



### Risk Assessment

**Coronavirus (COVID-19) specific  
school closed to all but pupils of critical workers and those  
identified as vulnerable – January 2021**

Date: 4/1/2021

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<b>Title</b>	Closure of school to all but KW and vul – Jan 2021	<b>Location Description</b>	Winpool/coronavirus/January reopening/RA			
<b>Author</b>	Mrs N Haslam-Davis	<b>RA Reference</b>		<b>Date RA Generated</b>	4/1/2021	
<b>Job Title</b>	Headteacher	<b>Revision</b>		<b>Date RA Revised</b>	25/1/2021	
<b>DESCRIPTION OF AREA/ACTIVITY</b>				<b>People Affected by the Work</b>		
<p>Rational: Plan for school remaining open following government announcement on 30/12/2020 that schools in Thurrock /South East should only be open to critical workers and vulnerable pupils See sections below which have been updated - January 2021 to reflect school opening for KW and Vulnerable pupils only – numbered sections tally with RA dated September 2020. This should be read in conjunction with the RA dated 16/7/20 Parents informed via letter – 31/12/20 + 10/1/21 – that pupils should only attend if there isn't someone at home. Pupils to attend only on days when both parents are involved in their critical work. Vulnerable pupils identified – (see school identification list) to attend full time School will be open for normal hours 8.45 – 3.10 and includes breakfast club 7.30- 8.45 ( pupils are seated in year group bubbles) Revised 25/1/2021 – addition of rapid flow home testing kits for staff – section 6a</p>				<b>Operatives</b>	✓	
				<b>Members of Public</b>	✓	
				<b>Site Visitors</b>	✓	
				<b>Young Persons</b>	✓	
				<b>Other Workers</b>	✓	
<b>No</b>	<b>Hazard</b>	<b>Risk</b>	<b>Control Measures to Reduce the Risks</b>			<b>With Controls</b>
		<b>Without Controls</b>				
		P S R				P S R

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Severity Estimate	Risk			Probability Estimate
Fatality	5	X	5	<i>Frequent</i>
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2	Availability of staff to ensure adequate staffing levels	Insufficient staff available to staff Critical worker/vulnerable pupils	4	4	16	<ul style="list-style-type: none"> <li>• See also RA dated July 2020</li> <li>• As per previous RA – all HR guidance followed</li> <li>• At start of term - Following union concerns over section 44 – HT to write to staff ascertaining who is intending to submit a “section 44” letter saying they will not attend the workplace on Health &amp; Safety Grounds.</li> <li>• Staff advised to get a covid test before returning to ensure staff are infection free.</li> <li>• No staff with symptoms/self-isolating/testing positive to return</li> <li>• Vulnerable staff identified (including those with shielding letters and those in 3<sup>rd</sup> trimester of pregnancy) – advised not to attend work but to work from home.</li> <li>• Minimum staffing levels identified ( 1 x FT admin/1 x DSL/1 x SLT/2 staff per year group to incl at least 1 teacher) cleaners and MDAs to be available at a minimum. If staffing levels fall below this, school to reduce pupil numbers in year groups affected/whole school if key staff unavailable.</li> <li>• Individual bubbles would close if insufficient staffing and in event of a positive case. <b>MDAs - LSAs</b> to cover in own bubble if insufficient MDAs – including staff on rota to work remotely <b>admin</b></li> <li>• Once school is open to KW/Vul pupils only - To ensure staff are protected from possible infections passed amongst adults – from week 2 a Rota to be implemented to ensure staff are working different shifts – therefore reducing likely transmission and ensuring some staff are always available for work</li> <li>• To reduce infections passing from pupils to staff – a 2m distance to be observed when teaching/all 1:1 and group work to be for less than 15mins/at a2m distance where possible. Use protective screens/PPE as additional protective measure.</li> <li>• PPA to be taken by using support staff/as part of staff rotation e.g. staff working remotely to develop plans and upload</li> <li>• 2 x PE lessons weekly to all bubbles in yrs 1-6, in the absence of AM – staff to lead own PE sessions</li> <li>• Bad weather plan – in event of snow – to prevent unnecessary journeys – school likely to close</li> </ul>	2	4	8
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5	The risk of infection spreading infection to large groups	The spread of infection within classrooms for school staff	5	5	25	<ul style="list-style-type: none"> <li>• Previous RA still applicable plus...</li> <li>• Maximum number of pupils on a daily basis per class bubble identified on a per classroom basis. No pupils can be admitted above this number. This number has been identified as being the maximum number of pupils who can be in class whilst maintaining a 2m distance from staff. Note: more pupils may be allocate da space than the max identified if this doesn't increase daily numbers. As some pupils only attend on a part time basis this must be considered.</li> <li>• A 2M designated teaching space to be identified across front of classroom. Teachers to remain within this area. If any nearer to pupils e.g. for marking – staff member to wear a mask/visor</li> <li>• 1:1 interventions/small group work to be less than 15 mins in duration. Staff to use a protection screen</li> </ul>	2	5	10
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6	The risk of infection spreading between groups of children and staff	<p>1.Infection spreads and cannot be traced or contained</p> <p>2.movement around areas in school where it is hard to socially distance</p> <p>3.Ensuring pupils do not spread infection to other bubbles/staff through close proximity to each other such as at break/lunch times</p> <p>4.Ensuring staff do not spread infection through close proximity to each other such as at break/lunch</p>	5	5	25	<ul style="list-style-type: none"> <li>• Previous RA still applicable plus...</li> <li>• KW and vulnerable Pupils to be allocated to year group bubbles – only 1 bubble per year group so staff can be on a rotation to allow from remote learning from home and allocated time to respond to and set remote learning tasks. Seating plans in place for ease of identification should there be a positive case.</li> <li>• Staff to wear masks/face coverings in public places/working near pupils – excludes direct teaching where need to see face is important</li> <li>• Bubbles must not mix. Each bubble to have own section of playground – 2 M apart from other bubbles.</li> <li>• Class spaces to have good ventilation. Windows to be open to allow fresh air to circulate. During breaks/lunch. All windows to be fully open</li> <li>• Pupils/staff can wear non uniform – so ensuring warm clothing is worn at all times</li> <li>• Bubble staff to use allocated staff rest room. This is to be used for all breaks/if in school as part of remote learning support/when preparing resources/calling parents so infection does not spread to other bubbles</li> <li>• MDAs allocated to bubbles where possible. All MDAs/cleaners to wear masks and remain 2m apart from all pupils. Where MDAs are with more than 1 bubble this is only when 2<sup>nd</sup> bubble is outdoors so staff are in fresh air</li> <li>• Staff have permission to use own mobile to call parents but number must be withheld – to avoid using phones in more public spaces</li> <li>• If land line required – KS1 to use TH old room/dining hall phone KS2 – to use SF office/ICT suite phone</li> <li>• All staff – use of anti bac/cleaning wipes before and after handling kettles/microwaves/fridge. All cups and crockery must be wash up immediately after use by individual staff members. Staff are recommended to bring a lunch box /flask/use own cup to avoid spread of infection through touching. Microwaves can be used in main staff areas but staff must return to own rest area immediately after use.</li> <li>• Anti bac freely available in staff room</li> <li>• Staff meetings from 6/1/2021 – to be held remotely using teams. All staff to download from 5/1/2021</li> </ul>	2	5	10

