

# COVID19: Risk Assessment and Action Plan

FRAMLINGHAM COLLEGE PREP SCHOOL

DATE OF DOCUMENT: 01 SEPTEMBER 2021

## **Purpose of this document:**

This COVID-19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the opening of the Senior School for Autumn Term 2021 and to ensure the school continues to operate in a safe way. The opening of boarding is covered in a separate annexe at the end of the document. 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
- 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'

## **Throughout this risk assessment we will always follow the 4 pillars of government guidance:**

- **Ensure good hygiene for everyone.**
- **Maintain appropriate cleaning regimes.**
- **Keep occupied spaces well ventilated.**
- **Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.**

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	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Consideration given to premises lettings and approach in place.	<i>Letting of facilities may compromise safety and stretch resources.</i>	<i>M</i>	<i>All lettings to complete a Covid Risk Assessment and implement safety measures accordingly</i>	<i>01/09/21</i>	<i>L</i>
Emergency Evacuations	Evacuation routes are confirmed as pre covid, and signage accurately reflects these. <i>NB In the event of an emergency the priority is getting out of the building calmly.</i>	<i>Pupils and staff are confused as to pre covid procedure.</i>	<i>M</i>	<i>Existing evacuation arrangements can remain in place to depart building by nearest route. All pupils to be briefed by Tutors on Day 1.</i>	<i>06/09/21</i>	<i>L</i>
				<i>Evacuation procedure to be tested during first half of new term.</i>	<i>01/11/21</i>	<i>L</i>
	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	<i>Allocated classrooms might not have easiest access for individuals requiring mobility support.</i>	<i>L</i>	<i>Separate RA will be produced for those requiring mobility support.</i>	<i>01/09/21</i>	<i>L</i>
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID-19: Cleaning in non-healthcare settings guidance</u> .	<i>Additional risk of infection in school environment.</i>	<i>H</i>	<i>Domestic staff have carried out a complete deep clean prior to start of term.</i>	<i>23/08/21</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Cleaning and waste disposal cont.			<i>H</i>	<i>Enhanced cleaning schedule in occupied areas to continue to ensure that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i>	<i>Ongoing</i>	<i>M</i>
			<i>M</i>	<i>Handwash stations to be checked and replaced as required by Domestic cleaning staff.</i>	<i>Ongoing</i>	<i>L</i>
			<i>M</i>	<i>Additional hand wash basins in place at key points.</i>	<i>Ongoing</i>	<i>L</i>
			<i>M</i>	<i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i>	<i>Ongoing</i>	<i>L</i>

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<b>Cleaning and waste disposal cont.</b>	Capacity of Domestic cleaning staff is adequate to enable enhanced cleaning regime.	<i>Insufficient Domestic Staff available to meet demand.</i>	<i>L</i>	<i>Domestic Manager prioritising tasks and all Domestic staff employed in-house so familiar with FC. Staff resources continue to be monitored to meet operational aims.</i>	<i>Ongoing</i>	<i>L</i>
	Adequate cleaning supplies and facilities around the school are in place.	<i>No hand sanitiser for students, staff and visitors.</i>	<i>M</i>	<i>Hand sanitiser available at each designated school entrance, each classroom and in boarding houses.</i>	<i>01/09/21</i>	<i>L</i>
		<i>Classrooms do not have tissues, detergent cleaner, clothes and gloves- to deal with unexpected incidents.</i>	<i>M</i>	<i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Each classroom has detergent spray, clothes and gloves for the teacher's use.</i>	<i>Ongoing</i>	<i>L</i>

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<b>Cleaning and waste disposal cont.</b>	Arrangements for longer-term continual supplies are also in place.	<i>Low supply of soap and other cleaning materials in school.</i>	<i>H</i>	<i>Stock checked, monitored and ordered in time by the Assistant Bursar.</i>	<i>Ongoing</i>	<i>M</i>
			<i>H</i>	<i>Government testing supplies monitored and stock checked by Assistant Bursar.</i>	<i>Ongoing</i>	<i>M</i>
	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>Occupied teaching spaces, toilets, communal areas and offices to be cleaned by Domestic Staff on a regular basis. Teaching staff will wipe their individual workspaces with disinfectant in between lessons if circumstances require.</i>	<i>01/09/21</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste.	<i>Ineffective disposal of contaminated waste.</i>	<i>H</i>	<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i>	<i>Ongoing</i>	<i>M</i>

