

# RISK ASSESSMENT

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| <b>Educational Setting</b>     | HAMPTON LAKES PRIMARY SCHOOL  |
| <b>Activity / Task</b>         | COVID-19 Risk Management Assessment (Educational Settings)  |
| <b>Completed by &amp; Date</b> | <p>Zoe Trigg, Head of School, in liaison with:<br/>                     Primary Leadership Team<br/>                     Stephen Ebdell, Site Manager<br/>                     HAT Senior Leadership Team<br/>                     Helen Price (Executive Headteacher - Hampton Academies Trust)</p> <p><b>Written on 1 September 2021</b><br/>                     Updated on 7 January 2022</p> |
| <b>Review Date</b>             | FORTNIGHTLY REVIEW (or more regularly if required)  |

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| <b>Context / Background</b> | <p>The following document outlines the context, planning and risk assessment for Hampton Lakes Primary School from 5 January 2022. Since we returned to school in September 2021, there have been two major changes to our level of Covid response in our school: in November 2021 Peterborough became an ERA (enhanced response area) and in January 2022, following the spread of the Omicron Variant, new guidance was issued to schools which stipulated a raised level of Covid mitigation. Using available guidance from the UK Government, the Department for Education (January 2022), Public Health agencies and Peterborough Local Authority, we are setting out our plan for working safely, whilst living with Covid/Omicron.</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>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><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>The way in which this ‘system of controls’ and series of protective measures will be implemented is set out throughout this document.</p> <p>Please read in conjunction with The HAT Outbreak Management Plan and the HAT Roadmap to Recovery.</p>  |
| <p><b>Our plan for reopening:<br/>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 position, 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 and comply 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>• An isolation area will be set up 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>• Each classroom and shared area will continue to have their own designated cleaning station and first aid kit.</li> <li>• A cleaning team will continue to come onsite for 1.5 hours a day over the lunchtime period.</li> <li>• Ensuring push plates and handles on closed doors are cleaned throughout the day.</li> <li>• Hand gel kept 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> </ul> <p><b><u>Following public health advice on testing, self isolation and managing confirmed cases of Covid-19</u></b></p> |

- Staff who have 'opted in' to the LTDs 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.

### Face coverings - Primary settings

There is some evidence to suggest that face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19. On Friday 8 October 2021, due to the rising number of positive covid cases in the local area all schools in Peterborough were notified by Public Health England to implement further Covid safety measures. This included the wearing of a face coverings for adults in corridors and communal indoor areas. From Tuesday 4 January 2022, the government recommended that this measure should be introduced nationally.

There is no need for teachers to wear a face covering in the classroom. However, some staff may prefer to keep wearing a face covering in the classroom or have an individual risk assessment that recommends the use of a face covering.

### School practicalities

- Nursery, Year 1 and Year 2 to enter and exit school via their classroom doors. Year 3 and Year 4 (30 children) will enter and exit school via their stairwell. Parents waiting outside will have ample space for social distancing.
- Children will come in PE kits on their PE days.
- Continue to use Teams for some meetings.
- Keep the perspex screen at the school reception hatch, as extra protection for the staff liaising with parents.
- Parents and visitors will be admitted to school by prior invitation.

### 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.

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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.

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.

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 Primary SLT. We have a range of resources we can draw upon to support children with their own feelings, worries or anxieties.

### **Remote learning**

Remote learning will be provided on a daily basis via Really School and the Website 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.

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|---|---|---|--|--|-------------------------------------|------|
| <b>Prevention and infection control</b> | <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 Station' until they can go home. Trained PPE Team 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 regimes - lunchtime and after school cleans 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 of 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>HoS</p>         | <p>06/09/21<br/>By<br/>06/01/22</p> |      |
| <b>Ventilation</b>                      | <p>All staff and children</p>   | <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 have 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).</li> <li>As a new school carbon dioxide monitors are positioned in each classroom to provide an indication of the ventilation of each room. <i>They are not an indicator of infection risk.</i></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> <li><i>Staff to notify SLT and site if CO2 levels consistently exceed 800ppm to assess how additional ventilation may be achieved.</i></li> </ul>      | <p>HoS</p> <p>SLT</p> <p>All staff</p> | <p>Ongoing</p>                      |      |
| <b>Response to any infection</b>        | <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>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>Staff to follow LA/PHE advice and policy.</li> <li>Inform LA of confirmed cases.</li> </ul>   | <p>HoS</p> <p>Trust</p>                | <p>Ongoing</p>                      |      |

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| <b>Testing for Covid-19</b> | <p>Pupils and staff may be harmed by not identifying those in our school community who are infected, but are asymptomatic</p> <p><i>Risk of infection</i></p> | <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.</li> <li>Log any identified positive cases with the trust and LA.</li> </ul> | HoS   | Ongoing         |      |
| <b>Cleaning</b>             | <p>All staff and children</p> <p><i>Risk of infection if areas are not cleaned thoroughly each day.</i></p>   | <ul style="list-style-type: none"> <li>Lunchtime cleaning - 1 cleaner onsite daily 11:45-1:15 to ensure all lunchtime tables cleaned between sittings.</li> <li>After school cleaning - 2.5 hours of cleaning per night.</li> <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> |  | Site Manager  | Ongoing         |      |
| <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>All classrooms to have lidded bins and no other bins.</li> <li>Waste linked to first aid to be disposed of in separate bin in disabled toilet area, in accordance with normal procedures.</li> </ul>   |  | <p>Site Manager</p> <p>Cleaning team</p> <p>First aiders/staff dealing with intimate care</p> | Daily           |      |

