



Hunsbury Park 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: Staff and Pupil Attendance	Who	Actions	RAG
<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.</p> <p>Regular meetings will be available to allow staff opportunities to express concerns or discuss any issues.</p> <p>Access to well-being and mental Health support communicated and shared with staff. Meetings will be limited to reduce whole staff gathering.</p> <p>In line with updated guidance: https://www.gov.uk/government/news/shielding-advice-for-the-clinically-extremely-vulnerable-to-stop-from-april</p>	Green
<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 – no changes since previous correspondence (regular reminders and updates provided via class dojo).</p> <p>Clearly specified information to support teachers regarding non class-based periods such as staff and pupil break and lunch times</p>	Green
<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 newsletter. Through the school family support worker, there will be a significant increase in monitoring / communication and support direct to families.</p> <p>Continued persistence absence will be reported to the LA and fixed fines will be issued – taken place.</p> <p>Attendance and engagement in learning will continue to be rigorously monitored through recorded attendance, wellbeing calls, home visits and senior leadership escalation where required.</p>	Green
Risk: Maintaining Cleanliness	Who	Actions	RAG
<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	KO Amev	<p>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.</p> <p>Fortnightly stock check and ordering schedule to be in place and implemented.</p>	Green
<p>Waste disposal process in place for potentially contaminated waste.</p> <p>Process in place for safe removal and/or disposal of face masks.</p>		<p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Visible instructional signage - application and disposal instructions clearly marked and visible to all staff.</p>	Green



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-school provision agreed and communicated.	JD, JR, All staff	Expectations through policy shared with all staff to the delivery of remote lessons, if required. 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: <ul style="list-style-type: none"> • 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 • In need of bereavement counselling • Meeting the social care thresholds 	DSL HT / AHT SENCo, JD	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. LA representatives will be contacted to discuss key issues, as and where appropriate to highlight school actions to mitigate heightened pupil risk. 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 leaders. Protocols and expectations shared.	All staff	When engaging with external partners, HPPS will share amended procedures, obtain their individual risk assessments where required. 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 place to manage social distancing.	SLT Class teachers	Assemblies will be delivered within individual phases.	



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	<p>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</p> <p>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</p> <p>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:</p> <ul style="list-style-type: none"> • 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	<p>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.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</p> <p>Guidelines currently state that domestic educational day visits are allowed.</p> <p>Extra-curricular activities will continue to be delivered by school-based staff.</p> <p>Targeted breakfast club will be delivered by the school pastoral team.</p>	