

Risk Assessment Coronavirus – COVID-19
For use by schools during reopening in the autumn term

Location / Site	Weston Shore Infant School
Activity / Procedure	Opening school in autumn term
Assessment date	Wednesday 3 rd November 2020
Assessment serial number	04
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Southampton City Council/Borough of Bournemouth, Christchurch and Poole, Dorset, Portsmouth) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government's '<i>Stay Alert</i>' campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>	

Identify hazards	Record all hazards that are specific to this task
Lack of or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils or visitors do not follow guidance.	
Deliveries and waste collection means outside workers expose the school population to the virus.	
Contractors expose the school population to the virus.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Lack of knowledge of the NHS Test and Trace process.	
Lack of PPE (if required).	

Identify people at risk	Circle boxes where persons may be affected by hazards
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Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk from of injury
Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).	
School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support, if this cannot be achieved then they will notify the HET immediately.	
The DSL must be available on site or via phone.	
No parent must enter the school buildings unless asked to do so or in the event of an emergency.	
All staff are to have their temperature taken before entering the school and any staff with high readings should be sent home and follow coronavirus guidance. Pupils will not be routinely temperature checked.	
All staff to use hand gel on arrival.	
All visitors and meetings will be cancelled or significantly reduced unless an emergency. Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout.	
Classrooms are organised so that pupils are positioned side by side and facing forwards. This includes on carpet spaces where possible.	
1-1 contact times should be reduced to avoid staff and pupils being less than 2 metres from each other. Where this is not possible staff and pupils should avoid close face to face contact and minimise time spent within 1 metre of anyone.	
Staff and pupils are placed in separate class bubbles which minimises contacts and mixing between people and reduces transmission of coronavirus across the school. Staff that move across classes, such as those teaching PPA and school leaders, will remain two metres from children and other adults in the group as much as possible. Exceptions will only be made if a child is unsafe or if learning is being hindered. In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact. (Staff moving across bubble may wish to wear visors to protect the bubble further)	
<ul style="list-style-type: none"> • Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own. • Any resources, such as PE equipment, that will need to be shared across bubbles, will be dipped in disinfectant at the end of a lesson and left to dry. • Those staff who have returned from shielding will be allocated their own equipment for their bubble to prevent them handling equipment outside of their own environment. This includes outdoor 	

equipment, subject specific equipment, general stock and library/reading books

Other:

- Stop hand shaking of pupils and visitors;
- Do not use shared cups in class (e.g. using cups for water), replace with disposable cups;
- Inform parents to ensure pupils have water bottles in school, rather than placing these in containers close together ensure they are separate on the side. Use disposable cups where you can.

-children only bring water bottles to school, plastic zippy book bags once a week only and no PE kits for Autumn 1.

-choirs and orchestras will not reconvene

-peripatetic lessons for any wind instrument will be discussed with the provider to ensure that safety measures and meticulous cleaning of the room takes place between lessons. Where possible, wind instrument lessons will take place in an empty room with a hard floor that can be easily washed where possible

Any existing individual risk assessments (disability, young persons or new/expectant months) to be reviewed.

All staff are aware of what to do should they feel unwell, Notify SLT immediately if you feel unwell at any time during the day and follow guidance.

All staff in school are aware of what to do in the event of a fire and have had appropriate training.

Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.

SLT to ensure pupils with a Behavioural Risk Assessment have their 1-1 support where stated. Ensure an SEN risk assessment is updated for the child to help them adjust to any new expectations so they can continue with their learning.

School to liaise with their catering provider and notify the HET if school meals hot or cold are no longer available for staff and pupils.

As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work at all times. Medicines will be administered in the classroom where possible to prevent too many children coming to an office. Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate.

If a pupil becomes unwell with signs of coronavirus, PPE must be worn by staff caring for the pupil while they await collection if a distance of 2 meters cannot be maintained. Pupils will be moved to a space away from other pupils and a separate area to be allocated for use during that time. Schools will aim to secure three contact numbers for every child in case of this emergency

Staff members are aware of the NHS Test and Trace process and are ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they were to test positive for coronavirus, and self-isolate if they have been in close contact with someone who develops coronavirus.

