**ST JOHN PAYNE CATHOLIC SCHOOL COVID19 RISK ASSESSMENT AND ACTION PLAN**

**HEADTEACHER: MR T COEN**

**24/01/22 UPDATE**

This COVID19: Risk Assessment & Action Plan details decisions taken 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 (CP Policy during school closure + COVID19 CP & Safeguarding Policy Addendum added April 2020)
  + 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/ Action Plan Sections:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Theme** | **Control**  **Measures** | **Risk to**  **Implementation** | **Risk Level** **Pre-Action** | **Action** | **Date** | **Risk Level Post-Action** |
| **Preparing Buildings and Facilities** | Premises and utilities have been health and safety checked and building is compliant.   * Water treatments * Fire alarm testing * Repairs * Grass cutting * PAT testing * Fridges and freezers * Boiler/ heating servicing * Internet services * Any other statutory inspections * Insurance covers reopening arrangements   **Control measures**  **We ensure:**   1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. | Site Manager is unavailable  For detailed information, please refer to Appendix C / Risk Assessment for mass testing which can be located on :  <https://www.sjp.essex.sch.uk/about-us/covid-19/> | M  M  M | Capacity with Residential Senior Caretaker and caretaker  Recorded full pre-opening premises inspection.  Commission 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 reoccupied.  New networked alarm tested.  Staff to ventilate areas and to use the CO2 monitors to aid in the decision making process. | Reviewed  24/01/22 | L  L  L  L  L  M |
| Entry and exit routes to the school are in place, any physical changes and/or signage required are in place.  Students are welcome to wear a face covering if they wish, though this is not a school or DfE requirement.  The Association of Physical Education has stated that Bubbles: These are not required so this should help the PE curriculum to continue to be taught as planned for both core PE and in lessons where examination PE is taught | Bottlenecks possible at entrances to school.  We will review the validity of CO2 monitors & HEPA filters. All other considerations are accounted for in our RA. | M | Windows to remain open wherever possible at teachers’ discretion.  Layout of building considered when devising entrances and exits of buildings.  BOSCO: One-way systems via maths corridor and separate flow system throughout art & photography/ICT.  MERICI: One way system on ground and upper floor; stairways UP (music end) and DOWN (library end).  AQUINAS: Two separate one -way systems to allow flow at each end of the building; entrances/exits assigned to particular suites of classrooms within closest proximity to reduce congestion.  Staff presence during lesson changeover to be heightened. Students are reminded of the entrances and exits. | Reviewed  24/01/22 | L |
| Consideration given to premises lettings and approach in place. |  | L | Lettings risk assessment completed (site manager); continue to review guidance in light of government Tier identification system |  | L |
| **Ventilation and CO2 Monitors** | A risk assessment has been undertaken to establish if there is adequate ventilation in classrooms/offices/general areas.  Each area has been rated in order of priority and CO2 monitors placed in those ranked highest. | All staff are aware of the necessity for good ventilation and to open all windows and doors. | L | Readings from the monitors are recorded on a central spreadsheet and any recorded above 800 staff are required to open all window and doors to improve air circulation and reduce the risk of transmission. | Reviewed  24/01/22 |  |
| **Emergency Evacuations** | Evacuation routes confirmed. In the event of emergency the priority is getting out of the building calmly regardless of social distancing. | Common assembly point is Aquinas playground for all Years. | M | September fire drill. Walkie-talkies have been purchased for all members of SLT & Fire marshals to assist communication. | Reviewed  24/01/22 |  |
| **Cleaning and waste disposal** | Enhanced cleaning regime is in place in line with [COVID19: Cleaning in non-healthcare settings guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | Daily routines established in line with public health guidance. | M | Enhanced cleaning schedule implemented, ensuring that contact points, worksurfaces, door handles, taps etc. are cleaned and disinfected regularly.  Hand towels and handwash are to be checked and replaced as needed by site staff and cleaning staff. Cleaning routines & responsibilities shared with all staff.  Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.  Individual staff risk assessment where necessary.  Cleaning of desks with wipes after period 6. Desks could be wiped down P4 if clubs are taking place during lunch. | Reviewed  24/01/22 | L |
| Capacity of cleaning staff is adequate to enable enhanced cleaning regime. | | M | Prioritise schedule and areas. |  | L |
