

COVID-19: Operational risk assessment for national lockdown – January 2021

Assessment conducted by:	Claire Syms Toby Oxford Soozii Lim	Job title:	Headteacher Deputy Headteacher Assistant Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	6 th January 2021 v7	Review interval:	Fortnightly or as required	Date of next review:	19 th January 2021
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Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Key control measures across areas for concern:

Prevention:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (Covid-19) symptoms, or who have someone in their household who does, do not attend school
- Clean hands thoroughly more often than usual
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergent and bleach
- Minimise contact between individuals and maintain social distancing wherever possible
- Where necessary, wear appropriate personal protective equipment (PPE)

Response:

- Engage with the NHS Track and Trace process
- Manage confirmed cases of Covid-19 amongst the school community and contain any outbreak by following local health protection team advice

Monitoring & Review Arrangements:

- Monitoring and review of risk controls

HALLEY HOUSE SCHOOL OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING

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1. Overarching risks					
<p>Contact with someone suffering from coronavirus</p>	<p>H</p>	<ul style="list-style-type: none"> • Minimised adult and child presence on site (including those children of critical workers and those deemed vulnerable) as per national lockdown rules being enforced from 00.01 on Wednesday 6th January. • All stakeholders will have regular reminders about not attending the school site if symptomatic. Posters are also on display around both entrances to the site • Advice about self-isolation will be provided under current guidance. Regular reminders will be given about this. • Clear guidance from Hackney is displayed in central areas (school office, Head's office, staff room) so all staff are aware of what to do in various scenarios. This has also been shared electronically and discussed in more detail with relevant staff (notably SLT and office staff who are more likely to be at the forefront of any incident e.g. children arriving into school). • Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. Testing advised as key strategy to all parents, carers and staff if symptomatic, both verbally and in writing. • If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The designated isolation room is the Meeting Room on the ground floor. • 999 will be called if they are seriously ill or injured or their life is at risk. • School has small stock of PPE (aprons, face visors, sanitiser) and all staff are aware of locations and when such equipment is necessary • In the case of a symptomatic pupil who needs to be supervised before being picked up: • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection • Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up. • Home testing kits are in good supply in school due to regular refresh of centralised ordering to maintain availability. These testing kits will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested. • Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken: 	<p>Y</p>	<ul style="list-style-type: none"> • School newsletters and internal bulletins reinforce key messages about not coming onto the premises if symptomatic; reminder email sent out 07/01/21 to re-confirm in light of reduced attendance on site • Staff familiarisation with self-isolation now much stronger following the Autumn term; flow chart on display in staff areas for reference. Reminders in newsletters and emailed communication to parents/carers • Information has been shared; there is an overwhelming amount of information from many different sources that staff are asked to digest so the importance in streamlining key information remains • Guidance and support continues to be actively offered to and shared with staff regarding health implications • Meeting Room furniture and soft furnishings have been streamlined to ensure any cleaning of the room after an isolation can be 	<p>M</p>

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		<ul style="list-style-type: none"> ○ Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or ○ The driver and passenger will maintain a distance of 2m from each other; or ○ The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <ul style="list-style-type: none"> ● If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision. ● A deep clean, including 'fogging' will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance. ● If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the DfE helpline (0800 046 8687 or DfE.coronavirushelpline@education.gov.uk). The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate. The school will also complete the online Hackney form to notify of a positive case. Additional support and/or guidance will be sought from Hackney (HLTcoronasupport@hackney.gov.uk) as necessary <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> ○ The pupils and staff in each group ○ Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> ○ Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ▪ Being coughed on, ▪ A face-to-face conversation, or ▪ Unprotected physical contact (skin-to-skin) ○ Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person ○ Travelling in a small car with an infected person <ul style="list-style-type: none"> ● PHE LCRC will be contacted and form completed if the following applies (lcr@phe.gov.uk or 0300 303 0450 by email or phone): <ul style="list-style-type: none"> ● 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people ● 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60 ● 3 (or more) bubbles within your school contain at least one confirmed case ● There have been any admissions to hospital 		<p>conducted efficiently and safely.</p> <ul style="list-style-type: none"> ● Home testing kits have been received in the school. School staff (HT, Office Managers) have attended DHSC webinars explaining when and how to use the kit, and are confident in passing on advice to parents and other staff as necessary. Repeat orders have been placed. ● DfE helpline number easily accessible in the main school office, the school staff room and in the Headteacher's office. The HT continues to lead on the reporting of any incidents, with the DHT deputising in any event the HT is unable to fulfil this role. ● Template letters and guidance from the DfE have been appropriately circulated to families and staff as necessary following bubble closures at the very end of Autumn 2; the school has acted swiftly and decisively for all prior incidents and families are aware of the possibility of further closures for those children still attending (KWV). 	

