



Hunsbury Pack Primary School School Effectiveness COVID-19 Risk Assessment Plan

Date: 06.09.21 Review date: 22.10.21

Purpose of this document:

This risk assessment has been completed in line with the government guidance. The purpose of this risk assessment is to mitigate the risk associated with schools opening to all children. This risk assessment has been updated based on the current government guidance, which is identified throughout the document for further reference.

This risk assessment has been developed on best available scientific and government guidance along with industry best practise, information and should be read in conjunction with the following guidance documents, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

This risk assessment was written in line with the following guidance:

1. Full opening of schools (27.08.21) - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance





Risk: Building and facilities	Who	Actions	RAG
Premises and utilities have been health and safety checked and building is compliant. • Water treatments • Fire alarm testing (school staff are	Amey	Amey's responsibility will be to ensure that they have engaged with suitably trained person / persons to carry out required pre inspections for school opening. Any further actions will need to be completed by the required contractors in time for school opening.	
responsible for practicing fire alarm procedures). Repairs	School staff	Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems and certify the water system is safe before the buildings are reoccupied.	
 Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing 		General maintenance (including life / maintenance cycle) work is completed during the school closure period.	
 Internet services Any other statutory inspections Insurance covers reopening arrangements 		* = Please see Amey risk assessment	
Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Amey, KO	Collaboratively the school and Amey will complete a Fire strategy plan, updated evacuation plan (that where possible supports school groupings) and asap Amey will commission an updated Fire Risk Assessment – completed. Revised evacuation procedure to be shared with all staff and children.	
Arrangements in place to support individuals with reduced mobility including cover arrangements in		In response to the updates regular Fire drill's have taken place. Evacuation plan amended and distributed due to learning.	
the case of reduced numbers of staff.		School 'log in' system records any individual mobility concerns and fire evacuation assistance for visitors.	
Risk: Transmission Through Contact	Who	Actions	RAG
Physical changes and/or operational changes / requirements to support parent / pupil information.	SLT	Staggered break and lunch times in place for each phase. Playground equipment cleaned regularly Use of toilets for different phases Reduction in parent and professional meetings where possible	
To establish procedures to ensure regular hand washing in accordance with guidelines	Allocated class-based TA	Amey will be required to refill soap dispensers / hand sanitizers throughout the day, whilst also completing regularly cleaning "sweeps" of frequently contacted areas such as door handles. Children are required ("Catch it, Bin it, Kill it"); after using the toilet; before and after handling food.	





Risk: Staff and Pupil Attendance	Who	Actions	RAG
To manage anxiety of staff members through the communication of expectations, process and	SLT	Staff communication (in person or virtually) to share expectations with all staff and to address concerns – ongoing.	
procedures for day-to-day operation		Regular meetings will be available to allow staff opportunities to express concerns or discuss any issues.	
Arrangements for clinically extremely vulnerable staff		Access to well-being and mental Health support communicated and shared with staff. Meetings will be limited to reduce whole staff gathering.	
		In line with updated guidance: https://www.gov.uk/government/news/shielding-advice-for-the-clinically-extremely-vulnerable-to-stop-from-april	
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	SLT	Clear expectations for parents, carers have been shared via a school guidance – no changes since previous correspondence (regular reminders and updates provided via class dojo).	
		Clearly specified information to support teachers regarding non class-based periods such as staff and pupil break and lunch times	
HPPS approach to supporting those for families where rates of persistent absence were high before closure	SLT, CR	Updated attendance policy in line with national guidance – included within newsletter. Through the school family support worker, there will be a significant increase in monitoring / communication and support direct to families. Continued persistence absence will be reported to the LA and fixed fines will be issued – taken place. Attendance and engagement in learning will continue to be rigorously monitored through recorded attendance, wellbeing calls, home visits and senior leadership escalation where required.	
Risk: Maintaining Cleanliness	Who	Actions	RAG
Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies	KO Amey	Hand sanitiser stations available at key locations around the school. Designated bins in classroom. Disposable tissues and clearly labelled bins in each classroom to implement the 'catch it, bin it, kill it' approach.	
are also in place.		Fortnightly stock check and ordering schedule to be in place and implemented.	
Waste disposal process in place for potentially contaminated waste.		Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	
Process in place for safe removal and/or disposal of face masks.		Visible instructional signage - application and disposal instructions clearly marked and visible to all staff.	





