

COVID19: Risk Assessment and Action Plan

Unicorn Primary School

(To be read in conjunction with Compass Central Team Risk Assessment)

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Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Safeguarding Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England Advice

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Emergency Evacuations	Evacuation routes are confirmed and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Current evacuation routes might cause multiple groups of people to come into contact. Identify more appropriate alternatives if possible.	M	Revised evacuation procedure in place and share with all staff and children. Fire Drill carried out	01.09.2020 and ongoing	L
		Changes of staffing could mean that insufficient staff are available to support the evacuation of children / staff who have reduced mobility.	M	Regular reviews of staffing takes place to ensure sufficient staff who are trained to support identified children / adults are in school.	01.09.2020 and ongoing	L
Classrooms	Sufficient time is available for the enhanced cleaning regime to take place.	Staff working in classrooms and using facilities whilst cleaning is due to take place	M	All staff advised of when they need to leave the site in order for cleaning to be undertaken.	01/09/2020 and ongoing	L
	Waste disposal process in place for potentially contaminated waste.	Failure to adhere to waste disposal risk assessment.	M	Contaminated waste to be double bagged before disposal. Bins to be emptied regularly and bagged waste placed in external lidded Eurobins.	01/09/2020 and ongoing	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Lack of awareness of relevant policies / procedures. Significant volume of individuals requiring support. Pressures on wellbeing, mental health and resilience	H	Policies / guidance: Consider need for specific wellbeing guidance / policy. Mental Health First Aiders available. Bereavement policy in place.	September 2020	M
Staffing – please see additional measures identified with Central Team Risk Assessment						

		<p>will change over time and will differ before and after school re-opening – challenge to keep pace.</p> <p>Staff do not share concerns.</p> <p>Information on support services not available/easily accessible.</p> <p>Line managers do not provide opportunities for staff to share concerns.</p> <p>Lack of experience / expertise in managing mental health of pupils' in general staffing pool – capacity of experts (e.g. family workers) is limited.</p>	<p>Dossier of support services made available to staff with clear signage advertising support options.</p> <p>Individual staff risk assessments completed for vulnerable staff and on request by individual members of staff. Risk assessments continue to be undertaken and reviewed due to changing guidance and staff circumstances.</p> <p>Communication of proposed changes:</p> <p>Staff consulted in relation to any proposed changes and ensure that changes are communicated openly to staff prior to them being made.</p> <p>Information provided to staff about how to feedback to discuss the impact of changes and make suggestions.</p> <p>Workloads:</p> <p>Workloads carefully monitored and managed by SLT in school and ELT at trust level.</p> <p>Staff who must stay at home but are still able to support colleagues by undertaking</p>	<p>April 2020/ Ongoing</p> <p>Ongoing</p>	<p>M</p>
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			<p>planning and resource preparation.</p> <p>Support: Line managers maintain regular contact with staff ensuring full coverage of all staff regardless of whether a wellbeing risk is identified.</p> <p>Staff encouraged to speak to a colleague if they have worries and concerns.</p> <p>Senior staff available for staff to raise concerns.</p> <p>Use of member of LGB's expertise on a regular basis – drop in sessions available fortnightly.</p> <p>Pupils: Ensure staff have clear understanding of support available for pupils and procedures to escalate concerns.</p> <p>SENCo and all staff to share ideas/activities to promote pupil well-being as AOB in staff meetings.</p>	<p>01/09/2020 and ongoing</p> <p>01/09/2020 and ongoing</p> <p>Ongoing</p>	<p>M</p> <p>M</p>
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<p>Group Sizes</p>	<p>Children are kept in class group in school building and remain separate from other people and groups. Outside groups are restricted to each year group. Adult movement between bubbles is limited as much as is possible.</p>	<p>Insufficient planning leads to lack of social distancing and mixing of groups.</p>	<p>H</p>	<p>Class and year group bubbles will be in place with staff allocated to one year group bubble. Adults to be maintaining social distance from children wherever possible.</p>	<p>08.3.2021</p>	<p>M</p>
<p>Social Distancing - general</p>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Drop off/pick up time 'window' and use of year group doors. • Staggered or limited amounts of moving around the school/ corridors. • Classroom design. • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. • Toilet arrangements. 	<p>Insufficient planning could lead to less opportunities to maintain socially distancing expectations.</p>	<p>H</p>	<p>Carefully constructed plans ensure social distancing expectations are more likely to be observed. Break times and lunchtime staggered with children remaining within year group bubbles. Children given necessary training. Staff to put children in year group bubbles where necessary to support social distancing for adults. Access to communal areas such staffroom restricted.</p>	<p>01.09.2020 and ongoing</p>	<p>M</p>
	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p>	<p>No guidelines / information shared with parents could increase the risk of parents and children contracting COVID 19.</p>	<p>H</p>	<p>Clear information will support parents so that they are more able to follow government guidelines. Regular reminders given and individual parents contacted if required.</p>	<p>01.09.2020 and ongoing</p>	<p>M</p>

