



# **Hill Mead Primary School**

**Updated Hill Mead COVID-19 Risk Assessment**  
**March 2021**

## **Building on the successful safety and operational measures since September 2020**

This updated risk assessment builds on the successes and learning since September and has been updated to include most recent "Schools coronavirus (COVID-19) operational guidance: February 2021." The format follows the Joint Union Safety Checklist for Schools: Checklist for fuller opening in March 2021.

## **Risk Assessment Consultation and Communication**

Parents/carers and pupils will be informed of any additional planned measures to protect them and others. The updated risk assessment will be reviewed if circumstances change.

## **Risk Assessment Review**

The implementation of the safety measures will be continually monitored by the Leadership Team, SENCOs and Senior Teachers.

Area of Risk	Joint Union Question		School response
Risk Assessments	Has the risk assessment process considered all the areas identified in DfE and joint union advice, fully evaluated the risk of harm, including local prevalence, and identified the measures to apply in each area?	Yes	The school's full risk assessment for March Opening has been fully updated following the government guidance "Schools coronavirus (COVID-19) operational guidance: February 2021."
	Has there been sufficient consultation with union reps and staff?		Risk assessment to be shared with all staff, union reps and governing body.
	Is it clear how revised procedures will be communicated to staff, students and parents/carers, contractor staff and visiting workers?	Yes	<p>Staff will receive an email of key additions to the safety measures. Staff will be sent this updated risk assessment &amp; the fully updated September risk assessment.</p> <p>Pupils will be supported and trained to follow any new procedures once back in school.</p> <p>Pupils will be supported and trained to follow any new procedures once back in school.</p> <p>Parents have received Head Teacher's letter with updated procedures for 8th March opening.</p> <p>Visitors will be reduced to a minimum and contractors will be advised that they should wear facing coverings and maintain social distancing when working in the school.</p>
	Has the position of the most vulnerable staff been adequately considered through individual risk assessments?	Yes	All staff have completed an initial assessment of their own risk categorised by CEV, CV, age, sex, ethnicity, disability & family members' vulnerability.

			<p>Individual risk assessments will be completed before 8th March opening and additional safety measures will be agreed and put in place.</p> <p>The most vulnerable staff will be working from home.</p>
Social distancing and safety measures	Are bubbles being made as small as possible (for example, no return to full year bubbles)?	Yes	<p>The pupils are organised in class bubbles within their Year Group, mixing between the classes will be kept to a minimum.</p> <p>The allocated staff for each year group will be moving between the classes to provide targeted support. This movement will be kept to a minimum.</p>
	Will staff and students be kept in one bubble, with staff movement between bubbles avoided altogether wherever possible, except in emergencies?	Partially	<p>All teachers and other staff (except those at higher risk) can operate across the school to facilitate cover arrangements for PPA and any absences.</p> <p>This movement will be kept to a minimum and adults will maintain social distancing from others as much as possible.</p>
	Will arrangements for moving around the site minimise the extent of contact and mixing?	Yes	<p>The extent of contact and mixing will be minimised through the following arrangements:</p> <ul style="list-style-type: none"> <li>- Staggered start and end of the day &amp; external one-way system for parent drop off and collection</li> <li>- One-way system within the school</li> <li>- Staggered lunch and playtimes</li> </ul>
	Will lunch breaks and other breaks be staggered?	Yes	See above

	Will large gatherings such as assemblies be avoided?	Yes	There will be no assemblies.
	Have ventilation arrangements been reviewed to ensure maximum ventilation of all school spaces?	Yes	All classrooms except one Year 1 room have opening windows to the outside and direct access to outside spaces. The Year 1 classroom without windows to the outside is adjacent to the conservatory with opening windows. Windows will be kept open as much as possible to aid ventilation.  Windows in the halls, stairwells and communal areas will be kept open as much as possible to aid ventilation.
	What additional measures and equipment are being used to aid and improve ventilation? Are CO2 monitors available to enable regular monitoring to take place?	N/A	There is no air-conditioning in the school so no additional measures required.
	Are there any areas of the school with unsafe ventilation which should not be used?	No	
	Have enhanced cleaning regimes been introduced throughout the school including employing additional cleaning staff and payment for extra workload or hours worked to support cleaning and estates staff	Yes	The school continues to implement an enhanced cleaning regime with additional cleaning staff and hours. This regime includes: <ul style="list-style-type: none"> <li>- Assigned cleaner for Early Years throughout the day.</li> <li>- Assigned cleaner for each of the 3 floors of the main school building throughout the day.</li> <li>- Classrooms (during breaks), Year Group staff rooms, offices,</li> </ul>

