

Halley House School Operating Risk Assessment September 2021

Key documents referenced:

- HHS COVID-19 risk assessment dated March 2021
- HHS Health and Safety Policy dated September 2021
- HHS Asymptomatic Testing Risk Assessment dated December 2020
- [Early Years & Childcare government guidance](#)
- [Schools' government guidance:](#)
- [Hackney Standard Operating Procedure](#)

Name of site	Halley House School
Purpose and scope	<p>School operating profile: fully open from 1 September 2021</p> <p>This document will assess and specify reasonably practicable mitigating control measures to achieve the key overarching objectives:</p> <ol style="list-style-type: none"> help reduce the risk of COVID for pupils and staff who are in school help reduce public health impacts from in-school mixing striving for best student outcomes and fulfilling educational and wellbeing responsibilities
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Risk assessment approved by	Mark Greatrex (CEO), Richard Crompton (Director of Operations), BPET
Date of next review	01/10/2021

Risk description	Risk rating prior to action (RAG)	Control measures and mitigating considerations	Additional measures necessary before risk level is tolerable after control measures are applied	Residual risk rating (RAG)
Infected staff or pupils attending school with or without symptoms	Red	<p>Aim to minimise contact with individuals who are unwell by ensuring that those with COVID symptoms do not attend school</p> <ul style="list-style-type: none"> • Communicate requirement not to attend if they have COVID symptoms or have tested positive in at least the last 10 days • Signpost staff and parents to latest Government advice regarding symptoms and self-isolation and NHS Test and Trace https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • Verbal health monitoring upon arrival in school - member of staff to 	<ul style="list-style-type: none"> • School newsletters and internal bulletins reinforce key messages about not coming onto the premises if symptomatic • Strong awareness amongst staff for self-isolation requirements including updates from August 2021; flow chart on display in staff areas for reference. Reminders in 	Yellow

		<p>ask pupils if they have symptoms and if so, send to dedicated COVID isolation room that is ventilated whilst awaiting home return arrangements to be made</p> <ul style="list-style-type: none"> ○ Staff to monitor and support each other ○ Staff monitor pupils ● Individuals presenting with new continuous cough, or a high temperature or has a loss of, or change in their normal sense of taste or smell must be sent to the COVID isolation room prior to returning home ● Staff or pupils becoming unwell with COVID symptoms whilst at school <ul style="list-style-type: none"> ● Follow operating procedure for response to in-school presentation of symptoms to include being sent to the COVID isolation room whilst awaiting home return arrangements to be made ● Depending on age and their supervision requirements, this should be a naturally ventilated room and behind a closed door but where they can be safely monitored by staff. PPE must be worn by staff attending to these individuals if a +2m distance cannot be achieved https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe ● Call 999 without delay if the individual is seriously unwell or their life may be at risk ● Signpost those being sent home to Government self-isolation guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection ● Signpost those being sent home to contact NHS Test and Trace to arrange a PCR test https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works ● Provide printed copies of key NHS guidance documents for those being sent home in case they do not have access to the internet at home. Consider obtaining copies in languages most commonly used in school community where EAL pupils may not have English speakers at home ● Sensitivity must be given in order not to create stigma or allow individuals presenting with symptoms to be discriminated against or bullied by others ● Seek advice from PHE on Local Health Protection Team in the case to assist with in-school contact tracing and isolation directions to help 	<p>newsletters and emailed communication to parents/carers.</p> <ul style="list-style-type: none"> ● Double vaccination levels high across staff group ● Information has been shared; there is an overwhelming amount of changing 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 ● Home testing for staff has been conducted on a regular basis since 28th December 2020. (Initially PCRs and now LFDs). LFDs are conducted twice weekly by staff at home and reported on the school's MIS in addition to online to the NHS. Take up of asymptomatic testing of staff is very high. Testing to continue throughout September 2021, with further updates to be shared following national review. ● School to notify staff and parents in the event of a person testing positive for COVID-19 as necessary. Individuals will only be asked to stay at home for Covid-related reasons if they are symptomatic or test positive with an LFD or PCR test (they may return if a positive LFD result is followed by a subsequent confirmatory negative PCR within 2 days) ● Children and pupils can attend their setting unless they have symptoms or a positive test result. A close contact will be strongly 	
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		<p>identify and contain any outbreak</p> <ul style="list-style-type: none"> • Follow the new contingency framework for education and childcare settings, which sets out new thresholds for escalating to the London Coronavirus Resource Cell (LCRC) and for notifying the Department for Education. This also includes a new requirement to contact the Self Isolation hub (020-3743-6715) if any member of staff tests positive. • Schools and settings now only need to contact the DfE helpline (0800-046-8687 if one of the following criteria is met. <ul style="list-style-type: none"> • For most education and childcare settings, whichever of these thresholds is reached first: <ul style="list-style-type: none"> ○ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or ○ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period • For all education and childcare settings - if a child, young person or staff member is hospitalised with Covid-19 • Report to the London Borough of Hackney directly of any positive cases in school using the online Covid-19 notification form <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>	<p>encouraged to take a PCR test. Public health teams, however, may recommend that some close or household contacts (identified by NHS Test & Trace) take daily lateral flow tests while awaiting the results of a PCR test.</p> <ul style="list-style-type: none"> • 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. • NHS Test and Trace to lead on informing contacts. Close contacts not required to self-isolate; PCR test strongly recommended. Any recommendations will be applied on an individual basis. • Induction processes conducted for new staff, which includes additional reminders of Covid procedures and protocols, as a priority. • Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. 	
<p>Increased risk from virus to individuals who are CV/CEV</p>		<ul style="list-style-type: none"> • Recent clinical studies have shown that children and young people are at very low risk of serious illness if they catch COVID-19. As a result, children and young people under the age of 18 are no longer considered to be clinically extremely vulnerable and should continue to follow the same guidance as everyone else. • Specialist guidance for individual children will continue to be followed as necessary. • Clinically Extremely Vulnerable individuals should still continue to 	<ul style="list-style-type: none"> • Currently no identified CEV/CV pupils or staff. Ongoing notices and advice to community to prepare for any changes, so that RA principles can be employed for this group. • Double vaccination levels are high 	

