



## **Hunsbury Park Primary School School Effectiveness COVID-19 Risk Assessment Plan**

**Date: 20.04.2021**

**Review date: 28.05.2021**

### **Purpose of this document:**

This risk assessment has been updated following the second national lockdown and in line with the government 4 step approach. The purpose of this risk assessment is to mitigate the risk associated with schools opening to all children. This policy has been updated based on the current government guidance March 2021 (step 1 to 3), 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 (26.03.21) - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>
2. Cleaning, disinfection and hygiene for schools (updated 22.02.21)- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>
3. COVID-19: safer travel guidance for passengers (29.03.21) - <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
4. CLEAPSS (updated 01.02.21) - <http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx>





<ul style="list-style-type: none"> <li>• Use of available classrooms/teaching spaces</li> <li>• Break and Lunchtime provision</li> <li>• Using outdoor space to minimise transmission.</li> </ul>		<ul style="list-style-type: none"> <li>- Different break times</li> <li>- Use of toilets</li> <li>- Mobility within the school</li> <li>- Use of communal areas such as the library and ICT room               <ul style="list-style-type: none"> <li>- Playground/field to be zoned and timetabled for use</li> </ul> </li> <li>- Playground equipment clean between uses by class teams or lunch time supervisors               <ul style="list-style-type: none"> <li>- Mandatory parental / carer face coverings</li> <li>- Significant reduction in parent and professional meetings</li> </ul> </li> <li>- Circulation systems or divider systems in corridors for pupils and adults moving around school designed to minimise contact between bubbles / staff and reduce it pinch points within the physical space</li> </ul>	
<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for SEMH, behaviour issues etc. where restraint is required.</p>	<p>SLT All staff</p>	<p>Supplies of PPE are stored centrally and can be accessed by all staff members as and where PPE will be required in exceptional circumstances (application and disposal instructions clearly marked and visible to all staff). Review, update and distribute behaviour policy that reflects government guidance.</p>	
<p>To reduce risk of exposure / transmission to COVID-19 by considering: PPE provision for staff</p>	<p>SLT All staff</p>	<p>Face coverings will be worn by staff and adult visitors “in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas)”. But children in primary school “do not need to wear a face covering” - (Government directive).</p>	
<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs</p>	<p>SLT All staff</p>	<p>Supplies of PPE are stored centrally and can be accessed by all staff members as and where PPE will be required in exceptional circumstances (application and disposal instructions clearly marked and visible to all staff).</p>	
<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes</p>	<p>SLT All staff</p>	<p>Supplies of PPE are stored centrally and can be accessed by all staff members as and where PPE will be required in exceptional circumstances (application and disposal instructions clearly marked and visible to all staff). Additional gloves to be available within First Aid boxes.</p>	
<p>To establish procedures to ensure regular hand washing in accordance with guidelines</p>	<p>Allocated class-based TA</p>	<p>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.</p>	
<p><b>Risk: Staff and Pupil Attendance</b></p>	<p><b>Who</b></p>	<p><b>Actions</b></p>	<p><b>RAG</b></p>
<p>To identify and manage approach to staffing levels</p>	<p>SLT</p>	<p>Ensure all staff read COVID-19 March / April 2021 risk assessment – sent via email (12.04.21) Plan is in place to ensure that each class/group of children is staffed with the appropriate staffing level. Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.</p>	



		<p>Staff to arrive by designated time prior to pupil arrival subject to contracted hours. Staff working from home are expected to work their contracted working hours. Contingency plan has been developed to cover staff absence/sickness – this will be achieved internally where possible. Supply staff will be limited in school. Remote learning staffed and recorded to support safeguarding and wellbeing. Staff are able to wear face covering at all times, if they choose to do so. However, these do not need to be worn if any member of staff or person who is exempt or whilst consuming food and drink at break and lunch times.</p>	
<p>To manage anxiety of staff members through the communication of expectations, process and procedures for day-to-day operation</p> <p>Arrangements for clinically extremely vulnerable staff</p>	SLT	<p>Staff communication (in person or virtually) to share expectations with all staff and to address concerns – ongoing. Regular meetings will be available to allow staff opportunities to express concerns or discuss any issues. 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: <a href="https://www.gov.uk/government/news/shielding-advice-for-the-clinically-extremely-vulnerable-to-stop-from-april">https://www.gov.uk/government/news/shielding-advice-for-the-clinically-extremely-vulnerable-to-stop-from-april</a></p>	
<p>To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk</p>	SLT	<p>Clear expectations for parents, carers have been shared via a school guidance / welcome back booklet Clearly specified information to support teachers regarding non class-based periods such as staff and pupil break and lunch times (restricted / limited use of staff room) to help support the prevention of unnecessary cross staff groupings - ongoing</p>	
<p>Processes and procedures are established and shared with parents for pick up and drop off arrangements</p>	HB	<p>The school guidance booklet clearly outlines timings, processes and procedures for all pupils when entering and leaving school site. Parents will not enter the building and must drop off and leave as quickly as possible at the start and end of the day once children are collected All visitors above the age of 12, are requested to wear face coverings whilst on school property and when travelling to school in busy areas (unless medically exempt). Booklet to be sent out via class dojo, parent mail and paper copy for those parents that are not registered to the school communication systems.</p>	
<p>Process for collecting a child due to illness or an existing appointment during the school day is established and shared</p>	SLT	<p>Guidance for collection has been established and shared with parents through parent mail. Direct guidance will also be given via the school office, should the need arrive for any pupil collections – this will include limiting a child’s movement around the school and ensuring parents and carers following the sanitizing processes in place.</p>	
<p>HPPS approach to supporting those for families where rates of persistent absence were high before closure</p>	SLT, CR	<p>Updated attendance policy in line with national guidance – included within Headteachers letter. Through the school family support worker, there will be a significant increase in monitoring / communication and support direct to families.</p>	



