

# RISK ASSESSMENT

<b>Educational Setting</b>	HAMPTON COLLEGE PRIMARY
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	<p>Paul Jones, Head of School, in liaison with:                      Becky Waters, Headteacher, Dogsthorpe Infant School                      Michele Stuffins, Deputy Head of School                      Lauren Tuley, Assistant Head of School                      Stephen Ebdell, Site Manager                      HAT Primary Team                      Helen Price (Executive Headteacher - Hampton Academies Trust)</p> <p><b>Written on 1<sup>st</sup> September 2021, updated 3<sup>rd</sup> September 2021</b></p>
<b>Review Date</b>	FORTNIGHTLY REVIEW (or more regularly if required)

<b>Context / Background</b>	<p>The following document outlines the context, planning and risk assessment for Hampton College Primary (HCP) from 6<sup>th</sup> September 2021. Using available guidance from the UK Government, the Department for Education (August 2021), Public Health agencies and Peterborough Local Authority, we are setting out our plan for a return to a more normal way of working this academic year.</p> <p>Government guidance sets out a ‘system of controls’, endorsed by Public Health England (PHE), which built upon the protective measures used throughout the Covid-19 outbreak. The most recent DfE guidance states the following as ‘Control Measures’:</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <p>You should:</p> <ul style="list-style-type: none"> <li>• Ensure good hygiene for everyone.</li> <li>• Maintain appropriate cleaning regimes.</li> <li>• Keep occupied spaces well ventilated.</li> <li>• Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ul>
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	<p>The way in which this ‘system of controls’ and series of protective measures will be implemented at HCP is set out throughout this document.</p> <p>Please read this risk assessment in conjunction with The HAT Outbreak Management Plan and the HAT Roadmap to Recovery.</p>
<p><b>Our plan for reopening: the HAT way</b></p>	<p><b><u>Practical steps to reduce risk</u></b></p> <p>Whilst we are aiming to return to a more normal way of operation as a school, we have learnt a great deal over the last 18 months and will carry forward some of the measures we put in place as the new routines for the school whilst also ensuring compliance with latest guidance.</p> <p>These include:</p> <p><b><u>Good hygiene for everyone</u></b></p> <ul style="list-style-type: none"><li>• Ensuring regular handwashing, and/or use of hand sanitiser regularly throughout the day (on arrival at school, before and after playtimes, before and after lunchtimes, when handling or consuming food, before and after using the toilet etc.).</li><li>• Encouraging good respiratory hygiene in children and staff, and ensuring bins are emptied regularly.</li><li>• Ensuring toilet facilities are cleaned regularly throughout the day, bins are emptied and communal facilities (e.g. the staff room) are cleaned regularly too.</li><li>• Ensuring the seating and tables in the hall are cleaned after each sitting.</li><li>• Setting up an isolation room for suspected cases of Covid-19.</li></ul> <p><b><u>Maintaining appropriate cleaning regimes</u></b></p> <ul style="list-style-type: none"><li>• Providing each classroom / shared area with their own designated cleaning equipment and replenishing this regularly.</li><li>• Cleaning between each sitting of children will continue over the lunchtime period.</li><li>• Ensuring push plates and handles on closed doors are cleaned throughout the day.</li><li>• Providing hand sanitiser and/or wipes near shared equipment, such as MFD printers/copiers.</li></ul> <p><b><u>Keeping spaces well ventilated</u></b></p> <ul style="list-style-type: none"><li>• Ensuring classroom doors and windows are kept open.</li><li>• Ensuring communal spaces (e.g. staff room, Tech tunnel, corridors) are ventilated by keeping doors and windows open.</li></ul>

- Ensuring any doors, which are NOT designated Fire Doors, are kept open as much as possible, with the exception of mag locked 'Secure line' doors (between the main corridor and the inner foyer, along the main reception corridor).

### **Following public health advice on testing, self isolation and managing confirmed cases of Covid-19**

- Staff who have 'opted in' to the lateral flow testing scheme will continue to test twice a week in line with Government expectations until the end of September 2021 (when arrangements will be reviewed).
- Children and staff with symptoms of Covid-19 must remain at home until they have been tested; they must then follow the Public Health advice regarding self-isolation for 10 days.
- Encouraging staff, children and families to fully engage with the NHS Test, Track and Trace processes to limit the spread of Covid-19.