| Adequate cleaning supplies and facilities kept replenished.  Arrangements for longer-term continual supplies also in place. | Hand sanitiser for visitors at reception.  Classrooms will be provided with hand gel/wipes/paper towels  Low supply of soap. | M | Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach  Stock check and ordering schedule reviewed and order made.  Staff to check communal areas are not congested when releasing their students from lesson. It may be appropriate to ask the class to wait for a short moment while areas clear.  We continue to recommend regular hand washing & sanitising, and we strongly advise the continuation of twice weekly lateral flow testing. Students should try to avoid close contact and test at the earliest opportunity if they experience any of the following main symptoms of Covid 19 whilst at school.  1. A high temperature  2. A new, continuous cough  3. A loss or change to their sense of smell or taste | Reviewed  24/01/22 | L |
| Waste disposal process in place for potentially contaminated waste. | | L | Waste bags and containers - kept closed and disposed of in general waste. |  | L |
| Information posters displayed in classrooms, corridors, main entrance, school gate, in the staffroom and in all toilets. COVID19 information posters in place. Form tutors and all staff to receive expectations regarding recent DFE announcements. Regular morning reminders given to students. | | | | Reviewed  24/01/22 | L |
| **HR** | Approach to staff absence reporting and recording in place. RA for those in a vulnerable category | Staff to email HR who will then communicate with SLT/HOD | M | Individual staff risk assessment where necessary. | Reviewed  24/01/22 | L |
| Plans to respond to increased sickness levels in place.  Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts. | SLT/back-up staff assigned to each teaching group to offer support if needed | M | New cover staff employed. | Reviewed 28/11/21 | L |
| Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. Staff aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service | | M | Bereavement Policy reviewed to reflect current circumstances | Reviewed  24/01/22 | L |
| Arrangements for the accessing of home testing for staff and students are in place. Workers and students exhibiting symptoms of the virus would be referred to medical staff, who would seek advice from local health services. Self-isolating arrangements would apply. | | | | Reviewed  24/01/22 | L |
| Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: employer may require them to wear PPE. This should be documented as part of Contractor risk assessment | | L | Check with the contractor any requirements their employer has specified before visit. Share school protocols. | Reviewed  24/01/22 | L |
| Arrangements in place for externally employed adults e.g. sports coaches, music tutors. Protocols and expectations shared. | Outside agencies follow government guidelines. | L | Share amended procedures, obtain assessments outlining controls, e.g. only offer limited activities | Reviewed  24/01/22 | L |
| **Hygiene** | Students, staff & visitors are **no longer** required to wear a face covering in indoor communal areas from 27/01/22. Other measures such as improved ventilation and maintenance of cleaning and hygiene regimes continue to be recommended as an essential part of systems to restrict transmission in educational settings. | | | | Reviewed  24/01/22 | L |
| Sanitiser stations at each entrance, and each room will have sanitiser. Non-fire doors open to improve ventilation | | | | Reviewed  24/01/22 | L |
| **Testing** | From Monday 17 January, people with COVID-19 in England can end isolation after 5 full days, as long as they test negative on day 5 and day 6. Individuals still positive on LFTs tests must stay in isolation until they have 2 consecutive negative tests taken on separate days | | | | Reviewed  24/01/22 | L |
| **Catering** | Arrangements in place to provide food, including the requirement of universal free school meals. Grab & go to aid supervision of canteen and hall and reduce numbers using service points. Canteen one-way system.  Sixth-form students to assist with the serving of food in certain till points to speed up service and reduce footfall in busy areas.  Outside areas open for break and lunch with AQUINAS Canteen offering Year 7-11 a wider food offering. | | | | Reviewed  24/01/22 | M  L |
| **PPE** | Students, staff & visitors are no longer required to wear a face covering in **any** area based on the DFE update which will start from 27/01/22.Students, staff and visitors are welcome to wear a face covering during lessons and in communal areas if they wish, though this is not a school or DfE requirement**.** PPE requirements understood and appropriate supplies in place. Under government guidelines staff will not be provided with face masks unless fulfilling medical room cover. Medical room staff will be provided with masks & gloves. | | | | Reviewed  24/01/22 | M |
| **Response to suspected case of COVID19 in school** | **When an individual develops COVID-19 symptoms or has a positive test**  Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.  For everyone with symptoms, they should avoid using public transport and, where possible, be collected. If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary.  Pupils and staff should return to school as soon as isolation rules allow.  **Asymptomatic testing** | | M | Temperatures will not be taken as routine, but will be of anyone displaying symptoms.  CONSULT H&S CONSULTANT/LA/GOVS  Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves. | Reviewed  24/01/22 | M |