		<p>take precautions as necessary. Work patterns and attendance on site will be carefully reviewed with individuals to ensure unnecessary risks are removed.</p> <ul style="list-style-type: none"> • Clinically Vulnerable should also continue to take additional care with hygiene measures, minimising contact with others, social distancing, and the use of face coverings inside. • Headteacher to review the current list of CEV / CV staff and pupils 	<p>across the staff group.</p>	
<p>Increased virus transmission associated with higher on-site pupil occupancy rates</p>		<ul style="list-style-type: none"> • If insufficient staff are available to safely supervise students present, consideration may be made with CEO approval for restricting student places to those identified as a priority • Vaccination levels mean that staff identified as close contacts may not need to self-isolate, depending on individual circumstances and guidance, and thus will not affect ratios. PCR tests will be recommended for staff identified as close contacts, as per NHS guidance, but will not need to self-isolate whilst awaiting results if conditions (e.g. double vaccination) are met. 	<ul style="list-style-type: none"> • School has capacity within staff structure to maintain ratios, with some staff absences. Critical staffing levels shared with CEO. • Unvaccinated young people up to the age of 18 years and 6 months and fully vaccinated adults, are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19. There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend their setting as usual. Children and young people who attend an education or childcare setting and who have been identified as a close contact, should continue to attend their setting as normal. 	
<p>Airborne virus spread between pupils and staff in classrooms and other smaller volume indoor spaces used by pupils</p>		<p>Separation of people and minimised person-to-person contact</p> <ul style="list-style-type: none"> • Staff and pupils should continue to allow adequate spacing from each other where possible (unless in an emergency or where individual risk assessed care is necessary) • Break-up indoor classroom sessions with breaks for fresh air • Lessons will be planned to work equally for those learning remotely from the classroom <p>Ventilation</p> <ul style="list-style-type: none"> • Ventilate teaching and meeting rooms by opening windows and doors as much as possible without breaching fire, security or other protocols 	<ul style="list-style-type: none"> • Shared use rooms have maximum occupancy signs at the entry point • Windows opened and fire doors propped by site manager first thing in the morning to initiate air flow; heating not currently on; will be reviewed throughout Autumn term to maintain comfortable learning temperatures. In particularly cold weather, windows will be opened to refresh the air in classrooms at allocated times throughout the 	

- Open windows to allow background ventilation within occupied rooms
- Where the balance between background ventilation and thermal comfort is difficult, for example with draughts and in cold weather, empty the room of pupils if it is safe to do so each hour for 10 minutes and open all windows and doors to replace the stale air. This applies in the following rooms:
 - All classrooms (breaks and lunchtimes used to fully ventilate)
 - Art Room
 - Solar
 - First floor gym space
- Site Manager to monitor classroom temperatures to ensure a reasonable balance between thermal comfort and ventilation and take measures to address this where necessary. SLT to consider flexible uniform requirements in very cold weather to increase indoor thermal comfort
- Teaching staff to proactively consider practicality of teaching outdoors, using lesson ideas from CLOtC <https://www.lotc.org.uk/resources/lotc-resource-packs-free-downloads-for-members/>
- Carbon dioxide monitors to be put in classrooms once received from DfE.