			<p>the lunch hall (between sittings), corridors, commonly touched surfaces, door-handles and hand rails are cleaned throughout the day.</p> <ul style="list-style-type: none"> <li>- Whole school cleaning carried out after school hours.</li> </ul>
	Are toilets cleaned regularly	Yes	See above
	Are closed bins for tissue disposal provided	Yes	All classrooms, staff rooms and offices have lidded bins.
	Will face coverings be required to be worn around the school as required or advised by DfE advice?	Yes	<ul style="list-style-type: none"> <li>● Parents are requested to wear face coverings when dropping off or picking up.</li> <li>● Parents will not be allowed to enter the school premises without an appointment or request and will be required to wear a face covering. (The school will provide face coverings as needed).</li> <li>● All visitors and contractors will be required to wear facing coverings.</li> <li>● Staff will be advised to wear face coverings in situations where social distancing between adults is not possible.</li> <li>● Staff who wish to wear face coverings in class will be allowed to do so.</li> <li>● Parents who wish their children to wear face coverings will be supported in doing so.</li> </ul>

			<p>These children will be supported in the safe wearing and removal of face coverings.</p> <ul style="list-style-type: none"> <li>• Pupils will be provided with the safe storage of their face coverings between use.</li> <li>• The disposal of temporary face coverings will be provided in each year group and separate from recycled waste.</li> </ul>
	Will face coverings also be required to be worn around the school more widely than required by DfE advice?	No	The school is following the government guidance recommendation.
	Will face coverings be provided by the school where needed?	Yes	<p>Every year group and whole school bubble has a fully stocked PPE box with face coverings.</p> <p>The school will provide face coverings for all visitors if needed.</p>
	Will personal protective equipment (PPE), including FFP2 or FFP3 grade masks, if appropriate, be provided for staff administering first aid, medical care or personal care activities where social distancing cannot be maintained, for example in some special schools and nurseries.	Yes	<p>Every year group and whole school bubble has a fully stocked PPE box with face coverings.</p> <p>FFP2 masks will be available for intimate care, medical care involving bodily fluids and supporting SEN pupils who cannot control their sneezes, coughs or may spit.</p>
	Will catering, cleaning and estates staff be provided with PPE?	Yes	The catering and clearing contractors ensure their staff have PPE.

	Will adequate arrangements for enhanced cleaning and hand washing be maintained?	Yes	See above
<b>Safety measures within the classroom</b>	Are class sizes being reduced to the smallest possible size, for example through splitting into two groups?	Yes	See above
	What level of social distancing will be maintained between staff and students?		The school will continue to implement the practice of maximum social distancing between staff and students that was established since the September opening.
	Is the classroom adequately ventilated?	Yes	See above
	Will face coverings be required to be worn in the classroom where required or advised by DfE advice?	NA	The school will follow the government guidance. Staff are recommended to wear face coverings outside of the classroom where social distancing is not possible.  Pupils are allowed to wear face coverings at school.
<b>Safety measures on arrival and departure</b>	Has the use or possible use of staggered start and finish times been reviewed?	Yes	The school will continue the successful implementation of the staggered start and end of the day.  The school will continue to support parents with the same start and end times for siblings and to reduce the number of parents gathering at the school gates.
	Have arrangements for queuing on arrival, waiting to collect students, staff supervision etc. been reviewed?	Yes	The school gates are supervised by the Senior Leadership. Appropriate social distancing is in place for pupils queues with or without their parents, supported by markings.

	Have arrangements for school transport, including when travelling, boarding and disembarking, been reviewed?	NA	
	Will pupils on dedicated school transport be kept within their bubbles?	NA	
	Will pupils on dedicated school transport be kept within their bubbles?	NA	
<b>Protecting vulnerable staff</b>	Have individual Covid-19 risk assessments been carried out (and reviewed where previously carried out) for the most vulnerable staff and for staff concerned about vulnerable household members?	Yes	See above regarding individual risk assessments for staff.
	Have individual risk assessments been offered to staff with characteristics that put them at higher risk, such as age, ethnicity, sex and disability?	Yes	See above regarding individual risk assessments for staff.
	Will CEV and other employees covered by shielding arrangements be instructed to work at home as instructed by the Government?	Yes	All CEV and other employees covered by shielding arrangements will remain at home and work from home if possible and appropriate.
	Will the most vulnerable remaining staff - CV employees and those over aged 60 or above - be permitted to work at home until they are advised by their GP	Yes	Staff over the age of 60 will be instructed to remain at home until they have received their second vaccination.  CV employees will be individually assessed taking into account their advice from

