

COVID19: Risk Assessment and Action Plan

SCHOOL NAME: Great Totham Primary School

| Date | Version of Assessment | Date | Version of Assessment |
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| 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 not longer relevant. | | |

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 |
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| 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 | 18.5.20 | 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 Clear updated communication to parents regarding Contingency Framework arrangements | 4.1.21 | Low |

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| | The Lodge provision | Children from different bubbles crossing over and extra staff on site | High | Lodge closed from 5th Jan until further notice | 5.1.21 | 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. No PEEP children on site | M | No changes required to evacuation procedure. Temp bubbles to go rooms allocated place. | 5.1.21 | 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 handwash 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) | | | Sept | Low |
| | 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 | M | <ul style="list-style-type: none"> Cleaning supervisor to check, staff to double check before school each morning 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 empty each night Staff informed of rooms in used during lock down period | Ongoing Ongoing Ongoing 4.1.21 | Low |

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| | Process in place for safe removal and/or disposal of face masks | Poor face mask protocols can lead to increased risk of infection | M | <ul style="list-style-type: none"> Only staff in medical room/dealing with bodily fluids wear face masks Masks disposed of in sealed bins Hands washed Face visor to be disinfected after use (stored in sealed bags) | Ongoing | Low |
| | Process for disposal of PPE when dealing with potential COVID19 cases | Risk of infection | H | <p>When removed this must be double bagged and labelled and stored until results known.</p> <ul style="list-style-type: none"> If negative dispose of as normal If positive must wait 72hrs before disposal as normal | Ongoing | Low |
| | 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 normal Contact surfaces cleaned using 1 site, 1 wipe, 1 direction method Cleaning clothes/paper/mop heads doubled bagged and labelled per PPE | Ongoing | Low |
| Classrooms and bubbles | All children are organised in distinct bubbles that do not mix and the number of children is as small as possible. | Critical Key worker children identified and register formulated according to Contingency Framework Three bubbles in three separate areas. | | | | |
| | 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) Tables arranged in rows in the majority of classrooms | September | Low |
| | Classroom entry and exit routes have been determined | | | See September action plan | September | Low |
| | <p>Appropriate resources are available within all classrooms</p> <p><i>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].</i></p> | <p>Soft toys, cushions and beanbags not easily washable.</p> <p>Shared stationery not easily cleaned</p> | Medium | <ul style="list-style-type: none"> Remove soft furnishings from classrooms Children allocate a specific computer for closure duration Parents asked to send children into school with their own pencil case (KS2) Basic resources allocated where possible per child in KS1 | 4.1.21 | Low |

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| | Non-essential equipment or resources which are not easily washable or wipeable have been removed. | | | <ul style="list-style-type: none">Additional cleaning of surfaces and handles to be undertaken by adults at lunchtime | | |
| | Air conditioning units | Confirmation of risk now published | Low | <ul style="list-style-type: none">Units can be used | September | Low |
| | How will wet weather plays be managed | Adults crossing bubbles to supervise | Medium | <ul style="list-style-type: none">In class baseAdults in bases to arrange cover & breaks | | |
| | Playtimes | Year group bubbles mixing | High | One bubble per playground | 4.1.21 | 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 aiderDesignated Safeguarding Lead (DSL)SENCoSite staffOffice staff | | | <ul style="list-style-type: none">Consult with staff on opening during closure | 4.1.21 | Low |
| | Staffing allocation to bubbles determined, minimising contact with multiple groups as much as possible | | Staff allocated to critical worker bubbles. No movement across and trying to ensure staff work to blocks during two-week period. | | | |
| | Normal approach to staff absence reporting and recording in place. All staff aware. | Staff absences impacts on bubble | Medium | <ul style="list-style-type: none">HLTA to cover class – short termUse of regular supply teachersStaff 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">Speak to staff previously identified ECV and CVPersonal risk assessment completed to mitigate riskUnder review as circumstances change | | | | |
| | Clear staff clothing expectations shared with staff | <ul style="list-style-type: none">No tiesNo red tabards (mid-days) | | | | Low |

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| | Approaches for meetings and staff training in place. | <ul style="list-style-type: none"> Staff meetings to be held in hall/performance studio where necessary Only essential staff meeting to take place other information will be electronic | | | September | Low |
| | <p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p> | <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.aspx Three staff with basic level of bereavement training Family Support Team in place SLT 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 ready Individual 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 use of the limited number of self-testing kits | Tests allocated as required, New kits ordered if stocks low. AW to monitor | | | | |
| | <p>Arrangements in place for any visitors, contractors on site</p> <p><i>NB: Employer may require PPE. Should be documented as part of their risk assessment</i></p> | Additional adults accessing site | Medium | <ul style="list-style-type: none"> Appointment only visitors allowed on site Check with contractor any requirements their employer has specified before visit Share school meeting protocols. | September | Low |
| | 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. | 4.1.21 | Low |
| Remote Provision | Remote provision offer on to website | <ul style="list-style-type: none"> Completed December 2021 Support being offered to access remote learning provision during latest closure | | | | |
| | Phone package | Phone connections activated for January closure | | | | |
| Social Distancing | Arrangements for social distancing | <ul style="list-style-type: none"> Allocated play areas to keep bubbles separate Allocation of toilets Increased 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 parents Risks assessments and individualised approach in place for child who might struggle to follow expectations | | | As applicable | Low |

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| | Approach to assemblies | Social distancing not maintained and bubbles mixing in a confined space | High | • All assemblies bubble based in designated classrooms | September | Low |
| | Arrangements in place for the use of the playground, including equipment. | Crowding on playground Multiple bubbles using outdoor equipment | High Medium | • Allocated playgrounds | 4.1.21 | 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 | • Staggered lunches for three bubbles | | Low |
| | Fruit & milk scheme | • Cancelled for first week in January | | | | |
| | Arrangements for food deliveries in place | Arrive during pick up and drop off | | • Times shared with company | Ongoing | Low |
| PPE | PPE requirements understood and appropriate long term supplies in place. | Medical room staff at risk due to providing close care | High | • PPE for medical rooms • Masks and full face visors (vomit) in class medical kits • PPE kit in dining hall (in case of vomit) • Disposal of used masks in sealed bin in medical room • Office Administrator to monitor stocks • Staff wearing visors in class if feel more comfortable during January closure | | |
| Response to suspected/ confirmed case of COVID19 in school | Approach to suspected/ confirmed COVID19 cases in place: during school day | • See Individual Action Log (that follows DfE guidance) – record for each staff member or confirmed case • 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) Any staff member of family contacted by Test & Trace must follow instructions | | | | |
| | Approach to suspected/confirmed COVID19 cases in place: outside of school hours | • Parents asked to contact school office via email (email monitored over weekend) • Individual Action Log completed for each confirmed case | | | | |

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| | | <ul style="list-style-type: none">• 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 | | |
| 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• Designated Lead onsite during January closure | | |
| 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 |
| 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 |
| Transport | Dedicated school transport follows the grouping/ 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 | | |
| 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">• Chair of Governors to agree revised meeting plan for Spring term | | |