

COVID-19: Risk Assessment and Action Plan Updated January 2022

SCHOOL NAME: Saffron Walden County High School

OWNER: Polly Lankester

- **Site safety and cleaning – NL/VH**
- **Pupil communications and policies – MXB**
- **Staff communication and policies – MN/JK**
- **Timetabling and operations – ACB**
- **Teaching and Learning/Training for TEACHING STAFF– CAD/KVB/AAR**
- **6th Form – ALK**

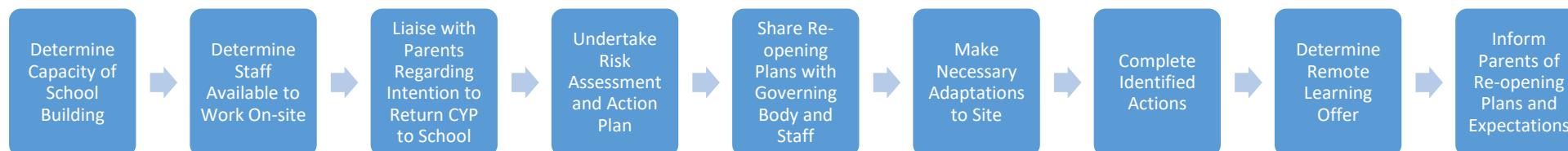
DATE: 7th January 2022

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 full re-opening of the school and 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
- CYP (Children and Young People) Response Plan
- DFE (Department for Education) 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'
- **Steps of Re-opening Preparation:**



PART ONE SUMMARY of SWCHS responses and actions in light of the guidance to schools (Schools Operational Guidance updated on August 17th - [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance))

1. Ensure good hygiene for everyone
 - a. Clean hands more often than usual
 - i. All classrooms and offices will be equipped with alcohol gel.
 - ii. Students will be encouraged to bring their own hand sanitizer to use at other times and will also be encouraged to wash their hands thoroughly after using the toilet and when opportunities arise.
 - iii. All food outlets will have alcohol gel dispenser points; supervising staff will monitor use.
 - iv. All water bottle refilling stations will have alcohol gel dispenser points next to them.
 - v. Posters in the toilet areas will remind students of the importance of handwashing and of the best technique.
 - vi. Messaging around the importance of good hand hygiene included in briefings for students.
 - b. Ensure good respiratory hygiene by promoting “catch it, bin it, kill it” approach.
 - i. All rooms to have a supply of tissues checked and replenished by the cleaning team.
 - ii. All rooms to have bins checked and emptied each day.
 - iii. Posters put up around the importance of “catch it, bin it, kill it.”
 - iv. Staff to remind students, when appropriate.
2. Maintain appropriate cleaning regimes using standard products such as detergents
 - i. Continuation of current practice of additional cleaning of priority areas and touch points including doors, toilets and eating areas.
 - ii. Reduction of touchpoints (doors propped open, where safe).
3. Keep occupied spaces well ventilated
 - i. Continue with the current practice of keeping windows open (where possible). Ensure doors to classrooms propped open unless this is affecting learning (e.g., doors might be closed if silence required for task completion whilst another group is working in the corridor)
 - ii. Explore options for using air purification technology for spaces that are more crowded (especially with older adults) or are harder to ventilate.
4. Follow Public Health Advice on testing, self-isolation and managing confirmed cases
 - i. Asymptomatic testing will resume with on-site testing at the start of term
 - ii. LFD (Lateral Flow Devices) tests will be distributed for students to use at home, in-line with the latest guidance
 - iii. Our communications will encourage uptake of this testing
 - iv. Our communications will remind students and parents of the need to be vigilant about symptoms of Covid-19 and to follow the latest guidance on PCR testing and self-isolation, should symptoms develop.
 - v. Where a student or member of staff becomes unwell at school with symptoms of Covid-19:
 1. SM/RD will be alerted.

2. The student/member of staff should be isolated immediately in a closed room with the window open.
3. PHE protocols will be followed, and the student should be sent home as soon as parents/carers can be contacted.
4. The individual will be told they should get a test and inform school of the outcome
5. Additional measures that will remain in place that both reduce contacts, but also support the smooth operation of the school:
 - i. One-way system of movement
 - ii. Zoning of the field for each Year Group
 - iii. Separate eating areas for first sitting
 - iv. Earlier break for Year 13 to minimize crowding in the 6th Form Study Café
6. Staff safety is covered by the HSE workplace guidance. In addition to the measures above
 - i. Staff will **be advised** to avoid working in crowded offices and to consider using classrooms etc. for lunchtimes if offices are busy.
 - ii. Staff with any anxiety about workplace safety will be asked to book a meeting with Jackie King to discuss any concerns they might have. Where necessary, bespoke arrangements may be put in place.