		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, garden visits and senior leadership escalation where required.	
<b>Risk: Maintaining Cleanliness</b>	<b>Who</b>	<b>Actions</b>	<b>RAG</b>
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission  <ul style="list-style-type: none"> <li>Follow government guidelines as follows: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul> Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Amey All staff	Amey and school to deliver an enhanced cleaning schedule that is implemented throughout the site, ensuring that contact points: worksurfaces, door handles, taps, Door handles, desks, teaching equipment/resources, bannisters, light switches, books, toilets and sinks are all thoroughly cleaned and disinfected regularly.  Cleaning capacity to be assessed by Amey – cleaning programme including within Amey risk assessment.	
Ensure cleanliness of outdoor equipment is maintained	All staff	Where used by different groups of children, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment before and after use.	
Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.	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.  Weekly stock check and ordering schedule to be in place and implemented.	
Waste disposal process in place for potentially contaminated waste.  Process in place for safe removal and/or disposal of face masks.		Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).  Visible instructional signage - application and disposal instructions clearly marked and visible to all staff.	
<b>Risk: Classrooms</b>	<b>Who</b>	<b>Actions</b>	<b>RAG</b>
Classrooms have been re/arranged to allow as much space between individuals as practical.  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.	All staff  School governing body	Teachers as much as possible, will assume a teaching position at the front of the class. When working in close proximity to children, staff will position themselves to the side and not directly in front. This position will enable children to feel supported whilst reducing risk for staff.  Classroom resources can be shared within the bubble and must be cleaned on a regular basis. Staff sharing desks should be kept to a minimum, where this is not possible, staff who share desks must have a cleaning regime in place to sanitise desks between users.	



		<p>Staff are able to wear appropriate face coverings at their discretion, whilst also following government directive in communal areas.</p> <p>Posters such as: social distancing, 'catch it, kill it, bin it' and 'Track and Trace' will be visible to all.</p> <p>Clean and disinfect all areas and services regularly and if necessary e.g. toys teaching equipment/ resources and books</p> <p>When a room is empty, such as break and lunch times, and at the end of the school day please purge the room by opening windows and doors wide to allow fresh air to circulate at a greater rate than when the room is occupied. Although this will lower the temperature in the room it would allow the air to change rapidly</p>	
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.	SLT	<p>Individual risk assessments will be completed for appropriate staff (i.e., staff who are pregnant) and where necessary reasonable adjustments. These will be stored in personal files and reviewed each half term.</p> <p>Government guidance for CEV: <a href="https://www.gov.uk/government/news/shielding-advice-for-the-clinically-extremely-vulnerable-to-stop-from-april">https://www.gov.uk/government/news/shielding-advice-for-the-clinically-extremely-vulnerable-to-stop-from-april</a></p>	
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 such as teachers' meetings.	
Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	JD, JR, All staff	<p>Expectations through policy shared with all staff to the delivery of remote lessons, if required.</p> <p>Remote learning contingency will be implemented in the event of a confirmed COVID-19 case.</p> <p>Remote learning plan and expectations have been shared with all teachers – this is available on the school website.</p>	
<b>Risk: Safeguarding</b>	<b>Who</b>	<b>Actions</b>	<b>RAG</b>
<p>To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <ul style="list-style-type: none"> <li>• At risk of exclusion</li> <li>• In need of early help</li> <li>• Have additional needs such as behaviour, sensory impairment etc.</li> <li>• Exhibiting mental health and well-being issues</li> <li>• In need of bereavement counselling</li> <li>• Meeting the social care thresholds</li> </ul>	DSL HT / DHT SENCo, JD	<p>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.</p> <p>LA representatives will be contacted to discuss key issues, as and where appropriate to highlight school actions to mitigate heightened pupil risk.</p>	



Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.		Review, update and distribute behaviour policy that reflects government guidance.	
<p>Consideration given to any CYP who may need support with their return to school.</p> <p>Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.</p> <p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p>	SENCo, CR, Class teachers	<p>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.</p> <p>Consultation via the school family support worker will be undertaken with the family and other agencies involved to identify support required.</p> <p>SENCo and RHE lead to support school staff to deliver a reintegration programme that supports pupils social, emotional and mental wellbeing – this will be included within our recovery curriculum plan.</p>	
<b>Risk: Operational</b>	<b>Who</b>	<b>Actions</b>	<b>RAG</b>
<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	Office staff	<p>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. Details will be stored in order to support 'Test and Trace' and via schools individual QR code (this links directly to national database).</p> <p>Visitors are required to wear PPE in communal areas.</p>	
Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	All staff	<p>When engaging with external partners, HPPS will share amended procedures, obtain their individual risk assessments outlining controls, e.g. only offering limited activities which maintain distancing and that all equipment is stringently cleaned.</p> <p>Any activities will be monitored by school staff to ensure the schools protocols are being adhered to at all times.</p>	
Approach to assemblies – if still occurring, plan in place to manage social distancing.	SLT Class teachers	Assemblies will be delivered within individual classes or virtually.	
All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.		<p>Technology audit and applications submitted for governments ICT strategy.</p> <p>Remote learning contingency is available and parental support / information has been made readily available.</p>	
<b>Risk: Pupils</b>	<b>Who</b>	<b>Actions</b>	<b>RAG</b>



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.	
<b>Risk: Response to suspected / confirmed case of COVID 19 in school</b>	<b>Who</b>	<b>Actions</b>	<b>RAG</b>
To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19	Nominated first aider	Identified room has been located enabling and contagion be contained (Medical room). The room is adequately stocked and visible guidance available to support the response of any potential case.	
Approach to confirmed COVID19 cases in place: during school day <ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action</li> <li>Cleaning procedure in place</li> <li>Arrangements for informing parent community in place</li> </ul>	Nominated first aider, SLT	The nominated first aider and SLT will be immediately notified of any case. Immediate response will be to remove the suspected case to the identified room, adhering to cleaning procedure (as stated above). The school will then follow the notification process for the child's parents / carers.  Updated national guidance for managing suspected cases: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a> - (point 10 and 11)	
Approach to confirmed COVID19 cases in place: outside of school hours <ul style="list-style-type: none"> <li>Approach to relocating CYP away from certain parts of the school to clean, if possible</li> <li>Cleaning procedure in place</li> <li>Arrangements for informing parent community in place</li> </ul>	SLT, JH, CR	Out of hours notification of a confirmed case will then trigger school process in place to engage with the 'Test and Trace'. Contact information will be stored via a cloud base system, with schools 'bubbles' / 'groupings' available. SLT will then distribute contact information as required. In response to a confirmed case, the school will close the identified bubble for the directed period of time, conducting 'deep cleans' and reviews of policy.	
<b>Risk: Communication</b>	<b>Who</b>	<b>Actions</b>	<b>RAG</b>
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 share to staff via phase meetings; this information will be cascaded through staff. Parents and carers will be notified by publication of the 'opening guidance booklet' via ClassDojo, parent mail or direct call.	
Risk Assessment published on website, where more than 50 staff.	HT, KB,	Completed and updated regularly.	



<b>Risk: Governors</b>	<b>Who</b>	<b>Actions</b>	<b>RAG</b>
Approach to communication between Leaders and governors is clear and understood.	HT, Governor s	Regular CoG's meetings and termly full governing body meeting (25/03/21).	
<b>Risk: Extra-curricular including Trips</b>	<b>Who</b>	<b>Actions</b>	<b>RAG</b>
<p>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.</p> <p>Approach in place for before/after school clubs implements the necessary protective measures.</p>	<p>JH, HB</p> <p>PF, CR</p>	<p>As part of step two of the lockdown relaxations, no earlier than 12 April, all children 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.</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</a></p> <p>Guidelines currently state that domestic educational day visits are allowed.</p> <p>All residential trips have been cancelled.</p> <p>Extra-curricular activities will be delivered from 26.04.21 by school-based staff.</p> <p>Targeted breakfast club will be delivered by the school pastoral team adhering to social distancing guidance.</p>	