### **School practicalities**

- Continuing to use a number of entrance and exit points at the start and end of the school day.
- Encouraging parents to drop children at their child's designated entrance point and not come onto the school site.
- Encouraging children to come to school in their PE kits on their PE days.
- Minimise mixing between classes / year groups indoors until at least the end of September.
- Continuing to use MS Teams for whole school assemblies and some larger meetings. Other meetings will be socially distanced where possible.
- Retaining the perspex screen at the school reception hatch, as extra protection, for the staff liaising with parents.
- Encouraging visitors to the site to wear a face covering within the school buildings.
- Allowing staff to wear face coverings in communal areas if they choose to.

### **Managing pupil and staff wellbeing and mental health**

We will ensure that staff are supported with their own wellbeing and are given resources and strategies to support children's wellbeing.

Staff members will be advised to share their anxieties or concerns. We will continue our 'Staff Well-being network' for staff who are required to isolate. We will draw upon the HAT HR team and our Employee Assistance Programme as and when necessary. Regular wellbeing treats will be provided and virtual and face to face social events for staff who wish to participate.

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	<p>Staff workload will continue to be a consideration to ensure that staff are able to maintain a good work:life balance. This will include timetabled PPA sessions; realistic and workable expectations around planning, teaching and marking etc.</p> <p>Teachers will be actively encouraged to plan activities to support the development of positive mental health and wellbeing in children, and any significant concerns will be shared with the Senior Leadership Team (SLT) and our Engagement and Pastoral Support Co-ordinator (EPSCo). We have a range of resources we can draw upon to support children with their own feelings, worries or anxieties.</p> <p><b><u>Remote learning</u></b> Remote learning will be provided on a daily basis via year group emails for any children who are required to isolate. Paper packs could be made available on request. Further detail is available in our remote learning plan, which is published in full on the school website.</p>
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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention and infection control	<p>All staff and children</p> <p>Any visitors to site</p> <p><i>Risk of infection</i></p>	<ul style="list-style-type: none"> <li>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.</li> <li>If a child or adult shows symptoms, use the 'Isolation Room' until they can go home. Trained PPE Team (PRJ/MJS/LJT) to wear PPE when with child/adult.</li> <li>Ensure all adults and children clean hands thoroughly more often than usual - provide 'cleaning stations' in each classroom to enable this.</li> <li>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>Maintain increased cleaning routines - lunchtime and after school cleaning using appropriate cleaning products.</li> <li>'Cleaning stations' in each classroom to enable basic clean throughout day.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure sufficient stocks of soap, hand gel, tissues, gloves and anti-viral spray for cleaning stations.</li> <li>Deep clean of rooms used after a confirmed positive case on Covid 19.</li> <li>Agree new daytime cleaning rota for September 2021.</li> <li>Ensure sufficient bins around school.</li> </ul>	<p>Site Manager</p> <p>Core SLT</p>	<p>By 6/9/21</p> <p>Ongoing</p> <p>By 6/9/21</p>	

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<b>Ventilation</b>	All staff and children	<ul style="list-style-type: none"> <li>Ensure rooms are well-ventilated (i.e. windows and doors open).</li> <li>When the heating is switched on, each classroom must allow for regular periods of ventilation. Classroom windows should be opened for the last five minutes of each teaching session and the first five minutes of the subsequent sessions (after breaks etc) as well as before and after school and during breaktimes and lunchtimes.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be reminded about cleaning regimes and opening doors/windows.</li> <li>SLT to ensure that ventilation guidance is followed by all staff.</li> </ul>	Core SLT SLT All staff	By 6/9/21  Ongoing	
<b>Response to any infection</b>	All staff and children  Any visitors to site  <i>Risk of infection</i>	<ul style="list-style-type: none"> <li>Contain any outbreak by following LA/PHE advice.</li> <li>Refer to 'HAT Outbreak Management Plan'</li> </ul>	<ul style="list-style-type: none"> <li>Ensure SLT members have read the HAT Outbreak Management Plan.</li> <li>Core SLT to liaise re. any suspected or confirmed cases of Covid-19 and agree on the appropriate action to be taken.</li> </ul>	SLT Core SLT Trust SLT	Ongoing	
<b>Testing for Covid-19</b>	Pupils and staff may be harmed by not identifying those in our school community who are infected, but are asymptomatic  <i>Risk of infection</i>	<ul style="list-style-type: none"> <li>In line with DfE guidance, we have introduced Covid testing for staff from 25 January 2021.</li> <li>Engage with NHS Test and Trace in the case of a positive result</li> </ul>	<ul style="list-style-type: none"> <li>Ensure staff have sufficient testing kits for start of term and remind staff about testing using LFDs twice weekly.</li> <li>Log any identified positive cases with the LA and Trust.</li> </ul>	HoS Core SLT Staff members	Ongoing	
<b>Cleaning</b>	All staff and children  <i>Risk of infection if areas are not</i>	<ul style="list-style-type: none"> <li>Lunchtime cleaning - Ensure tables and stools are cleaned between sittings.</li> <li>After school cleaning to ensure classrooms and communal spaces are cleaned on a daily basis.</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with lunchtime staff re. Lunchtime cleaning regimes.</li> <li>Site Manager to remind after school cleaners about cleaning routines.</li> </ul>	AHoS Site Manager Site Officers	By 6/9/21  By 6/9/21	