Physical Activity

- physical activity is prioritised to outdoor sports where possible and large indoor spaces where not;
- maximising distance between pupils is particularly important due to the way people breath during exercise;
- pupils are kept in consistent groups (bubbles);
- sports equipment is thoroughly cleaned between each use by different individual groups;
- contact sports are avoided.

- the school will closely follow England grassroots guidance.

Communication to parents

When parents drop off and pick up the pupils they will come to an allocated gate. Yr R will use the gate in the car park, Year 1 the main car gate and Yr 2 the main pedestrian gate. This will be staggered drop off and collection times and “free flow”, parents will say goodbye to their child at the gate and the child will walk to their entrance. At home time, parents will be ushered to wait on a red spot to collect their child.

Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.

Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).

Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Signs are visible along the fence line.

All information needed to be given to parents must be done via text, email or phone call. A frame could be used and positioned by the main doors in use.

Deliveries/Waste collection

If practicable drivers should wash or clean their hands before unloading goods and materials.

Do not approach delivery staff, allow packages to be left in a safe place.

Hands are to be thoroughly washed after handling all deliveries or waste materials.

Waste to bags and containers - to be kept closed.

Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).

Cleaning & Hygiene

Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.

A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.

Equipment that is shared across bubble must be cleaned meticulously before used by another set of children

Once products begin to run low, notify the estates officer (Graeme Staddon) who will ensure supplies from other schools are shared out/sourced.

Shut off all classrooms and areas that are not in use and ensure staff and pupils do not access the rooms/offices.

Staff will use allocated toilets; Year R staff to use the toilets near the staff room. KS1 and office staff to use the toilet near the foyer.

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed. If stocks are low, please contact the EO estates officer (Graeme Staddon)

Inform parents of hygiene expectations and discuss with pupils.

Clean surfaces that pupils and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

Ensure that all adults and pupils:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;

- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Ensure that bins for tissues are emptied throughout the day.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

Contractors

Only contractors carrying out essential maintenance and statutory testing deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene.

Staff and contractors are to maintain a safe distance between themselves and others (2 metres).

All contractors are to wash their hands upon entering the site.

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- wash hands on entry into individual work areas – or use alcohol-based hand sanitiser;
- repeat the hand washing/sanitising every hour.

The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

Existing level of risk	Consider current level of risk with existing controls in place
Due to the nature of the virus there will be a higher risk compared to other illnesses. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Louise Adams at the Hamwic Education Trust.	

Additional control measures	List any additional control measures that are required
<p>Staff can choose to wear PPE in school if they feel the need to do so. We will provide staff with a visor if they wish. Staff are asked to wear a mask if outside school on school grounds at drop off/collection times.</p> <p>Each class will form a year group bubble. The bubbles each have their own designated entrance and staggered time.</p> <p>Drop off and collection</p> <p>All adults entering the site will wear a mask unless they are exempt.</p> <p>Year 1 will arrive 8.40-8.55 at the main pedestrian gate. They will walk through the gate, say goodbye and their parent will exit through the car park gate. A member of staff will direct children to the main entrance door where they will be provided with hand sanitizer.</p> <p>Year 2 will arrive 8.40-8.55 at the main pedestrian entrance gate and a member of staff will direct them to their classroom door, where they will be provided with hand sanitizer. Their parent will exit the site via the car park gate.</p> <p>Year R will enter through the Year R gate, along the fence line in the car park. This will take them directly into the Year R area. There will be no car parking along this fenceline for the foreseeable. Staff have been notified to park on the opposite side of the car park and double park as necessary. Cones will be used to depict the waiting area.</p> <p>Parents will collect from the same gate as drop off. They will be signalled to wait on a waiting spot and children</p>	

will be sent out to meet them. Parents will continue to use the red lines along the footpath and will be encouraged to move away promptly.

Playtime and Lunchtime arrangements

Each bubble will have their own area of the playground for play and lunch time use. This will be marked with red contractor spray paint. Staff within each year group will cover playtime supervision. Year R will use their own outside area for play and lunch break.

