

COVID -19


10.11.2020 RISK ASSESSMENT ADDENDUM – please read alongside Risk Assessment

Name of assessor	Alex Burrell
Date	13.01.21
Site	Heartsease Primary Academy
Task being assessed	The opening of Heartsease Primary Academy to keyworkers, vulnerable children SEND provision, Nursery on the 5 th January 2021 during the national restrictions in place for the COVID-19 pandemic.
<p>The headteacher will set numbers of children admitted during lockdown based on assessment of risk and staffing. Keyworkers and vulnerable children will be allocated places using the LA criteria. All SEND pupils who attend Moonstone will be offered a place. Nurseries will remain open for all pupils but session times may change to allow smaller bubbles.</p> <p>Heartsease Primary Academy will offer the following provision: 5 bubbles which offer x12 spaces for vulnerable and key worker pupils, 1 bubble which is a Nurture provision for vulnerable pupils which offers x12 spaces, Moonstone which offers x13 spaces for our high needs SEND pupils and a Nursery bubble which offers x10 spaces for morning and afternoon sessions.</p>	

Area of Risk	Additional Control Measure/Update	By Whom	When
A pupil with COVID-19 attends site	<ul style="list-style-type: none"> Parents received a letter (dated 06.01.2021) advising them of government requirements not to send in any pupils who have experienced COVID 19 symptoms or tested positive for COVID 19 within the last 10 days, or if someone in their household has displayed COVID-19 symptoms in the last 14 days or if they have been contacted by NHS Test & Trace to say they have been in contact with someone with COVID 19 in the past 14 days. Parents within the bubble where there has been a suspected case are informed as such in case they wish their child to remain at home until confirmed test outcome is received. Bubbles will be closed immediately where a positive case occurs and Government guidelines followed 	HT	06/01/2021

A visitor with COVID-19 attends the site	<ul style="list-style-type: none"> External visitors are not allowed on site, this now extends to volunteers, supply teachers, external visitors who support in the delivery of the curriculum. External visitors who support the curriculum are now providing online sessions to support children's home learning. Educational Visits are not permitted Essential maintenance from outside contractors will take place outside school hours unless safety of site is compromised 	HT	06/01/2021
Pupils, parents, visitors and staff come into contact with COVID-19 on journey to or from school	<p>Minibus travel to Moonstone and Launch Pad provision</p> <ul style="list-style-type: none"> All staff MUST wear face coverings If parents wish their child to wear face coverings they can do so 	HT	06/01/2021
Pupils' parents in close proximity during a pandemic	<ul style="list-style-type: none"> All parents/carers MUST wear face covering when dropping their child anywhere on the school site 	HT	06/01/2021
Pupils and staff in close proximity during a pandemic	<ul style="list-style-type: none"> Pupil groups in the keyworker and vulnerable children provision will be limited to 12 pupils. This will ensure that children can be spaced out appropriately. Keyworker and vulnerable children are prioritised in line with Norfolk County Council guidance. 	HT	06/01/2021
Staff Members do not understand control measures	<ul style="list-style-type: none"> Staff meeting to take staff through the risk assessment and Lock Down plan occurred on 06.01.2021. 	HT	06/01/2021
Premises staff/FM Company does not understand control measures	<ul style="list-style-type: none"> Risk assessment has been shared with all member of facilities team by the Facilities Manager on 06.01.2021 and updated again on 13.01.2021 	HT	06/01/2021
FM Company do not take appropriate steps to keep their staff safe	<ul style="list-style-type: none"> Trust facilities manager following Risk Assessment and has shared with staff Met with caretaker from Kier and went through lockdown plan and RA actions 06.01.2021 and updated again 13.01.2021 	HT	06/01/2021
Reduced staff ratios compromise the safety and security of pupils	<ul style="list-style-type: none"> School will not open if satisfactory staffing cannot be maintained due to sickness, self-isolation or shielding Academy will not use supply teachers during this period 	HT	06/01/2021
Covid 19 is spread between SRB pupils and their home schools	<ul style="list-style-type: none"> The SRB is currently closed to pupils The SRB teacher will provide daily learning online for pupils who would normally attend the SRB, this includes 1:1 speech therapy 	HT	06/01/2021

Covid 19 is spread by temporary staff or external specialist support staff	<ul style="list-style-type: none"> No external or temporary staff are allowed into school during this period unless this is essential. 	HT	06/01/2021
Curriculum delivery/Remote Learning	<ul style="list-style-type: none"> Pupils attending the vulnerable and keyworker provision will follow the remote curriculum with adult support Devices supplied by Dfe will be allocated to families at the discretion of the headteacher Paper packs will be supplied to pupils who have no way of accessing the remote learning package Remote Learning will be provided to all pupils – See Blended Learning Policy and Remote Learning Guidance for Parents 	HT	06/01/2021

Review Date	18 th February 2021
Signature of Academy Headteacher	
Date	13.01.2021
Countersigned by CEO	
Date	13.01.21