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		<ul style="list-style-type: none"> • See also national- and Hackney-specific reporting guidance here • School staff are acutely aware of the importance of continuing to follow up any absence, as well as close tracking of children returning in January and following up on home learning access • Continued communication about signs and symptoms has been shared with all stakeholders • Reporting continues to be robust in all instances • Office staff are very familiar with guidance and recommendations to parents and are proactive in ensuring this is timely, including as part of meticulous first day absence reporting calls/emails etc with families. This continues to apply to those children who are expected in school as part of the KWV group, as well as regular check-ins with those learning from home. 		<ul style="list-style-type: none"> • Asymptomatic transmission remains a concern, particularly with recent reports and the newer, more virulent 'Kent strain', although the provision of testing for staff over the Christmas break and on a rolling basis throughout January and beyond, provides a level of reassurance. Staff uptake of asymptomatic testing has been very high. The school continues to take a keenly proactive approach to supporting all staff and families. 	
<p>Contact with coronavirus when getting to and from school</p>	<p>M</p>	<ul style="list-style-type: none"> • Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible. All year groups have been allocated 10-minute drop off and collection slots to avoid gathering outside the school. This continues under the national lockdown criteria in January. • Anyone who needs to take public transport will be referred to government guidance. • For dedicated school transport (i.e. buses, minivans and any other services that are used only to carry pupils to school and where pupils do not mix with the general public), discussions will be held with the providers to make sure their staff: <ul style="list-style-type: none"> ○ Follow hygiene rules ○ Try to keep their distance from passengers where possible ○ Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> ○ Pupils are grouped together on transport to reflect the groups that are adopted within school ○ Hand sanitiser is available upon boarding and/or disembarking ○ There is additional cleaning of vehicles ○ Queuing and boarding is well organised ○ Pupils practise distancing within vehicles 	<p>Y</p>	<ul style="list-style-type: none"> • Reminders given to families and staff about government guidance including the use of face coverings; face coverings provided for all staff • Limited levels of control for school staff to implement this beyond giving of advice to parents and families • Changes to public transport charges are unlikely to affect primary aged pupils; under 11s still able to travel for free in September • Maximum numbers on buses have decreased again from 30 to 20, although maximum levels 	<p>L</p>

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		<ul style="list-style-type: none"> ○ Children aged 11 and over use face coverings unless they are exempt from wearing them on public transport ○ Windows and ceiling vents are opened to maximise ventilation of fresh air from outside ● Parents/carers who need to drop off and pick up pupils will be told through messages and signage: <ul style="list-style-type: none"> ○ Their allocated drop off and collection times, with different groups being given different times ○ The protocols for minimising adult to adult contact, including staggered timings, sibling arrangements (earliest drop off and latest collection), use of both entrances/exits and marked pavements outside the school ○ That only one parent/carer should attend wherever possible ○ Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment. Parents and carers are asked to wear a face covering upon any entry to the school. <table border="1" data-bbox="584 715 1364 975"> <thead> <tr> <th>Class</th> <th>Point of entry/exit</th> <th>Drop off</th> <th>Collect</th> </tr> </thead> <tbody> <tr> <td>Reception</td> <td>Playground gate</td> <td>8.45am</td> <td>3.25pm</td> </tr> <tr> <td>Year 1</td> <td>Playground gate</td> <td>8.55am</td> <td>3.35pm</td> </tr> <tr> <td>Year 2</td> <td>Playground gate</td> <td>9.05am</td> <td>3.45pm</td> </tr> <tr> <td>Year 3</td> <td>Main office</td> <td>8.45am</td> <td>3.25pm</td> </tr> <tr> <td>Year 4</td> <td>Main office</td> <td>8.55am</td> <td>3.35pm</td> </tr> <tr> <td>Year 5</td> <td>Main office</td> <td>9.05am</td> <td>3.45pm</td> </tr> </tbody> </table> <p>All of the above is still in place for KVV groups, who remain in their year group bubbles on site during Spring 2021.</p> <ul style="list-style-type: none"> ● Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin. ● Anyone wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom or office. ● Everyone will be made aware that they mustn't touch the front of the covering during use or removal. ● Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in communal areas. Visitors will be asked to keep on or put on a face covering when arriving at school and moving to offices, unless they're exempt from wearing one. Once they've arrived at their destination and need to take the covering off, they'll follow the above 	Class	Point of entry/exit	Drop off	Collect	Reception	Playground gate	8.45am	3.25pm	Year 1	Playground gate	8.55am	3.35pm	Year 2	Playground gate	9.05am	3.45pm	Year 3	Main office	8.45am	3.25pm	Year 4	Main office	8.55am	3.35pm	Year 5	Main office	9.05am	3.45pm		<p>are nowhere near being met on local services for children and staff. Mask usage has been established since June 2020.</p> <ul style="list-style-type: none"> ● Individual vulnerability risk assessments include assessment of transport modes for staff and any mitigating factors/arrangements. These have been updated for all staff in January. ● Reminders issued to all parents and carers about the importance of punctuality to maintain staggered entry and exit ● Hackney transport providers have confirmed all the necessary controls are in place on their transport provision ● SLT supervision at entry and exit points. Congregation of infant classes inside playground area not currently necessary due to low numbers in attendance. Limited pavement space outside the school not currently causing any additional risk due to restricted attendance. ● First Aid room bin recommended as key disposal site for face 	
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		<p>steps. A supply of spare face coverings will be kept for anyone who arrives without one or has one that's unsafe to wear.</p>		<p>coverings (lidded with foot pedal), although other suitable bins are also located on each floor</p> <ul style="list-style-type: none"> • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • Floor markings are visible where it is necessary to manage any queuing. These have been maintained and updated as necessary. • Attendance patterns have been optimised to ensure maximum safety. 	
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>H</p>	<ul style="list-style-type: none"> • For visitors, handwashing facilities are available in designated visitor toilets at the main entrance to the site. Sanitiser is provided at both the playground gate and school entrance to avoid unnecessary entrance by visitors to the building. There are currently no visitors to the building during the Spring term, other than those deemed essential (such as social workers). • All toilets are equipped with soap and handwashing facilities. All classrooms and communal spaces, including the hall, have hand sanitiser provided. • Everyone in school will: <ul style="list-style-type: none"> ○ Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands ○ Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing ○ Be encouraged not to touch their mouth, eyes and nose ○ Use a tissue or elbow to cough or sneeze, and use bins for tissue waste ○ Pupils will be encouraged to learn and practise these habits in lessons and by posters around the school. ○ Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing. • Supplies for soap, hand sanitiser and disposable paper towels and tissues continue to be topped up regularly and monitored to make sure they're not close to running out. 	<p>Y</p>	<ul style="list-style-type: none"> • Individual Risk Assessments for children with SEND who use saliva as a sensory stimulant; careful monitoring and use of hygiene measures to mitigate risk • Clear guidance and regular communications to children, parents and staff about good hygiene practices and signs and symptoms of the 'flu, common colds and coronavirus • Continued vigilance by all staff to monitor community's health • Reminders issued to all families w/c 4th Jan re: communication 	<p>M</p>