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	<i>cleaned thoroughly each day.</i>	<ul style="list-style-type: none"> <li>Each classroom continues to have a cleaning station to enable Teacher/TA to clean throughout the day.</li> <li>Cleaning stations (soap, anti-viral spray and gel) in staff toilets and shared areas.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure classroom cleaning kits and cleaning stations around school are replenished.</li> </ul>			
<b>Waste</b>	<p>All staff and children</p> <p>Refuse collectors</p> <p><i>Risk of infection if waste is not disposed of in appropriate way</i></p>	<ul style="list-style-type: none"> <li>Continue daily emptying of all bins.</li> <li>Waste linked to first aid to be disposed of in the clinical waste bin in the First Aid room in accordance with normal procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure bins are emptied at least daily and that clinical waste is placed in the allocated bin in the First Aid room.</li> </ul>	<p>Site Manager</p> <p>Cleaning team</p> <p>First aiders/staff dealing with intimate care</p>	Daily	
<b>Equality Impact Assessment</b>	<p>Staff &amp; Pupils</p> <p><i>Greater risk of infection</i></p>	<ul style="list-style-type: none"> <li>A equality impact assessment has been completed and can be found on Staff Shared Drive.</li> <li>BAME risk assessment has been completed with staff as appropriate.</li> <li>Risk assessments have been carried out with staff or pupils who were previously designated as clinically vulnerable or extremely clinically vulnerable.</li> </ul>	<ul style="list-style-type: none"> <li>On-going monitoring and review of risk assessments and arrangements for staff and pupils deemed to be vulnerable.</li> </ul>	<p>HoS</p> <p>DHoS</p> <p>HR Team</p>	Review by HAT HR September 2021	
<b>First Aid and Pupils with medical needs</b>	<p>First aiders</p> <p>Staff trained to support key children</p> <p><i>Risk of infection due to involvement with bodily fluids</i></p>	<ul style="list-style-type: none"> <li>Staff to be provided with appropriate PPE (gloves, aprons, visors).</li> <li>Ensure sufficient First Aid trained staff are onsite to administer first aid as necessary.</li> </ul>		<p>HoS</p> <p>Trained First Aiders</p>	Ongoing	

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Children with EHCP - behaviour, intimate care needs etc.	TAs supporting chn Child themselves Other children  <i>Risk of infection if social distancing cannot be adhered to &amp; involvement with bodily fluids</i>	<ul style="list-style-type: none"> <li>Individual care plans in place for children requiring intimate care; identifying needs and our management of those needs.</li> <li>Staff provided with appropriate PPE (i.e. visor, gloves) if child dribbles etc.</li> <li>Intimate care provided by two members of staff at a time, usual PPE provided.</li> <li>Sensory rooms cleaned on a daily basis.</li> <li>Individualised timetables in place to meet needs.</li> </ul>	<ul style="list-style-type: none"> <li>Regular review of care plans / risk assessments if guidance changes.</li> <li>If behaviour is deemed inappropriate and puts child, other children or staff at a higher risk of infection, review risk assessment and consider whether placement can continue.</li> <li>If child with EHCP is not in school due to shielding or parental choice, appropriate home learning to be provided with SENDCO and Class Teacher carrying out regular well-being calls.</li> <li>SENDCO to ensure TA team are clear about procedures and expectations.</li> </ul>	DHoS (SENDCo)  EYFS Team Leader  EPSCo  HoS	All docs are in place for new EYFS children with EHCPs by 13 <sup>th</sup> Sept.  Review as needed during term time.	
Hygiene	All staff and pupils  <i>Risk of infection if strict hygiene not adhered to.</i>	<ul style="list-style-type: none"> <li>Weekly monitoring of stock and ordering as needed.</li> <li>Each classroom will be given a cleaning station including soap, hand gel and anti-bac spray.</li> <li>Hand washing/cleaning routines in place - enter/exit school, before/after playtimes and lunchtimes, in between learning activities as deemed necessary, after use of some resources, after using the toilet.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor supplies.</li> </ul>	Site Manager  Site Officers	Review weekly	
Accident reporting Covid-19 incidents	All staff  <i>Risk of infection</i>	<ul style="list-style-type: none"> <li>Follow the Health &amp; Safety Executive recently updated 'Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)' document to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> </ul>	<ul style="list-style-type: none"> <li>Seek advice from the Trust and its H&amp;S consultants as appropriate.</li> </ul>	HoS  Site Manager	As needed	
Personal Protective Equipment	Staff attending to child who is	<ul style="list-style-type: none"> <li>Standard PPE for intimate care continues to be in place.</li> <li>All PPE is disposable and will be disposed of appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Reminder to all staff about those who are able to use PPE for children/staff with Covid-19 symptoms.</li> </ul>	HoS  Core SLT	Review in line with guidance.	

