


Location or School Address: St Joseph's Catholic Primary School, Wallasey	Date assessment Undertaken 29 <sup>th</sup> August 2021	Assessment undertaken. by: Jeanne Fairbrother and Mrs Maria Hollis
Activity or situation <b>Contingency Plan</b>	Review date: Weekly review or as appropriate for the activity	Signature: 

**Background information**

**Contingency Plan School opening COVID 19. September 2021**

The DfE guidance explains the actions school leaders should take to reduce the risk of transmission of coronavirus (COVID-19) in their school. It includes advice from Department of Health and Social Care (DHSC) and Public Health England (PHE).

DfE guidance, states that schools should have an 'outbreak management plan', this is the same as the contingency plan outlining how they would operate if any of the measures described in the document below were recommended for their setting or area. This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

See [Guidance :Contingency framework: education and childcare settings](#)

This risk assessment applies to:

- primary schools
- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- 16 to 19 academies
- infant, junior, middle, upper schools

**Legislation and guidance**

Health and Safety at Work Act etc. 1974

Management of H&S at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

DfE Actions for schools plus associated COVID 19 Guidance

Public Health England Guidance

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? <i>Have you followed the hierarchy of controls (eliminate, substitute etc)?</i>	Risk Score Consequence X Likelihood	4) Any further action. <i>This should be included in the action plan (5), below</i>
<b>Collaboration with local authorities during localised outbreak of COVID 19 cases</b>	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> <li>Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks.</li> <li>School liaises and responds to guidance from DPH&amp; local PH Teams</li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)
<b>Failure to assess the risks of COVID 19 transmission in school.</b>	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> <li>School has assessed the reasonably foreseeable risks of transmission of COVID 19. See <b>RA 029A School opening COVID 19 v2 Aug 2021</b></li> <li>The risk assessment is regularly reviewed as circumstances in school and the public health advice changes.</li> <li>School monitors whether the controls in place are effective and working as intended.</li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)
<b>Failing to have adequate outbreak management plans to allow for stepping measures up and down.</b>  <b>All settings unless indicated</b>	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> <li>School has <b>RA 029A School opening COVID 19 v2 Aug 2021</b> risk assessment for following the new guidance, and this contingency plan risk assessment for stepping up or stepping down measures if required to by Public Health.</li> <li>School has outbreak management plans outlining how we would operate if there were an outbreak in school or local area.</li> <li>School will call the DfE helpline on 0800 046 8687 selecting option 1 for advice on the action to take in response to a positive case who will escalate the issue to the local health protection team where necessary and advise if any</li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)

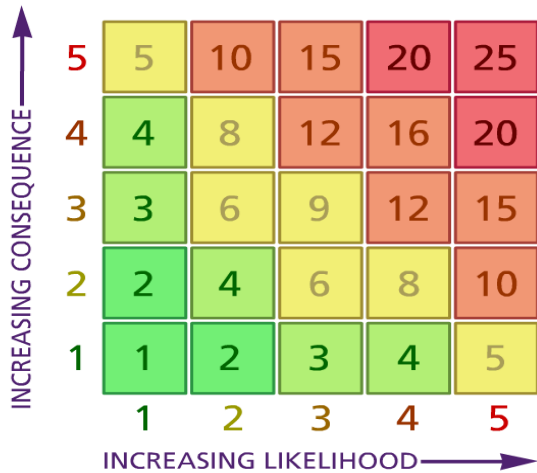
		<p>additional action is required, such as implementing elements of the outbreak management plan.</p> <ul style="list-style-type: none"> <li>School will consult local Public Health Teams to contain any outbreak by following local health protection team advice below: <ul style="list-style-type: none"> <li>Wirral Hub School Support Team: 0151 666 3600 (8am-5pm Monday to Friday). PLEASE NOTE THE EARLIER START TIME. We are also currently reviewing our local out-of-hours provision, so I will keep you informed of any changes on that).</li> <li>DfE Helpline - 0800 046 8687 (Monday to Friday 8am to 6pm and Saturday to Sunday 10am to 6pm)</li> <li>PLEASE NOTE: Special schools should contact the local health protection team if an outbreak is detected on 0344 225 0562 (option 0 then option 1). Out of hours number is 0151 434 4819</li> <li>For non-urgent queries, settings can still use the dedicated email address of <a href="mailto:covidschoolsupport@wirral.gov.uk">covidschoolsupport@wirral.gov.uk</a>. This will be monitored at regular intervals during 08:00-17:00 Monday-Friday <ul style="list-style-type: none"> <li><b>Wirral schools contact</b> Wirral LA covid helpline 0151 666 3600. Email: <a href="mailto:covidschoolsupport@wirral.gov.uk">covidschoolsupport@wirral.gov.uk</a></li> </ul> </li> </ul> </li> </ul> <p><b>Early Years</b></p> <ul style="list-style-type: none"> <li>Setting will notify Ofsted of any confirmed cases staff or child within 14 days through the usual notification channels.</li> <li>Setting will make Ofsted aware if the setting is advised to close as a result.</li> </ul>		
<b>Communication</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>School will communicate its plan for addressing any imposed restrictions with parents: <ul style="list-style-type: none"> <li>Opening arrangements.</li> <li>Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.</li> </ul> </li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)