We will amend these approaches should any outbreak occur (see end of this Risk Assessment)

Further measures (including around specific subjects, behaviour, preparing for any future virtual activity, management of the estate etc.) are included in the detailed risk assessment that follows.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date COLUMN TO BE UPDATED EACH WEEK	Risk Level Post-Action
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers re-opening arrangements 	<p>Routine checks have been missed in light of the busy response to Covid-19 and the reduced levels of staffing.</p> <p>The disruption to catering has led to food not being used up in the usual timeframe.</p>	<p>M</p> <p>M</p>	<p>The building has remained in-use throughout this period.</p> <p>All regular health and safety checks have been carried out through COVID partial closure period.</p> <p>Legionella risk assessment updated in July 2021</p> <p>Ensure kitchen is operating in line with COVID-19 advice from the government</p> <p>Catering equipment has been checked.</p>	<p>On-going NL</p> <p>On-going Emma Bowles</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
	<p>Workspaces for staff:</p> <p>Workspaces re-designed to allow office-based staff to work as safely as possible</p>	<p>Staff Area offices, Admin/Finance areas and Site Team do not allow for a 2m space between desks.</p> <p>Staff rooms do not allow for a 2m space.</p>	<p>M</p>	<p>Where possible, office furniture and layout changed to allow greater social distancing.</p> <p>Staff reminded to avoid crowded offices and to work in a different space/classroom</p> <p>Staff encouraged to continue to work at 2m distance in free</p>	<p>NL</p> <p>MN</p>	<p>L</p> <p>L</p>

		<p>Reception area is an area of high traffic.</p> <p>Serving and sales points in canteens put students in close proximity to catering staff</p>	<p>M</p> <p>M</p>	<p>periods and side-by-side or back-to-back.</p> <p>Tensor barrier in place. Alcohol gel by signing in book for visitors (at 2 metre distance to reception desk) In/out system in place</p> <p>Screens put in on all in-door serving points and tills.</p>	<p>NL</p>	<p>L</p>
	<p>Toilets – measures have been taken to avoid breaches of social distancing in toilets</p>	<p>Narrow areas around sinks/dryers lead to people being in close proximity to others.</p>	<p>M</p>	<p>Toilet blocks allocated to separate groups.</p> <p>Signage to promote effective hand hygiene.</p> <p>Extra duties to discourage loitering in toilet area.</p>	<p>in place</p> <p>NL</p> <p>ACB</p>	<p>L</p> <p>L</p> <p>L</p>
	<p>Corridors: Measures are in place to support social distancing and smooth movement around the site</p>	<p>Narrow corridors can cause crowding that may cause anxiety to students and create unnecessary contacts</p> <p>Doors, passed through by many people each day, are a potential cause of transmission.</p>		<p>ARROWS added to support adoption of ONE-WAY systems throughout the school</p> <p>Local arrangements in place around classroom dismissal at tops of stairs where there is a risk of a bottleneck (C11/12, A11, B14/15)</p>	<p>NL</p> <p>MN</p>	<p>L</p> <p>L</p>

				Additional duty at the bottom of D corridor to ensure students go outside to their zone	ACB	L
	Water fountains.	Water fountains can create a risk of transmission as touched by multiple users.	M	Alcohol-gel dispensers next to water-fountains	In-place	L
	Consideration given to premises lettings and approach in place.	Not sufficient time for thorough cleaning after any lettings and before school starts.	M	Lettings risk assessed. This will include checking that additional cleaning is in place and any additional costs to SWCHS are covered and that the site team capacity is not exceeded.	On-going VH/PL	L
	Consideration given to the arrangements for any deliveries.	Deliveries overlap with key movements at entry/exit points and main reception deliveries put Site Team at risk.	M	Reception have full control of access with the barrier system and can advise deliveries accordingly. DELIVERY OF NON-SCHOOL ITEMS PROHIBITED, and this is made explicit in the Staff Handbook.	PMc/FB MN	L
	Additional Signage	/		Key messages around hygiene are put up around the school	MN/NL	L