	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place. Message regularly reiterated to parents and pupils particularly when concerns / breaches of guidelines are observed.</p>	<p>Uncommunicated approach would mean that parents and children being unclear about where they will enter the school building and where their 'home' / bubble class is situated.</p>	H	<p>On arrival, students move straight to classroom and sit at designated place and wait for rest of class to arrive/lesson to begin. Pupils washing hands on entry.</p>	01.09.2020	L
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p>Low expectations with regard to social distancing expectations would increase the likelihood of infection.</p>	H	<p>Regular reminders given about prevention controls.</p> <p>Conversations with individual children and parents if necessary.</p> <p>Risks assessments and individualised approach in place for children who might struggle to follow expectations.</p>	01.09.2020	M
	<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p>	<p>No communal assemblies outside of class groups will take place. Assemblies led remotely.</p>	H	<p>Risk minimised as only assemblies take place within class or year groups bubbles.</p>	08.03.2020	L
	<p>Social distancing plans communicated with parents, including approach to breaches.</p>	<p>Unclear expectations may not reassure parents and mean that they do not allow their children to return.</p>	H	<p>Parents reassured and children prepared and regularly reminded.</p>	01.09.2020	L
	<p>Arrangements in place for the use of the playground, including equipment.</p>	<p>Poor planning could lead to increased risk of infection.</p>	M	<p>Clear plan in place and articulated to all staff and children. Playground zoned and year groups remain in same zone for a week. Handwashing</p>	01/09/2020 and ongoing	L

				to take place immediately after using equipment. Year Group bubbles have own set of classroom equipment. Large Apparatus part of zoning and children wash hands when they return to class.		
Social Distancing - Staff	Measures taken to support social distancing within the staff community.	Poor planning could lead to increased risk of infection.	H	Clear plan in place that is articulated to staff and includes regular reminders. Includes only one member of staff using staffroom or toilets. Staff expected to wash hands before and after using equipment. Staff meetings via zoom where appropriate.	01/09/2020 and ongoing	M
Social Distancing - Parents	Measures taken to support social distancing within the parent and staff community.	Poor planning could lead to increased risk of infection.	H	Clear plan in place for how parents interact with the school which includes extended entry/ exit times and communication with office and teachers. Regular reminders sent to parents. Parents encouraged to wear masks when coming onto site. All formal meetings via Zoom; some are via Teams or telephone.	01/09/2020 and ongoing	M
Ventilation	Measures taken to allow additional ventilation to building.	Closed spaces with limited ventilation could lead to increased transmission of virus.	H	Internal doors and external windows to be open at all times. Where possible, particularly during times when rooms are unoccupied, external doors to be left open to ventilate space.	01/09/2020 and ongoing	L

				<i>(External entrances to school are kept locked during school day other than to reception area.)</i>		
Use of Masks	Guidance for wearing of masks	Insufficient guidance could lead to incorrect use of masks and increase risk of transmission of virus.	H	All staff and children to be permitted to wear masks if they request to do so. All staff are instructed to wear masks in communal spaces throughout the school. Identified staff also have further guidance under PPE section of this document. Staff and children regularly reminded about correct storage and use of masks	October 2020 and ongoing	L
Catering	Arrangements in place to provide food to children and staff on site, including the requirement of universal free school meals.	School kitchen has been closed / had limited use; therefore could need additional cleaning. Poor communication with catering contractor re availability of their staff to work.	M	Liaise with catering team and central team to ensure necessary cleaning has taken place. Regular contact with catering contractor enables the kitchen to be open to provide hot or cold meals for children.	01.09.2020 and ongoing	L
	Arrangements for when and where each group will take lunch (and snack time, if necessary) are in place so that children do not mix with children from other groups.	Insufficient planning could mean that social distancing expectations are not met.	H	Staggered lunchtimes with limited seating available will ensure that social distancing is more likely to be achieved.	01.09.2020	M