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| <b>Equality Impact Assessment</b>                               | Staff & Pupils<br><br><i>Greater risk of infection</i>  | <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 and reviewed with staff who were previously designated as clinically vulnerable or extremely clinically vulnerable, including pregnant staff (7+ months).</li> </ul>   | <ul style="list-style-type: none"> <li>Review BAME RA with member of staff.</li> <li>On-going monitoring and review of risk assessments and arrangements for staff and pupils deemed to be vulnerable.</li> </ul>  | HoS<br><br>HR Team | Review by HAT HR<br>September 2021<br>January 2022  |      |
| <b>First Aid and Pupils with medical needs</b>                  | First aiders<br><br>Staff trained to support key children<br><br><i>Risk of infection due to involvement with bodily fluids</i>   | <ul style="list-style-type: none"> <li>Staff to be provided with appropriate PPE (gloves, aprons, visors).</li> <li>Ensure sufficient trained staff onsite to support pupil.</li> </ul>   |  | HoS<br>EYFS LEAD   | Weekly review of care   |      |
| <b>Children with EHCP - behaviour, intimate care needs etc.</b> | TAs supporting chn<br><br>Child themselves<br><br>Other children<br><br><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>Adults working with identified children provided with appropriate PPE (i.e. visor, gloves) if child mouths resources/dribbles etc.</li> <li>Appropriate cleaning materials provided for sensory resources child uses (e.g. Milton sterilisers).</li> <li>Sensory rooms cleaned after use.</li> <li>Individualised timetables in place to meet needs.</li> </ul> | <ul style="list-style-type: none"> <li>Regular review of care plans/RAs if guidance changes.</li> <li>If behaviour is deemed inappropriate and puts child, other children or staff at a higher risk of infection, review RA and consider whether placement can continue.</li> <li>If child with EHCP is not in school due to shielding or parent choice, appropriate home learning to be provided with SENDCO carrying out regular well-being calls.</li> <li>SENDCO to ensure TA team are clear about procedures and expectations.</li> </ul> | SENDCO<br><br>HoS  | All docs are in place for new EYFS children with EHCPs by 13 <sup>th</sup> Sept. Review as needed during lockdown period. |      |

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| <b>Hygiene</b>                               | All staff and pupils<br><br><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         | Review weekly  |      |
| <b>Accident reporting Covid-19 incidents</b> | All staff<br><br><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 SE               | As needed  |      |
| <b>Personal Protective Equipment</b>         | Staff attending to child who is unwell/injured<br><br>Staff providing intimate care<br><br>Staff meeting and greeting parents/visitors to site<br><br><i>Risk of infection due to social distancing not always being possible</i> | <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> <li>PPE pack from Local Authority is securely stored</li> <li>Team of SLT and First Aiders has been created for use of PPE for children/staff displaying Covid-19 symptoms. All have confirmed they have read guidance and watched film.</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> <li>Share Trust FAQ re: PPE with all staff.</li> </ul> | HoS<br><br>EYFS LEAD | Review in line with guidance.<br><br>Staff updates and this document to be shared by 3/9/21. |      |

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| Face-coverings              | Staff and adult visitors   | <p>DfE guidance (27.8.21) states:<br/>'Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.'</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> <p><a href="#">DfE guidance (05/01/2022)</a> states:<br/><a href="#">Face coverings are encouraged for pupils, staff and visitors in classrooms and indoor communal areas.</a></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> | HT<br>Trust SLT  | Review in line with guidance.              |      |
| Signage                     | Staff and pupils<br><br><i>Risk of infection if rules are not adhered to</i> | <ul style="list-style-type: none"> <li>Poster on main door reminding parents/carers about use of hand gel if they enter the school reception area and also encourage wearing a face covering.</li> <li>Constant verbal reminders by all staff.</li> </ul>  | <ul style="list-style-type: none"> <li>Refresh signage where necessary.</li> </ul>   | HT<br>Admin team | Ongoing                                    |      |
| Spread amongst staff        | Staff  | <ul style="list-style-type: none"> <li>Ensure a maximum number of adults signage is placed on communal areas .</li> <li>Promote social distancing within indoor spaces.</li> </ul>   | <ul style="list-style-type: none"> <li>Refresh signage on staffroom door to 8 / 4</li> <li><a href="#">School Office 2</a></li> <li>Reconfigure seating to promote distancing</li> </ul>   | Site Team        | 01/09/21<br><a href="#">06/01/22</a>       |      |
| Year/phase/house assemblies | Staff /Pupils<br><br>Risk of Infection                                       | <p>1. 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</p> <p><a href="#">There will be no whole school assemblies at Hampton Lakes this half term</a></p>  | <p>Review on 17 September and fortnightly thereafter</p> <p>Scope for outdoor gathering in fine weather</p>  | Head of School   | 01/09/2021<br><br><a href="#">06/01/22</a> |      |



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Health and Safety: responsibilities and duties for schools: [here](#)

NHS Test and Trace: [here](#)

Contingency Framework: [here](#)

Confirmatory PCR tests: [here](#)