	that their initial vaccination has taken effect, as per joint union advice? Will individual risk assessments be undertaken before any return to school/college?		the GP and their vaccination programme.
	Where possible, have measures been taken to protect others in phase 1 of the vaccination programme aged 50 or over who may be awaiting their first vaccination?	Yes	The individual risk assessment for staff includes consideration of age as a risk factor.
	Will pregnant women in their third trimester be permitted to work at home?	Yes	Pregnant women in their third trimester will be permitted to work at home.
	Is it clear that no pregnant woman, whatever the stage of pregnancy, should be in the workplace unless an agreed risk assessment advises that it is safe?	Yes	Individual risk assessment will determine whether pregnant women, whatever the stage of pregnancy should be working at school.
	Will temporary changes in responsibilities be agreed as appropriate to allow the above where necessary to facilitate home working?	Yes	The school will ensure that any member of staff that should work at home will be supporting in doing so. This may include a temporary change in responsibilities.
	Will appropriate PPE be provided for those staff at significant risk?	Yes	See above regarding individual risk assessments, provision of PPE and face coverings.  Staff who are more vulnerable & working with SEN pupils will be individually assessed and if sufficient safety measures are not possible will be re-assigned.

<p><b>Avoiding excessive workload</b></p>	<p>Has the school conducted a review to seek to reduce staff workload?</p>	<p>On-going</p>	<p>The school's approach to teaching &amp; learning before and during this pandemic has always considered staff workload as a key influencing factor in the quality of provision. The school leadership has continued to encourage staff to raise any concerns regarding workload.</p>
	<p>Will the school maintain PPA time and other non-contact time for classroom staff?</p>	<p>Yes</p>	<p>The school has robust arrangements to ensure the maintenance of PPA time.  The school continues to encourage teachers to take their PPA at home.</p>
	<p>Will demands to work outside of normal responsibilities be kept to a minimum?</p>	<p>Yes</p>	<p>The school will continue to keep any additional demands to work outside the normal responsibilities to a minimum.</p>
	<p>Will there be arrangements in place to support staff wellbeing, such as individual counselling support?</p>	<p>Yes</p>	<p>All staff have been informed of the confidential counselling service available to Lambeth staff: Employee Assistance Programme.</p>
<p><b>Testing, tracing and isolating</b></p>	<p>Is the school complying with the NHS process, with all staff being encouraged to use the NHS Covid-19 app in school, including in classrooms, and self-isolating when notified by the app?</p>	<p>Yes</p>	<p>The school continues to fully comply with NHS Track and Trace.</p>
	<p>Has the school established workable arrangements for testing to identify asymptomatic cases?</p>	<p>Yes</p>	<p>All staff will be provided with Lateral Flow Devices for rapid asymptomatic testing. The staff have been advised to take the test twice weekly and have been informed that testing is not mandatory.</p>

	<p>Will all those with symptoms, and close contacts of positive cases, be expected to self-isolate, in line with DfE advice for the necessary period?</p>	<p>Yes</p>	<p>The school continues to follow the government guidance for self-isolation of those with symptoms and close contacts of positive cases.</p>
	<p>Are arrangements for supervising students with symptoms prior to them going home satisfactory?</p>	<p>Yes</p>	<p>If a pupil develops COVID-19 symptoms during the school day, the pupil will be sent home as soon as possible and asked to arrange a test. The pupil will be taken to the school reception office which provides good ventilation and maximum social distancing. The pupil will be supervised by a staff member in the whole school bubble. PPE will be worn if necessary. The pupil will use a separate toilet and this will be fully cleaned afterwards.</p> <p>If anyone (pupils &amp; staff) develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will:</p> <ul style="list-style-type: none"> <li>- be sent home to begin isolation</li> <li>- be informed that their isolation period includes the day the symptoms started and the next 10 full days</li> <li>- be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> <li>- be advised to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)</li> </ul> <p>In addition: other members of their household (including any</p>

			<p>siblings and members of their support or childcare bubble if they have one) should self-isolate.</p> <p>Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days.</p> <p>If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.</p> <p>If anyone (pupils &amp; staff) has a negative COVID-19 PCR test result after being tested because they had symptoms. Government guidance states that they should stay at home until they feel well. They should seek medical attention if they are concerned about their symptoms.</p> <p>They can stop isolating as long as:</p> <ul style="list-style-type: none"> <li>- they are well</li> <li>- no-one else in your household has symptoms or has tested positive for COVID-19</li> <li>- they have not been advised to self-isolate by NHS Test and Trace</li> </ul>
--	--	--	--

			<ul style="list-style-type: none"> <li>- Anyone in their household who is isolating because of your symptoms can also stop isolating</li> </ul> <p>If anyone (pupils &amp; staff) are sent home because they have COVID-19 symptoms they should avoid using public transport for their journey home and the start of their self-isolation.</p>
	<p>Will all staff, including outsourced staff such as catering and cleaning staff, receive full pay when required to self-isolate, without any impact on their sickness absence record?</p>		<p>All staff and agency staff will continue to receive full pay if they are required to self-isolate. There will be no impact on their sickness absence record.</p>