

Houghton Valley School Risk Assessment for COVID-19

Risk profile for our school community

The COVID-19 Protection Framework supports a range of mitigations we need to adhere to, to keep our school community as safe as possible.

Our COVID-19 response plan is regularly reviewed, including risk assessment.

Potential risks and considerations

Potential risk	Risk Rating	Considerations/Mitigations	Residual Risk Rating
Learners with higher levels of disadvantage	High	<ul style="list-style-type: none"> Consider prioritising their attendance in situations where you may need to split learning onsite and offsite Personalised mitigations considered and put in place 	Medium
Learners at higher risk of severe illness especially if not fully vaccinated	High	<ul style="list-style-type: none"> Consider further health measures that might be introduced to support onsite attendance Encourage whānau to seek medical advice regarding attendance onsite Plan in advance for their learning from home if needed 	Medium
Teaching and support staff at higher risk of severe illness	High	<ul style="list-style-type: none"> Encourage staff to get their booster vaccination as soon as they become eligible Consider further health measures that might be introduced to support onsite attendance Encourage staff member to seek medical advice regarding attendance onsite 	Medium
Students with additional learning needs	Medium	<ul style="list-style-type: none"> Consider prioritising their attendance on site in situations where you may need to split learning on and offsite Do they have access to appropriate resources and support at home? 	Low
Vaccination rate	Severe	<ul style="list-style-type: none"> Continue to encourage vaccinations in your community 	High
Community very cautious about sending children to school when there is community transmission	High	<ul style="list-style-type: none"> Maintain communications and reassurances about the health measures you have in place to reduce risk Prepare to support some form of learning from home, wherever possible How can you keep connected with these children/students? Encourage vaccination and reassure about having high levels of vaccination in your community where appropriate Will increased health measures at Orange encourage greater attendance onsite – eg, face coverings, groupings? 	Medium
Very high proportion of staff and student absence (self-isolating / confirmed cases)	High	<ul style="list-style-type: none"> Continue with our plan to support learning both onsite and offsite Limit staff onsite to only those necessary to safely support children/students who are attending onsite Prioritise attendance onsite for most vulnerable learners and those who don't have an appropriate care option at home Ensure there are sufficient staff/contractors to provide key functions (eg, cleaning, first-aid, emergency response) 	Medium

Health measures - summary

The measures which already apply at each traffic light setting are highlighted and ticked (✓).

Health measures	R e d	O r a n g e	G r e e n	Notes / Actions needed
Good hand hygiene and cough/sneeze etiquette	✓	✓	✓	Staff communication and signage supports this. Masks are available in all classrooms.
Monitor closely for symptoms and stay away if sick	✓	✓	✓	Students/ staff who are showing any symptoms of COVID-19 are sent home and offered a Rapid Antigen Test to take home.
Vaccination required for all workers, paid and unpaid.				Government mandate no longer applies for education workers from 4 th April 2022
Vaccination including boosters encouraged	✓	✓	✓	Keep communicating vaccination information to Whānau.
Case management/contact tracing				Contact tracing no longer required but Ministry of Education informed of each case and school community regularly updated on active cases
Good ventilation – ensure all windows and doors designed to open do	✓	✓	✓	Good ventilation in classrooms
QR codes [#]				Although no longer required QR codes will be displayed as recommended by Ministry of Education
Face masks	✓			At orange and green, face masks are optional staff and students may continue using as a health measure in orange and green setting
Face masks required on school transport and public transport for years 4 and above (age 8 and above)	✓			Face masks are optional staff and students may continue using as a health measure in orange and green setting
Children with complex medical needs (particularly if not vaccinated) – seek medical advice to support onsite learning	✓			Staff communicating with Whānau
Physical distancing between classroom groups – 1 metre when indoors, wherever practicable.	✓			Encouraged where practicable
Large groups of students meeting indoors should not go ahead unless held outdoors	✓	✓		
Exercising, singing and using wind instruments strongly recommended to be held outdoors where possible	✓			
Students from other schools are permitted onsite for curriculum-related activities, but 1 metre physical distancing will apply where practicable	✓	✓		
No non-essential visitors onsite	✓			Whānau welcome to come into school to see the classroom teacher. They must wait outside the learning spaces to pick up and collect children.
No external students onsite for non-curriculum related inter-school activities	✓			
Non-curriculum related events should be limited or not go ahead	✓			

Health measures	R e d	O r a n g e	G r e e n	Notes / Actions needed
Essential services continue onsite (eg, Ministry of Education, learning support services, ERO, NZQA, Police, Fire, Mobile Dental units)	✓	✓	✓	
Minimise attendance for non-essential services	✓			
Teaching across different groups minimised as much as possible.	✓			Teachers will remain in their own classroom as much as possible. Activities such as buddy time will be limited at this time
Fully immunised and wearing face coverings, staff and relief teachers	✓	✓		Government mandate no longer applies for education workers from 4 April 2022
Face coverings for staff in class – years 0 to 3	✓			Optional but staff may want to continue using it as a health measure in an orange and green setting. Immunocompromised staff advised to wear mask at all settings
Change furniture layout to increase space between children/students	✓			Staff are aware of this and place themselves and students accordingly The Aranet CO2 monitor rotated in spaces and all windows and doors must be open. Even when heaters on.
Have designated seating to minimise close contacts, should someone infectious with COVID-19 attend	✓			Staff are all aware of where students are sitting with when inside
If onsite delivery is not possible for all learners - roster attendance onsite (prioritising full time attendance for those who need to attend)				Our staff is prepared for this and know what Distance Learning looks like
If onsite delivery is not possible for all learners -prioritise attendance for most vulnerable learners including new entrants in primary settings	✓			Staff have provided Distance Learning Plan plus hard packs have been sent home
Issue devices / resources in readiness for possible move to Red				We are aware of those Whānau who need support with devices

At phase 3 of the Omicron response, contact tracing is optional. Many schools continue to notify their community if there have been active cases in a particular class.

Checklist – key functions

Do you have sufficient staffing to ensure key functions can continue to operate?

If 'no', you will need to take action, which at a very worst-case scenario may require the school closing onsite and moving to learning from home.

Critical functions	✓ /	Notes / Actions needed
Non-teaching staff to manage school operations onsite – eg, reception, payroll, facilities management, finances	✓	3 staff members are authorised to complete these tasks
First-aid staff	✓	All staff in medical room, Leadership Team and other members of staff associated with high health or staff who have completed First Aid Training
Emergency management capability onsite	✓	The Leadership Team and Health and Safety Officer know what to do if there is an emergency. The students also practise termly
Cleaning staff to meet minimum health and safety requirements	✓	The cleaner is doing extra surface cleaning. Doors are wedged back to minimise touching of communal surfaces. Cleaning product are in all rooms
IT capability to support onsite / offsite learning	✓	Fully functional for offsite learning
Qualified teachers to support the numbers of learners onsite	✓	
Support children with additional learning needs	✓	Classroom teachers and SENCO have personalised learning
Specialist facilities management staff eg - drinking water supply, specialist pool maintenance	✓	Regularly cleaned, including handrails
Contact tracing / communications when cases appear in your school	✓	Spreadsheet including active cases. Regular updates to community via school app of active cases