

COVID19: Risk Assessment and Action Plan

SCHOOL NAME: Great Totham Primary School

Date	Version of Assessment	Date	Version of Assessment
18 th May 2020	Initial assessment for Wider Opening	9 th July 2020	Amended assessment planning for September
8 th June 2020	Reviewed following wider opening	8 th Sept 2020	Amended following GOV guidance updated 7 th September & children in.
27 th November 2020	Reviewed in light of end of second national lock down and entering tier 2 on 2 nd December. All national guidance read, no changes to risk assessment.	18 th Dec 2020	Reviewed in light of Tier 3 and recent outbreaks in school
4 th January 2021	Reviewed in light of Contingency Framework – Maldon area closed. This is a streamlined risk assessment as some actions from previous version are no longer relevant. Then updated in light of Spring 21 closure for all schools		
25 th January 2021	Updated following introduction of LFT testing		
23 rd February 2021	Update ready for whole school opening on 8 th March		

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

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant.	None	Low	All normal H&S measures including flushing water, checking fire alarm have been maintained as per schedule.	Ongoing to normal schedule	Low
	Office spaces assessed/re-designed to allow office-based staff to work safely.	Room has been assessed and no risks to implementation	Low	<ul style="list-style-type: none"> Glass window (hatch) mostly closed All unnecessary objects removed from reception area Windows in office for ventilation Access restricted to office staff and SLT Perspex screen fitted between face to face desks 	18.5.2	Low
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	If no control implemented risk of bottle neck on office path at front of school.	Medium	<ul style="list-style-type: none"> No access to office during drop off and pick up One-way system on playground to manage pinch points Parental communication sent out for 8th return 	1 st March	Low

	The Lodge provision	Children from different bubbles crossing over and extra staff on site	Medium	Child care provision restarted from 8th. Two groups offered with reduced numbers to facilitate social distancing and mitigating impact of bubble cross over. All hygiene measures applicable to the rest of the school will be replicated.	8th March	Low
	Consideration given to the arrangements for any deliveries.	Deliveries coming into school	Medium	Any deliveries left at reception	Ongoing	Low
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> Amend PEEPs	Current evacuation routes would cause multiple bubbles to come into contact. More appropriate alternatives are possible. PEEP children requiring support	M	No changes required to evacuation procedure. Currently no PEEP children on site, would review if required.	Ongoing	Low
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	<ul style="list-style-type: none"> Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and hand wash are to be checked and replaced as needed by cleaning staff Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Doors open (as much as is safe) to minimise use of door handles Each teaching base has a cleaning kit for tables and additional surface cleaning Extra cleaning hours allocated for frequently touched surfaces & toilets after lunch 				
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<ul style="list-style-type: none"> Refresh existing staff training on importance of detail and keeping themselves safe Induction of new cleaning staff (as required) 				
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place. Sufficient time is available for the enhanced cleaning regime to take place.	Cleaning staff do not refill hand washing facilities. Low supply of soap, sanitiser etc. Open bins in classrooms – risk for used tissues	Medium	<ul style="list-style-type: none"> Cleaning supervisor to check, staff to double check before school each morning Additional staff take on this role during any absences 8th March Office Administrator to track deliveries and stock 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 		

	Process in place for safe removal and/or disposal of face masks	Poor face mask protocols can lead to increased risk of infection	M	<u>Medical</u> <ul style="list-style-type: none">Only staff in medical room/dealing with bodily fluids need to wear face masksMasks disposed of in sealed binsHands washedFace visor to be disinfected after use (stored in sealed bags) <u>Personal/in areas unable to socially distance with other adults</u> <ul style="list-style-type: none">Staff wishing to wear masks/visors must wash hands before & after useMasks to be stored in a sealed plastic bag & visors to be cleaned before use		
	Process for disposal of PPE when dealing with potential COVID19 cases	Risk of infection	H	<ul style="list-style-type: none">When removed this must be double bagged and labelled and stored until results known.If negative dispose of as normalIf positive must wait 72hrs before disposal as normal		
	Process for cleaning following removal from site of potential COVID19 case	Risk of infection	H	<ul style="list-style-type: none">Areas passed through cleaned as normalContact surfaces cleaned using 1 site, 1 wipe, 1 direction methodCleaning cloths/paper/mop heads doubled bagged and labelled per PPE		
Classrooms and bubbles	All children are organised in distinct bubbles that do not mix and the number of children is as small as possible.	Year groups to form a bubble (following an assessment of site restrictions, taking into account practical logistics in and around the school). Each bubble will not mix with another. Social distancing within bubbles will be maintained as much as possible				
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	Face to face sitting position increases risk	Medium	<ul style="list-style-type: none">Remove unwanted furniture (as much as possible)Desks positions in rows (where possible)		Low
	Classroom entry and exit routes have been determined			See September action plan	September	Low
	Appropriate resources are available within all classrooms NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Soft toys, cushions and beanbags not easily washable. Shared stationery not easily cleaned	Medium	<ul style="list-style-type: none">Remove soft furnishings from classroomsParents asked to send children into school with their own pencil case (KS2)Basic resources allocated where possible per child in KS1Additional cleaning of surfaces and handles to be undertaken by adults at lunchtimeNon-essential equipment or resources which are not easily washable or wipeable have been removed.		