Face coverings

- Face coverings are no longer recommended in schools. Staff and visitors may opt to wear them in communal areas if they wish.
- Reserve supplies of face coverings remain available from school office if required
- Waste face coverings must be taken home by individuals in their own sealable plastic bag or be disposed on in black bin bags and not recycling bins
- Handwashing or sanitisation facilities will be available for cleaning hands after touching face coverings

Respiratory hygiene

- Communicate in advance by email, letter or video message from Headteacher the handwashing protocols that will be in place and respiratory etiquette expected of all pupils. Back up with other communications, including resources such as [e-Bug](#) where appropriate
- Posters reminding pupils to ‘catch it, bin it, kill it’ placed at key sight line points around school
- COVID checklist and briefing note in each classroom, reminding

- day, including during breaks and lunchtimes and at least every hour
- Face coverings will continue to be recommended for members of the school community on public transport and other enclosed indoor spaces, as per national guidance.
- School has an existing, extensive outdoor learning programme and will continue to utilise outdoor learning opportunities as much as possible
- Handwashing posters and guidance in all washrooms (staff, pupil and visitor). Children are well versed in cleaning schedules and handwashing is timetabled. Cleaning supplies continue to be closely monitored and well maintained.
- If there is a substantial increase in the number of positive cases in a setting, public health might advise a setting to temporarily reintroduce some control measures. Enhanced anti-coronavirus measures should only be taken once 10% of staff or pupils have tested positive.

		<p>pupils and monitoring compliance regarding coughing and sneezing controls</p> <ul style="list-style-type: none"> • Pupils encouraged and reminded to bring their own supply of tissues and sanitiser gel into school • Hygiene stations to be equipped with tissues • Increase the number of bins around site for safe disposal of tissues and sanitising wipes (the latter should not be disposed of down the toilets) <p>SENDCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>		
Hard surface virus spread by teachers and pupils in classrooms or similar spaces		<ul style="list-style-type: none"> • Remind pupils to wash hands on arrival at school and frequently throughout the day. Handwash and sanitiser to meet recommended specification • Older pupils to be made responsible for cleaning their own desks after each session • Teaching staff to clean their own desk space at lunchtimes • Provide safe waste disposal of cleaning wipe or cloths in each classroom • COVID daily cleaning checklist to be used by cleaning staff to be completed, signed and returned to Office Manager. • Cleaning staff to ensure increased frequency of cleaning door handles, light switches and hard contact surfaces that are more frequently touched throughout school day and at end of day • Daily evening clean of hard contact surfaces throughout school • Staff to remind pupils on requirement for handwashing for 20+ seconds after return from breaks, change of rooms, before/after eating and visiting the bathroom <p>SENDCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>	<ul style="list-style-type: none"> • Cleaning measures continue to be stringent. Additional staff employed through new contractor to support increase in and maintenance of cleaning regimes. • Deep clean of whole school and repainting of communal areas and classrooms conducted over summer break. 	
Hard surface virus spread by teachers and pupils in non-teaching rooms and areas of the school		<ul style="list-style-type: none"> • Reduce requirement to touch surfaces - affix signage to remind people to keep switches on all day (lights etc), hold doors open where possible without breaching fire or security protocols. • Increase frequency of cleaning door handles, stair handrails, light switches, locker handles and other hard contact surfaces throughout school day • Additional daily evening clean of hard contact surfaces throughout school • Cleaning schedule to include hard contact surfaces in outdoor areas such as bike sheds, racks etc • Site Manager to assess whether any COVID control measures may negatively impact other H&S or security measures around the site 	<ul style="list-style-type: none"> • Fire doors propped open throughout day, including in transition areas (e.g corridors) with kick out door stops in the event of a fire or drill. Fire drill to be conducted in Autumn 1 to further assess and manage risks. • Hall doors wiped down throughout the day 	

