/2021, reviewed 7/1/2022, updated 14/1/2022, re-updated 27/2/2022

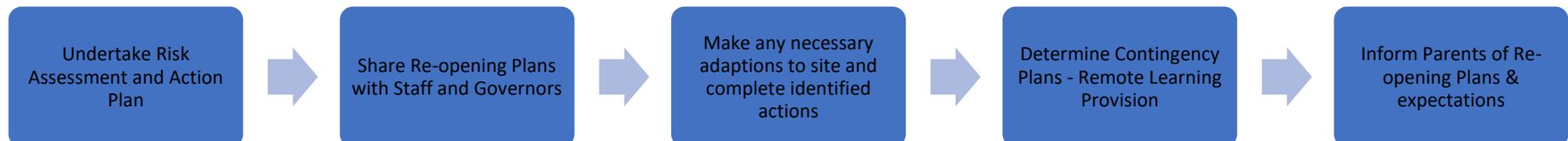
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to plan for the return to onsite education from 8th March 2021 and continues to be updated to ensure the school continues to operate in a safe way following government guidance.

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
- Behaviour Management Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Risk Assessment for Full Re-opening:



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Theme	What is the Hazard	Control Measures in Place	Risk Level Rating with Measures in Place
Site Arrangements	Has due consideration been given to the safety of the site for all pupils.	Risk assessments, guidance, plans and routines have been reassessed – all in place and working well. All staff have been working on site full-time since September 2020 (unless self-isolating) and know routines well. Site compliance checks have regularly taken place. Good ventilation adhered to around building from open windows and doors. Parents and staff are fully informed regularly through school newsletter, information letters and emails.	<i>Low</i>
	School grounds - Morning drop off and afternoon collection for those pupils/parents who walk to school. Bottle neck could be caused by those arriving and leaving site.	Social distancing is recommended as good practice. Parents recommended to wear masks on school grounds. Extra supervision in place and regular reminders given Car park staff and classroom staff communicate by walkie-talkies to ensure no congregation of pupils outside.	<i>Low</i>
	School grounds – Morning drop off and afternoon collections for those pupils who arrive by car. Social distancing not maintained. Safety around moving cars to be considered	Well established car drop off meet and greet system in place, which is well staffed. Parents recommended to wear masks when on school grounds. Car park staff recommended to wear PPE to meet and greet. For safety in car park, staff wear hi-viz jackets. Staff and pupils must keep to the edge of the playground because of moving cars. Car park staff and classroom staff communicate by walkie-talkies to ensure no congregation of pupils outside.	<i>Low</i>
	Corridors – consideration given to ensure social distancing and ventilation	Staff carry face masks when moving around school and recommended to wear them in congested areas. Corridor windows and doors to remain open for ventilation.	<i>Low</i>
	Toilets	At times of high case numbers and/or if local guidance necessitates, toilets can be allocated to specific class bubbles	<i>Low</i>

		(used in rotation if necessary and surfaces sprayed between groups). Supervised toilet use where necessary. Pupils regularly reminded about handwashing and hygiene. Regular cleaning in place.	
	Consideration given to arrangements for any deliveries.	Deliveries made to front entrance only. Non-contact deliveries left in entrance porch.	<i>Low</i>
	Office spaces re-designed to allow office-based staff to work safely	Office staff spread over four offices for social distancing. Staff do not face each other. No pupils allowed in office. Limit staff access. Limit use of phones. Non office staff only use phone in outer office. Pupil contact books available in outer office. Regular cleaning regimen for desks etc. Windows and doors to be open for ventilation.	<i>Low</i>
Cleaning, hygiene and waste disposal	Has due consideration been given to the cleaning of areas around the school	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance . All classrooms/rooms and all other areas are well stocked with cleaning and hygiene products. Regular orders made to suppliers to ensure continual supply of cleaning and hygiene products. <u>Classrooms</u> -Cleaning staff carry out enhanced cleaning daily. Steamers used for regular cleaning of equipment in Early Years. <u>Staffroom</u> – Staff recommended to wash hands or use sanitiser before entering the staff room. Staff recommended to clean down areas, equipment they use. Used crockery/cutlery to be put straight into the dishwasher. Caretaker’s contract increased to ensure extra cleaning of toilets and corridors etc at lunchtime. Two fogging machines purchased and used for deep clean.	<i>Low</i>
	Has due consideration been given to clean hands thoroughly and more often than usual in line with Covid-19 recommendations.	Hand sanitiser stations are available at all entrances. Plenty of handwashing facilities around school, including in classrooms, stocked with soap and paper towels. Regular hand washing to take place.	<i>Low</i>