At playtime and lunchtime, Year R will use their classroom toilets, Year 1 will use the Rainbow room toilets and Year 2 will use the outside toilets.

At lunchtime the hall will be divided so that 2 classes can use the space at any one time. Year R come to the hall at 11.40 until 12.10. The tables will then be sanitised, leaving 5 minutes for this to clean the tables before Year 2 arrive. Year 1 will enter 11.50 and Year 2 will enter at 12.15. From Autumn 2, Children will sit at a table and will be served a plated meal (including pudding) by the lunch time supervisors,. This will ensure free flow from class to lunch table. The lunch supervisors will clear the plates from the children when they have finished.

Lunch staff will be allocated to a bubble and will wipe down tables between uses. Tables and chairs will be put away at the end of lunch every day.

Equipment and resources

Each bubble will have their own resources. These will be washed regularly. Children will not bring a book bag to school, only a water bottle. PE kits will not be used in Autumn 1 or Autumn 2 and the PE curriculum is for OAA so problem solving activities outside as much as possible (weather dependent). Children will take home a reading book in a plastic zippy back, once a week only. These will be returned on a set day. Teachers will be responsible for opening these bags and changing the books and will take appropriate precautions when doing so. Support staff, over the age of 60, will not be expected to handle the returning bags/books until after quarantined.

First Aid

First aid will continue to be administered within the class bubbles for minor injuries. Sarah Fugard and/or Lucy Sketcher will manage more serious injuries, wearing PPE to do so. Children will sit on plastic chairs to have first aid administered

Other staff and visitors

Whilst staff will remain in their allocated bubble, Imogen Woodward (HLTA) and Anna Evans (ELSA) will work across 2 classes, Year R and 1 and Year R and 2 respectively.

Our school SALSA will be making fortnightly visits to school. She will only work with children from one bubble per visit. The SALSA has her own specific risk assessment document.

Other visitors such Educational Psychologist and SAOS will be risk assessed as and when these visits reconvene. PPE will be used where appropriate and contact with other staff and pupils will be kept to a minimum.

The charity Honeypot will be visiting throughout Autumn 2 to support Year 2 pupils with their mental health. Honeypot staff will sign in, completing Track and Trace and will be temperature checked on arrival/given hand gel. They will be escorted to the Rainbow room (intervention classroom) wearing masks/visors. The tables in this room will be wiped down ready for their visit. Honeypot staff will use the staff toilets near the staffroom if required as these are closest to the Rainbow room. Please see Honeypot's own risk assessment.

Prevention is still the best approach:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)
- 7) Ensure good ventilation within classrooms by opening windows/doors where safe to do so

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

School leader's comments	Insert comments relevant to findings as appropriate
All staff must prioritise their own safety and that of the children in their care. We will only open when safe to do so. Decisions to close may be made at short notice due to Government or Trust guidance or changes in staff/pupil ratios.	

Name of school leader	Signature of school leader	Date
Vanessa Ridler		4th November 2020

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
Tuesday 8 th September	V Ridler S Fugard		Changes in green – slight change, parents walk their child in through the gate and out the other to promote a flow of travel.
Tuesday 22 nd September	V Ridler S Fugard		Changes in Yellow – the wearing of masks on site for all adults during drop off and collection. Slight change to drop off time, increased to 15 minutes for 1 and 2 combined.

Thursday 22 nd October	V Ridler S Fugard		Changes in red – visiting Mental health team to support Yr 2 pupils and changes to lunch arrangements.
Wednesday 4 th November	V Ridler S Fugard		Changes in pink – additional ventilation, changing of reading books, the wearing of PPE,

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD					
5	Fatalities	SEVERITY	5	10	15	20	25
4	Major		4	8	12	16	20
3	Serious		3	6	9	12	15
2	Minor		2	4	6	8	10
1	Negligible		1	2	3	4	5
			1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable – Monitor. See note 1 below.
Moderate Risk	Acceptable - subject to guidance. See note 2 below.
High Risk	Unacceptable. Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **‘so far as is reasonable practical’**

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **‘so far as is reasonable practicable’** and must be reduced to a minimum commensurate with the needs of the task.