

GEORGETOWN PRIMARY SCHOOL

COVID-19: Re-opening Risk Assessment and Action Plan Updated (September 2020)



Purpose of this document:

This COVID-19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to prepare for the re-opening of the school and to ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Welsh Government Guidance relating to COVID-19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Theme	Control Measure	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. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • PAT testing 	Site Manager is unavailable due to sickness or shielding	High	Source alternative suitably trained person	Completed	Low
			High	Carry out a formal / recorded full pre-opening premises inspection.		
			Low	Statutory flushing the complete system for all hot and cold-water systems has been ongoing as the caretaker has continued to open the sire daily. Consequently, the water system is safe before the buildings are reoccupied.		
			Low	All statutory fire alarm testing has been ongoing.		
	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members	Medium	Only 2 members of staff in office at any given time. Office door to be locked and hatch window to be used to communicate with office staff. Windows to be open and room well ventilated when occupied. Screen to be installed between the two desks.	Completed NYC	Low
	Consideration given to the arrangements for any deliveries.	School office is very open leaving staff vulnerable to infection.	High	Screen installed outside and desk set up outside main office as a drop off and pick up point.	Completed	Low
	Entry and exit routes to the school are in place, any	Bottlenecks likely at entrances to school.	High	2-meter markers are present on floors.	Completed	Medium

	physical changes and/or signage required to allow social distancing are in place.	Social distancing unlikely to be maintained.		Separate entry and exit points for each cohort as well as separate times for drop off and pick up. Signage in place.		
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>	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	Medium	Revised evacuation procedure and share with all staff and children.	Completed	Low
Cleaning and Waste Disposal	Enhanced cleaning regime is in place in line with 'COVID-19: Cleaning in non-healthcare settings' guidance.	Insufficient availability of cleaning staff from LA to meet requirements of the school	High	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 Karl Moyle (Caretaker) and cleaning staff. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	Completed	Medium
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	No hand sanitiser for visitors to reception.	High	Hand sanitiser available at the school entrances. Disposable tissues in all designated classrooms to	Completed	Medium

	Adequate cleaning supplies and facilities around the school are in place.	Classrooms do not have tissues, wipes or sanitiser.		implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed, and order made.		
	Sufficient time is available for the enhanced cleaning regime to take place.	Classrooms are not properly cleaned.	Medium	All staff advised to leave the site as soon as possible in order for thorough cleaning to be undertaken.		
	Waste disposal process in place for potentially contaminated waste.	Contaminated waste is not disposed of appropriately.	Medium	Contaminated waste bags and containers kept and stored separately from communal waste for 72 hours. Waste collections made when the minimum number of persons are on site (i.e. before / after normal opening hours)		
Classrooms	The number of staff and pupils that can use each room at any one time has been determined according to the physical capacity of the school site. <i>(NB: max up to 30 per group including teacher)</i>	Social distancing cannot be adhered to.	High	Staff and pupils to remain within their own classroom area and no shared areas to be used.	Completed	Medium
	Classrooms have been re/arranged to allow as much space between individuals as practical and social distancing can take place for staff where possible.	Social distancing cannot be adhered to.	Medium	Surplus furniture and resources to be removed from classrooms and stored safely (FP-Main Hall and KS2 outside container). Furniture spaced out as much as possible and teacher base set 2 metres away. Designated space outside of classroom provided for each bubble.	Completed	Low

	The number of people in a class at any given time to be limited with the maximum being 30 people.	Social distancing cannot be adhered to.	High	Separate classes have been determined as 'bubbles' that will remain separate from other people and groups at all times. (NB: Up to 30 in any one group.)	Completed	Medium
	Classroom entry and exit routes have been determined and appropriate signage in place. Appropriate resources are available within all classrooms (NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently)	Contamination of resources within each class.	Medium	Children to use set entry and exit route into classroom and to remain in this room where possible with exception of using toilet facilities and allocated outside space. Each child to have their own resources that is not shared with any others to avoid contamination.	Completed	Low
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	No COVID-19 information posters currently in place. Limited reminders/ awareness for children.	Medium	Ensure sufficient signage around the school.	Completed	Low
	Spillage kits are available in every classroom to ensure adequate cleaning of any accidents.	Contamination from any accidents including sickness etc.	High	Spillage kits available in every classroom. Caretaker on site to clean and dispose of any contaminated waste with immediate effect.	Completed	Medium
Staffing	Staffing numbers required for effective operation have been determined including SLT, office/admin staff, teachers and teaching assistants.	Staff become ill and staffing levels are not adequate to operate safely.	High	Vulnerable members of staff to have a risk assessment.	Completed	Medium

