

Blackfen school Covid-19 risk assessment action plan – 25 May 2021. Updated: 1 July 2021

This should be read in conjunction with the risk assessment for ease of Lockdown period beginning 17 May 2021.

To be sent to school staff on 8 July 2021.

To be discussed, and approved, subject to any amendments, remotely by the full governing body.

To be put on the school website following approval and circulated to staff and parents.

This version has been shared at the full governing body meeting on 1 July 2021

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 12 controls	Staff and parents are aware of the system of controls. There are 12 of them in the guidance.	Yes	System of controls reinforced through letters and in briefings with staff, parents and students. HT	G
Lateral flow testing	See risk assessment for this. Any student who has tested positive in the last 90 days is advised not to have a lateral flow test.	Yes	Risk assessment sent to all staff. HT	G
	Students provided with home test kits after 3 tests in school. Regular giving out of test kits following delivery	Yes	Testing team to supply kits to students. DTA	G
	Staff to collect home test kits to test twice weekly at home and to upload results.	Yes	Staff to collect kits. STAFF.	G
CEV staff in school	Any staff classified as CEV, as defined in the guidance, are in school.	Yes	RA for all CEV staff to be reviewed. HT. These are	G

			presently being reviewed with these staff.	
Shielding staff now in school	Any staff who have been told to shield, as defined in the guidance are now able to be in school.	Yes	RA for all shielding staff to be reviewed. HT. These are presently being reviewed with these staff.	G
CEV students now in school	Any student classified as CEV, as defined in the guidance can be in school.	Yes	DHT/AHT and SSO to notify staff of CEV students.	G
Ventilation in school (also see below)	Ventilation in school is improved through new windows replacing older windows.	Yes	Some new windows installed. GMO	G
Face coverings	All members of the school community, unless exempt or able to follow social distancing, to adhere to wearing a face covering apart from in lunch areas and in classrooms.	Yes	Guidance issued to staff. Letters to parents. Exempt lanyards provided. Procedures for staff. HT and DHT/AHT and SSO	G
Students remain being taught in bubbles	Students continue in bubbles. However, students are now in year group bubbles. Students will now move to lessons around the school. New guidance produced for staff – timetable and curriculum for after half term. Letter to parents to inform them of the new arrangements.	Yes	New timetables printed. AHT/LSQ	G
Unnecessary furniture removed	Space created by removing unnecessary furniture.	Yes	Furniture removed. GMO	G
Guidelines on travel to and from school	Parents briefed on government advice about travelling to school.	Yes	Letter sent to parents. HT	G
No 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
Safeguarding	Safeguarding policy and addendum is regularly reviewed and approved by the governing body. The addendum is communicated to staff and parents and put on the school website.	Yes	Addendum shared at full governing body meeting. SCA	G

Behaviour	Behaviour policy and addendum is regularly reviewed and approved by the governing body. The addendum is communicated to staff and parents and put on the school website.	Yes	Addendum shared at full governing body meeting. SCA	G
Lettings	Lettings can now take place in school.	Yes	Lettings have been written to regarding arrangements. GMO	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
Parents' evenings	Virtual parents' evenings for every year group.	Yes	Publish schedule of all other parents' evenings for the year for staff and parents/carers. AHT and DHT	G
Forward facing teaching	Students should be in lessons in seats which are forward facing.	Yes		G
Practical lessons to take place	Equipment needs to be cleaned between each use.	Yes		G
Virtual transition	Transition is being planned as a virtual event for students and staff.	No	Letters to go out once the day and evening are planned.	R
Use of air conditioning	New guidance states that 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
Use of fans in rooms and offices	New guidance states that fans cannot be used as they are recirculating air and not drawing in new air from outside. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm	Yes	Instruction issued to staff that they cannot use fans in rooms and offices unless they are the only person in that room. Any staff with an underlying health condition to have a risk assessment completed.	G