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	<p>unwell/ injured.</p> <p>Staff providing intimate care</p> <p>Staff meeting and greeting parents/ visitors to site</p> <p><i>Risk of infection due to social distancing not always being possible</i></p>	<ul style="list-style-type: none"> <li>PPE pack from Local Authority is secure in the Head of School's Office.</li> <li>Core SLT members have been trained for use of PPE for children/staff displaying Covid-19 symptoms. All have confirmed they have read guidance and watched training materials.</li> </ul>	<ul style="list-style-type: none"> <li>Share Trust FAQ re: PPE with all staff.</li> </ul>	First Aiders	Staff updates and this document to be shared by 3/9/21.	
<b>Face-coverings</b>	Staff and adult visitors	<p>DfE guidance (27.8.21) states: <i>'Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.'</i></p> <p>However, the Trust takes the view that we will strongly encourage adult visitors to site to continue to wear a face-covering, on the basis that this is a recommendation in wider society, when mixing with adults beyond your normal family or work circle.</p> <p>Staff may continue to wear face-coverings, should they wish. Some staff may be recommended to wear a face-covering as part of their individual risk assessment.</p>	<ul style="list-style-type: none"> <li>This will be reviewed regularly and requirements may change at short notice depending upon local and national public health advice or when acting in accordance with the HAT Outbreak Management Plan</li> </ul>	HoS Trust SLT	Review in line with guidance.	

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Signage</b>	Staff and pupils  <i>Risk of infection if rules are not adhered to</i>	<ul style="list-style-type: none"> <li>• Signage in school to show reminder information about hygiene, hand washing etc.</li> <li>• Poster at the main office reminding parents/carers about use of hand gel if they enter the school reception area and also encourage wearing a face covering.</li> <li>• Other signage updated around school as appropriate.</li> <li>• Constant verbal reminders by all staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Refresh signage where necessary.</li> </ul>	Core SLT  Admin team	By 6/9/21	
<b>Congregation of staff</b>	Staff members  <i>Risk of infection if communal spaces become crowded or congested</i>	<ul style="list-style-type: none"> <li>• Limit the HCP staff room to 10 members of staff at any one time.</li> <li>• Limit the PPA room to 4 members of staff at any one time.</li> <li>• Use larger spaces for meetings of groups of staff members, e.g. SLT meetings to be held in classrooms and not in the HoS office until at least October half term.</li> </ul>	<ul style="list-style-type: none"> <li>• Refresh signage where necessary.</li> <li>• Inform staff of new limits on communal spaces.</li> </ul>	Core SLT	By 6/9/21	
<b>Year / phase / house / whole school assemblies</b>	Staff and pupils  <i>Risk of Infection</i>	<ul style="list-style-type: none"> <li>• For the first two weeks of term there will be no indoor assemblies in the trust's Hampton schools, following LA advice to avoid large gatherings at the start of term</li> </ul>	<ul style="list-style-type: none"> <li>• Review on 17 September and fortnightly thereafter</li> <li>• Scope for outdoor gathering in fine weather</li> </ul>	HEP/ HoS	1/9/21	



## Useful Guidance

Schools coronavirus (COVID-19) operational guidance: August 2021

The Government Guidance for safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) [here](#)

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

COVID-19: PE teaching in schools and settings can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)