COVID-19 SCHOOL RESPONSE ACTION PLAN AND RISK ASSESSMENT

SCHOOL	St Martin de Porres Catholic School, Luton

Introduction:

Thank you for completing this document on behalf of our Academy Trust. As you work through this document if you are able to identify all items as complete, you will be prepared to widen the opening of our schools at some point on or shortly after 1st June 2020.

The Directors of the Trust will review these documents prior to opening and, while the decision to open or otherwise is one for Headteachers and leadership teams, Directors and Local Academy Committees must be assured that due diligence has been carried out ahead of making this decision. This document provides evidence of that due diligence.

Once complete, the Headteacher should send the document to the PA to the Strategic Executive Leader. The document will be disseminated to Local Academy Committees and Directors on your behalf.

Items outstanding on risk assessment	0		Items outstanding on operational	0

Any outstanding areas will be completed prior to reopening.

School

Select from list…

Cardinal Newman Catholic School, Luton

St Anthony's Catholic School, Slough

St Ethelbert's Catholic School, Slough

St Joseph's Catholic High School, Slough

St Margaret of Scotland Catholic School, Luton

St Martin de Porres Catholic School, Luton

St Mary's Catholic School, Caddington

St Vincent's Catholic School, Houghton Regis

Risk Assessment
St Martin de Porres Catholic School, Luton

Area	Risk	Issue	Management	Who	Status	Confirmed by Headteacher
1. Staffing	Adequate levels of supervision on school site.	With shielding and other requirements there may not be enough staff to cover the needs of the school.	1. Schools to determine level of demand through parent survey updated each week to adjust provision as required 2. Schools determine level of staffing available to meet demands 3. Schools deploy teaching and support staff in social bubbles to cover provision - this may not always be a teacher, but may be a TA / HLTA working under direction of teacher 4. Schools identify any additional requirements, mutually supporting schools across the Trust in the first instance 5. School to devise a rota if coverage is not possible in a way that is safe for students and staff	Headteachers	Complete	Yes
1. Staffing	Staff workload stretched beyond capacity	Teachers require to work all day and plan second group of lessons to go online not sustainable or fair.	1. Headteacher nominates a member of senior team / experienced member of staff who is shielding as 'head of remote learning' 2. Shielding colleagues to take the lead in setting and marking work from students working from home 3. Schools without capacity to do this to collaborate with Trust Primary schools to share the load of setting work 4. Shielding colleagues to take the lead on contact phonecalls for all students who are still working from home (20 calls a day)	Headteachers	Complete	Yes
2. Buildings and estates	Air conditioning	Build up of bacteria	1. Schools to establish if any A/C units are out of service cycle and beyond reasonable timeframe	Site team	Complete	Yes
2. Buildings and estates	Asbestos	Disturbed by rodents	Visual inspection carried out and remedial works implemented where required in accordance with guidance	Site team	Complete	Yes
2. Buildings and estates	Fire	Fire alarms / detectors have developed a fault that has not been detected.	Carry out full fire alarm test	Site team	Complete	Yes
2. Buildings and estates	Hot water provision	There is inadequate hot water to support the cleaning required to support hygene standards	Water systems to be fully tested to ensure supply and any faults fixed.	Site team	Complete	Yes
2. Buildings and estates	Legionella	Areas of the school used less during lockdown have increased risk of legionella.	Water systems to be fully flushed to ensure compliance. Hot water flush to be carried out to ensure any other bacteria are eliminated.	Site team	Complete	Yes
2. Buildings and estates	Lift and shutters	Developed fault undetected	Inspection of devices	Site team	Complete	Yes
2. Buildings and estates	Rodent / pest infestation	Build up of pests in areas unused during lockdown not yet detected	Visual inspection carried out and pest controller brought in where required and works complete	Site team	Complete	Yes
3. Managing risk of virus spread	Environment harbours virus on surfaces	Some surfaces are more prone to retaining the virus and are harder to clean	Items are removed from the classroom that are hard to clean or have intricate parts.	Class teacher	Complete	Yes
3. Managing risk of virus spread	Potential lack of awareness of symptons	Parents and carers unaware of appropriate responses	All schools to promote guidance from DfE (different languages attached)	Headteachers	Complete	Yes