				Testing kits available in school and for staff to use to allow a quick return to school.		
	Approaches for meetings and staff training in place.	Staff meetings to not allow for social distancing.	Low	Staff room limited for no more than 4 staff at any 1 time and all adhere to social distancing. Doors and windows to remain open. Meetings to take place virtually or in main hall when possible and only if social distancing can be adhered to.		
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Staff become ill and staffing levels are not sufficient to operate.	Medium	All staff are aware of C-19 guidance and follow this at all times. Any staff with symptoms themselves or symptoms in their household to access testing straight away and remain at home until this is clear. A supply of testing kits kept in school should they be needed.		
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. <i>(NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.)</i>	Visitors to site may contaminate school areas.		Check with the contractor any requirements their employer has specified before visit. Share school protocols. Where possible visits to site to take place outside of teaching hours when staff and pupils have left.		

Catering	Arrangements in place for pupils to receive snacks when on site.	No school provision.	Medium	<p>No breakfast club provision on site and no snack provision.</p> <p>Parents to provide pupil with 1 healthy snack and a drink clearly labelled with the child's name as well as a packed lunch.</p> <p>All pupils to eat within their classroom.</p>	Completed	Medium
	Arrangements in place for pupils to receive lunches when on site.	Lunchtime supervisors become ill	Medium	<p>When pupils have packed lunch these are to be eaten in their own classroom areas.</p> <p>When pupils have hot school dinners these are to be eaten in the hall and a timetable in place to allocate hall slots to ensure pupils do not mix outside their bubbles.</p> <p>Tables and canteen hatch are sanitised between each bubble.</p>	Completed	Medium
PPE	PPE requirements understood and appropriate supplies in place.	Limited supplies available	Medium	<p>There is an adequate supply of PPE throughout the school and this is checked weekly.</p> <p>All staff have a clear understanding of the PPE and how it is to be used effectively.</p> <p>All pupils and parents understand the PPE policies.</p>	Completed	Low
	Face coverings are used where deemed necessary and/or appropriate.	Limited supplies available	Medium	<p>There is an adequate supply of face coverings and or/ shields and these are available for staff who wish to use them and this</p>	Completed	Medium

				<p>has been outlined in individual risk assessments.</p> <p>Clear policy following WG and LA guidance has been shared with parents. Currently pupils travelling to school via bus have been recommended face coverings, but pupils of primary age are not required to wear them in school.</p>		
Visitors	Visitors to site to be limited to essential and emergency visits only.	Multiple visitors to school on a daily basis who do not follow guidance and C-19 safety measures.	Medium	<p>Visitors to school are limited.</p> <p>Any students or regular volunteers complete health questionnaire to assess vulnerability.</p> <p>Parents communicate electronically with school staff and ring with urgent messages.</p> <p>Parents drop off at school gates and do not have access to school site at any point.</p> <p>Contractors attend out of school hours where possible and when not understand the school policy and adhere to the RA. Signage on display in main foyer where track and trace information is completed electronically.</p>	Completed	Low
Response to suspected /	There is a clear approach to confirmed COVID-19 cases in place during school day.		High	All staff are aware and adhere to policy and inform first aider on		

confirmed COVID-19 case				<p>site of any child who becomes unwell immediately.</p> <p>School office to ring emergency contact.</p> <p>Child send to designated room to wait for a parent to collect.</p> <p>Staff member in PPE to wait with child and take child out to adult collecting.</p> <p>Classroom to be cleaned with immediate effect.</p> <p>Environmental Health informed and appropriate action taken.</p>		
	There is a clear approach to confirmed COVID-19 cases in place outside of school hours.		Medium	<p>All parents to be clear and adhere to strict policy- any pupil displaying symptoms or in contact with anyone displaying symptoms must not come to school.</p> <p>Communicate to parents a clear policy via all social media platforms.</p> <p>Parent Guide to be created and shared with all.</p>		
Safeguarding	Individual pupil risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements not reflected in risk assessment.		Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups		
	Staff are prepared for supporting wellbeing of pupils			Staff refresher training session on processes and procedures		

	and receiving any potential disclosures.			and revised wellbeing material ongoing.		
	Consideration given to the safe use of physical contact in context of managing behaviour.			Review individual consistent management plans to ensure they include protective measures.		