		Hand sanitiser to be used to avoid queues. Reminders regularly given and notices displayed. Staff to follow same handwashing rules.	
	Has due consideration been given to safe disposal of tissues and face masks, and hygiene.	Lidded foot operated pedal bins available in all classrooms and staff room for safe disposal. Tissues readily available in all classrooms Pupils taught 'Catch it, bin it, kill it' and regularly reminded. Bins fitted with bin bags for safe disposal of contents and disposable gloves to be worn to ensure non-contact.	<i>Low</i>
	Has due consideration been given to handwashing facilities and routines	Two outdoor washstands (containing four sinks each) installed to provide extra facilities. Handwashing facilities available all around the building including many classrooms. All handwashing facilities well stocked with soap and paper towels Hand sanitiser dispensers are located at all entrances Pupils and staff frequently reminded to regularly wash hands for 20 seconds and use sanitiser in between times - verbal and signage reminders.	<i>Low</i>
Classrooms & Staffing	To allow as much space between individuals as practicable	Tables arranged in forward facing rows, only if advised to do so by local Public Health England adviser at times of high case numbers. Excess furniture has been removed to gain space. Staff recommended to limit any time spent within 1m of other adults or pupils as much as possible. Outside space to be used as much as possible.	<i>Low</i>
	To ensure classroom is ventilated	Windows and internal doors in classrooms remain open for continual ventilation.	<i>Low</i>
	To avoid cross contamination from sharing of equipment.	Desks/surfaces/equipment etc to be cleaned regularly – classes are provided with antibacterial wipes/sprays for this. Pupils have own pencil case, or own school-provided equipment containing pens and pencils.	<i>Low</i>

	<p>Books need to be in book bag that pupils keep with them – reading records and other items that go between home and school to be kept in bookbag. Essential items only to be brought into school. All pupils have their own named water bottle (not metal). School uniform to be worn. PE kits to be brought in daily and kept in pupil’s own locker.</p>	
Approach to staff absence reporting and recording in place.	All staff aware of how to report absence. All absences recorded in office and processed as required for Covid or non-Covid reasons in line with DfE guidance.	<i>Low</i>
Plans to respond to increased sickness levels are in place.	If staff self-isolating, and not unwell, continue to work off-site virtually. Apprenticeships support staffing numbers. Overtime hours given where needed to part-time staff and cleaning staff. Staff consulted beforehand. Redeployment of staff to other classes only if necessary. If so ensure they are aware of controls and routines for that class.	<i>Low</i>
Approaches for meetings and staff training in place.	If high case numbers and/or advised to do so by Public Health England, staff and governor meetings to take place virtually on Google Meet or Zoom. Otherwise, meetings can take place in person in a well-ventilated space. Licences purchased for staff and governor training websites for safeguarding and curriculum training. All issued with log in details.	<i>Low</i>
Staffing roles and responsibilities with regards to the remote provision alongside in-school provision agreed and communicated.	All staff aware of roles and responsibilities for remote provision – refer to SRG Remote Learning Policy and Remote Learning Plan. Google Classroom will continue to be available to those pupils who are self-isolating. Break-out rooms manned by support staff for interventions and extra support to pupils.	<i>Low</i>
Approach to support staff wellbeing, mental health and resilience in place, including bereavement support.	Staff have access to free counselling services available through SAS Staff Absence Insurance. All have contact details for this. Apprentices and student teachers access services through their College/University.	<i>Low</i>