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		<ul style="list-style-type: none"> • Lidded bins for tissues, some operated by a foot pedal to further reduce contact points, will be emptied throughout the day. 		<p>requirements and continuing to keep school updated on child and household health (regardless of where children are learning i.e. in school or at home)</p>	
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>M</p>	<ul style="list-style-type: none"> • Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: <ul style="list-style-type: none"> ○ Banisters ○ Classroom desks and tables ○ Bathroom facilities (including taps and flush buttons) ○ Door and window handles ○ Furniture ○ Light switches ○ Reception desks ○ Teaching and learning aids ○ Books and games and other classroom-based resources ○ Computer equipment (including keyboards and mouse) ○ Sports equipment ○ Hard toys ○ Telephones ○ Sign in system screen (InVentry) ○ Outdoor play equipment • Items that need laundering (e.g. tea towels, hi-vis vests) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children or staff between washes. • Pupils and parents/carers are asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books. Children across all year groups will wear PE kits into school on the days of PE lessons. • Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. This includes all classrooms, group teaching spaces, the Art Room, library, hall, play room and Sensory Room • Areas of the building not in use will be shut off to make cleaning more manageable. This includes some spaces recently vacated by RSBC. • Any resources shared between groups, such as sports, art and science equipment, will be either: <ul style="list-style-type: none"> ○ Cleaned frequently and meticulously, and always between groups using them; or 	<p>Y</p>	<ul style="list-style-type: none"> • Staff responsible for cleaning extends beyond designated cleaner throughout the day; for example specialist teachers, office staff and lunchtime staff have been fully briefed on cleaning schedules and expectations. • All staff have appropriate access to cleaning products as necessary • Some limited use of areas outside of the 'home' classroom, including the Art room, hall and outdoor spaces (continued, increased cleaning to allow this to be practical and safe) • Whole building is now available for school use and areas carefully managed and cleaned as necessary (e.g. gym space and equipment on 1st floor cleaned after every use) 	<p>L</p>

