

## COVID19: Risk Assessment and Action Plan

**SCHOOL NAME: Great Totham Primary School**

Date	Version of Assessment
1 <sup>st</sup> September 2021	Updated following latest guidance published 17 <sup>th</sup> August 2021

**All staff have been consulted during the process of formulating and reviewing this risk assessment/action plan. It has also been approved by the Whole School Governing Body**

Step 4 marks a change in the government's response to COVID19 as this virus becomes one we need to learn to live with. The overarching imperative is that the education of children should not be disrupted and that all adults have been offered the opportunity to receive two vaccine doses by mid-September.

Theme	Control Measures	Actions Implemented	Commentary
<b>Site Arrangements</b>	Office space	<ul style="list-style-type: none"> <li>• Glass window (hatch) mostly closed</li> <li>• All unnecessary objects removed from reception area</li> <li>• Windows in office for ventilation</li> <li>• Perspex screen fitted between face to face desks</li> </ul>	All measures retained for September 2021
	Access to office during busy morning period	Access is allowed from September however parents are encouraged to use remote methods of communication whenever possible	Will review end of September
	Movement about site	No restrictions from September 2021	Review in light of COVID infections
	The Lodge provision	No requirement to separate children or work in bubbles. The Lodge to resume normal operations in September	Will in light of any infections
	Site deliveries	Deliveries left at reception as normal	
<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these.	No changes required to evacuation procedure. All children will have normal briefing and practice drills in September having moved classrooms.	
	Amend PEEPs	Evaluation of current PEEP and identification of needs of any new children.	

<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance.</a>	<p><b>Enhanced cleaning remains a necessary control measure.</b></p> <ul style="list-style-type: none"> <li>• Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by cleaning staff</li> <li>• Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</li> <li>• Doors open (as much as is safe) to minimise use of door handles</li> <li>• Each teaching base has a cleaning kit for tables and additional surface cleaning</li> <li>• Extra cleaning hours allocated for frequently touched surfaces &amp; toilets after lunch</li> <li>• Lidded bins in classrooms for ‘catch it, bin it, kill it’ approach. (staff responsible for reminding children of this regularly) Bins to be emptied each night</li> </ul>
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<ul style="list-style-type: none"> <li>• Refresh existing staff training on importance of detail and keeping themselves safe</li> <li>• Induction of new cleaning staff (as required)</li> </ul>
	Adequate cleaning supplies and facilities around the school are in place.	<ul style="list-style-type: none"> <li>• Office Administrator tracks stock and arranged deliveries as normal practice in conjunction with cleaning team</li> <li>• COSHH in place for materials used, any changes due to supply issues to be assessed and appropriate training provided</li> </ul>
	Waste disposal process in place for potentially contaminated waste	<ul style="list-style-type: none"> <li>• When PPE removed this must be double bagged and labelled and stored until COVID test results known.</li> <li>• If negative dispose of as normal</li> <li>• If positive must wait 72hrs before disposal as normal</li> </ul>
	Process for cleaning following removal from site of potential COVID19 case	<ul style="list-style-type: none"> <li>• Areas passed through cleaned as normal</li> <li>• Contact surfaces cleaned using 1 site, 1 wipe, 1 direction method</li> <li>• Cleaning cloths/paper/mop heads doubled bagged and labelled per PPE</li> </ul>
<b>Classrooms</b>	Classroom have appropriate ventilation arrangements	<p>Good ventilation remains a necessary control measure</p> <ul style="list-style-type: none"> <li>• Windows open before, after and during (when temperatures allow) lessons</li> </ul>
<b>Staffing</b>	Normal approach to staff absence reporting and recording in place. All staff aware.	
	Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.	If any staff are identified as CEV (previously shielding) they are able to return to the work place. Before their return an individual meeting would take place to discuss the whole school procedures and any medically advised specific adjustments required.