	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Two staff members trained in adult mental health support for staff. Peer support. Four members of staff are trained to support pupil mental health. All staff aware of procedures to initiate support.	
	Arrangements for accessing lateral flow tests are in place. Staff are clear on how and when to access a test.	<ul style="list-style-type: none"> • Staff, parents and pupils are informed that staff and pupils no longer need to take a lateral flow device (LFD) test twice a week at home. • Remaining school LFD tests will be kept in case needed for a local outbreak and instructed to use them by Public Health • If an individual tests positive for coronavirus via an LFD or PCR test, they are told to follow the UKHSA guidance. 	<i>Low</i>
	School procedures are clear for all staff.	Ensure all staff are clear on expectations and arrangements in place through staff meetings – teachers to pass information on to their support staff. Whole staff information emails. Share all necessary paperwork with staff, such as risk assessments, Headteacher available for any questions.	<i>Low</i>
	The approach for inducting new starters has been reviewed and updated in line with the current situation.	Recruitment has continued throughout Covid. Updated induction process includes routines for the current situation. Starters are issued with risk assessments. Mentors to assist with familiarisation.	<i>Low</i>
	Accepting ITT Students into School	ITT Student allocated to class bubble. Required to adhere to school risk assessments, rules and routines.	<i>Low</i>
	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.	Visitors and Volunteers are welcomed and asked to follow the key messages of the Government guidance (Hand, Face, Space); recommended not to come onsite if at all ill; to wear a face covering and to use hand sanitising stations. Visitors such as School Nurse, Educational Psychologist etc who provide pupil support - protocols are shared before entering the building with regards to sanitising etc.	<i>Low</i>

		Contractors admitted when necessary, visits to be made out of hours where possible – made aware of protocols on arrival and any contractor employers' requirements followed.	
	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.	Sports Coaches, self- employed Forest School Leader and Piano/Singing Teacher are required to adhere to school risk assessments. Lessons provided by Cornwall Music Service Trust have own risk assessment in place and are required to adhere to school risk assessments and routines. Lessons in small groups in well ventilated allocated room. Social distancing observed – back-to-back or side to side. Clean down between groups.	<i>Low</i>
Catering	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.	School kitchen operating to provide school meals. Chartwells staff have own risk assessments in place and adhere to school routines and practices. Parents have the option to send their child in with packed lunch.	<i>Low</i>
	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.	FSM pupils who are shielding or in self-isolation will be provided with food parcels or supermarket vouchers, whichever is more suitable at the time. School holds stock of food provided by Foodbank to pass on to parents as needed, whether FSM or not.	<i>Low</i>
	Arrangements for food deliveries in place	Food deliveries to the kitchen are covered by Chartwells risk assessments as there is direct access to kitchen.	<i>Low</i>

PPE	PPE requirements understood by all	<p>Staff recommended to wear face masks when:</p> <ul style="list-style-type: none"> - On meet and greet at drop off and pick up times. - When moving around the corridors and in communal areas if congested <p>Staff know to wear all PPE when dealing with a child showing Covid symptoms.</p> <p>PPE equipment to be used for first aid requirements when close proximity is needed for longer periods of time (i.e. within 1m, face to face for over 1 minute).</p> <p>Parents recommended to wear face masks when coming on to school site. Reminders given in newsletter.</p>	<i>Low</i>
	Ensure appropriate supplies of PPE in place.	<p>Stock of PPE equipment kept centrally – face coverings, disposable aprons and gloves.</p> <p>Stock checked regularly and re-ordered as necessary to ensure ample supply at all times.</p>	<i>Low</i>

<p style="text-align: center;">Response to suspected/ confirmed case of COVID19 in school</p>	<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 ● Arrangements for informing parent community in place 	<p>Guidance and supporting paperwork supplied by Public Health Cornwall followed.</p> <ul style="list-style-type: none"> ● Headteacher and Office Manager informed, who will follow Public Health flowchart and take action to inform the necessary people. ● Pointy room/waiting room is used for isolation purposes until child can be collected. Accompanying adult remain at safe distance and wear full PPE. Open window. ● Clean down area where person/child has been immediately after use. Fogging machine to be used as soon as is practicable. ● Follow Public Health Cornwall guidance and template letters to inform parents and community. ● Individuals who test positive for coronavirus follow the UKHSA guidance on precautions to take. ● Staff who have coronavirus are supported to work from home where possible. If this is not possible, the staff member and their manager discuss other options. ● Individuals with coronavirus are informed that the government advises they stay at home and may take an LFD test from five days after their symptoms started (or the day they tested positive if they did not have symptoms) and on the following day. If they have negative test results on consecutive days, and they do not have a temperature, they are able to return to school. ● Where required, relevant parents and staff are informed of the confirmed case; however, the name of the individual is not shared. 	<p><i>Low</i></p>
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		<ul style="list-style-type: none"> The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. 	
	<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 Contact tracing arrangements if needed 	<p>Parents follow procedure to inform school of any illness by emailing admin@ or phoning the school. Staff to inform Headteacher by phone and email. Public Health Cornwall guidance to be followed as above. Cleaning procedure to be followed as above.</p>	<i>Low</i>
Remote Education Plan	<p>Contingency plan for remote learning developed should self-isolation or restricted attendance be required.</p>	<p>Remote learning Plan and Remote Learning Policy in place and available to all on school website.</p> <p>Remote learning on Google Classroom is well established with library of resources now available for pupils who are self-isolating. Pupils can receive extra help from support staff through breakout rooms. Pupils have access to educational websites such as Mathletics, Accelerated Reader, Phonic Bug, Education City etc. Staff who are self-isolating can work from home to support pupils in school through Google Classroom.</p> <p>On line safeguarding a priority.</p>	<i>Low</i>
	<p>Technology support in place. DFE laptop allocation ordered.</p>	<p>DFE laptop allocation received.</p> <p>Enough chrome books have been purchased by school to support in school learning and to loan out to pupils for home learning as required.</p> <p>School supports parents with IT issues when home learning.</p> <p>School supports parents with curriculum queries when home learning.</p> <p>Pupils and parents receive regular reminders about keeping safe on-line.</p>	<i>Low</i>