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		<ul style="list-style-type: none"> o Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups • The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development. • Individual and very frequently used equipment, like pens and pencils, will not be shared. All KS2 children are required to bring in a pencil case at the start of term, which will remain on the school premises for day-to-day use. Spare resources and equipment will be allocated to specific children. Children in the infants will have allocated stationery at their tables. • Therapy equipment, such as sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be: <ul style="list-style-type: none"> o Restricted to one user; or o Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals • Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. • If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. • Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. • Teachers will wash their hands and surfaces before and after handling pupils' books. • See also note above re: fogging and decontamination routines followed during Winter break. 			
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>H</p>	<ul style="list-style-type: none"> • Pupils will be kept to their class groups. Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios. • Children attending the site in January remain in their year group bubble throughout the day, including during break, lunchtimes and transitions. • Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers; this applies in KS2 and particularly upper KS2 • Teaching area demarcated in all classrooms to encourage minimum 2m distancing between pupils and staff whenever this is practical (notably in KS2) • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. 	<p>Y</p>	<ul style="list-style-type: none"> • Risk Assessments and protocols from other agencies (e.g. Catering provider, Speech & Language Service) are also held by the school • School has been clear with parents that class groups of children will be in contact with more than one adult throughout the day and our approach is to limit different interactions (and thus, cross-contamination) but not form a 'bubble' of 1 adult with a group of 	<p>M</p>

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		<ul style="list-style-type: none"> •Lesson change overs are staggered to avoid overcrowding. •Pupils are regularly briefed regarding observing social distancing guidance. •Appropriate duty rota and levels of supervision are in place. •Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. •We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing. •Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Where possible, instruments or other equipment won't be shared (for example, in African Drumming & Dance sessions which are delivered virtually; year groups in school have their own set of drums for the small number of children attending in each class to prevent crossover). •During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. •For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible, - where it is not, the hall will be used, with windows and doors open as necessary. Distance between pupils will be maximised as much as possible. •For team sports, we will follow the return to recreational team sport framework. For individual sports, we will follow the guidance on the phased return of sport and recreation. •Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. •The school does not currently use supply teachers but in the event that it is required, supply teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. •Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. •Now that tier 4 restrictions apply, the school has moved to remote learning for all pupils except for vulnerable pupils and children of critical workers, who will be asked to attend school. Please refer to the school's Education Continuity Plan. 		<p>children all day, all week, as this is not practical.</p> <ul style="list-style-type: none"> • Timetabling expectations have been made clear, including the temporary cessation of Outdoor Adventures and any off-site activity for all year groups • Breakfast Club and After Care services offered from 8am until 5pm. Current take-up is only for Breakfast Club. If parent demand changes, the school currently has sufficient capacity to continue safely offering care until 5pm • See also Extended School protocols below 	

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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>H</p>	<ul style="list-style-type: none"> • Pupils will be kept in the same groups for the majority of each day, and be kept separate from other groups. In the case of smaller groups (such as Read, Write Inc. groups, music and art lessons), children remain in groups within their year group. • Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in communal areas. Visitors will be asked to keep on or put on a face covering when arriving at school and moving to offices, unless they're exempt from wearing one. They will be given clear instructions about how to put on, remove and store/dispose of face coverings safely. A supply of spare face coverings will be kept for anyone who arrives without one or has one that's unsafe to wear. • Pupil groups will have staggered timetables, including for start and finish times (see above), and break and lunch times, to avoid too many pupils being in one place at the same time. Self-service (of salad, bread) is temporarily suspended for all year groups and school staff eating a school lunch. There are separate lunch sittings for all year groups, with the hall remaining divided into two distinct sections (including service areas) to allow further separation. Access to the playground is also timetabled. The use of the off-site playground at Hindle House has been temporarily suspended. • Whole school and key stage assemblies continue to be suspended in school. Morning breaks will be held at separate times for all year groups. • Movement around the school site will be kept to a minimum to avoid creating busy corridors. • Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day. • All shared rooms, such as sport halls and dining areas, will be cleaned between each use. • Toilet use will be managed to avoid crowding. Toilets are designated for each class on the relevant floor. • Staff use of staff rooms and offices will be staggered to limit occupancy. • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Visitors to the site, such as essential contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors. • Off-site trips have been temporarily suspended. • Breakfast Club and After School Clubs/After Care will keep children in their year groups for BC and in small, consistent groups during ASCs and AC. ASC and AC services are not currently being utilised by families, although remain on offer if demand changes. 	<p>Y</p>	<ul style="list-style-type: none"> • Separation of year groups within Extended School services remains possible with available spaces and staff to maintain separation of all groups across the wider school day • Both staircases in the building are in use by the school to prevent corridor cross-overs. • Small playground areas and the age of children continue to make distancing challenging; mitigated by small and consistent groups on site. • Off-site playground use (Hindle House) temporarily suspended. 	<p>M</p>
<p>Spreading infection due to the school environment</p>	<p>H</p>	<ul style="list-style-type: none"> • Checks to the premises will be done to make sure the school continues to be up to health and safety standards. • Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. 	<p>Y</p>	<ul style="list-style-type: none"> • See also site risks below 	<p>M</p>