<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID-19: Cleaning in non-healthcare settings guidance.</p> <p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p> <p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>Areas of the school not cleaned in line with recommendations.</p> <p>Absences in cleaning team.</p> <p>Lack of equipment/antiseptic cleaning fluids.</p> <p>Potential for contaminated tissues to be in left in bins.</p>	<p>M</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points (work surfaces, desks, door handles/plates, taps, light switches) are cleaned frequently.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks, and toilet flush.</p> <p>Additional cleaning sprays/wipes left in offices and on photocopiers for staff to use each use.</p> <p>Priorities and priority areas established. Handwash and alcohol gel stations are to be checked and replaced daily by cleaning staff.</p> <p>Additional supplies of all cleaning fluids/alcohol gel to be ordered and stock levels maintained.</p> <p>Bins emptied regularly. Bin liners used.</p> <p>Hand sanitiser available at the school entrance and in classes.</p>	<p>On-going NL/VH</p>	<p>L</p>
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Cleaning and waste disposal Staffing	Sufficient time is available for the enhanced cleaning regime to take place.	Pressure on team owing to additional cleaning/staffing shortages means that some key tasks are missed.	M	On-going cleaning throughout the day. Priority tasks and areas established. All teaching staff advised to leave the site by 5.30pm time in order for cleaning to be undertaken.	On-going VH	L
	Waste disposal process in place for potentially contaminated waste from suspected case.	Staff not following procedures for contaminated waste.	M	Waste bags and containers – kept closed and stored separately from communal waste for 72 hours.	On-going NL	L
				Waste collections made when the minimum number of persons are on site (i.e., after normal opening hours). First Aid waste is collected in yellow hazard bag.	On-going NL On-going NL	L L
Ventilation	Classrooms and offices are well-ventilated	Lower temperatures lead to windows being closed.	H	Regular reminders to staff and use of SLT TLW and Climate walks to check windows are open. Reminders to keep doors open (unless it would interfere with the learning in that lesson)	On-going MN/SLT On-going MN	L L

		Lack of adequate windows in some rooms	H	<p>Areas with poor ventilation – Risk assessed, and control measures and actions recorded.</p> <p>Explore funding options for air purifiers for rooms with least effective natural ventilation, priority to be given to spaces deemed to have less effective ventilation if they are used by more vulnerable older adults.</p> <p>Dept of Education to supply CO2 monitors that will assist with early warning that an area has poor ventilation</p>	PMc (Peter McLean)	L
		Raised CO2 levels		<p>Staff teaching in rooms with lower levels of airflow from windows, reminded of importance of keeping their doors open.</p> <p>CO2 monitors in place. No rooms have had high readings from CO2 monitors that have been installed. Library had for a short while as they had not turned on the AHU. Has now been resolved.</p>	MN NL	L

<p>Hand Hygiene and “Catch it, bin it, kill it”</p>	<p>All students/staff wash hands or use alcohol gel regularly (at a minimum before eating and at the start of each session).</p> <p>Staff/students follow best practice around hand hygiene and use/dispose of tissues properly.</p>	<p>Supplied of alcohol gel or tissues run out.</p> <p>Alcohol gel is not accessible</p> <p>Staff/students forget expectations.</p>	<p>H</p>	<p>Supplies monitored and ordered regularly</p> <p>Alcohol gel dispensers in every classroom and in key places on corridors and by eating outlets</p> <p>Reminders of routines (and in staff handbook).</p> <p>Posters put up to remind everyone of the importance of key hygiene messages and reinforced in tutor time messaging</p>	<p>and on-going VH</p> <p>In-place</p> <p>MN</p> <p>NL/MXB</p>	<p>M</p>
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<p>Asymptomatic testing</p> <p>Please see separate RA for operation of on-site testing</p>	<p>There is a high uptake of supervised testing at the start of term to reduce the likelihood of an outbreak of Covid-19</p> <p>There is a high uptake of asymptomatic testing at home for as long as this is recommended.</p>		<p>H</p>	<p>Supplies ordered</p> <p>Asymptomatic testing on-site is run effectively</p> <p>Messaging encourages high uptake</p>	<p>MN/JJ</p> <p>JJ (see separate RA for test centre operations-unchanged from January 2021)</p> <p>PL/MXB</p>	<p>M</p>
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Staffing	Approach to staff absence reporting and recording in place. All staff aware.	Staff forget to report absence, leaving groups unsupervised	L	Same absence recording procedures in place as before COVID. Reminders in place	On-going MN/JK	L
	There are enough staff in the building for safe operation and full curriculum delivery	Higher levels of illness or requirement to isolate leads to staffing levels being too low	H	A daily assessment will be made of whether all year groups can remain in school.	On-going ACB/MN	L
	Key roles are covered safely (e.g., SENCo, DSL (Designated Safeguarding Leads), Prevent etc)			Key roles are covered by at least 2 people in each case. Five colleagues had emergency DSL training to improve safeguarding coverage.	On-going	L
	Approach to support wellbeing, mental health, and resilience in place.	Staff feel anxious around the reduction in the control measures in education.	H	Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx	On-going JK/AM/BR	M
	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.			Anna Moorhouse and Beth Robertson leading on sharing approaches and well-being resources with staff. Line Managers encouraged to check in with team members daily and to ask how people are.	On-going ALL	M