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff proactive in using Thrive approach and identifying issues. CPOMS used effectively. Regular TIS sessions held by practitioners with pupils highlighted as needing extra support. Good communication with parents established, enabling them to report any concerns. Staff received annual safeguarding training and have access to on-going on-line child protection and emotional welfare training.	<i>Low</i>
	Child Protection Policy in place	Updated Child Protection Policy distributed to staff and available on school website. Due regard to be taken of all school child protection and safeguarding procedures, which are followed at all times.	<i>Low</i>
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable pupils and families to complete risk assessments and planning.	SENCO and Headteacher maintain regular contact with outside agencies.	<i>Low</i>
Pupil Re-orientation back into school after period of closure/being at home	Ensure support wellbeing, mental health and resilience including bereavement support is in place.	TIS and Thrive already well established in school and used as needed to support any pupils who have needed to be at home for extended periods.	<i>Low</i>
	Consideration of impact of Covid on families and whether any additional support is needed such as financial, FSM, referrals to outside agencies	Ensure parents are aware, through newsletter, that support is available in school and who to contact. Staff trained to support adults and can make referrals where required. Support available to apply for FSM. Foodbank support available in school for food parcels.	<i>Low</i>
Pupils with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.	Interventions continue if deemed safe to do so with appropriate precautions in place. Assessments take place as required.	<i>Low</i>
	Annual reviews and TAC Meetings	Meetings to take place as planned by virtual means until deemed safe for face-to-face meetings	<i>Low</i>

Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	<p>Parents reminded of attendance requirements in newsletter. The school informs parents and pupils that attendance is mandatory for all pupils, unless they are self-isolating. The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. Parents to be contacted if child absent without reason. Work with families on anxiety with TIS support.</p> <p>Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school.</p>	<i>Low</i>
	Approach to support for parents where rates of persistent absence were high before closure.	<p>Attendance policy requirements followed as normal. Phone calls made initially if concerns. Headteacher meets with parents when needed.</p>	<i>Low</i>
Communication	Information shared with staff including amendments to usual working patterns/practices and groups.	<p>Staff informed of all plans through Headteacher whole staff emails and staff meetings. Staff to be aware of all current government guidance on government website. New staff given induction on routines and risk assessment shared. Staff asked to inform school office if any amendments or updates should be made to risk assessment when identified in practice.</p>	<i>Low</i>
	Information shared with governors	<p>Risk assessment shared by email Update emails from Headteacher Information shared at governor meetings (currently held virtually)</p>	<i>Low</i>
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> ● Social distancing plan ● Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning ● Attendance etc. 	<p>Updated risk assessment on school website. School Newsletters emailed to all parents every Monday and available on the school website. Information letters emailed to all parents. Text any urgent updates to parents. Facebook page now in use</p>	<i>Low</i>