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<b>Cleaning and waste disposal cont.</b>			<i>M</i>	<i>Waste collections made early in morning when the minimum number of persons are on site.</i>	<i>Ongoing</i>	<i>L</i>
Classrooms	Classrooms will have windows and doors open to allow as much ventilation as practical.	<i>Windows or doors closed by staff or pupils</i>	<i>M</i>	<i>All staff to be reminded that windows and doors to be opened to increase airflow and ventilation, whilst meeting Fire Safety regulations.</i>  <i>Domestic staff to open windows and doors when completing enhanced cleaning regime.</i>	<i>From 01/09/21</i>	<i>L</i>
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. Shared materials and surfaces should be cleaned and disinfected more frequently.		<i>M</i>	<i>If devices and headphones are lent to individual pupils these are to be cleaned by staff as required.</i>	<i>From 01/09/21</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Classrooms cont.</b>			<i>M</i>	<i>Keyboards, ICT, Art, DT, Music equipment to be wiped clean with disinfectant by teaching staff when needed, and subject to additional regular cleaning by Domestic Staff. Wipeable and washable resources are regularly cleaned and washed.</i>	<i>From 01/09/21</i>	<i>L</i>
	Information posters are displayed in every classroom, at the main entrance, at building entrances, in corridors and in toilets.	<i>Importance of widespread reminders to students and staff of COVID-19 information in place.</i>	<i>M</i>	<i>COVID-19 posters at entrances in toilets, classrooms, corridors, and communal areas.</i>	<i>Reviewed w/c 23/08/21</i>	<i>L</i>
<b>Transport</b>	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		<i>M</i>	<i>School minibus service will operate to schedule but with Government School Transport COVID- 19 guidance measures in place.</i>	<i>1/09/21</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Transport cont.</b>	<p>Pupils aged 11 and over should continue to wear face coverings when travelling to and from school using the minibus service.</p> <p>Ventilation and open windows to allow as much air movement as possible.</p>	<i>Pupil does not remember to bring mask for journey</i>	<i>M</i>	<i>Drivers to carry spare box of masks for issue if required.</i>	<i>01/09/21</i>	<i>L</i>
<b>Staffing</b>	Teaching and Support Staffing numbers to be ascertained to maintain an effective school (including leaders and safeguarding designated leads)	<i>Insufficient staff able to attend school.</i>	<i>H</i>	<i>Staff audit undertaken to ensure sufficient staff available to work on-site.</i>	<i>Ongoing</i>	<i>M</i>
	Plans to respond to increased sickness levels are in place. Cover arrangements regularly reviewed (including leaders and safeguarding designated leads)		<i>M</i>	<i>Normal cover arrangements in place to respond as required.</i>  <i>Government guidelines to be followed in the event of an outbreak.</i>	<i>06/09/21</i>	<i>M</i>
	Return to school procedures are clear for all staff.		<i>M</i>	<i>Regular SLT and Staff Meetings in place.</i>	<i>31/08/21</i>	<i>L</i>
	Arrangements to return any furloughed staff in place.		<i>L</i>	<i>SLT and HR work closely together to give furloughed staff sufficient notice of returning to work</i>	<i>Ongoing</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Catering	Arrangements in place to provide food on site.	<i>Catering Department has been closed with equipment shut down.</i>	<i>M</i>	<i>Equipment has been run, maintained and serviced during holidays. It has been deep-cleaned ready for start of term.</i>	<i>23/08/21</i>	<i>L</i>
			<i>M</i>	<i>Water available from water machines which are cleaned regularly.</i>	<i>01/09/21</i>	<i>L</i>
PPE	PPE requirements understood and appropriate supplies in place.	<i>PPE provision to meet safety requirements and its wearing to be consistent so as not to engender concern.</i>	<i>M</i>	<i>Routinely, PPE will not be worn by staff or pupils, in line with Government advice. PPE masks, gloves, eye protection, aprons available in each Department and other key areas for administration of First Aid if required. Suitable PPE worn by Domestic staff in line with usual Domestic Work Method Statements.</i>	<i>01/09/21</i>	<i>M</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>PPE cont</b>	Long term approach to obtaining adequate PPE supplies in place.	<i>Supplies of PPE proving scarce and expensive.</i>	<i>M</i>	<i>Supply chains being constantly monitored for availability and efficient purchasing.</i>	<i>Ongoing.</i>	<i>M</i>
<b>Return to School procedure</b>	Pupils and staff will potentially mix with many other people during the summer holidays therefore all Y7 – Y8 pupils will receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the Autumn Term.	<i>Any child or staff member returning to school will be asked to consent for COVID-19 testing.</i>	<i>M</i>	<i>Pupils and staff to show evidence of negative LFT prior to return.</i>	<i>31/08/21</i>	<i>L</i>
		<i>Pupils fail to test</i>	<i>M</i>	<i>Pupils to test 2 x during Week 1 of term</i>	<i>w/c 06/07/21</i>	<i>L</i>
	All pupils in Y7 – 13 will be asked to provide evidence of a negative LFT before returning to school.	<i>Pupils fail to test</i>	<i>M</i>	<i>HMs and Form Tutors will follow up.</i>	<i>w/c 30/08/21</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place:</p> <ul style="list-style-type: none"> <li>during school day</li> </ul>	<p><i>Any child or staff member returning to school will be asked to consent for COVID-19 testing.</i></p>	H	<p><i>Procedure set out in DfES advice to be followed.</i></p>	23/08/21	M
	<ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action.</li> </ul>		M	<p><i>Senior Deputy Head will be informed.</i></p>	01/09/21	L
	<ul style="list-style-type: none"> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> </ul>		H	<p><i>Student will be isolated in the Clarke Martin Reading Room and looked after by Reception staff. Parents then informed, pupil collected and PCR test to be undertaken</i></p>	01/09/21	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Response to suspected/ confirmed case of COVID19 in school cont.</b>			<i>M</i>	<i>Staff member would be isolated in the Clarke Martin Reading room and/or immediately go home or next of kin contacted, and testing would be undertaken.</i>	<i>01/09/21</i>	<i>L</i>
	<ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> </ul>		<i>M</i>	<i>Previously occupied area will be vacated to allow for deep cleaning to immediately take place.</i>	<i>01/09/21</i>	<i>L</i>
	Arrangements for informing parent community in place			<i>Parent and staff community informed by Senior Deputy Head</i>	<i>01/09/21</i>	<i>L</i>
	Approach to confirmed COVID19 cases in place outside of school hours	<i>Any child in Years 7 &amp; 8 or staff member returning to school will be asked to consent for COVID-19 testing.</i>	<i>M</i>	<i>The School community including parents will be advised of the situation.</i>	<i>01/09/21</i>	<i>M</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Response to suspected/ confirmed case of COVID19 in school cont.</b>	Arrangements for informing parent community in place		<i>L</i>	<i>The Principal would advise the School Community of the situation and parents would be required to follow current Government advice.</i>	<i>01/09/21</i>	<i>L</i>
	Relocate pupils away from certain parts of the school to clean <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> </ul>		<i>M</i>	<i>Pupils to be relocated and relevant areas of the school to be deep cleaned.</i>	<i>01/09/21</i>	<i>L</i>
<b>Pupil Support</b>	Consideration of the impact of COVID19 on families and whether any additional support may be required		<i>L</i>	<i>House and SLT teams maintaining communication with all families, offering support if applicable.</i>	<i>Ongoing. Usual procedures apply.</i>	<i>L</i>