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		<ul style="list-style-type: none"> •Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. •Guidance from HSE followed regarding ventilation: Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including: <ul style="list-style-type: none"> ○ mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) (not currently required at HHS due to natural ventilation procedures below) ○ natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air ○ natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) ○ Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> ○ opening high level windows in preference to low level to reduce draughts ○ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) ○ providing flexibility to allow additional, suitable indoor clothing. Communications sent to parents and carers ○ rearranging furniture where possible to avoid direct drafts ○ Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. •The use of lifts will be avoided unless essential. •Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. •Outdoor space will be used for exercise and breaks, and for education where possible. •The indoor space used for children in the EYFS will meet the following requirements: <ul style="list-style-type: none"> •2.3m² per child for children aged 3 to 5 years old 			

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Spreading infection due to excessive contact and mixing in meetings	M	<ul style="list-style-type: none"> Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. 	Y	<ul style="list-style-type: none"> Communications to stakeholders ensure clarity Building has a number of large vacant rooms after departure of RSBC, enabling urgent meetings to be conducted on site if absolutely necessary 	L
Individuals vulnerable to serious infection coming into school	H	<ul style="list-style-type: none"> All staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff). Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. In the majority of cases, staff will be able and encouraged to work from home during Tier 4 restrictions. All members of staff with underlying health issues or those within vulnerable groups have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Current government guidance is being applied. 	Y	<ul style="list-style-type: none"> All HHS staff have completed the Hackney Individual Vulnerability Risk Assessment with the HT and these have been updated in January 2021 to reflect any changes in circumstance or levels of anxiety/concern. Communications reinforce these messages regularly Asymptomatic testing (PCR tests) is being conducted fortnightly by the staff group via supplies distributed through Hackney Council. Whilst not compulsory, uptake is high and positively received in terms of providing a level of reassurance across the community. 	M
2. Pupils & Curriculum (incl. safeguarding)					
The lack of availability of designated First Aiders and Designated	H	<ul style="list-style-type: none"> School has a DSL and 3 named deputies, with a further two staff trained to DSL level. An additional training session has been booked for the Extended School Lead to provide further capacity across the wider school day Safeguarding remains paramount in all school operations Pupils, parents and staff have a keen awareness and understanding of responsible adults 	Y	<ul style="list-style-type: none"> Current staff availability is such that DSL and First Aider limitations are not presently a risk. 	L

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Safeguarding Leads puts children's safety at risk		<ul style="list-style-type: none"> Annual safeguarding audit in September verified school's practices are robust, and particularly in light of Covid-19 circumstances. A programme for training additional staff is in place, including First Aid training in the Autumn term and virtual DSL refresher/new training for office staff has been booked Electronic reporting (CPOMS and Arbor) remains robust 		<ul style="list-style-type: none"> Ongoing training (e.g. online/virtually) means the school has sufficient numbers of trained staff CPOMS is used effectively to monitor parent/child contact and engagement regardless of where children are learning during the national lockdown. Multi-agency working continues to be effective. 	
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> Medical room is small in size and opens into the front office, but appropriate hygiene measures are in place to mitigate risk 	M
Overall attendance and/or participation in learning is below target due to a) Isolation b) Anxiety c) Transport d) Other illnesses (e.g. winter colds)	H	<ul style="list-style-type: none"> a) Home learning is instantly ready for any child/ren needing to isolate. Individual consideration will be given re: expectations of work completion in the instance of illness. Regular contact maintained with any families isolating; testing recommended as key strategy to ensure timely return to school (in the case of KWV, or a return to learning if at home). b) Ongoing work with families to support attendance for identified children (KWV). Part time provision offered if most appropriate for child/family. Ongoing communications with families and sharing of ECP and Risk Assessment to explain approach. c) The details of how pupils will travel to and from school are known. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. Additional demarcated 'school buses' are included on routes serving the school. Parents continue to be reminded to walk, cycle and scoot to school wherever possible. d) Parents reminded of key symptoms of Covid-19. Overlap of symptoms with winter illnesses, such as 'flu and the common cold will inevitably make it challenging, to insist upon attendance. Reassurance, and reminders of testing strategy remain key. 	Y	<ul style="list-style-type: none"> The school continues to be well-served by public transport even with limitations on some routes Support for families needing PPE (e.g. face masks for public transport) has been arranged so as not to prevent children attending who need to The school has to balance the recommendations for car travel in light of Covid-19, with extremely narrow roads, limited parking and other negative health effects of using a vehicle to get to school. 	L
Pupils' behaviour on return to school does not comply	H	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. 	Y	<ul style="list-style-type: none"> Expectations are clear for all stakeholders. 	M