	Arrangements for food deliveries in place.	Insufficient planning could mean that social distancing requirements are not met.	M	Plan agreed with staff about how deliveries will be managed safely.	01.09.2020	L
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID-19 cases in place in the school day:</p> <ul style="list-style-type: none"> • Which staff member/s should be informed / take action. • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated. • Cleaning procedure in place. • Arrangements for informing parent community in place. 	If correct procedures are not followed immediately, there is a significant risk that the virus will spread.	H	<p>Clearly defined procedures are in place which all staff are aware of and following, to include:</p> <p>Head or member of SLT to be notified immediately.</p> <p>Isolation room used and any staff who are supporting to wear full PPE.</p> <p>Deep clean of identified areas undertaken.</p> <p>Local / Public health protection team to be notified when further advice is needed and their advice followed as to next steps to be taken. Where 2 or more cases are confirmed within 14 days PHE will always be contacted.</p> <p>Central team / parents informed without identifying the personal details of the child / adult involved.</p>	From the onset of the outbreak of the virus and ongoing	M

	<p>Approach to confirmed COVID-19 cases in place: outside of school hours.</p> <ul style="list-style-type: none"> • Approach to relocating children away from certain parts of the school to clean, if possible. • Cleaning procedure in place. • Arrangements for informing parent community in place 	<p>If additional preventative measures are not taken, the risk of the virus spreading is likely to increase.</p>	H	<p>Head or member of SLT to be notified immediately.</p> <p>Deep clean of identified areas undertaken.</p> <p>If limited numbers of tests – teaching staff to have priority.</p> <p>Central team / parents informed without identifying the personal details of the child / adult involved.</p> <p>Staff and parents of children who have been identified as close contacts (according to new criteria) will be told to isolate.</p>	<p>From the onset of the outbreak of the virus.</p>	M
<p>Pupil re-orientation back into school after a period of closure/ being at home</p>	<p>Approach and expectations around school uniform determined and communicated with parents.</p>	<p>Lack of clarity could lead to confusion / stress for parents.</p>	M	<p>Guidance issued to parents includes understanding about issues of children growing out of uniform and financial pressures.</p>	<p>01.09.2020</p>	L
	<p>Changes to the school day/timetables shared with parents.</p>	<p>Lack of clarity could lead to confusion / stress for parents when talking about changes with their children.</p>	M	<p>Parents aware of new systems and children more likely to be aware of changes when they return.</p>	<p>01.09.2020</p>	L
	<p>Ensuring all children are well and fit to be in school to limit transmission of virus.</p>	<p>Children who may be unwell are in school which may lead to increased transmission of the virus.</p>	M	<p>Children's temperatures taken when appropriate using digital non- contact thermometer. Children with any symptoms are isolated with their siblings and home called.</p>	<p>01.09.20</p>	L

	All students instructed to bring a water bottle each day. Water fountains not in use.	Insufficient reminders could lead to children having no water to drink / sharing bottles or muddling ownership of bottles.	H	All children have their own water bottles that are clearly labelled and go to and from home to school every day. Disposable beakers and jugs of water available for children without water bottles.	01.09.2020	M
	Approach to preparing pupils for a return to school, academic work and new social situations is developed and shared by all teaching staff.	Lack of clarity could lead to confusion / stress for children, parents and staff alike.	H	All staff are aware of agreed approach and confident in their conversations with children and parents. 'Recovery' curriculum in place for return and impact / effectiveness under regular review.	01.09.2020 and ongoing	M
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Insufficient understanding of potential mental health needs and individual families and staff bereavement issues could lead to poor support for those in need.	H	Bereavement policy and procedures in place. Staff are aware of individual cases / level of need. Regular updates ensure that mental health needs remain a priority.	Ongoing	M
	Consideration of the impact of COVID-19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 	Insufficient awareness could lead to support not being given to those most in need.	H	Regular reminders are being sent to all families including next year's reception cohort regarding support that they can access including FSM. Discussions with parents, children and Social Care enable support to be accurately targeted to those in need.	01/09/2020 and ongoing	M
Partial Closure / Lockdown	All students have access to technology and remote learning offer.	Insufficient planning could lead to support / access to I.T. not being given to those most in need and learning not as impactful as possible.		Ongoing review of provision to include implementation of pre-recorded and live sessions, families' access to IT at home, feedback from families and		