	Air conditioning units	Confirmation of risk now published	Low	• Units can be used	September	Low
	How will wet weather plays be managed	Adults crossing bubbles to supervise	Medium	• In class base • Adults in bases to arrange cover & breaks		
	Playtimes	Year group bubbles mixing	High	Staggered playtimes so bubbles do not mix	8th March	Low
Staffing	Staffing numbers required have been determined including support staff such as kitchen, midday and office staff. Staff should include the following: <ul style="list-style-type: none"> • Paediatric First aider • Designated Safeguarding Lead (DSL) • SENCo • Site staff February • Office staff 			• Consult with staff on proposed whole school opening – determine any issues and revise plans accordingly	Week starting 1st March	Low
	Staffing allocation to bubbles determined, minimising contact with multiple groups as much as possible	Teaching & support staff allocated to each bubble and kept to a minimum, to avoid crossing bubbles where possible. Additional staff such as mid-days also where possible allocated to a single bubble. Staff who do need to work across bubbles (PPA, SLT) should try to keep their distance as much as they can (ideally 2 metres) and ensure regular hand cleaning. This provision is in line with the requirement to enable a full educational offer and meet Teacher PPA entitlement whilst minimising the number of interactions or changes wherever possible.				
	Normal approach to staff absence reporting and recording in place. All staff aware.	Staff absences impacts on bubble	Medium	• HLTA to cover class – short term • Use of regular supply teachers • Staff absences too high – bubble will be closed		Low
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.	<ul style="list-style-type: none"> • CEV staff identified and advised not to attend the workplace – even after vaccination • Staff living with someone who is CEV can attend the workplace where home-working is not possible • Speak to staff previously identified as CV and ensure personal risk assessment completed to mitigate risk • Under review as circumstances change • All staff reminded that any pregnancies (CV) need to be discuss with Head Teacher as soon as possible so that an appropriate risk assessment can be implemented 				
	Clear staff clothing expectations shared with staff	<ul style="list-style-type: none"> • No ties • No red tabards (mid-days) 				Low

	Approaches for meetings and staff training in place.	<ul style="list-style-type: none">Staff meetings to be held in hall/performance studio where necessaryOnly essential staff meeting to take place other information will be electronic			September	Low
	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">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. https://www.essex-gethelp.uk/ and the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspxhttps://www.educationsupport.org.uk/ also provide support for staffThree staff with basic level of bereavement trainingFamily Support Team in placeSLT support for staff in place				
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	<ul style="list-style-type: none">Summary sheet handed out to staff and parents (September)Parent version available as required – medical room to have copies readyIndividual action log implemented. Kept for both staff with COVID19 symptoms/family member and confirmed cases for children/families			1.6.20 5.6.20	
	Process in place for distribution of PCR self-testing kits	PCR tests distributed as required, New kits ordered if stocks low. AW to monitor				
	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>	Additional adults accessing site	Medium	<ul style="list-style-type: none">Appointment only visitors allowed on siteCheck with contractor any requirements their employer has specified before visitShare school meeting protocols.Visitors required to wear masks if social distancing not possible		
	Arrangements for external staff e.g. sports coaches, outdoor learning.	Additional adults coming into contact with bubbles	High	No clubs or outdoor learning during Spring Term. To be reviewed based on infection rates in local area and effectiveness of school controls.		
Remote Provision	Remote provision offer on to website	<ul style="list-style-type: none">Completed December 2021Support being offered to access remote learning provision during Spring 21 closure not to be withdrawn on 8th March in case of future bubble closures.				
	Phone package	Phone connections will be activated in the event of a bubble closure (8th March onwards)				
Social Distancing	Arrangements for social distancing	<ul style="list-style-type: none">Allocated play areas to keep bubbles separateAllocation of toiletsIncreased staffroom capacity (three rooms) and guidance of social distancing			4.1.21	Low
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	<ul style="list-style-type: none">Handwashing and cleaning (if needed)Conversations with parentsRisks assessments and individualised approach in place for child who might struggle to follow expectations			As applicable	Low

