



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

Date: 01.11.21

Review date: 17.12.21

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 (27.09.21) - <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
<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing (school staff are responsible for practicing fire alarm procedures). • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p>Amey</p> <p>School staff</p>	<p>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.</p> <p>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.</p> <p>General maintenance (including life / maintenance cycle) work is completed during the school closure period.</p> <p>* = Please see Amey risk assessment</p>	<p style="background-color: green; color: white; text-align: center;">RAG</p>
<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Amey, KO</p>	<p>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.</p> <p>Revised evacuation procedure to be shared with all staff and children.</p> <p>In response to the updates regular Fire drill's have taken place. Evacuation plan amended and distributed due to learning.</p> <p>School 'log in' system records any individual mobility concerns and fire evacuation assistance for visitors.</p>	
Risk: Transmission Through Contact	Who	Actions	RAG
<p>Physical changes and/or operational changes / requirements to support parent / pupil information.</p>	<p>SLT</p>	<p>Staggered break and lunch times in place for each phase.</p> <p>Playground equipment cleaned regularly</p> <p>Use of toilets for different phases</p> <p>Reduction in parent and professional meetings where possible</p>	<p style="background-color: green; color: white; text-align: center;">RAG</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>	



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 staff 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.</p> <p>In line with updated guidance - Shielding advice for the clinically extremely vulnerable was stopped from 1st April 2021.</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 – 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>	
<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>	
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 Amey	<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>	
<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 who choose to wear a face covering.</p>	
Risk: Classrooms	Who	Actions	RAG
<p>Approaches for meetings and staff training in place.</p>	SLT	<p>Meetings will be limited to reduce whole staff gathering.</p>	
<p>Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.</p>	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 outbreak (following guidance outbreak criteria).</p> <p>Remote learning plan and expectations have been shared with all teachers – this is available on the school website.</p>	
Risk: Safeguarding	Who	Actions	RAG
<p>To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <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 	<p>DSL HT / AHT SENCo, JD</p>	<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> <p>Review, update and distribute behaviour policy that reflects government guidance.</p>	
Risk: Operational	Who	Actions	RAG
<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p>	<p>Office staff</p>	<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.</p> <p>Visitors may elect to wear PPE in communal areas.</p>	
<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.</p>	<p>All staff</p>	<p>When engaging with external partners, HPPS will share amended procedures, obtain their individual risk assessments where required.</p> <p>Any activities will be monitored by school staff to ensure the schools protocols are being adhered to at all times.</p>	
<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p>	<p>SLT Class teachers</p>	<p>Assemblies will be delivered within individual phases.</p>	
<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.</p>		<p>Technology audit and applications submitted for governments ICT strategy. Remote learning contingency is available and parental support / information has been made readily available.</p>	



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	Nominated 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>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 <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>	



LA and PHE threshold information:

Stage 1	<p>1>4 positive PCR cases</p> <p>No need to report to your local Public Health team or Health Protection Team of UKHSA</p>	<p>Setting to review existing control measures in place.</p> <p>Other options:</p> <ul style="list-style-type: none"> • Strengthened communications to promote personal responsibility • Encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting • Communications to parents to support the above messages
Stage 2	<p>5 children, pupils, students and staff, who are likely to have mixed closely, test positive within a 10-day period</p> <p>OR 10% of setting population test positive within a 10-day period</p>	<p>Setting should conduct an assessment to identify possible transmission links.</p> <p>Other options and considerations should include:</p> <ul style="list-style-type: none"> • Whether any activities could take place outdoors, including exercise, assemblies or classes • Ways to improve ventilation indoors where this would not significantly impact thermal comfort • One-off enhanced cleaning, focusing on touch points and any shared equipment
SEND schools, residential settings and settings that operate with 20 or fewer people	<p>2 children, pupils, students and staff, who are likely to have mixed closely, test positive within a 10-day period</p>	
Stage 3	<p>21+ cases within 10 days linked in setting</p> <p>AND / OR setting has high level of cases previously</p> <p>AND / OR high levels in local area</p>	<p>Emphasising and enhancing current measures – cleaning, ventilation, testing etc.</p> <p>Activities taking place outdoors, including exercise, assemblies, or classes</p> <p>One-off enhanced cleaning focussing on touch points and any shared equipment</p> <p>Reintroducing ATS</p> <p>Surge testing</p> <p>Communications from NNC/WNC / PH about the cases</p> <p>- specific to setting circumstances</p> <p>Reintroducing bubbles</p> <p>Reintroducing facemasks in classrooms</p> <p>Limiting visits, performances etc.</p> <p>Escalation to an OCT</p> <p>IPC / EHO visit</p>



Risk: Communication	Who	Actions	RAG
Information shared with staff around the operational working, returning to site following half term, any amendments to usual working patterns/practices and groups.	SLT, FSW	School operational information shared to staff via phase meetings and email; 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>	