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6a	Risk of asymptomatic staff spreading the infection	The virus spreads amongst the school	4	4	16	<p>From 25/1/21 all staff are able to do a 2 x weekly rapid home Covid tests – (this is not mandatory) staff to follow the information sent out via email/groupcall on 21/1/21. All staff electing to take part to receive a pack with test and info. All positive tests to be reported to HT by 7pm on wed and 11am on Sunday. Results to be logged to NHS rapid flow site. If a staff member tests positive they are to remain off work and take a PCR test, if this is positive, they must self isolate with household members for 10 days. If PCR test is negative, they can return immediately</p> <p>Dates and timetable for tests clearly communicated to staff with groupcall reminders</p> <p>Results recorded in school</p> <p>GDPR guidance followed and all staff to sign receipt form</p> <p>Tests given out following all social distancing guidance</p> <p>Staff questions answered to reduce stress and ensure full understanding of process</p>	2	4	8
9	Lack of Social distancing on playgrounds/field for children and adults leading to spread of infection between and across group bubbles	<p>1. Children not adhering to social distancing rule and posing a risk to their own group bubble</p> <p>2. Children in different group bubbles mixing and spreading infection across groups</p> <p>3. Infection is spread through use of equipment /resources</p>	5	5	25	<p>See RA dated 4/1/21. Changes have been made to reflect lower pupil numbers</p> <ul style="list-style-type: none"> <li>Different bubbles to use separate sections of playground. Rota in place so each year group has a different section daily</li> <li>Staggered breaks so only 2 bubbles out at same time in KS2</li> <li>Staggered lunch rota in place. 2 x bubbles to eat at same time in hall – so MDAs can socially distance. Bubble groups to be in excess of 2m apart. Pupils staggered use of playground</li> <li>Equipment allocated per bubble. Equipment cleaned 2 x weekly at least by LSAs</li> <li>Staff on duty to wear masks and remain at least 2m apart from all other adults and pupils.</li> </ul>	2	5	10