				Well-being and workload survey undertaken in first HT and issues followed up.	MN/JK	M
	<p>Arrangements in place for any visitors/contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	Contractors may breach the guidelines established for our building. Additional people in the building.	M	<p>Nick Lee to check with the contractor any requirements their employer has specified before visit and share school protocols.</p> <p>All maintenance visits to take place outside of school hours or away from children and staff.</p> <p>All building projects must have in place Risk Assessments for social distancing and contained within area bubbles.</p>	On-going NL/PMC	L
	Arrangements in place for any externally employed adults delivering learning in school e.g., peripatetic music tutors, EP etc.	These peripatetic staff are less well versed in the expectations of SWCHS at this time.	L	Peripatetic staff will be expected to follow the guidance and that provided by the Musicians Union.	On-going EU/CL	L

Reducing CROWDING	Zoning of the field helps to spread students	Zoning is not clear.	H	Field subdivided using bright paint.	NL	L
				Zones (for both good and bad weather) mapped and shared.	MN	L
		Supervision is not adequate.	H	Rota is in place; all students expected to be outside at break	ACB	L

		Students are not clear on the rules/areas	H	and lunch, reducing supervision requirements.	PL/MXB	L
	Timetable adjustments to reduce crowding.	Too many students are trying to use one space/facility (e.g., 6 TH Form café)	H	Staggered start to the term to allow induction of year groups across 3 days. Initial assemblies and briefings explain systems High levels of supervision as we settle year groups in	ACB/All SLT MN/ALK	L
	Lunch time first sitting areas are spread across the school to reduce crowding	Too many students are crowded in one area causing anxiety and unnecessary contacts	H	Amendments to TT for Year 13 period 2 to continue. Year 13 registration to take place at the start of lunch.	MN/MXB PMc	L
	Staff will be encouraged to use a range of spaces at lunchtimes	Too many staff stay in one office	H	Rota for first sitting in place Additional eating outlet in place ACs to remind teams to make effective use of spaces to avoid crowding	MN/PL	L

	One-Way system in place throughout the school for LESSON CHANGE OVER periods	Students do not follow the rules.	H	<p>Communication to students re arrangements.</p> <p>Staff asked to supervise outside their classroom at lesson changeover points</p> <p>ONE-WAY ARROWS put in</p>	<p>MXB</p> <p>MN</p> <p>NL</p>	<p>L</p> <p>L</p> <p>L</p>
Additional mitigations where crowding is likely and unavoidable	Students will be 'requested' to continue to wear face-coverings on lesson changeovers.	Students do not comply	M	<p>Students will be reminded politely of this request by staff on duty.</p> <p>Reasons for this request will be outlined in parental communications and in tutor time and start of term assemblies</p>	<p>All</p> <p>PL</p> <p>MXB</p>	<p>L</p> <p>L</p>

First Aid	Additional procedures for supporting First Aid in place.	SM/RD not able to work safely		<p>SM to be provided with visor/gloves/facemask and apron.</p> <p>SM to advise as to most effective protocols and implement.</p>	<p>SM</p> <p>SM/MN</p>	<p>L</p> <p>L</p>
	Approach to suspected COVID-19 cases in place during school day.	Student remains within student body, despite developing symptoms.	H	If a child becomes unwell with a new continuous cough or high	SM/RD	L