	Approach to assemblies	Social distancing not maintained and bubbles mixing in a confined space	High	<ul style="list-style-type: none">• All assemblies bubble based in designated classrooms	September	Low
	Arrangements in place for the use of the playground, including equipment.	Mixing bubbles & equipment	High	<ul style="list-style-type: none">• Allocated playgrounds	September	Low
Catering	Arrangements to provide food, including the requirement of universal free school meals.	Bubbles mixing in order to serve all children within lunch hour	High	<ul style="list-style-type: none">• Staggered lunch reintroduced for March (11:30 – 1:00)• Seating in hall arranged in rows in line with social distancing advice• Two bubbles accessing hall will be kept separate and facing away from each other• Hall is a large well ventilated space• Separate walk way marked out to ensure any movement through space is at a social distance (including adults supporting children at tables)• One-way system• No child eating in hall will leave seat unless directed by an adult• Hall cleaned before second seating• Some bubbles will be eating in their classrooms• No picnics Summer 1:2 - to be reviewed at half term		
	Fruit & milk scheme	<ul style="list-style-type: none">• Staff to collect washed fruit etc. from kitchen as normal				
	Arrangements for food deliveries in place	Arrive during pick up and drop off		<ul style="list-style-type: none">• Times shared with company	Ongoing	Low
	FSM provision for children off site	<ul style="list-style-type: none">• Final Edenred vouchers distributed and Wonde scheme available for any bubble closures				
PPE	PPE requirements understood and appropriate long term supplies in place.	Medical room staff at risk due to providing close care Staff at risk when dealing with vomit	High	<ul style="list-style-type: none">• PPE for medical rooms• Class medical kits include set of full PPE in case of vomit• PPE kit in dining hall (in case of vomit)• Disposal of used masks in sealed bin in medical room• Office Administrator to monitor stocks		
	Wearing of face masks/visors	Although NOT PPE in isolation <ul style="list-style-type: none">• Staff wearing face masks when on morning/pick up gate duty• Staff wearing visors in class if feel more comfortable from Spring 21• Staff advised to wear face masks when moving about site if unable to maintain social distance with other adults (8th March, to be reviewed at Easter following updated Government guidance)• Advice provided on the safe wearing and cleaning of face masks/visors				

Lateral Flow Tests	From 8th March all staff (who wish to) provided with LFT for twice weekly testing to check for asymptomatic COVID19	
	Test kits securely stored and distributed to staff	<ul style="list-style-type: none"> • Kits stored in HT office securely • Kits distributed to store who wish to take part in testing programme
	Staff are aware of how to safely take and process the test. Shared with staff: <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources • Contact details if queried 	<ul style="list-style-type: none"> • Any staff member who agrees to tests has received relevant privacy notice and instructions • Details of training video shared • Reporting requirements discussed and relevant information shared
	Staff are aware of how to report their test results to school and to NHS Test and Trace.	<ul style="list-style-type: none"> • Staff have contact details and support offered • In the case of a positive result, staff will isolate and close contacts identified and sent home (see below)
	Staff are aware of how to report any incidents both clinical and non-clinical.	<ul style="list-style-type: none"> • School recording of results will be by a member of the SLT – information stored in SLT access only system • Staff clear on how to communicate all results
	Process in place to monitor and replenish test supplies	<ul style="list-style-type: none"> • Staff to collect next kit when on 6th test (in case of 7th being void) • Restocking of tests arranged by SLT via Government portal
Response to suspected/ confirmed case of COVID19 in school	Approach to suspected/ confirmed COVID19 cases in place: during school day	<ul style="list-style-type: none"> • Undertake a risk assessment and complete the Action Log for each staff member or confirmed case • Notify appropriate bodies • Medical room isolated and parent contacted to collect child • SLT informed • Parents/staff signposted to testing arrangements or self-test provided if this will increase likelihood of testing • Room cleaned with normal disinfectant and staff member washed hands for 20 seconds after safely removing and disposing of PPE (double bagging) • Family self-isolate until results known • Inform school of results <ul style="list-style-type: none"> ○ If test negative and they feel well, can return to school and house stop isolating ○ If test positive follow 'stay at home' guidance and school inform Local Health Protection Team and follow advice which may include individuals or bubbles isolating) <p>Any staff member of family contacted by Test & Trace must follow instructions</p>
	Approach to suspected/confirmed COVID19 cases in place: outside of school hours	<ul style="list-style-type: none"> • Parents asked to contact school office via email (email monitored over weekend) • Individual Action Log completed for each confirmed case • If test positive inform Local Health Protection Team, and follow advice which may include individuals or bubbles isolating • Any staff member of family contacted by Test & Trace must follow instructions