		<p>and raise concerns with the Headteacher</p> <p>IMPORTANT: existing H&S measures should be considered before making changes such as fire doors, security or other safety features.</p>		
Virus spread from learning resources with hard surfaces including computers, musical instruments, stationery, science and sports equipment		<ul style="list-style-type: none"> Teaching staff to consider adjusting lessons to use individual equipment that can easily be sanitised between use If used, pupils on site to wipe down in-school equipment after use with sanitising wipes, supervised by staff Install removable plastic keyboard and mouse covers that can be easily removed and cleaned between use for shared computers Pupils to use own equipment or be allocated equipment and not share with others where appropriate Where it is assessed as educationally necessary to share equipment, these will be cleaned and, when possible, left to 'quarantine' for 48hrs (72hrs for plastic items) Pupils and staff to be asked to limit the quantity of items brought into school to those that are necessary. Ask individuals to bring their own stationery and not share where possible. <p>SENDSCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures.</p>	<ul style="list-style-type: none"> Samba equipment wiped down between year groups Different musical instruments used by year groups to prevent cross-over Art equipment and resources to be allocated to year groups to prevent cross over during any 48 hour (72 hours for plastics) period Sports equipment cleaned after use Other curriculum resources (e.g. Deines, bead strings, magnifying glasses, mirrors) allocated to year groups to reduce contact points. 	
Pinch points that concentrate flow of people at the same time,		<ul style="list-style-type: none"> Social distancing guidance no longer enforced or required Monitoring and supervision of pinch points and internal areas to continue to manage safety Staggered school start and finish times with arrival slots designed to manage traffic around the site Timetable allows additional time for lesson transitions, hand washing and staggered breaks Signage in lift to ensure only used when absolutely necessary, and with maximum occupancy clearly displayed 	<ul style="list-style-type: none"> Both staircases in building in use to maintain ease of travel around the building, whilst reducing unnecessary cross overs Monitoring of queuing systems at start and end of the day by teaching staff and SLT 	
Larger than class size gatherings, such as assemblies		<ul style="list-style-type: none"> Re-introduction of key stage assemblies, using both halls in the building, to maintain some limits on group sizes. 		
Curriculum lessons e.g. Science, Art, craft or lessons with practical		<ul style="list-style-type: none"> Ensure remote learning plans remain accessible for those off-site as well as children in school. Science Lead, Art Lead and DHT to advise of any COVID-specific safety arrangements 	<ul style="list-style-type: none"> Outdoor Science and Art opportunities planned for Curriculum able to be delivered on site and remotely in the event of further closures Air flow between Art room and 	

elements			<p>Supernova maximised with open doors and windows in both spaces</p> <ul style="list-style-type: none"> • Washable green aprons washed after every use • Maximum occupancy in Art room specified by signage (small group teaching already in effect) 	
Music and signing spreading airborne virus particles to individuals on site		<ul style="list-style-type: none"> • Singing and the playing of wind instruments should be restricted to smaller groups of less than 15, in well ventilated large volume rooms (or even outdoors if possible). • Music Lead to advise on any other specific considerations following review of current Government advice 	<ul style="list-style-type: none"> • Resumption of Music tuition in Autumn 1; small groups taught in well ventilated areas 	
Virus spread from soft surfaces such as paper, books and material that cannot be laundered such as soft furnishings		<ul style="list-style-type: none"> • Lessons and homework will be planned to suit those learning onsite and remotely and will largely be hosted on Zoom, Purple Mash or Google Classroom which will minimise the use of books or other similar resources • Soft covered chairs have either been removed or covered with wipe clean covering to facilitate easier cleaning. Where this is not practicable, they are steam cleaned <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>	<ul style="list-style-type: none"> • Importance of reading books regularly going home will be mitigated by storing for 48 hours before being returned to class or library stocks for use 	
Virus spread during sport activity for those being educated on-site		<ul style="list-style-type: none"> • Liaise with PE staff to conduct activity specific COVID assessment and follow afPE or sports coaching governing body guidance • Use outdoor space for sports whenever possible • Specific days will be allocated for sports and request pupils to attend school dressed in PE kit to avoid changing • Ensure any sports equipment is cleaned thoroughly between use and reduce unnecessary sharing of individual items • PE Lead and DHT to advise further on additional control measures 		
The start and end of the school day create risks of breaching social distancing		<ul style="list-style-type: none"> • Start and departure times are staggered • Staff, pupils and parents receive communications and reminders about protocols with drop off and collection 	<ul style="list-style-type: none"> • SLT supervision at entry and exit points. Limited pavement space outside the school to be reviewed on ongoing basis to manage early arrivals/pick ups etc. 	