|  | Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. Students/families signposted to support agencies. | | L | Welfare checks continue for students not attending. Wellbeing newsletter sent to parents. | Ongoing | L |
| Consideration of the impact of COVID19 on families and whether any additional support may be required (HOYS/Finance/Chaplain/Pastoral team/HOY/SLT). Financial, Increased FSM eligibility, Referrals to social care and other support, PPG/vulnerable groups, Bereavement support | | | | Ongoing | L |
| **Safeguarding** | Individual risk assessments are in place and welfare checks being undertaken. | DSL & DDSL Risk assessments and welfare check process reviewed and updated. | M | Maintain overview & contacts with vulnerable families established during partial closure (SJP Procedures for supporting students)  Individual RAs for staff CEV or unable to be vaccinated for medical reasons and for pregnant women in their third trimester. | Reviewed  24/01/22 | L |
| Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. | DSL & DDSL Preparation for supporting pupils and receiving disclosures (process reminder, refresher training) | M | Staff refresher training session on processes and procedures and the revised wellbeing material. | Reviewed 24/01/22 | L |
| Updated Child Protection Policy.  Work with other agencies has been undertaken to support vulnerable CYP and families. | DSL & DDSL: Approach to responding to the safeguarding elements of Mental health and wellbeing. | L | Supporting families with vulnerable CYP to attend. Welfare checks for those not in school, actions taken where necessary. | Reviewed 24/01/22 | L |
| **Curriculum / learning environment** | Current learning plans, revised expectations and required adjustments have been considered. Curriculum plans revised to accommodate Ofqual adaptations to 2022 assessment when confirmed on 07/02/22. | | | | Ongoing |  |
| **Catch-up** | Catch-up funding will be assigned to HODs to deploy for academic enrichment and professionally delivered revision sessions within the school day, and to HOYs for Pastoral care. | | L | Support will be targeted where most required.  An online tutoring programme commissioned for selected students. | | |
| **CYP with SEND** | Approach to provision of the elements of the EHCP including health/therapies. | SENDCO: Approach to provision of the elements of the EHCP including health/therapies. | M | Virtual meeting with SEND Inclusion partner | Reviewed  24/01/22 | L |
| **Attendance** | Approach to supporting attendance determined. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, access to remote learning will be provided. AO to continue liaison with MECES.  School attendance is mandatory for all pupils of compulsory school. Where a child is required to self-isolate because of COVID-19 they should be recorded as code X. | | L | Attendance officer support for students not attending. Communication - parents to inform the school if a child is not attending. AO to monitor- parent portal (Edulink) to allow parents to monitor their child attendance. | Reviewed  24/01/22 | L |
| Approach to support for parents where rates of PA were high before lockdown. | | L | AO to contact parents of non-attenders to seek verification/Reason | Ongoing | L |
| **Communication** | On-going regular communication plans determined to ensure parents are kept well-informed. Weekly update letters sent to parents | | L | Updates from Schools COVID-19 operational guidance January 2022 shared with Parents and staff. | Reviewed 24/01/22 | L |
| **Governors/ Governance** | Meetings and decisions that need to be taken prioritised. | | | | Ongoing |  |
| Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood. | | | | Ongoing |  |
| Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated. | | | | Ongoing |  |
| **School events, including trips** | The school’s annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. | Plan in place for reviewing future events. | H | Plan for re-instating school trips. Individual trips to be risk assessed as usual, and with particular regard for COvid-19 restrictions & guidelines.  Geography field trip is running on 10/05/21- 14/05/21 in line with government guidance. | Reviewed  24/01/22 | M |
| **Finance** | Additional costs incurred due to COVID19 are understood and clearly documented. | Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM |  | Awaiting form to claim.  Cost centre in place for additional costs and spreadsheet. | Reviewed 24/01/22 |  |
| Any loss of income understood, including impact of lettings and financial implications. Budget adjustments have been allowed for and discussed by the Governors’ Finance committee | |  | Continue phased approach to re-instating lettings. | Reviewed  24/01/22 |  |
| Reintroduction or re-contracting services, such as:   * Cleaning * IT support * Catering | |  |  |  |  |