		<ul style="list-style-type: none"> <li>○ Any reviews of the school's protective measures as part of school's risk assessments.</li> <li>○ The arrangements for remote working.</li> </ul> <ul style="list-style-type: none"> <li>● School will keep all relevant parties up to date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.</li> </ul>		
<b>Return to school</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>● School recognises that testing is voluntary.</li> <li>● Where advised to do so by a Director of Public Health and/or the local HPT, the school will encourage staff to undertake LFD tests at home prior to their return to school and/or for a period following their return.</li> <li>● The headteacher will inform staff, pupils, and parents, prior to the return to school, whether any further restrictions, such as the use of bubbles and face coverings, have been resumed.</li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)
<b>Face coverings</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>● Face coverings may be reintroduced in communal areas and classrooms for members of staff.</li> <li>● School/setting may be required to reintroduce the use of bubbles in order to resume social distancing and limit the transmission of coronavirus.</li> <li>● School/setting will adhere to any conditions set out by the local HPT.</li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)
<b>Re-introduce Shielding - CEV staff &amp; pupils, pregnant staff</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>● Shielding is currently paused and will only be reintroduced by national government in the event of a major outbreak that poses a significant risk to individuals on the shielded patient list (SPL),</li> <li>● Settings outbreak management plan covers this possibility.</li> <li>● All identified CEV &amp; pregnant staff have individual risk assessments detailing the measures the setting has put in place to reduce risks to these staff, including how these</li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)

		<p>protective measures have been reviewed as part of an updated workplace risk assessment.</p> <p><i>Regular updates with CEV staff, pupils and pregnant staff</i></p>		
<b>Transport</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<p>In the event of having to increase measures:</p> <ul style="list-style-type: none"> <li>• school will encourage staff &amp; pupils to walk or cycle wherever possible and to avoid public transport.</li> <li>• If needing to use public transport, they are required to wear a face covering while travelling, unless exempt.</li> <li>• If directed, pupils and staff may also need to resume mandatory wearing of face coverings on dedicated school transport unless they are exempt.</li> <li>• Transport services to and from the school will continue to operate as normal during times of local restriction where pupils are still attending.</li> <li>• If transport cannot operate as normal, school will consider alternative options and communicate these to all parents and pupils in advance.</li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)
<b>Residential educational visits</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>• All visits are risk assessed and include current local restrictions.</li> <li>• School will consider carefully if the educational visit is still appropriate and safe.</li> <li>• Only pupils who are attending the setting will go on an educational visit.</li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)
<b>School failing to plan:</b> <ul style="list-style-type: none"> <li>• Open days</li> <li>• Transition &amp; taster days</li> <li>• Parental attendance</li> <li>• Performances</li> </ul>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>• All such events are risk assessed and include current local restrictions.</li> <li>• School will consider carefully if the event is still appropriate and safe.</li> <li>• Parents/staff informed as soon as decisions are made</li> <li>• Decisions made in line with national current guidance</li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)
<b>Attendance restrictions - increased Covid infections</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<b>Early years settings as part of a primary school</b>	<b>3X2=6</b>	If you identify any actions to complete, transfer

		<ul style="list-style-type: none"> <li>School-based nurseries in primary schools will have the discretion to follow the arrangements set for the primary school</li> </ul> <p><b>Primary school</b></p> <ul style="list-style-type: none"> <li>If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend.</li> <li>If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be followed to attend.</li> </ul>		them to the action plan below (5)
<b>Food provision</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>School will provide meal options for all pupils who are attending.</li> <li>FSM or food parcels to eligible pupils who are not attending school, where they: <ul style="list-style-type: none"> <li>are self-isolating.</li> <li>have had symptoms or have tested positive.</li> <li>are not attending due to the implementation of local restrictions advised by local PHE teams.</li> </ul> </li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)
<b>Safeguarding</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>School will ensure safeguarding arrangements remain effective during periods of restricted attendance.</li> <li>MyConcern will continue to be used to log any concerns</li> <li>Communication will continue between school and IFD/social workers</li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)
<b>Teaching &amp; learning</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>If restrictions to on-site education are required, the school will offer immediate access to high-quality remote education for all pupils who are required to remain at home</li> <li>Remote learning plan available on the school website</li> <li>Parents will be updated about class information and Goggle sessions via Dojo</li> </ul>	<b>3X2=6</b>	If you identify any actions to complete, transfer them to the action plan below (5)

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Risk Rating	Action Required
20 - 25	<b>Unacceptable</b> – stop activity and make immediate improvements
10 - 16	<b>Urgent action</b> – take immediate action and stop activity, if necessary, maintain existing controls vigorously
5 - 9	<b>Action</b> – Improve within specific timescales
3 - 4	<b>Monitor</b> – but look to improve at review or if there is a significant change
1 - 2	<b>Acceptable</b> – no further action but ensure controls are maintained & reviewed

- Likelihood:**  
 5 – Very likely  
 4 – Likely  
 3 – Fairly likely  
 2 – Unlikely  
 1 – Very unlikely
- Consequence**  
 5 – Catastrophic  
 4 – Major  
 3 – Moderate  
 2 – Minor  
 1 – Insignificant

(1) List hazards *something with the potential to cause harm* here

(2) List groups of people who are especially at risk from the significant hazards which you have identified

(3) List existing controls here or note where the information may be found. Then try to quantify the level of risk *the likelihood of harm arising* that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

	5. Action plan	Responsible	Completed
1	Encourage staff to take LFD tests at home if instructed to by guidance	MLH	
2	Staff, parents and pupils to be kept up to date with relevant guidance	MLH	
3			
4			
5			
6			
7			
8			
9			
10			



	<b>Action plan agreed by (NAME &amp; DATE)</b>		
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