guidelines				
Indoor recreation time: pupil rest areas and common rooms		<ul style="list-style-type: none"> • Pupils to be supervised throughout any break periods that take place inside due to inclement weather. • Each class to use indoor play equipment/games that are stored in their own classroom. 		
Staff rooms for those working on-site		<ul style="list-style-type: none"> • Staff should ensure that they clean any equipment in the staff room that they use. Dirty plates, cutlery, cups and glasses should be placed in the dishwasher as this will clean and sanitise items. • Staff should use a disinfectant wipe to clean the table space that they have used once they have finished their lunch. • Ensure cleaning rota includes staff rooms throughout teaching day • Consult with staff to ensure that a suitable balance is maintained with access to welfare facilities that can be provided safely. Access to the staff room is the choice of a staff member. • Staff should continue to follow hand washing advice and remember to sanitise hands before and after use of any touch points (such as kettle, fridge etc) 	<ul style="list-style-type: none"> • Ventilation protocols adhered to and windows kept open to maintain airflow (doors are kept shut for the majority of the day). 	
Greater potential for virus loading in bathrooms		<ul style="list-style-type: none"> • Increased frequency of cleaning of all bathrooms and loos to be provided by contractors • Office Manager to produce a COVID daily cleaning checklist for use by cleaning staff, to be completed, signed and returned • Where possible, allocate bathrooms to specific pupil groups to reduce use in the fewer, more convenient or 'popular' bathrooms • Remind pupils of policy of one person per toilet at a time • Remind pupils of the importance of hand washing and hand sanitising 	<ul style="list-style-type: none"> • Toilets on different floors allow for allocation to year group bubbles • Ground floor toilets (near lunch hall and playground) have an increased cleaning schedule due to higher frequency of use 	
Greater potential for virus loading in medical room affecting staff supervising / caring for individuals before return home or those		<ul style="list-style-type: none"> • Dedicated COVID medical isolation room with a closeable door and window ventilation to be equipped with gloves, tissues, sanitiser gel and waste disposal. • Consult with school nurse or other registered medical practitioner for additional advice and guidance • Follow PPE guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 	<ul style="list-style-type: none"> • Meeting room used as isolation room rather than the First Aid room, which opens directly into the front office 	

cleaning it afterwards		<ul style="list-style-type: none"> • Face masks (for individuals with possible infection and FFP2 or FFP3 respirator masks and safety glasses/face shields for first aiders who may need to approach and care for them). • Safe cleaning of bodily fluids and waste disposal essential • Deep clean after each use of the room 		
Close contact between first aiders, school nurse and infected people		<ul style="list-style-type: none"> • Consult with school nurse or other registered medical practitioner • Follow guidelines on first aid and review school first aid needs assessment https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov • Medically qualified staff to follow their registered body guidelines on infection control. Equip first aid kits with additional gloves, masks, goggles and sanitiser gel <ul style="list-style-type: none"> ○ Individuals displaying COVID symptoms: where it is possible, move the casualty to the dedicated COVID isolation room to apply first aid. Where this is not possible, first aider to wear PPE before treating casualty. ○ Other treatment with individual not displaying COVID symptoms - use the normal sick room to apply first aid • Call 999 ambulance if an individual is seriously unwell or their life may be at risk • Anyone coming into contact with someone who is unwell must wash their hands thoroughly prior to conducting other duties and the COVID sick room should be cleaned using bleach 		
Increased risk to cleaning staff themselves and of spreading the virus to other areas		<ul style="list-style-type: none"> • Inform, train and supervise cleaning staff including correct use of PPE <ul style="list-style-type: none"> ○ Routine cleaning: provide PPE to include gloves, aprons and standard face masks and monitor compliance ○ Cleaning locations where known or suspected individual may have been or for cleaning bodily fluids: enhanced PPE to include respirator style face mask and eye protection • Provide sufficient cleaning supplies of correct specifications, including disposable cloths and safe waste disposal facilities • Provide sufficient facilities for cleaning staff to clean themselves after work and before leaving the site • Do not use the same cleaning cloth in multiple rooms to avoid the risk of spreading the virus from room to room. • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 	<ul style="list-style-type: none"> • Full induction process for two new cleaners working on site, including reminders of key contacts within the company and school • Vaccination promoted to all eligible community members, including staff 	

