

Blackfen school Covid-19 risk assessment action plan – 17 January 2021. **Reviewed on 3 February 2021**

This should be read in conjunction with the risk assessment for Lockdown period beginning 5 January 2021.

To be sent to school staff on 8 February 2021.

To be discussed, and approved subject to any amendments, at the full governing body meeting on 24 February 2021.

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

Area	Comment	Applied Yes or No	Action Taken/Notes by Whom/when	Status R-A-G
<b>General</b>	Staff have received a copy of the risk assessment and have been asked to comment on the risk assessment as part of a consultation.	Yes	Email to staff with risk assessment attached.	G
<b>Provision for children of critical workers and vulnerable young people</b>	Vulnerable young people identified and parents/carers written to inviting them to attend the on site provision. Phone call follow ups to any non-attenders. Parents asked to let school know if ONE of them (at least) is a critical worker and young person cannot work at home.	Yes	Letters home. Register of attendance kept. Restricting attendance during national lockdown implemented	G
<b>Control measures</b>	For all staff and students in school the control measures 1-11 are in place.	Yes	Reinforcement of hands, face and space on a daily basis by staff and LT member on duty that day including at lunchtime.	G
<b>Stay at home</b>	Staff told to stay at home unless they need to physically be in work as per the guidance. Staff working at home patterns to be determined and agreed with the line manager. Staff, where needed in school, to work on a rota. All staff to be on such a rota.	Yes	Rotas in place and agreed with staff.	G
<b>Stay at home</b>	Clinically Extremely Vulnerable staff are working at home.	Yes	Regular contact with line manager	G
<b>Stay at home</b>	Any member of staff in the Vulnerable category will have an updated risk assessment if they are concerned about working physically in school.	Yes	Risk assessments, using the Bexley proforma, completed for any staff requesting one.	A

<b>In school student provision</b>	Students work in one of 3 bubbles. They are allocated a working space and this is socially distant from other students and adults.	Yes	Rooms allocated in which students can work socially distant.	G
<b>Lateral flow testing</b>	See risk assessment for this.	Yes	Risk assessment sent to all staff.	G
<b>Procedures if a positive case is in school</b>	Adult goes directly home and completes a PCR test. Student is isolated until arrangements are made to collect them.	Yes	Room is set up.	G
<b>Following procedures for test and trace</b>	Parents and staff to continue to report any positive cases to the school and school continue to report these to Bexley and the local health protection team.	Yes	Continued practice from last term.	G
<b>Hands, face and space</b>	Enhanced cleaning is continuing in school. All members of the school community wear a face covering in school apart from in the classrooms where it is optional.	Yes	Reminders to all members of the community.	G
<b>Curriculum provision</b>	Students in school access their lessons. They work on a computer all day and are able to do this.	Yes	Faculty Leader updates. Staff updated in Briefings.	G
<b>Remote learning provision</b>	Students access learning at home. 5 hours of learning time a day are in place. Policy is in place and monitored. Concerns are followed up following the procedures in the policy.	Yes	Letters home. Follow up reminders when students are not on line. Any issues followed up by staff in school.	G
<b>Safeguarding</b>	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. <b>Reviewed and shared at all governing body meetings.</b>	G
<b>Behaviour</b>	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. <b>Reviewed and shared at all governing body meetings.</b>	G
<b>Parent communication</b>	Regular communication to parents and students about curriculum, teaching and learning and next steps. Student Support Officers in regular contact with parents, especially of those deemed vulnerable.	Yes	Letters have been sent to parents and students in all year groups. Year 9 option process has been communicated to parents. Year 11 virtual parents' evening and information about PPEs sent to parents.	G

			Letter to students – February. Letter to parents – February.	
<b>Routine maintenance and testing</b>	Site staff ensure that regular maintenance is carried out while school is not in use.	Yes	Checks carried out daily and weekly.	G
<b>Lettings</b>	No lettings in school at the present time.	Yes	Lettings have been written to regarding arrangements.	G
<b>Parents' evenings</b>	Virtual parents' evenings for every year group.	Yes	Schedule year 11 parents' evening. Publish schedule of all other parents' evenings for the year for staff and parents/carers.	A