	All staff clear of their role in continuing to support the working of the school and necessary control measures	Risk assessment shared and any specific staffing groups information provided. All staff regularly reminded and the importance of raising concerns if a system is not working for any reason.
	Approach to support wellbeing, mental health and resilience in place, including bereavement support  How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	<ul style="list-style-type: none"> <li>• Staff are aware of available support and advice for schools and pupils available from ECC, including Essex Get Help which is a sign posting gateway. <a href="https://www.essex-gethelp.uk/">https://www.essex-gethelp.uk/</a> and the Educational Psychology service <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a></li> <li>• <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a> also provide support for staff</li> <li>• Three staff with basic level of bereavement training</li> <li>• Family Support Team in place</li> <li>• SLT support for staff in place</li> </ul>
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on updated guidance.	<ul style="list-style-type: none"> <li>• Reminders in September briefings, guidance sheet already distributed</li> <li>• From August 21<sup>st</sup> staff do not need to isolate if living with or close contact with a positive case if double jabbed.</li> </ul>
	Arrangements in place for any visitors, contractors on site <i>NB: Employer may require PPE. Should be documented as part of their risk assessment</i>	<ul style="list-style-type: none"> <li>• Check with contractor any requirements their employer has specified before visit</li> <li>• Share school protocols.</li> </ul>
<b>Remote Provision</b>	Remote provision offer on to website and all staff clear of their role	<ul style="list-style-type: none"> <li>• Offer updated September 2021</li> <li>• Laptop support in place in case of future periods of isolation or emergency closures</li> <li>• Teaching staff to provide remote learning for individual children who are isolating due to COVID19 if well enough</li> </ul>
<b>Catering</b>	Arrangements for FSM provision if children self-isolation	<ul style="list-style-type: none"> <li>• Voucher scheme</li> </ul>
<b>PPE</b>	PPE requirements understood and supplies in place	<ul style="list-style-type: none"> <li>• Medical room</li> <li>• Classroom kits in case of dealing with vomit</li> </ul>
<b>Lateral Flow Tests</b>	All staff (who wish to) provided with LFT for twice weekly testing to check for asymptomatic COVID19, recommendation is this should continue in September when it will be reviewed and schools updated.	
	Test kits securely stored and distributed to staff	<ul style="list-style-type: none"> <li>• Kits stored in HT office securely &amp; process in place to replenish supplies as required</li> <li>• Kits distributed to store who wish to take part in testing programme</li> </ul>
	Staff are aware of how to safely take and process the test.	<ul style="list-style-type: none"> <li>• Any staff member who agrees to tests has received relevant privacy notice and instructions</li> <li>• Details of training video shared</li> <li>• Reporting requirements discussed and relevant information shared</li> </ul>

	Staff are aware of how to report their test results to school and to NHS Test and Trace.	<ul style="list-style-type: none"> <li>• Staff have contact details and support offered</li> <li>• In the case of a positive result, staff will isolate and communicate with NHS Track &amp; trace</li> </ul>
<b>Response to suspected/ confirmed case of COVID19 in school</b>	Approach to suspected/ confirmed COVID19 cases in place: during school day	<ul style="list-style-type: none"> <li>• Medical room isolated and parent contacted to collect child or staff member sent home</li> <li>• SLT informed</li> <li>• Parents/staff signposted to testing arrangements or self-test provided if this will increase likelihood of testing</li> <li>• Room cleaned with normal disinfectant and staff member washed hands for 20 seconds after safely removing and disposing of PPE (double bagging)</li> <li>• Inform school of results <ul style="list-style-type: none"> <li>○ If test negative and they feel well, can return to school</li> <li>○ If test positive follow 'stay at home' guidance and any house hold members over 18 years not double vaccinated advised to isolate</li> </ul> </li> <li>• Any staff member of family to work with NHS Test &amp; Trace</li> </ul>
	Approach to suspected/confirmed COVID19 cases in place: outside of school hours	<ul style="list-style-type: none"> <li>• Close contacts now identified by NHS test and trace</li> <li>• Anyone double vaccinated or under the age of 18 years does not need to isolate</li> <li>• Request families and staff keep school informed</li> </ul>
<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of children and receiving any potential disclosures	<ul style="list-style-type: none"> <li>• Staff refresher training on September INSET</li> <li>• New Policy following updated guidance agreed</li> </ul>
<b>Attendance</b>	Approach to promoting and supporting attendance	<ul style="list-style-type: none"> <li>• Request any family to inform school of specific issues, arrange meetings/phone calls to resolve, reassure</li> </ul>
<b>Communication</b>	Risk Assessment Published on website	<ul style="list-style-type: none"> <li>• Re-posted with every update</li> </ul>
	Remote learning	<ul style="list-style-type: none"> <li>• Updated remote learning provision for 8<sup>th</sup> March 2021 onwards on website</li> </ul>
	Parents informed of September arrangements	<ul style="list-style-type: none"> <li>• Information sent out in July with reminder in September planned</li> </ul>
	On-going regular communication	<ul style="list-style-type: none"> <li>• Newsletters and parents mail</li> </ul>
<b>Governors/ Governance</b>	Approach to communication between Leaders and governors is clear and understood.	Review planned to consider which meeting to remain remote and which face to face as mixture supports staff and Governors work life balance
	Governors have oversight of all staff wellbeing issues	Informed of any issues as appropriate

	Impact of COVID on school finances communicated & understood	<ul style="list-style-type: none"> <li>• Issue identified in financial documents</li> <li>• Any grants discussed and spending actions plans agreed</li> </ul>
Outbreak management Plan	<ul style="list-style-type: none"> <li>• The contingency plan will be maintained in the event the school is advised to take extra measures due to a local outbreak.</li> <li>• The plan will support the stepping up or down of additional measures as required</li> <li>• All parents and children will be informed if the school is advised to implement additional measures and what these are</li> <li>• Remote learning for groups of children although a last resort is provisioned for and all staff are aware of their role</li> </ul>	