		<ul style="list-style-type: none"> • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf 		
Outsourced dedicated school transport to those attending on-site learning		<ul style="list-style-type: none"> • Follow guidance contained in DfE transport guidance https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 • Transport operators who remain in use to be consulted with and an assessment made of their COVID risk assessment and operating procedures to reduce risk, including how pupils' seating will be organised and enhanced vehicle cleaning schedules • Where this is not to the satisfaction of the school, alternative providers may be considered, use school transport providers where possible • Encourage parents, staff and pupils to walk or cycle to school where possible. Consider additional storage/designated areas for cycles and helmet storage within bubble groups. • Supervise drop off and collection areas on site to reduce crowding 	<ul style="list-style-type: none"> • Hackney transport providers have confirmed all the necessary controls are in place on their transport provision • Individual vulnerability risk assessments include assessment of transport modes for staff and any mitigating factors/arrangements. These continue to be updated for all staff • 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 	
School kitchen		<ul style="list-style-type: none"> • External catering supplier's COVID risk assessment and staff operating procedure to be requested and reviewed (if applicable) • Caterer to provide a COVID daily cleaning checklist for use by kitchen staff to be signed and returned to management • Consult with chef regarding appropriate kitchen food hygiene control measures including use of PPE by catering staff • Kitchen areas must be cleaned before and after each food preparation using appropriate catering sanitiser products • Ensure that crockery or cutlery used is washed thoroughly in hot water with detergent and dried after • Where food is provided, use food coverings to reduce exposure to airborne particles during food preparation • Likelihood of transmission via food is small • Robust hygiene measures in place at all times • Extensive cleaning programme in place in preparation and serving areas • Government guidance followed 	<ul style="list-style-type: none"> • Food trays/plates/bowls covered as necessary at the start of service and between different sittings • Tables and surfaces cleaned between every lunch sitting • Sanitiser available in multiple locations within hall and clear signage for both adults and staff visible at all times • Ongoing liaison between SLT and catering staff (including manager) to ensure all risk assessments followed and reviews discussed 	

Staff delivering FSM or home visiting pupils		<ul style="list-style-type: none"> • Where possible, home visits should only take place when concerns over a child's welfare have been raised and there has been a lack of contact with parents/carers. • SLT to review lone working and off site working risk assessment and communicate this to colleagues, taking note of the security, personal safety and COVID risk to staff if a home visit is necessary. • Staff to follow existing protocols including checking out with a colleague before leaving the school and visiting by appointment only 	<ul style="list-style-type: none"> • Vaccination promoted to all eligible community members, including staff 	
Dining areas		<ul style="list-style-type: none"> • Stagger lunches and continue a one-way system into and out of the dining room • Direct pupils to wash hands before entering dining areas and supervise entry and exit to dining area • Implement additional waste stations for dirty plates/food waste etc • Arrange lunch sittings in groups/bubbles where possible. • Ensure that the dining hall is cleaned thoroughly after use. • Cutlery and plates should not be shared. Any cutlery and plates required for later sittings must be thoroughly cleaned and disinfected. 	<ul style="list-style-type: none"> • Request that pupils bring their own water bottle and do not share it with others (water freely available for all in lunch hall) 	
Ingestion or unsafe use of sanitiser gel or cleaning products		<ul style="list-style-type: none"> • Supervise use of sanitiser gel for younger pupils or for those with additional needs as appropriate • Review COSHH assessment for alcohol gel and cleaning products, store in accordance with manufacturer's instructions and restrict access to stored quantities of greater volumes 		
Inadequate supplies of soap and hand sanitiser mean that pupils do not wash their hands with sufficient frequency		<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 		
Emergency procedures - fire		<ul style="list-style-type: none"> • Review current fire risk assessment and ensure that changes to school access or egress introduced to facilitate social distancing do not counter existing fire risk management control measures • Conduct a fire drill frequently in order to re-familiarise pupils and staff with evacuation arrangements and to highlight any changes that have been necessary, and to accommodate fluctuating on site presence of different individuals 		

Emergency procedures - security lockdown		<ul style="list-style-type: none"> ● Review school security risk assessment and ensure that changes to school access or egress (to facilitate social distancing) do not counter security access control measures ● Brief staff and pupils to re-familiarise them with school security protocols and to highlight any changes that have been necessary during the current phase of opening ● At an appropriate time and in proportion to the assessed security risk, conduct a lockdown rehearsal for staff 		
Pupils' increased anxiety and other mental health		<ul style="list-style-type: none"> ● Staff to monitor pupils' wellbeing and be alert to potential need for greater emotional support ● Consider establishing additional arrangements for pupils to get support from specialists or staff trained in mental health support ● Communicate the arrangements for pupils to access support services and consider proactive signposting to external resources including https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers ● Communicate with parents and pupils in advance regarding how these arrangements will work practically in order to reassure them and to help address further anxiety. ● Teaching staff to contact DSL if they have any concerns over a pupil, including those that may come to light during remote learning sessions 	<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 learning principles ● 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 	
Pupils' behaviour on return to school does not comply with hygiene		<ul style="list-style-type: none"> ● Clear messaging to pupils on the importance and reasons for robust hygiene processes is reinforced throughout the school day by staff and through posters and electronic boards. ● For young children this is done through age-appropriate methods such as stories and games. ● Staff model effective hygiene measures consistently. 	<ul style="list-style-type: none"> ● Updated Covid-specific appendices to whole school Behaviour policy; shared with stakeholders and reminders around school for children and staff 	