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with social distancing guidance		<ul style="list-style-type: none"> • For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 		<ul style="list-style-type: none"> • Behaviour policy has been updated with a Covid-19 specific addition, which is also displayed in classrooms • The psychological impact of young children returning to school and experiencing a very different environment will be under ongoing review • Successful approaches and support from last year and the Autumn term continue. • Behaviour reminders and support are an ingrained part of the school's approach • Whilst previous successes from partial closures are helpful, the school is not assuming that children's emotions, behaviours and reactions might be different again in January and is planning accordingly for this to reinforce standards and expectations 	
Pupils will fall behind in their learning during school closures and achievement gaps will have widened; the curriculum has not been sufficiently adapted	H	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Plans for intervention are in place for those pupils who have fallen behind in their learning, including the ongoing use of Covid-19 Tutoring funding (Teach First mentor) • Current government guidance is being followed. • Arrangements are in place to ensure that all cohorts are tracked and supported effectively. • Age appropriate 'assessments' have been utilised alongside teacher judgements to clarify any gaps or development needs, and develop the curriculum to ensure it can be delivered effectively both remotely and in person to ensure equality of opportunity for all • Clear focus on PSHE and well-being for all children continues 	Y	<ul style="list-style-type: none"> • Clear curriculum expectations for remote learning have been discussed extensively with all staff • A revised curriculum, centred on PSHE and well-being, is appropriately planned for the needs of the school's cohort; 	L

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		<ul style="list-style-type: none"> Other curriculum priorities include reading, writing across the curriculum, reasoning in maths, PE and creative subjects (including art and music) The school has not narrowed the curriculum and has no intention to do so; some adaptations have had to be made to accommodate staffing shortages and delivery method Curriculum planning has taken account of Recovery Curriculum principles and identified areas of need for the specific community the school serves. Testing of systems and processes, particularly ICT, ensure the school was in a strong state of preparedness. DfE devices (Chromebooks) received in part in December, further delivery expected in January. Devices have already been allocated to families. See also ECP for device and connectivity information. 		<p>academic achievement remains secondary to welfare for all</p> <ul style="list-style-type: none"> Remote learning timetabling encompasses core subjects as well as the wider curriculum. Effective use of Zoom for live lessons and Purple Mash for tasks and activities continues 	
Pupils with underlying health issues or those who are shielding are not suitably protected	M	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. Schools have a regularly updated register of pupils with underlying health conditions. 	Y	<ul style="list-style-type: none"> Communications reinforce these messages regularly 	L
Pupils and/or families are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. Good support systems in place; there are still unknowns so there remains an inevitability of reactionary approach as this impacts our families Different forms of 'loss' as discussed by Barry Carpenter in his Recovery Curriculum work have been carefully considered by school staff and the impact these losses have had, and continue to have, on our children 	Y	<ul style="list-style-type: none"> Whole staff training on bereavement completed in Autumn term Whole school approach to supporting our community continues 	M
Pupils' mental health has been adversely affected by school closures (including current) and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. PSHE and well-being underpins remote learning principles 	Y	<ul style="list-style-type: none"> Strong awareness in school community and effective support in place including use of external consultants and agencies Ongoing monitoring, action and review planned and instigated, including individualised provision for identified children 	M
The curriculum is restricted due to educational trips and visits not	M	<ul style="list-style-type: none"> Planned staggered re-introduction of off-site learning and trips/visitors was provisionally mapped out for the Autumn term; this continues to be temporarily suspended. Off-site playtimes (Hindle House) temporarily suspended after brief reintroduction in Autumn term 	Y	<ul style="list-style-type: none"> Visitors into the building extremely limited (essential only), with outdoor spaces utilised where possible 	L

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resuming in the Autumn term		<ul style="list-style-type: none"> Outdoor Adventures temporarily suspended Risk assessment training provided for all staff for on-site risk management 		<ul style="list-style-type: none"> Virtual visits used across the curriculum to widen children's experiences wherever possible 	
3. Staffing					
The number of staff who are available is lower than that required to teach classes in school	M	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Asymptomatic testing is conducted at least fortnightly across the staff group, which includes contractors (e.g. chef). Flexible and responsive use of teaching assistants, pastoral staff and SLT to supervise classes is in place. Full use is made of testing to inform staff deployment. Careful consideration is given to the emotional health and well-being, of both children and staff, including learning provided in school (i.e. extensive PSHE input) and defined PPA/release time for all staff. Staff currently on a reduced on-site timetable to enable maximum capacity for teaching children in and out of school and to support well-being and release time Engagement with track and trace programmes as required Ongoing review of staff mental health continues to be critical and embedded in whole school priorities for both the short- and long- term. Staffing levels are currently sufficient to ensure full timetabling is in effect from January 	Y	<ul style="list-style-type: none"> All staff have completed a HLT Vulnerability RA and detailed conversations held with any staff falling into a high or critical category; these have been updated in January 2021 All staff have always received additional release time and this is factored into Spring timetables. 	L
Staff, including any new staff, are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> Revised guidance briefed to all staff and includes: Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management Remote learning processes and procedures including protocols for Zoom Induction programmes are in place for all new staff – either online or in-school – prior to them starting. Briefing Meeting with SLT / Head on morning of first attendance 	Y	<ul style="list-style-type: none"> Staff communication and training has been conducted throughout. Staff report feeling well prepared for another round of changes in January, particularly in light of successful planning and prior experiences. Staff approach to very short notice changes is calm and pragmatic, with many things already in place due to careful forward planning 	L