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Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		<i>M</i>	<i>LS staff have remained active, supporting pupils.</i>	<i>Ongoing</i>	<i>L</i>
	Updated Child Protection Policy in place.		<i>M</i>	<i>College Safeguarding Policy updated to include processes relevant to current circumstances.</i>	<i>01/09/21</i>	<i>L</i>
	Work with other agencies has been undertaken to support vulnerable CYP and families.		<i>M</i>	<i>As required and co-ordinated through the welfare team and DSL.</i>	<i>Ongoing</i>	<i>L</i>
Communication	Information shared with staff around the opening plan, returning to usual working patterns/practices.		<i>M</i>	<i>Effective lines of communication maintained with staff from the Principal and SLT.</i>	<i>Ongoing</i>	<i>L</i>
	Opening plans shared with governors.		<i>L</i>	<i>Complied with.</i>	<i>Ongoing</i>	<i>L</i>
	Communications with parents Wellbeing/ pastoral support/		<i>L</i>	<i>Effective lines of communication maintained with parents by Governors, the Principal and SLT. Induction Day on Day 1 to ensure that pupils are clear on expectations.</i>	<i>Ongoing</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Communication <i>cont</i>	Pupil communications around: <ul style="list-style-type: none"> <li>• normal timetable</li> <li>• Removal of social distancing arrangements</li> </ul>		<i>L</i>	<i>Effective communication maintained with pupils by HMs, the Principal and SLT.</i>	<i>Ongoing</i>	<i>L</i>
	On-going regular communication plans determined to ensure parents are kept well-informed		<i>L</i>	<i>Letters, website updates, social media.</i>	<i>Ongoing</i>	<i>L</i>
Governors/ Governance	Meetings and decisions that need to be taken prioritised.		<i>L</i>	<i>Meetings of the Governing body and specific Governors Groups continue to take place regularly.</i>	<i>Ongoing</i>	<i>L</i>
	Governors are clear on their role in the planning and opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.		<i>M</i>	<i>The SLT are regularly updating the Governors and keeping the Welfare and Health &amp; Safety Governors Groups informed of changes to the Risk Assessment and Action Plan.</i>	<i>Ongoing.</i>	<i>L</i>
	Certain aspects of governance have been on hold in order to deal with the COVID situation. These are		<i>M</i>	<i>Bursar and SLT regularly meeting with Governors to manage</i>	<i>Ongoing</i>	<i>L</i>

	agreed and clear with all governors and have been reviewed and reinstated.			<i>overall financial position.</i>		
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	<b>Control Measures</b>	<b>Risk to Implementation</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed Date</b>	<b>Risk Level Post-Action</b>
<b>School events, including trips</b>	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with international school trips.		<i>M</i>	<i>All requests for trips are considered by the Senior Deputy Head for approval.</i>	<i>Ongoing</i>	<i>L</i>
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.		<i>M</i>	<i>Bursar and SLT regularly meeting with Governors to manage overall financial position.</i>	<i>Ongoing</i>	<i>L</i>