guidance		<ul style="list-style-type: none"> • Messages to parents reinforce the importance of hygiene measures 		
Staff welfare. Increased anxiety, occupational stress and mental health presentations by staff exacerbated by changing priorities, workloads, time pressures and blurred work-life balance		<ul style="list-style-type: none"> • Proactive line management and regular manager 'check ins' with staff, in order to help recognise signs of occupational stress • Line managers to discuss welfare with colleagues and escalate concerns to the Headteacher • Staff briefings and training include content on wellbeing. • Headteacher to monitor staff workloads to ensure these remain manageable • The LAB continues to be proactive in its support for school staff • Clear, manageable expectations have been provided to all staff about the balance of wfh (i.e. if bubble closure, but otherwise well) and on-site, and if they are unwell. 	<ul style="list-style-type: none"> • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • 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. • Clear focus on, and support for, staff mental health underpins the school ethos • Strong connections are evident within the team 	
New and expectant mothers - staff		<ul style="list-style-type: none"> • Staff to follow government guidance, advice from individual's doctor or midwife, and individual's risk assessment. • DHT to conduct a risk assessment of returning to work for new mothers, in conjunction with medical advice from the individual's doctor 	<ul style="list-style-type: none"> • One member of staff currently on maternity leave. 	
Visitors including parents		<ul style="list-style-type: none"> • Where possible, maintain visitors to the site by appointment only • Inform visitors of the school's COVID-related measures including hygiene and cleaning controls, as well as optional face coverings, when signing-in • Peripatetic staff may move between schools where necessary but visits should be minimised and follow in full the protocols of the host school whilst on site • Visitors to sanitise hands before using sign in screen 		
Contractors		<ul style="list-style-type: none"> • Reduce any unnecessary contractor visits whilst pupils are onsite • Office Manager to check that contractors have not got Covid symptoms by asking them to read through the list of symptoms when they arrive and confirm that they do not have any of those symptoms. • Where possible, plan their work to be at times when pupils are not on site. • Office Manager to request contractor method statements and 	<ul style="list-style-type: none"> • Company Risk Assessments held by school for all relevant contractors (e.g. Engie, Harrison, FutureProof) 	

		<ul style="list-style-type: none"> review their COVID-related control measures. Office Manager to inform contractors of the school's COVID-related social distancing and other infection protocols. Contractors to sanitise hands before and after use of the sign in screen. 		
Deliveries		<ul style="list-style-type: none"> Designate one location for any deliveries to a space where they can be disinfected before being passed on. Train staff on how to do this and dispose of packaging safely 		
External lettings		<ul style="list-style-type: none"> Request risk assessments (including Covid risk assessment) from any external provider. Cleaning schedule to take account of any external hire of school facilities to ensure thorough disinfecting of the spaces used can take place. HT is aware of all bookings as per Hackney guidance related to lettings to ensure they are Covid-secure 	<ul style="list-style-type: none"> All bookings conducted through SchoolHire and therefore subject to rigorous checks before approval Current Risk Assessments held by school (e.g. Strings Club) 	
Educational visits		<ul style="list-style-type: none"> Educational Visits to resume, with full risk assessments to take account of specific Covid-related measures. 		
Non-compliance		<ul style="list-style-type: none"> Review behaviour policy and HR policies for current phase of operation and in-school pupils. Encourage culture of 'positive compliance' through mutual respect and have plans in place for dealing with non-compliance Any serious or persistent breaches of compliance to be dealt with by HT Establish a log of potential group or risk assessment breaches 		
Reporting positive tests		<ul style="list-style-type: none"> Staff and parents of children to report positive COVID tests to the school as soon as the results are known. The school will need to know the advice given by the NHS. NHS Test & Trace will lead on informing close contacts. School to work with NHS as necessary if further communication with close contacts is required Follow operating procedure regarding pupils or staff who may have come into contact with the virus whilst at school 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, and following up on home learning access Continued communication about signs and symptoms has been shared with all stakeholders 	<ul style="list-style-type: none"> 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 Reporting continues to be robust in all instances Twice weekly asymptomatic testing for all school staff to continue for at least September Vaccination promoted to all eligible community members 	

