

**“Enjoy, Enrich, Excel”**



**Purbrook Park School**

**COVID-19: Risk Assessment and Action Plan**

**Updated: March 2022**

## **Purpose of this document:**

We would like to thank all our pupils, parents and staff for their tremendous support, throughout the Covid-19 pandemic.

We will continue to have a risk assessment and mitigation plan in place, including, for example, good hygiene, cleaning regimes, and ventilation. Additional measures are planned for on a contingency basis, in response, for example, to a local outbreak.

The government's guidance sets out how the Department for Education (DfE) expects schools to operate, and also covers expectations for children with special educational needs and disabilities (SEND).

At Purbrook Park School, we are proud to deliver a broad and balanced curriculum for all our pupils, including support for those pupils who have SEND.

For easy reference, we have listed the risks in alphabetical order in this document. We will monitor that our arrangements are effective and working as planned on a regular basis. Our control measures will be updated appropriately considering any issues identified, and any changes in advice. All existing school policies and guidance continue to apply alongside the actions within this document.

Thank you again, for your tremendous, ongoing support.

Purbrook Park School

THEME	RISK/HAZARD	LEVEL OF RISK (H/M/L)	ACTION TAKEN TO MITIGATE RISK	DATE ACTION TAKEN	LEVEL OF RISK AFTER ACTION TAKEN (H/M/L)
Attendance in school (Pupils)	All pupils need to access education in school	H	All pupils are expected to attend school every day. The school will carry out its responsibilities to record attendance and follow up absence in the usual way. We will issue sanctions, including fixed penalty notices and referrals to the attendance legal panel, in line with Hampshire County Council's code of conduct.  Holidays in term time will not be authorised.	March 2022	L
Attendance in school (Staff)	Need for sufficient staff to run the school safely	H	All staff are expected to attend school every day.	March 2022	L
Behaviour	Need to remind pupils of our school behaviour policy	M	Our pupils are very well behaved and adapt well to change. We have a strong behaviour policy, and all pupils are expected to follow our four key rules:  <ol style="list-style-type: none"> <li>1. Be on time and be ready to learn</li> <li>2. Follow instructions first time</li> <li>3. Be polite and show care and respect</li> <li>4. Focus on achieving your personal best</li> </ol> Sanctions are issued if necessary. Our Friday detention runs each Friday afternoon from 2.20pm – 5.00pm.	March 2022	L
'Catch it, bin it, kill it'	Good personal hygiene	H	Pupils are encouraged to use a tissue if they sneeze or need to blow their nose. Every classroom has a bin for waste. Tissues should be put in the bin immediately after use.	March 2022	L

Cleaning	Thorough arrangements to maintain a clean site	H	The school is cleaned on a daily basis. Contact points, work surfaces, door handles, stair case banisters, chairs and taps are all cleaned regularly. There is a hand sanitiser on the wall in every classroom.	March 2022	L
Confirmed cases of Covid-19	Need to keep pupils and staff safe	H	In the event of a positive test result, pupils should stay at home to self-isolate. If a pupil receives a positive Covid-19 test result, we ask all parents to contact the school as soon as possible. By acting quickly, we will minimise the risk of spreading the coronavirus in our local community.	March 2022	L
Contingency planning in case of a local outbreak	Need to provide continuity of education	H	All teachers will provide high quality remote learning via Edulink, aligned as closely as possible with in-school provision, in case of a local outbreak.	March 2022	L
Curriculum Provision	Need for all pupils to make the best progress in all of their subjects	H	We offer a full, broad and balanced curriculum for all pupils. All teachers have reviewed the curriculum, particular at Key Stage 3, in order to prioritise the most important components for progression to GCSE. Teachers in practical subjects such as PE, dance, drama, and in subjects which involve the extensive use of equipment such as Science and ADT, have carried out their own risk assessments to reduce the risk of infection for all pupils and staff.	March 2022	L
Disadvantaged Pupils	Need for all pupils to make the best progress in all of their subjects	H	All teachers adapt their teaching to ensure that disadvantaged pupils are able to make good progress. Teachers will target additional catch-up support for pupils, as required. We are aware that some pupils may be more anxious than others, and we will contact families on an individual basis, to discuss any additional support.	March 2022	M