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				<ul style="list-style-type: none"> The school's capacity for both proactive and reactive responses is high 	
Adults working with young children continue to be in close proximity during lessons, and particularly face-to-face	M	<ul style="list-style-type: none"> Face to face time limited to 15 minutes Social distancing of 2m not expected within classroom spaces from September Behaviour expectations reinforced with all stakeholders Classrooms organised in forward-facing rows (or similar) to reduce extended face-to-face opportunities with peers as well as adults 	Y	<ul style="list-style-type: none"> Reminders and guidance provided to all staff and children Stringent hygiene measures, and particularly handwashing and cleaning down of high-contact surfaces, remain in place 	L
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Relevant web-links circulated by CEO/COO have been cascaded down to all staff. 	Y	<ul style="list-style-type: none"> Clear focus on, and support for, staff mental health underpins the school ethos The LAB continues to be proactive in its support for school staff 	M/L
Working from home can adversely affect mental health	M	<ul style="list-style-type: none"> Staff working from home have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home provide learning for pupils in school or at home, complete CPD activities or training, develop teaching resources and take PPA time. 	Y	<ul style="list-style-type: none"> Strong connections are evident within the team Clear, manageable expectations have been provided to all staff about the balance of wfh and on-site (i.e. if well) and if they are unwell. 	L
Staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. Revised Bereavement Policy briefed to all staff. Whole staff training on bereavement completed in Autumn term Different forms of 'loss' as discussed by Barry Carpenter in his Recovery Curriculum work have been carefully considered by school staff and the impact these losses have had, and continue to have, on our children 	Y	<ul style="list-style-type: none"> Good support systems in place; there are still unknowns so there remains an inevitability of reactionary approach as this impacts our families Whole school approach to supporting our community continues 	M
4. Parents, visitors and contractors					

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Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	M	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school have entirely ceased. • Arrangements are in place for segregation of essential visitors. • Visitors to the building, including face to face meetings and contact with parents, are kept to an absolute minimum in the Spring term and will only be permitted for urgent and essential reasons 	Y	<ul style="list-style-type: none"> • Communications to parents about expectations 	L
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue - e.g. Wilby Burnett Asset Management Surveys. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Temperature checks are carried out on arrival and before entering the school building. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y	<ul style="list-style-type: none"> • Essential maintenance and checks only from staff from the FM company are planned for the Spring term 	L
5. Governance and policy					
LAB Members are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> • Online meetings are held regularly with LAB members. • LAB are involved in key decisions on reopening. • LAB are briefed regularly on the latest government guidance and its implications for the school. • Communications continue to be sent regularly to Advisers • Autumn meetings completed successfully via Teams and future meetings scheduled • HT has regular catch up conversations with Chair of LAB 	Y	<ul style="list-style-type: none"> • Advisers are well aware of curriculum priorities, including remote learning expectations (national and school), and continue to play an active role in the leadership of the school 	L
Lack of LAB oversight during the COVID-19 crisis leads to the school	L	<ul style="list-style-type: none"> • The LAB continues to meet regularly via online platforms. • The LAB agendas are structured to ensure all necessary items are discussed and school leaders are held to account for their implementation. 	Y	<ul style="list-style-type: none"> • Communication with the LAB has very much continued as before, apart from a temporary cessation 	L

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failing to meet educational aspirations or be challenged by LAB.		<ul style="list-style-type: none"> The Headteacher's report to the LAB includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the LAB Chair and those members with designated responsibilities and children at the school. Minutes of LAB meetings are reviewed to ensure that they accurately record oversight and holding school leaders to account. 		<p>of focussed visits to the school by Advisers.</p> <ul style="list-style-type: none"> Adviser CPD and training continues; Trust- and Hackney training has been attended in the Autumn term and further training has been booked in the Spring and Summer terms 	
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. All relevant policies have also been updated on the school's website. Staff, pupils, parents and LAB members have been briefed accordingly. Guidance and policy changes communicated clearly to all stakeholders and specific changes highlighted as discussed as necessary Ongoing communications with stakeholder groups, including staff, pupils, parents, LAB members, LA members (HLT, including SIP), RSC (via CEO), professional associations and any other partners. 	Y	<ul style="list-style-type: none"> Further training, including that to take account of updates to KCSIE, has been completed with additional sessions planned for all throughout academic year Communication throughout this period has been recognised as a strength of the school's approach 	L
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	M	<ul style="list-style-type: none"> Risk assessments are updated ahead of January and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Remote learning Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used Risk Assessment training, and ongoing briefings/communications have been shared with all staff. Updates to the risk assessment are conducted at least monthly or as the need arises All stakeholder groups are expected to contribute to the ongoing development and review of the risk assessment 	Y	<ul style="list-style-type: none"> Communications from the BPET Central Team directly support the school's understanding and approaches, including concise signposting to the overwhelming amount of information from the DfE The school is mindful that risks may continue to change, or arise, during the Spring term onwards. (See also ECP) 	L