3. Managing risk of virus spread	Potential lack of awareness of symptons	Students and staff bring virus into school unintentionally	All schools to promote handwashing regimes as outlined by PHE	Headteachers	Complete	Yes
3. Managing risk of virus spread	Potential lack of awareness of symptons	Students and staff bring virus into school unintentionally	All relevant posters to be downloaded and displayed throughout the school	Headteachers	Complete	Yes
3. Managing risk of virus spread	Potential lack of collective responsibility	Staff who have not been directly involved in the planning are less aware of the guidance and expectations and the ways they can promote a positive culture.	1. All staff to be issued with this link to government guidance for familiarisation 2. Briefing sessions to constantly start with reviews and reminders around school protocols to maintain high hygene standards. 3. All staff to complete Smartlog COVID 19 training.	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Extremely vulnerable staff and those living with extremely vulnerable more prone to serious complications	1. Extremely vulnerable and those living with extremely vulnerable to be directed to work from home (Letter from JRN) 2. Headteacher to direct work they are to undertake from home	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Passing on virus from hands	A strategy to promote handwashing throughout the day is in place	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Passing on virus from hands	Where hand washing is difficult, hand sanitiser is availale - especially in the classroom itself following accidental touching of shared items	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - arrival and departure	Arrival and departure routines in place to ensure social distancing of students, staff, parents and carers	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - breaktime and lunchtime	School day re-arranged to ensure student break time and lunch time staggered	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - canteen and meals	For the immediate future - school meals provided to those entitled to free school meals as a grab bag and delivered OR collected from designated point that maintains social distancing	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - maximising distancing in the classroom	Classroom layout configured to ensure TA and teacher can maintain as close to 2m social distancing as possible with 'help desks' for students	Class teacher	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - social bubble	1. Students to work in 'social bubble' of no more than 15 students (In KS1/YrR 10 pupils to be max)	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - staff social bubble	Staff to work in a social bubble of no more than 3 members of staff per class	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Proximity to other people - support staff not pupil facing	Vulnerable staff working away from children to maintain 2 meters social distancing in work spaces - inlcuding staggering working time and working from home to ensure this is possible	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Students wilfully disregarding social distancing and other safety measures	Behaviour policy addendum implemented giving clear guidance to Headteachers and parents / carers and students of expectations.	JRN - Trust	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Students with EHCP and other specific needs where observance of social distancing may be compromised	SENCO to undertake individual risk assessment and implement bespoke management plan to take account of individual needs	SENCO	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Touch surfaces particularly vulnerable to transmission of illness	School is limiting movement of children between classes and within the classroom	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Touch surfaces particularly vulnerable to transmission of illness	Arrangements in place for students to be collected from outdoor spaces and escorted with social distancing to classroom space without engaging with touch surfaces - doors opened, handrails left untouched as far as possible	Headteachers	Complete	Yes
3. Managing risk of virus spread	Transmission of illness and virus	Touch surfaces particularly vulnerable to transmission of illness	School is insisting students have their own equipment on desk and there is no borrowing of equipment	Headteachers	Complete	Yes

3. Managing risk of virus spread	Transmission of illness and virus	Vulnerable staff prone to complications	1. HR letter to outline position w.r.t vulnerable staff (JRN letter) 2. Vulnerable staff to be directed to work from home OR in non-pupil facing roles where strict social distancing can be observed.	Headteachers	Complete	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person	School to designate a single space exclusively for management of suspected COVID cases (NOT THE GENERAL MEDICAL ROOM)	Headteachers	Complete	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person	Designated COVID-19 space to be stocked with appropriate PPE	Headteachers	Complete	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected STUDENT	Train staff to ensure following 6 step protocol for dealing with suspected student COVID-19 case: 1. Member of staff from social bubble removes person immediately to COVID-19 designated room (NOT THE NORMAL MEDICAL ROOM) 2. Parent / carer called to take child home immediately 3. Parent / carer told to book test for child 4. If negative, return to school. 5. If positive, all students and staff in the class to self-isolate for 14 days alongside members of their family in line with government guidance 6. COVID-19 designated room and surrounding hallways, doors etc. all deep cleaned immediately following departure of student / member of staff wearing same level of PPE as staff who dealt with person affected - following PHE guidance on disposal of any PPE worn (double bagged and set aside for collection)	Headteachers	Complete	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected MEMBER OF STAFF	Train staff to ensure following 6 step protocol for dealing with suspected student COVID-19 case: 1. Member of staff informs SLT they feel unwell and are replaced immediately 2. Member of staff goes home immediately 3. Member of staff told to book test 4. If negative, return to school. 5. If positive, all students and staff in the class to self-isolate for 14 days alongside members of their family in line with government guidance 6. COVID-19 designated room and surrounding hallways, doors etc. all deep cleaned immediately following departure of student / member of staff wearing same level of PPE as staff who dealt with person affected - following PHE guidance on disposal of any PPE worn (double bagged and set aside for collection)	Headteachers	Complete	Yes
4. Managing suspected COVID-19 case	Transmission of illness and virus	Suspected COVID-19 infected person - ensuring compliant response	Stay at home guidance here	Headteachers	Complete	Yes
5. Communication	Parents and carers are unaware of procedures before they return to school.	Risk of infection through lack of familiarity with procedures.	1. Parents / carers to be informed of daily practices so they can be aware AND go through these with children 2. Parents / carers to be informed of their daily responsibility for vigilance AND the fact that there will be no punitive measures for keeping a child off school if they have any concerns whatsoever that they may be affected 3. Parents / carers to be informed that they must inform the school as soon as they become concerned a child may be showing signs of COVID-19	Headteachers	Complete	Yes
5. Communication	Staff are unaware of procedures before they return to school.	Risk of infection through lack of familiarity with procedures.	1. Staff to undertake INSET day(s) ahead of return to be absolutely sure of procedures	Headteachers	Complete	Yes