Risk: Classrooms	Who	Actions	RAG
Approaches for meetings and staff training in place.	SLT	Meetings will be limited to reduce whole staff gathering. When larger meetings do take place, these will be achieved by virtual delivery or socially distanced.	
Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-	JD, JR, All staff	Expectations through policy shared with all staff to the delivery of remote lessons, if required.	
school provision agreed and communicated.		Remote learning contingency will be implemented in the event of a confirmed outbreak (following guidance outbreak criteria).	
		Remote learning plan and expectations have been shared with all teachers – this is available on the school website.	
Risk: Safeguarding	Who	Actions	RAG
To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:	DSL HT / AHT SENCo,	Those pupils will be clearly identified, and the school will commence reviews of individual handling plans to ensure they include protective measures and next step actions.	
 At risk of exclusion In need of early help Have additional needs such as behaviour, sensory impairment etc. Exhibiting mental health and well-being issues 	JD	LA representatives will be contacted to discuss key issues, as and where appropriate to highlight school actions to mitigate heightened pupil risk.	
In need of bereavement counsellingMeeting the social care thresholds		Review, update and distribute behaviour policy that reflects government guidance.	
Risk: Operational	Who	Actions	RAG
Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.	Office staff	School staff will check with the contractor of any requirements their employer has specified before visits take place and will make reasonable adjustments. Office staff will share the school's protocols and visitor agreements logged on the school sign in system.	
		Visitors may elect to wear PPE in communal areas.	
Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school	All staff	When engaging with external partners, HPPS will share amended procedures, obtain their individual risk assessments where required.	
leaders. Protocols and expectations shared.		Any activities will be monitored by school staff to ensure the schools protocols are being adhered to at all times.	
Approach to assemblies – if still occurring, plan in		Assemblies will be delivered within individual phases.	
place to manage social distancing.	Class		
	teachers		





All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.		Technology audit and applications submitted for governments ICT strategy. Remote learning contingency is available and parental support / information has been made readily available.	
Risk: Pupils	Who	Actions	RAG
Approach and expectations around school uniform determined and communicated with parents.	All staff	The school guidance booklet and HT communication has reiterated the school's expectation towards school uniform including PE kit. All staff are clear in supporting whole school uniform policy	
Approach to provision of the elements of the EHCP including health/therapies in place.	SENCo	HPPS will encourage external professionals to fulfil requirements to support those identified pupils; where necessary school staff will work flexibly in order to facilitate any reasonable adjustments.	
Risk: Response to suspected / confirmed case of COVID 19 in school	Who	Actions	RAG
Approach to confirmed COVID19 cases in place: during school day	Nominate d first aider, SLT	Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact	
		Updated national guidance for managing suspected cases: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#tracing	
		Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: • they are fully vaccinated	
		 they are below the age of 18 years and 6 months 	
		 they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons 	
Risk: Communication	Who	Actions	RAG
Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	SLT, FSW	School opening information will be shared to staff via phase meetings; this information will be cascaded through staff (Outbreak management plan).	
Risk Assessment published on website, where more than 50 staff.	HT, KB,	Completed and updated regularly.	





Risk: Governors	Who	Actions	RAG
Approach to communication between Leaders and governors is clear and understood.	HT, Governor s	Regular CoG's meetings and termly full governing body meeting.	
Risk: Extra-curricular including Trips	Who	Actions	RAG
The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	JH, HB PF, CR	Pupils will be able to attend children's activity, including sport, regardless of circumstance - All organised sports providers should undertake a risk assessment for their sport and determine the level of risk for their sport and how they can work to mitigate it. This process is designed to minimise the risk of COVID-19 transmission while taking part in sport and physical activity and enabling participants to make an informed decision about their own risk.	
		https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events	
		Guidelines currently state that domestic educational day visits are allowed.	
		Extra-curricular activities will continue to be delivered by school-based staff.	
		Targeted breakfast club will be delivered by the school pastoral team.	