Equipment and resources	Need for good hygiene to reduce the risk of transmission	H	In the interests of good hygiene, we recommend that pupils and staff bring in their own equipment and resources, such as stationery, reading books, lunch boxes and coats.	March 2022	M
Emergency evacuation, including fire procedures.	Need to ensure everyone's health and safety, in case of an emergency.	H	Our emergency evacuation procedures, including our fire alarm, remain the same. On hearing the alarm, everyone must evacuate the building immediately via the nearest exit, and make their way to the MUGAs outside.	March 2022	L
Face Coverings	Need to reduce risk of transmission	H	Pupils, staff, and visitors may choose to wear a face covering in school corridors and when moving around inside the school buildings.	March 2022	L
Hand and respiratory hygiene	Need for good hygiene to reduce the risk of transmission	H	Every classroom has a hand sanitiser attached to the classroom wall for pupils to use, if needed.  Hand sanitisers are on the wall in toilets too. Pupils are encouraged to sanitise their hands on the way out of the toilets.  Windows and doors will be open in classrooms, to increase natural ventilation, wherever possible.	March 2022	M
Health & safety and equalities duties	Need to adhere to health and safety and equalities duties	H	The school assesses health and safety risks, and considers how to meet equalities duties on a regular basis.	March 2022	L

Illness	Need to reduce the risk of transmission	H	<p>If anyone has any of the main symptoms of Covid-19, <b>then they should not come into school.</b></p> <p>If anyone in the school becomes ill during the school day with any of the main symptoms of Covid-19, they will be sent home. If a pupil becomes ill during the school day with any of the symptoms of Covid-19, they must report to our Pastoral Hub. Pupils with symptoms will be required to wait in our additional designated medical room, until parents are able to collect them. This room is adjacent to our Pastoral Hub, with a door that can be closed, a window for extra ventilation, and a separate toilet nearby.</p> <p>Everyone must wash their hands thoroughly or use hand sanitiser after any contact with someone who is unwell. The area used by the person with symptoms will be cleaned to reduce the risk of passing the infection on to other people.</p> <p>Pupils and staff should return to school as soon as they can, in line with the most up to date government guidance.</p>	March 2022	M
Maintenance of the site and school buildings	Need to ensure health and safety	M	The site team check the entire site regularly, to ensure that it is compliant in terms of health and safety for all pupils and staff.	March 2022	L
Medical Conditions	Need to ensure health and safety	H	We are aware of the comparatively increased risk for pupils and staff who are living in households where someone is clinically extremely vulnerable, or for pupils and staff with certain medical conditions, such as obesity and diabetes. We will consider any concerns on an individual basis.	March 2022	L
Mental Health & Wellbeing	Need to support everyone's good mental health and wellbeing	H	Our teachers provide additional support during Personal Development Learning (PDL), and Personal, Social and Health Education (PSHE) lessons. Our pastoral team will contact families to discuss additional support on an individual basis, if required.	March 2022	L

Safeguarding	Increased risk to pupils not in school	H	Staff report safeguarding issues using CPOMS, in the usual way.	March 2022	L
SEND	Need for all pupils to make good progress	H	Our SENCo and team of teaching and learning assistants (TLAs) plan specific help for pupils who may require additional support.  Specialists, therapists, clinicians, and other support staff for pupils with SEND, provide interventions, and are expected to comply with the school's arrangements for managing and minimising risk, including enhanced cleaning in the SEND teaching rooms.  Teachers adapt their teaching to ensure that pupils with SEND are able to make good progress in all of their subjects. Teachers target additional catch-up support for pupils with SEND, as required.	March 2022	L
Testing	Need to reduce the risk of transmission	H	From 21 <sup>st</sup> February 2022, staff and pupils will not be expected to continue taking part in regular asymptomatic testing.	March 2022	M
Uniform	Our PE changing rooms have reopened.	H	We expect all pupils to wear full school uniform. Due to the need to open doors and windows to increase natural ventilation in classrooms, we have adapted our school uniform to include a plain black or navy v neck jumper, which can be worn under the school blazer, if required.  Pupils need to bring their PE kit to school on the days when they have PE.	March 2022	L
Ventilation	Need to ensure ventilation in classrooms	H	Teachers ensure that doors and windows are open in classrooms, as appropriate, to increase natural ventilation, while maintaining a comfortable learning environment for all our pupils.	March 2022	L