	Process in place to engage with the Test and Trace and contract tracing process (on-site only)	<ul style="list-style-type: none"> Track and trace requirements shared with parents prior to every school holiday HT to operate Track & Trace – has appropriate access to all required information Office staff monitoring emails during holidays 		
Safeguarding	Staff are prepared for supporting wellbeing of children and receiving any potential disclosures	<ul style="list-style-type: none"> Staff training on 2nd September INSET New Policy following updated guidance agreed Staff referred to updated policy for 8th March return 		
Curriculum / learning environment	Assess activities with social distancing implications. Each activity should be risk assessed and not run unless the risks can be mitigated	Gym & drama Practical activities where children share resources	High	<ul style="list-style-type: none"> Each activity to be risk assessed and not take place unless risks can be mitigated No indoor PE due to lack of space for social distancing and dining hall requirements Only drama of an individual nature that can happen in sufficient space
	Singing, brass/wind instruments and drama	Research indicates high risk due to build-up of gas.	High	<ul style="list-style-type: none"> Non wood wind instruments can be used but must be cleaned between lessons and no sharing of equipment within lesson Singing, brass/wind instruments <u>only</u> in small groups, in high ceiling, well ventilated room (standing in lines) – current site and class sizes mean these controls cannot be followed so no singing on site unless outside
	Utilise DfE catch up funding	<ul style="list-style-type: none"> Following 8th March return priority on settling children back into school routines, restabilising expectations and social interactions. First three weeks' curriculum to focus on confidence building on basics and redeveloping stamina particularly in writing Review of children's needs for Summer term to then be undertaken and additional provision implemented 		
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies & SEND needs	Additional adults crossing bubbles	Medium	<ul style="list-style-type: none"> Most needs met within bubble group SENCO advice available SENCO to lead with outside professionals using Microsoft Teams until face to face meetings can restart
	Consider any children who may need support with their return to school on 8th March	<ul style="list-style-type: none"> SENCo to lead as required, consulting with the family and agreeing strategies 		
Attendance	Approach to promoting and supporting attendance including children who may be anxious	<ul style="list-style-type: none"> All parents have sufficient detail of school plans to reassure with regards to March return to school Request any family to inform school of specific issues, arrange meetings/phone calls to resolve, reassure In March phone calls to families of children not attending (unless unwell or isolating) to discuss issues 		
Transport	Dedicated school transport follows the bubble arrangement in line with the protocols in school, as much as possible.	<ul style="list-style-type: none"> Company contacted to ensure any information required by parents about arrangements can be passed on Children will be lined up in Year group bubbles to enter bus at end of school day 		

	Arrangements in place with transport providers to support any staggered start/end times.	<ul style="list-style-type: none"> • Bus children use a separate entrance so will not impact upon staggered start or ends of day
Communication	Risk Assessment Published on website	<ul style="list-style-type: none"> • Re-posted with every update
	Remote learning	<ul style="list-style-type: none"> • Updated remote learning provision for 8th March onwards on website
	Returning to site on 8th March	<ul style="list-style-type: none"> • Wider school opening arrangements shared with parents including details regarding staggered starts, picks ups and how to access the school site safely • Information will include reminders of COVID19 arrangements following the prolonged period of school closure for most children
	On-going regular communication	<ul style="list-style-type: none"> • Newsletters and parents mail
Governors/ Governance	Approach to communication between Leaders and governors is clear and understood.	
	Meetings and decisions that need to be taken prioritised.	<ul style="list-style-type: none"> • Agreed revised meeting plan for Spring term • Agreed revised plan for Summer term