

Risk Assessment and Action Plan 2020 2021

1.0 Date of assessment:		2.0 Assessed by (job title / name):	
17/07/2020		MRS A.M.Charlton HEAD of TEACHING and LEARNING Mr P Hankey HEADTEACHER	
2.1 Ref number:		2.2 – Other personnel involved with assessment:	
OCC considerations for returning to school 2			
2.3 Address / site:		TETSWORTH PRIMARY SCHOOL	
3.0 Activity to be assessed (or scenario):			
STAFFING <ul style="list-style-type: none"> • Risk of infection • Workload/well-being 			
4.0 Identification of those at risk:		4.1 Line manager / class teacher (if appropriate)	
1) CLINICALLY VULNERABLE STAFF 2) STAFF 3) CHILDREN 4) VISITORS/CONTRACTORS			
5.0 Harm / hazards which could or has occurred to those at risk (include detail regarding activity at the time)		A) RISK OF INFECTION OF CLINICALLY VULNERABLE STAFF B) RISK OF INFECTION OF STAFF GENERALLY C) DEALING WITH A COVID-19 SYMPTOMATIC CHILD/INTIMATE CARE	

	<p>D) UNAVAILABILITY OF TEACHING STAFF FOR A BUBBLE</p> <p>E) STAFF WORKLOAD AND WELL-BEING</p>
<p>6.0 What have you already done to control those risks and have those controls worked? (detail via bullet points)</p>	<p>7.0 What else should you do to control those risks – who is responsible and when by?</p>
<p>RISK OF INFECTION OF CLINICALLY VULNERABLE STAFF</p> <p>Ai) Clinically vulnerable staff and staff who were shielding clinically vulnerable family members no longer required to shield. PPE available for any staff member who wishes to use it.</p> <p>Aii) Return to work meeting offered to staff members anxious about returning to work to discuss safety measures in place.</p> <p>RISK OF INFECTION OF STAFF GENERALLY</p> <p>Bi) Wearing a face covering or face mask in schools or other education settings is not recommended but staff should plan activities to keep themselves as socially distant as practically possible when working within BUBBLES</p> <p>DEALING WITH A COVID-19 SYMPTOMATIC CHILD/INTIMATE CARE</p> <p>Ci) Area of Class 2 Classroom room as medical area – symptomatic children waiting collection to be supervised in here</p> <p>(Cii) Area to be closed off using room divider</p> <p>C(ii) Warning system to alert staff that room is being used for medical purposes (so MUST NOT be used until room is clear and has been cleaned in accordance with Government Guidelines).</p> <p>C(iii) Areas symptomatic child has been to be then to be cleaned by KS in in accordance with GOV cleaning guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Civ) children, young people and students whose care routinely already involves the use</p>	<p>C) PHE Covid 19 flow chart version 4.1 to be on display in the office/staffroom/medical area</p> <p>Parents have received a copy of the Covid 19 flow chart version 4.1 in the Autumn 1 Newsletter</p> <p>Government Guidance updated 22.10.2020</p> <p>The DfE guidance 'Action list: dealing with a symptomatic children' was updated 22nd October. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928841/Symptomatic_children_action_list_SCHOOLS_FINAL_22-10.pdf</p>

of PPE due to their intimate care needs should continue to receive their care in the same way

C(v) If a child/ staff member becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

C(iv) Ensure the child/staff member isolates at home for **10** days from start of symptoms. The rest of their household for 14 days.

C(V) Any siblings of cases also in the same setting (but a different, unaffected area) would need to isolate at this point.

C(v) Anyone with symptoms to be tested (online link [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)) and must make the school aware of the test result.

C(vi) In the event of a confirmed case The Local Authority will be contacted via e-mail: Educationcovid19@Oxfordshire.gov.uk. providing a direct phone number, so that the team can answer/ask any queries. The team will contain both School Improvement and Public Health colleagues.

The DfE Helpline on 0800 046 8687 /option 1 will be contacted for advice on the action to take in response to a single positive case.'

C(vii) 2 or more confirmed cases in a group/bubble – The DfE Helpline on 0800 046 8687 /option 1 will be contacted for advice on the action to take -risk assessment/procedures school needs to follow/will provide tools to support outbreak communications

C(viii) The DfE Helpline 0800 06 8687 option 1 to be contacted again if more cases are confirmed/ there are any hospitalisations or complex cases /if there is any media interest/ there are any other concerns that the school needs support with

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UNAVAILABILITY OF TEACHING STAFF FOR A BUBBLE

Di) Contingency staffing – use of T.A.s /part-time teachers where possible. Use of CLASS ACT supply agency if needed.

STAFF WORKLOAD AND WELL-BEING

Ei) 15th – 17th July reserved for teachers to prepare for full opening in September

E(ii) September Inset days – 1 ½ days for planning and preparation

E(iii) September inset days to include safeguarding procedures to refresh training

E(iv) Visitors/contractors/volunteers to enter school/office by appointment only. PPE to be made available to offer staff protection

E (v) No more than 1 household/ 1 volunteer/ 1 company / 1 agency worker (educational psychologist, O.T. etc) allowed on site at any one time.

E(v) Meetings where multiple people are to take part to be conducted via ZOOM/TEAMS at the present time

E (vi) DSL without teaching commitment to follow up on cases that have arisen from the lockdown

7.1 What is the level of risk after all controls possible have been put in place? (HIGH/MED/LOW)

Risk of spread of infection is reduced by implementation of these measures.

8.0 Is this a safeguarding risk – if so, please describe:

9.0 Additional notes as required:

10.0 This risk assessment will be communicated to – and how – and when:

All staff – shared drive on School Network – email – staff meetings with teacher, TA, office, premises, lunch groups

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11.0 Risk Assessment signed off by (job title / name and signature):	Full Governing Body			
12.0 Date of assessment sign off:	22.06.2020			
13.0 Review dates:	Reviewed by staff 19.10.2020 DfE update added 28.10.2020 (Highlighted)			