		<ul style="list-style-type: none"> 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. 		
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning		<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. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Bubbles no longer in place so whole classes not asked to self-isolate unless on specific recommendation of Dfe/PHE (e.g. if outbreak thresholds met) 	<ul style="list-style-type: none"> Smaller classes will be combined if necessary Supply/agency/BPET staff will be utilised to mitigate against low staff numbers so that educational provision can continue 	
Other Estates related occupational H&S		<ul style="list-style-type: none"> Headteacher to conduct periodic walking site tour to make H&S observations and record the outcomes of these. Office Manager, Site Manager and Facilities Management Company to advise Headteacher on other H&S risk assessments that may be affected during the current phase of operation that may cause temporary changes of use, access arrangements, increased storage of chemicals/cleaning materials and closed-off buildings. This shall include: Headteacher, Office Manager, Caretaker ○ Fire ○ Security and access control ○ Legionella ○ COSH 		
Safeguarding		<ul style="list-style-type: none"> DSL to review safeguarding policy to ensure that current teaching and supervision arrangements remain in line with the policy and good practice DSL to report back to HT and escalate any potential causes for concern regarding processes and procedures during this phase of operation DSL to ensure that any gaps in onsite DSL cover are escalated to the HT to arrange suitable alternative cover DSL to conduct periodic audits of any online teaching and other arrangements 	<ul style="list-style-type: none"> Current levels of Designated Team members and First Aiders available for work is more than sufficient to ensure adequate coverage across the school day. 	
Other actions identified by risk assessment			Action required and by who	

Outbreak Management Plan

See also: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#stepping>

Risk description	Risk rating prior to action (RAG)	Control measures and mitigating considerations	Additional measures necessary before risk level is tolerable after control measures are applied	Residual risk rating (RAG)
Surge of cases in setting	Red	<ul style="list-style-type: none"> • Advice and guidance from both PHE and local health teams (Hackney) will be adhered to in the event of a surge of cases in the setting. Time scales will also be followed, and measures reviewed on an ongoing basis. • Reintroduction of year group bubbles for lessons and all school activity (e.g. lunchtimes, playtimes) • All assemblies and cross-bubble/large group mixing paused • Reintroduction of face coverings for all adults (unless exempt) in communal areas around the building • Reintroduction of face coverings for any essential visitors to site, in all areas of the building, including classrooms • Visitors to site restricted and all meetings (including with parents) will revert to virtual, unless necessary for safeguarding reasons (hygiene and social distancing measures will be utilised for any face-to-face meetings). • Contractors to site restricted, unless for safeguarding or safety reasons. • Off-site trips and visits paused • Existing ventilation and hygiene measures will be reviewed and increased as necessary • Remote education will be available immediately to any groups requiring to isolate • The school will support and promote any requests from NHS Test & Trace for PCR testing for identified contacts • The school will work alongside NHS Test & Trace, as advised, to identify close contacts in the event of a surge • School staff will continue to test twice weekly using LFD tests, and will increase the frequency of this testing, as required. 	<ul style="list-style-type: none"> • The school will employ all necessary measures to ensure the ongoing safety of the school and wider community, whilst keeping any disruption to education to an absolute minimum, in terms of both severity and time. • All measures will be reviewed on a weekly basis alongside health and other professionals and will be updated as required. • Clear communications to parents will remain in place. • Local advice will also be followed for instances of a surge not immediately in the setting, but within the proximity or wider borough. • Vaccination and booster programme will continue to be supported and promoted by school leaders to the school and wider community. 	Yellow

Individuals consulted during this assessment

Name	Date consulted	Name	Date consulted
Toby Oxford, Deputy Headteacher & DSL	1 Sep 2021	Nick Walters, Chair of LAB	1 Sep 2021
Soozii Lim, Assistant Headteacher & SENDCO	1 Sep 2021	Richard Crompton, BPET COO	10 Sep 2021
Mauricio Jimenez, Site Manager	1 Sep 2021	Debbie Ashley, EYFS Lead	1 Sep 2021
Katanya Findlay & Natasha Scarborough, Office Managers	1 Sep 2021	Antionette Mattison, Nursery Manager	1 Sep 2021
Kate Hodgson, Art Lead	1 Sep 2021	Natalie Andrew, KS1 Phase Lead, Behaviour Lead	1 Sep 2021
Abdou Jeng, Sports Coach	1 Sep 2021	Joseph Roff, ENGIE Facilities Management officer	6 Sep 2021
Parent community	17 Sep 2021		