				<p>temperature, SM/RD should be alerted.</p> <p>The student should be isolated immediately in closed room with window open. PPE should be used by staff in vicinity and hand washing guidance should be followed. The student should be sent home as soon as parents/carers can be contacted. VH will be informed so that cleaning protocols can be followed.</p> <p>The student should be advised to take a test and inform the school of the result.</p>	<p>On-going SM/RD</p> <p>On-going SM/JS</p>	<p>M</p> <p>L</p>
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Ensuring any return to Virtual School is high quality	All students receive a high quality of education, if the event of any group quarantine or local lockdown.	Staff get deskilled on TEAMS; skills in TEAMS delivery do not continue to improve.	M	TEAMS set up and used as a HW platform and for assemblies etc. from first day of term to keep students and staff familiar with the systems.	CAD/KVB	L
	Students needing to self-isolate, but well enough to work, are provided with appropriate and high-quality lessons	New students do not know how to use TEAMS effectively.	M	Year 7 and external Year 12 and all new staff given training on TEAMS.	KVB	L
				In the event of any local lockdown or outbreak clear expectations are	CAD/KVB	L

				<p>in place regarding quality of delivery expected and the need for personalised approaches.</p> <p>Individuals needing work set are identified and staff act on that</p>	CAD/admin team	L
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Governance	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.		M	Risk assessment shared with SD Resources Committee	PL	L
	Approach to communication between Leaders and governors is clear and understood.		M	Weekly meetings/discussions between SD and PL or CHD continue with a return to some in person meetings	On-going	L

Trips and Visits Travel to and from school	Trips and visits are in-line with guidance and are planned with appropriate contingency arrangements.		M	All advice from Essex is followed. Staff planning trips share plans with Alan for checking and to ensure contingencies/insurance is adequate.	ACB	L
	Students wear face-coverings on school and public transport (unless exempt)		M	Expectations made clear by mini-bus drivers.	ACB/mini-bus drivers	L

				Students queuing for buses reminded about wearing face-coverings	ACB/ Duty team	L
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Finance	Additional costs incurred due to COVID19 are understood and clearly documented for 2020-2021.		M	Information updated and shared with LGB Resources Committee.	On-going PDW	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM.		M	PDW to ensure SWCHS is aware of what can be claimed for/applied for in 2020-2021.	On-going	L
	Any loss of income understood, including the impact of lettings and the financial implications of not restarting.		M	Any changes reported to LGB Resources Committee E.g., catering and lettings.	On-going	L

January 2022 – Plan B update

1. Face-coverings

- a. The DfE has advised schools that masks should now be worn by all non-exempt individuals in both lessons and in communal areas (unless 2m distance can be maintained or unless there are specific circumstances such as hearing impairment).
- b. We have communicated this to parents and are reminding students of this expectation in school.
- c. Exempt students have been issued with exemption cards.
- d. Staff have been advised that they can remove face-coverings when at the front of the class and approximately 2m from students (for student safety), this is to help with communication/instruction of lesson material and so aid learning.
- e. Face-coverings are not expected to be worn outside or when in areas used for eating e.g. the canteen.
- f. The link to the DfE evidence base for this recommendation is below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044767/Evidence_summary_-_face_coverings.pdf

2. Testing

- a. All students were offered an on-site LFD test at the start of term to support with effective use of testing kits and to ensure an effective test was carried out before the start of term.

3. Self-isolation and recording of positive results from 11th January 2022

- a. Parents have been advised as to the updated guidance around self-isolation and the administration and attendance teams have been briefed so that they can advise any parents who contact the school with queries.
- b. From 11th January, students testing positive on an LFD test will not be expected to have a PCR test. The day of their test will be day 0 of their self-isolation. They will be coded as a confirmed positive case (I02) on the register and work will be set in accordance with the remote working guidance.

4. Reducing the risk of transmission in staff teams for higher rates of staff absence

- a. Whole staff briefing has been cancelled for the period of plan B.
- b. Office teams have been asked to maintain distance (1m+) and to avoid crowding for the period of plan B.
- c. Staff are strongly encouraged to take part in regular LFD testing.

5. Preparing for higher levels of staff absence

- a. Recently retired colleagues have been contacted and asked to help out (we are very grateful to our wonderful ex-staff team!)
- b. Part time teachers have been contacted and asked if they would be willing to work additional hours to provide cover (our thanks to those colleagues too).
- c. A plan to reduce the risk of school closure by combining some classes for absent colleagues (supervised by senior staff) has been prepared.
- d. Should staffing levels fall to the level whereby it is unsafe to remain fully open, then we will send some year groups home to work remotely and prioritise exam years for in-school education. Any period of remote learning will only be for the period of staffing crisis and would end as soon as it was possible to do so.

We have not decided to implement any further measures at this time.

This plan and these measures are in accordance with the DfE guidance given to schools on 2nd January 2022.