5. Communication	Students are unaware of procedures before they return to school.	Risk of infection through lack of familiarity with procedures.	1. Students to be sent details of procedures so they know what to expect in terms of new routines and practices 2. Day 1 of return to be dedicated to induction on daily routines required to keep everyone safe	Headteachers	Complete	Yes
5. Communication	There is a lag in time between information received and action.	More students and staff could be infected as a result of slow response.	1. School to implement an emergency email help@smdpluton.co.uk to be contacted any time between 7am and 9pm to inform of a suspected case of COVID-19 (rota of SLT to check) 2. All students and this social bubble directed to remain at home until further notice (i.e. until outcome of test is known)	Headteachers	Complete	Yes
6. Emotional well-being	There is a great deal of anxiety among staff and students	Students and staff may be exhibiting signs of emotional stress as a result of the threat of C-19 as well as trauma associated with family / friend loss / fear of family friend loss.	1. Staff to work through guidance and support (including XCET)	Headteachers	Complete	Yes
6. Emotional well-being	There is a great deal of anxiety among staff and students	Students who have had strained friendships groups in the past may have heightened anxiety around return that leads to distress.	1. Schools to identify students at risk 2. Pastoral leaders and support staff to hold a telephone consultation with parent / carer and child where appropriate 3. Key findings and actions to be disseminated to social bubble leaders	Headteachers	Complete	Yes

Operational plans
St Martin de Porres Catholic School, Luton

Item	Action	Status
Children and parents	Plan to resume taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school.	Complete
Children and parents	Plan how children of critical workers and vulnerable children will be accommodated alongside returning year groups and encourage attendance (unless they are extremely clinically vulnerable and shielding, or medical advice or further guidance suggests they should not attend).	Complete
Children and parents	Agree what returning support is available for vulnerable and/or disadvantaged children (including any dual-registered students) and put in place provision for the return of pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies and engage with partners who will help to provide that support, for example, local authorities.	Complete
Children and parents	Agree what safeguarding provision is needed in school to support returning children (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals as more children return to school, including those with problems accessing online offers. Check for revised protocols from your local authority and update safeguarding policy if necessary.	Complete
Children and parents	Agree whether breakfast clubs, lunch clubs and after-school clubs can operate (in line with the implementing protective measures in education and childcare settings guidance), and under what terms.	Complete
Staff (teachers, support staff and non-teaching staff)	Agree any flexible working arrangements needed to support any changes to your usual patterns (for example, staggered start/end times).	Complete
Staff (teachers, support staff and non-teaching staff)	Decide what staff training (either delivered remotely or in school) is needed to implement any changes the school plans to make (for example, risk management, curriculum, behaviour, safeguarding).	Complete
Staff (teachers, support staff and non-teaching staff)	Put in place measures to check on staff wellbeing (including for leaders).	Complete
Learning	Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support.	complete
Learning	Work with your local authority or trust (and where applicable NHS Clinical Commissioning Group) and families to identify what provision can be reasonably provided for in line with education, health and care (EHC) plans.	Complete
Learning	Agree ongoing learning offer for eligible pupils who can't attend school, as well as offer for those that continue to be out of school.	Complete
Learning	Agree ongoing approach for learning offer for vulnerable children and children of critical workers who are in school but not in the returning year groups.	Complete
Other considerations	Work with other school based-provision as necessary (for example, nursery, SEN unit) to ensure policies are aligned where they need to be.	Complete
Other considerations	Plan arrangements with your suppliers and check they are following appropriate social distancing and hygiene measures (for example, food suppliers, grounds maintenance, transport providers), including when in school.	Complete
Other considerations	Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach.	Complete

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