	Blended approach between physical and remote learning developed, including support for those CYP who are self-isolating.		M	sharing of good practice within and beyond the Trust ensures that learning offered continues to improve. Lead school identified and coordinating approach to ensure remote learning is of high quality and aligns as closely as possible to provision in school. The new DfE home learning template is shared with parents and on the website.	01.09.2020 and ongoing.	L
Visitors to site	Expectations and procedures are clearly articulated to all visitors to the school.	Unclear expectations and procedures could lead to increased risk of infection	M	Number of visitors to site reduced to absolute minimum. Visitors require an appointment prior to coming into school. Written expectations given to all visitors when they arrive. Visitors to sign in and give their contact details. Prospective parent tours held remotely.	01/09/2020 and ongoing	L
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements may not be reflected in risk assessment.	M	Risk assessments have been reviewed to ensure they reflect any changes due to closure / reopening arrangements for eligible year groups	1.9.2020 and ongoing	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures remotely	School policy and training may not meet challenges of safeguarding children remotely.	H	Policy updated. Staff updated on processes and procedures and made aware of revised wellbeing material that is available. Children who are at home contacted regularly via live		L

				'keeping in touch' sessions and individual children / families contacted by phone where concerns are raised. Pupils for whom we have specific concerns are invited into school.	01/09/20 and ongoing	
	Updated Child Protection Policy in place.	Current policy does not address issues surrounding COVID pandemic	M	Adopted policy which includes appendix related to COVID in place, approved by LGB & available on website	January 2021	L
	Work with other agencies has been undertaken to support vulnerable children and families.	Normal safeguarding systems may not protect all children whilst they may be self-isolating. Potential for more children and families to be considered as vulnerable.	M	System in place for regular phone calls made to isolating families. Contact with social care where needed - remote meetings take place.	01.09.2020	L
	Use of classroom resources.	No additional measures considered regarding use of resources leads to higher level of risk of viral spread.	M	Use of curriculum limited without impacting on learning. Children and staff reminded to maintain prevention procedures. Children have personal set of equipment that is for their use only except for youngest children. School library not in use.	1.9.2020	M
	Consideration given to the safe use of physical contact	Insufficient PPE equipment available.	M	Review of children's needs undertaken and vulnerable children identified. Consistent management plans to ensure they include protective	01.09.2020 and ongoing	M

	in context of managing behaviour.			measures are in place and understood by staff.		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	No review of curriculum plans could mean that 'gaps' in provision go un-noted and expectations are unrealistic.	H	Reviewed plans that support progression/ cohesion across year groups in place and updated as 'lessons are learnt'.	From 01.06.2020 with ongoing reviews.	L
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupils' achievements/ outcomes 	Insufficient thought given to the adaptations to the curriculum could mean that children's emotional and learning needs are not met.	H	Plans are in place that identify curriculum expectations and well-being provision. Staff aware and working with SLT to ensure provision is under constant review. This includes home learning.	From 01.09.2020 with ongoing reviews.	L
	Whole school / Trust approach to additional funding provided to address gaps in children's learning.	Insufficient thought and planning could mean that funding is not targeted correctly and children are not given the best opportunities to reach their potential	H	Ongoing assessment ensures that children's needs are clearly identified and the appropriate support is put in place.	01.09.2020	M
	Behaviour policy reviewed and amended where necessary in line with the current circumstances.	No review of policy could mean that current needs are not identified and as a result support is not put in place	H	Staff training includes need for refocusing children on school expectation as they return.	01.09.2020	L

CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.	Lack of consideration of need of children with EHC plans could mean that individuals do not get the support they require.	M	Individual needs identified and plan in place that includes both remote / in school support and enables assessments to be carried out.	01.09.2020 and ongoing	L
	Annual reviews.	Current situation could mean that Annual Reviews are delayed or do not take place.	M	Timetable in place that allows Annual reviews to take place remotely via EHC hubs.	01.09.2020 and ongoing	L
	Requests for assessment.	Current situation could mean that assessments not initiated and individual children's needs are not being addressed quickly enough.	M	Ongoing conversation with teachers and parents allows for needs to be addressed; assessment to take place remotely, if necessary.	01.09.2020 and ongoing	L
	Supporting children with SEND to understand COVID situation and how they can keep themselves and others safe.	Lack of suitable support could mean that children with SEND are anxious and do not understand how to keep themselves and others safe.	M	Support in place that caters for children's needs including social stories about hygiene and social distancing.	01.09.2020 and ongoing	L
Attendance	Supporting parents to understand that attendance expectations have now returned to pre Covid levels Approach to supporting attendance for prioritised year / vulnerable groups determined.	Lack of information given to parents could mean that some children's attendance is lower than expected .	H	Parents updated about expectations for attendance. Families / children whose attendance is historically poor are identified and their ongoing attendance is monitored and action is taken when required.	01.09.2020 and ongoing	L

	<p>Approach to support for parents where rates of persistent absence were high before closure.</p> <p>Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.</p>			Families identified and supported by Family Worker/ Head of Inclusion.	01.09.2020 and ongoing	L
	Re-opening plans for March shared with governors.	No / limited communication does not allow LGB to discuss / approve plans	H	Governors are confident in the agreed approach to re-opening as they have been presented with plans and approved final decisions.	March 2021	L
	<p>Communications with parents:</p> <ul style="list-style-type: none"> • Plan for re-opening • Social distancing plan • Wellbeing/ pastoral support / support and acknowledgement to parents of home learning • Travelling to and from school safely 	<p>No / limited communication could lead to more concerns and a lack of confidence that their children will be safe. Parents whose children will continue to be home educated may be unclear of the ongoing provision that will be provided.</p>	H	Coherent information provided for all parents that identifies how children in school will be kept safe and how ongoing home learning will be provided.	March 2021 and ongoing	M
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements 	No / limited communication could lead to more concerns and make children more concerned about returning to school.	H	Class teachers to communicate with their children in age appropriate language about what the school day will look like.	March 2021	M

	<ul style="list-style-type: none"> Staggered start times Expectations when in school and at home 					
	On-going regular communication plans determined to ensure parents are kept well-informed	No / limited communication could lead to more concerns and incorrect information.	H	Regular communication will take place via Parent Mail and will also be posted on school website.	01/09/2020 and ongoing	M
Governors/ Governance	Meetings and decisions that need to be taken prioritised.	Extensive focus on broader school priorities leads to poor understanding of risk management linked to re-opening. Decisions are not made in a timely fashion and staff and parents feel the school is under-prepared	M	Virtual meetings with limited agenda to focus on immediate decision making. Agenda focus on immediate actions and changing protocols, alongside school self-evaluation and risk register.	01/09/2020 and ongoing	L
	Governors are clear on their role in the planning and the changing government expectations made of the school. Approach to communication between Leaders and	Governors do not understand their roles and responsibilities in terms of supporting and challenging school leaders on the actions they take to mitigate risk when planning the re-opening of the school.	M	Through communication with governors, make clear that the re-opening plans must be shared with Trustees and parents. Continue to use the normal avenues of communication between governors and leaders.	01/09/2020 and ongoing	L

	governors is clear and understood.	Poor governance leads to poor planning of re-opening which creates greater risks for pupils and staff returning to school.		HT to ensure that Chair of LGB is kept up to date at least weekly.		
	Certain aspects of governance are on-hold in order to deal with the immediate situation; these are agreed and clear with all governors, and there is a plan for when these will be reviewed and potentially reinstated.	Extensive focus on immediate school priorities leads to poor understanding of risk management linked to re-opening. Poor planning of priorities for governance leads to a lack of governor understanding of the school's current position both on re-opening and in terms of ongoing school priorities.	M	CoG and HT agree with clerk the focus for governance during the Covid Pandemic. Meetings to be arranged as and when necessary to support constantly changing situation. Meetings to be arranged within three weeks of re-opening to review plans and risk assessment. Focus for ongoing school priorities to be determined before the end of summer term.	01/09/2020 and ongoing	L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Ad hoc approach could incur costs.	H	All school events will be reviewed on a month by month basis. Decisions about residential trips will be taken in coordination with government announcements to enable trip insurance to be accessed.	01/09/2020 and ongoing	M