	On-going regular communication plans determined to ensure parents are kept well-informed	School Newsletters sent by email and on school website. Information letters emailed to all parents. Google forms used when parent responses are required. Text any urgent updates to parents. Facebook updates. Phone calls or Google Meet for individuals, as required.	<i>Low</i>
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.	Following planned dates. Extraordinary meetings called if necessary. Decisions can be made by email correspondence.	<i>Low</i>
	Governors have oversight of risk assessments and clear on their role, including support to Leaders and staff wellbeing. Approach to communication between Leaders and governors is clear and understood.	Governors will receive risk assessments and updates. Personnel Committee have standing agenda item for staff wellbeing. Regular communication between Headteacher and Governors by email.	<i>Low</i>
School events, including trips	The school's annual calendar of events continuously reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips, depending on local and national case numbers and guidance.	Local visits take place to help with pupil wellbeing, and to support the rich curriculum. Trips (including residential) to go ahead if deemed safe to do so. Risk assessments will be in place to ensure safe visits in line with current government guidance. School events will go ahead if deemed safe to do so - to be risk assessed and operate in line with government guidance in place at the time.	<i>Low</i>
Finance	Additional costs incurred due to COVID19 are understood and clearly documented causing impact on budget until recompensed.	All additional costs have been documented and reported to the Finance and Audit Committee.	<i>Low</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM causing impact on budget until recompensed.	Claims have been submitted, and some additional funding has been received. FSM support funding has been received.	<i>Low</i>

	Insurance claims, including visits/trips booked previously, causing impact on budget until recompensed.	Insurance claims are submitted for Covid related staff absence. No money lost on trips booked	<i>Low</i>
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures	Before and after school clubs follow classroom and school safety and hygiene requirements. Attendance is from mixed year groups from within Key Stages, but registers kept to enable track and trace if needed. Current situation and guidelines monitored - arrangements to be amended if necessary. Pre-school wraparound care available for those who need it. Have own risk assessment in place.	<i>Low</i>
Testing	Test kits are securely stored and not distributed to staff.	Staff and pupils are no longer required to test twice a week, as per government guidelines. School Test kits kept in locked storage and available in the event of an outbreak and instructed for use by public health. Process is in place to replenish test kit supplies.	<i>Low</i>
	Staff are aware action to take if they have symptoms and/or a test result is Positive. Parents are aware of action to take for their child.	Information on current guidelines given to staff via email and parents in school newsletter. If staff have any of the main symptoms of COVID-19, they inform the school office by phone and email and arrange to have a PCR test by ordering it online or by calling 119. They isolate whilst awaiting the result. If positive, Day 0 of isolation is either the day when symptoms started, or the day of the positive test. If an individual tests positive for coronavirus via an LFD or PCR test, they are told to follow the UKHSA guidance , including the guidance therein on isolation. Parents to inform the school office if their child has symptoms, and the results of the PCR test. School to initiate procedures in line with Public Health Cornwall guidance when positive test received.	<i>Low</i>

<p style="text-align: center;">Protecting clinically vulnerable individuals</p>	<p>COVID is transmitted to Clinically vulnerable individuals causing health complications.</p>	<p>In line with the latest guidance, pupils under the age of 18 who were previously considered to be clinically extremely vulnerable (CEV) are no longer considered CEV.</p> <p>Pupils previously considered CEV attend on-site school provision as normal unless they have been advised by their medical specialist to isolate due to their medical condition.</p> <p>Pupils who live with someone who is CEV continue to attend school as normal.</p> <p>The relevant staff liaise with the parents of pupils whose medical specialist has recommended they isolate to discuss their concerns and the infection control measures in place at the school.</p> <p>Clinically vulnerable staff continue to attend school provided they follow the school's control measures to minimise the risks of transmission.</p> <p>CEV staff follow the same guidance as their colleagues, but may follow additional precautions outlined by their medical specialist.</p> <p>Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home.</p> <p>Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school.</p> <p>A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees.</p> <p>Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach.</p> <p>The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time.</p>	<p><i>Low</i></p>
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Vaccination	<p>Unvaccinated individuals have health complications through contracting COVID.</p>	<p>The school encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance.</p> <p>The school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible.</p> <p>The schools ensures that all staff are aware that anyone who is unvaccinated must follow government guidelines if they are a close contact of a positive coronavirus case, develop symptoms, or produce a positive LFD or PCR test result.</p> <p>Unvaccinated members of staff are reminded by their line manager to pay particular attention to the school's existing system of controls, e.g. regular handwashing.</p> <p>The school asks for the vaccination status of members of staff on the basis that schools are a place of high contact and its need to protect other staff and pupils.</p> <p>In all cases, the school does not discriminate against any member of staff who has not being vaccinated for any reason, and adheres to its duties under the Equality Act 2010.</p> <p>The school consults legal advice in all cases where there is the possibility of a dispute regarding the vaccination status of a member of staff or its organisational approach to vaccines.</p>	
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