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10	Spread of infection within wider school due to contamination of surfaces/resources	Infection is spread through contaminated surfaces/resources	5	5	25	<p><b>See RA dated 4/1/21 plus</b></p> <ul style="list-style-type: none"> <li>Separate staff rest areas in place – per bubble, to avoid spreading infection between bubbles. These spaces to be used for all breaks/when working away from pupils – preparing resources/responding to remote learning from school/calling parents.</li> <li><b>Admin area/procedures</b> : main door to admin area to be shut (stable door top left open) but plastic screen fitted. Admittance to admin only. Other staff to avoid using the admin area. If admin staff are needed, stand by closed door and knock. A 2m line to be in place on floor by the door. Communications to be sent via email/groupcall to avoid spread of infection by touching paper.SB to work from cosy office. Policy to be amended - Teachers to be allowed to use own mobile phone to contact office to avoid congestion and staff mixing</li> </ul>	2	5	10
12	Staff breaks Lack of social distancing and spread of infection through handling equipment and with it a greater risk of infection	Infection is spread due to lack of distancing	4	5	20	<p>RA dated July 2021 has been updated from 4/1/21. The government guidance makes it clear that - Groups should be kept apart, this includes staff Our approach to bubbles means groups should be kept apart and movement around the school site kept to a minimum. Due to less children start and finish times will revert to 8.45 and 3.00/3.10. SLT will be on duty. Rest rooms set up adjacent to bubble classrooms to minimise movement around school and ensure bubble staff remain separate from each other. This means staff do not routinely need to come into contact with each other – when in rest room or classroom all staff to remain 2m apart Staff should avoid unnecessary movement around the school - passing briefly in the corridor or playground is considered low risk. But one way and corridor systems need adhering to. Staff should not meet up or congregate at break/lunch times. A 2M distance must be maintained at all times. <b>Lunch times</b> In line with Government advice – all staff still have a break of a reasonable length during the day. Staff are requested to keep to 2m social distancing applies at all times . Tea/coffee/kettles etc will be allocated to each room. Staff are requested to keep to same mug/utensils to avoid cross contamination. Staff to be provided with cleaning materials and to be responsible for washing up own mugs etc. area to be cleaned 1 x daily Any plates bought to rooms must be returned to the kitchen by the staff member – the cleaners are not tasked with washing these up. No entry to kitchen from staff - A table is placed outside the kitchen server for these to be returned to. <b>break time</b> Staff allocated to bubbles should ensure during the break that all staff can get drink. Staff are to make in bubble arrangements for ensuring this happens. Staff will need to supervise own bubble playtimes, <b>PPA</b> – this will need to be taken through bubble arrangements so each year group has adequate time to plan and prepare in school and remote learning - staff working remotely can take a lead on this. Any time spent for PPA purposes in school must be from bubble rest rooms.</p>	2	5	10

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26	Contingency planning for outbreaks	Ability to provide adequate staffing levels to ensure a full remote learning offer whilst also ensuring effective teaching in school for pupils attending	4	3	12	See RA dated July 2020 plus... A rota will be introduced from week 2 11/1/21 so there are no unnecessary numbers of staff on site Staff need to be available for work, even if rotated to work remotely, in the event a team member is ill/tests positive/additional capacity is needed.	1	3	3
	Non engagement of pupils due to not being in school	Pupils will not be able to access remote learning due to lack of IT  Pupils will fail to do work whilst at home/ school unable to engage with pupils and ensure whereabouts and safety	4	3	12	The dfe make it clear all pupils should be in receipt of a high quality education. Giffards will ensure pupils have access to a broad balanced curriculum for the duration of the school closure – staff will be on a rota to balance needs of keeping staff safe with teaching pupils in school and those working remotely. <ul style="list-style-type: none"> <li>Ensuring pupils have access to IT – chrome books will be loaned to families as will internet dongles upon receipt of a completed and signed loan agreement</li> <li>Remote learning provided will follow dfe expectations – see policy in place and followed by staff</li> </ul> Weekly work uploaded to Purple mash platform, paper packs available for parents to collect – where online work is not an option – completed packs to be returned weekly for marking. School will deliver where it is agreed parents are unable to attend school. Teachers to monitor responses and feedback. Log of engagement kept. Email correspondence between teacher/pupil as part of engagement. Welfare checks made to ensure families are managing. Pastoral team advised of issues. Letters/help guides sent to support parents <ul style="list-style-type: none"> <li>SLT to oversee non engagement – SLT member allocated to 2 year groups to oversee provision/engagement, calls/groupcalls made, repeated non engagement will result in a home visit. If non engagement continues school to seek advice from MASH</li> </ul>	2	1	3

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Maximum pupil numbers on a daily basis per year group bubble – to allow for a clear 2M working space for all staff. The total number allocated a space may exceed the numbers below – where part time pupils do not attend each day this would reduce daily numbers and must be factored in to allow for KW and vul pupils.		Staffing needed – minimum numbers 1 member of SLT on site at all times, ideally 2. 1 person on site must be a DSL – all SLT have DSL training
EYFS	18	1 teacher and at least 2 LSA – Must have pediatric first aid cert/to allow for continual provision
1	22	1 teacher and at least 1 LSA
2	22	1 teacher and at least 1 LSA
3	23	1 teacher and at least 1 LSA
4	23	1 teacher and at least 2 LSAs – due to EHCP and individual needs
5	24	1 teacher and at least 1 LSA
6	24	1 teacher and at least 1 LSA

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