

Blackfen school Covid-19 risk assessment action plan – 26 August 2021. Updated 1 October 2021

This should be read in conjunction with the risk assessment for Stage 4 of the easing of lockdown

Sent to school staff on 1 September 2021.

Discussed and approved remotely by the full governing body on 23 September 2021

Put on the school website and circulated to staff and parents.

Area	Comment	Applied Yes or No	Action Taken/Notes by Whom/when	Status R-A-G
Risk assessment approved by governing body	Risk assessment and action plan sent to governing body for comment and approval.	Yes	Risk assessment sent to governing body. HT	G
Risk assessment sent to staff	Risk assessment and action plan sent to staff as part of wider consultation.	Yes	Risk assessment sent to staff subject to approval. HT	G
Risk assessment sent to parents	Risk assessment and action plan sent to parents as part of wider consultation.	Yes	Risk assessment sent to parents subject to approval. HT	G
Staff have access to online support	Staff made aware of online support through Carefirst – a 24 hour counselling and advice service.	Yes	Staff notified of support in Briefing. HR and HT	G
The system of 4 controls	Staff and parents are aware of the system of controls. There are 4 of them in the guidance. 1) Ensure good hygiene for everyone 2) Maintain appropriate cleaning regimes 3) Keep indoor spaces well ventilated 4) Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19	Yes	System of controls reinforced through letters and in briefings with staff, parents and students. HT	G
Ventilation in school (also see below)	Ventilation in school is improved through new windows replacing older windows.	Yes	Some new windows installed. Some new windows still to be installed. GMO	G/A
	Doors and windows opened to encourage ventilation and poorly ventilated spaces identified to improve fresh air flow.	Yes	Site staff responsible for opening windows and doors in the morning every day. VMU/GMO	G

	Mechanical ventilation is adjusted to increase the ventilation rate and full fresh air wherever possible and checked to confirm that normal operation meets current guidance and that the air is not on 're-circulate'. This is balanced with providing thermal comfort to avoid extremes of temperature and children may wear warmer clothing accordingly. The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides information.	Yes	Site Manager and team ensure this is done. VMU/GMO	G
	Schools are encouraged to follow Dfe advice to measure Co2 levels in classrooms with the installation of Co2 monitors, which will be distributed by the government from the end of August along with guidance on how to use them.	No	These will be monitored when the school receives the monitors. VMU/GMO	R
Use of air conditioning	Air conditioning can be used in rooms if there is adequate ventilation. See https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm	Yes	Instruction issued to staff that they can use air conditioning when windows are kept open.	G
Face coverings	Face coverings are no longer advised by law for secondary pupils, or staff and visitors either in classrooms or in communal areas. They must be worn in enclosed and crowded spaces where people may come into contact with other people they don't normally meet such as mixing with other schools, public transport dedicated transport to school, and school transport.	Yes	HT and DHT/AHT and SSO	G
Educational visits	Visits can take place at the present time	Yes	Governors to approve any planned visits. NRO	G
Parental communication	Regular communication to parents with clear guidance on what to do.	Yes	Letters sent to parents. HT	G
Visitors to school	Visitors who offer educational services to the school can visit. Parents/carers can meet with key staff but only with a prior appointment e.g. a return from exclusion meeting. Track and trace document remains in place.	Yes	Ongoing.	G

Good hygiene	Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Posters are encouraged and schools ensure sufficient handwashing facilities are available in toilet blocks. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. Electric hand dryers continue to be used as cost of paper towel replacements is prohibitive.	Yes	Posters encouraging hand washing. GMO Hand sanitisers regularly refilled and maintained. GMO/VMU	G
Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19	If a school has a substantial increase in the number of positive cases in your school (see Stepping measures up and down for more information), a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).	Yes	All communication with the director of PH via the HT.	G
	<p>Outbreak management plans in place ready to reintroduce bubbles if required and a review made of hygiene, improving ventilation without impacting thermal comfort, and other controls including encouraging testing and using outdoor space where possible.</p> <p>Public Health guidance (18-9-21) Thresholds for detecting transmission in the setting are described as:</p> <ul style="list-style-type: none"> • 5 cases or 10% (whichever is reached first) test-confirmed cases of COVID-19 (either by PCR testing or LFD Ag testing with a follow-up PCR) within 10 days, among students or staff clustered in a consistent group or cohort . Dates should be calculated based on illness onset, or test date if asymptomatic. OR • Evidence of severe of illness e.g. students or staff members admitted to hospital or a death as a result of a COVID 19 infection (PCR or LFD Ag with follow up PCR) as the setting may require advice on risk assessment and communication. 	Yes	School will seek advice from the Dfe Helpline HT	A
	Students will be tested twice in school at the start of the term.	Yes	Letters home to parents/carers. AST station set up in school.	G

	Students must continue to test twice weekly at home until the end of September when this will be reviewed. Staff must undertake twice weekly home tests throughout all of September.		DTA/NRO/GMO Testing kits issued to students. DTA	
	When an individual develops Covid-19 or has a positive test, pupils, staff and other adults 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 the school develops COVID-19 symptoms they are sent home and they follow public health advice. Symptoms include: A high temperature, a new continuous cough, loss of taste or sense of smell (anosmia). For everyone with symptoms, they must avoid using public transport and, wherever possible, be collected by a member of their family or household. If a student is awaiting collection, they are in a room on their own if possible and safe to do so.	Yes	PH procedures are followed as relevant. HT/JCL	G
	The First Aid Needs risk assessment is updated. First Aiders issued with PPE (goggles, gloves, mask and apron).	Yes	First Aid Needs risk assessment is updated. GMO First aiders issued with PPE.	A
	The risks to female employees of childbearing age and, in particular, risks to new and expectant mothers must be assessed and pregnant staff are in the clinically vulnerable group. Any employee who is pregnant, breastfeeding, or has given birth within the last 6 months, should check the risk assessment to see if any new risks have arisen. There is Guidance for pregnant employees. Pregnant staff should only attend a workplace if the risk assessment states it is safe to do so. Women from 28 weeks gestation or with underlying health conditions such as pre-eclampsia, are at greater risk if they catch Covid-19. It should be noted that heart	Yes	Individual risk assessments completed for any individual in this group.	A/G

	disease (congenital or acquired) during pregnancy, is classed as clinically extremely vulnerable and will have been notified by Public Health England. The school will follow the same principles for pregnant students.			
Cleaning regimes	All areas of the school are cleaned daily. On site cleaner all day every day to clean touch points and key areas.	Yes	Working with the contractors to quality assure cleaning regimes.	G