HALLEY HOUSE SCHOOL OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING

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<p>School kitchen and staff do not plan for or comply with suitable arrangements for the preparation and serving of food</p>	<p>M</p>	<ul style="list-style-type: none"> • Robust hygiene measures in place at all times • Extensive cleaning programme in place in preparation and serving areas • Food trays/plates/bowls covered as necessary at the start of service and between different sittings • Tables and surfaces cleaned between every lunch sitting • Self-service (salad, bread etc) suspended at lunchtimes for all year groups and any school staff eating a school meal (served by catering staff to minimise contacts) • Catering staff continue to wear gloves and face shields/face coverings. MDS also follow stringent hygiene procedures whilst in the hall (including gloves and face coverings) • Sanitiser available in multiple locations within hall and clear signage for both adults and staff visible at all times • Likelihood of transmission via food is small • Ongoing liaison between SLT and catering staff (including manager) to ensure all risk assessments followed and reviews discussed • Government guidance followed • Hot meals continue to be provided for all those attending school (KWV) • Locally sourced vouchers utilised for families eligible for FSM for the period 4th Jan-15th Jan whilst further confirmation on the national voucher scheme is issued. Hampers and/or food parcels will be provided to families on request if this is the most appropriate solution for individual circumstances. 	<p>Y</p>	<ul style="list-style-type: none"> • Caterlink (catering company) full risk assessment and business continuity plan provided to school • School risk assessment shared with all contractors, including catering company, as required • Suitable monitoring arrangements in place (catering manager virtual and on-site visits) to ensure compliance 	<p>L</p>
<p>6. Finance</p>					
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	<p>H</p>	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and forecasts adjusted. • Marwa has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are being monitored and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position is being kept under especially stringent review for potential additional Covid-19 loss of income or additional spend. 	<p>In progress</p>	<ul style="list-style-type: none"> • Previous additional costs arising as a result of Covid-19 have been submitted for reimbursement from the DfE; ongoing costs logged, reviewed and submitted by central finance team • Additional sources of income severely restricted (e.g. site hire) and the school's initial forecast in-year surplus is likely to be 	<p>M</p>

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				much lower (in spite of very cautious budgeting in the first instance).	
7. Site					
Cleaning capacity is reduced so that deep-cleans and ongoing cleaning of surfaces are not undertaken to the standards required	M	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. Comprehensive schedule continues, including thorough deep clean of whole site over the summer holiday. 	Y	<ul style="list-style-type: none"> Working time increased for cleaning staff; permanent changes to staffing structure for site staff consulted upon and implemented 	L
All systems may not be operational	M	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. All systems operational and have undergone rigorous testing throughout June System capacity is positive, with no limitations currently identified Replacement boiler installed in October 2020 	Y	<ul style="list-style-type: none"> Regular Health & Safety checks conducted of building Ongoing ventilation of site throughout the day is effective (see also ventilation notes above) 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained, chlorination, flushing and certification by a specialist contractor has been arranged. Schools with FM contractors to arrange this directly if needed. Essential works, including lift maintenance, have been carried out – either as originally scheduled or rearranged. FM company continues to make scheduled visits to the building whilst adhering to relevant guidance to ensure the school remains fully compliant and all testing up to date 	Y	<ul style="list-style-type: none"> PAT testing slightly delayed from original schedule although is in process ICT systems updated and upgraded as necessary to ensure full functionality both on- and off- site 	L

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<p>Fire procedures are not appropriate to cover new arrangements</p>	<p>H</p>	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Reduced numbers of pupils/staff • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • Fire drills conducted during the Autumn term for returning groups of children in January • Fire tests continue weekly • Children remain in their groups at the congregation point to avoid cross over with other year groups • Fire Marshals suitably trained. Current staffing does not affect ratios of marshals on site. 	<p>Y</p>	<ul style="list-style-type: none"> • Door stops and the propping open of fire doors during the day has also been taken into consideration in terms of risk assessment • Fire Marshal training needs to be undertaken by additional identified staff when possible to continue to build capacity (current levels are sufficient) 	<p>M</p>

Approved by Headteacher on: 6th January 2021