

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

Location / Site	Upper Shirley High School
Activity / Procedure	Opening school in Autumn term
Assessment date	10.7.2020
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 of injury
	USH will follow all DFE/Government guidance, which will be made available through updates from the Hamwic Education Trust (HET).
	SLT 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, 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.
	Any member of staff feeling hot, or unwell, should have their temperature taken before starting their day.
	Any staff, or pupils with high temperature readings, should be sent home and follow coronavirus guidance.
	Any pupils suspected of having a high temperature, should also be tested, sent home and follow the guidance.
	Use of staff IT badges to sign in and out via the reception entry system. Where not working, the Receptionist to manually sign in the colleague.
	Finger printing identification for the cashless catering system to be suspended and identification moved to name and photo recognition.
	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 two metres from each other. Where this is not possible, staff and pupils should avoid close face-to-face contact and minimise time spent within one metre of anyone.
	Staff and pupils are placed in separate groups (or bubbles), which minimises contact, 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).
	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 cleaned with an antibacterial wipe at the end of a lesson.

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.
<p>Other Measures:</p> <ul style="list-style-type: none"> • Stop hand-shaking of pupils and visitors. • Do not use shared cups in class (eg using cups for water); replace with disposable cups. • Inform parents to ensure pupils have water bottles in school. • Ensure pupils bring minimum equipment to school by taking measures such as coming in kit on PE days. • Choirs and orchestras will not reconvene. • Peripatetic lessons for any wind instrument will be discussed with SCC to ensure that safety measures and cleaning of the room takes place between lessons.
Any existing individual risk assessments (disability, young persons, or new/expectant mothers), 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.
We will liaise with the catering provider and notify the HET if school meals, hot, or cold, are no longer available for staff and pupils.
Any meetings where the group size is too large to socially distance in one room, will be held by video conferencing software such as Zoom/Teams/Google Meet, etc.
<p>PREVENTION IS STILL THE BEST APPROACH</p> <ol style="list-style-type: none"> 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 and 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). <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p>
<p>PHYSICAL ACTIVITY</p> <ul style="list-style-type: none"> • 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 breathe 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.
<p>SCHOOL TRANSPORT (OFFSITE ACTIVITIES)</p> <ul style="list-style-type: none"> • Where possible, pupils are grouped together on transport in the bubbles that are adopted within school.

- Hand sanitiser is used upon boarding and/or disembarking the vehicle.
- Additional cleaning of the vehicle takes place.
- Organised queuing and boarding is in place.
- Distancing of occupants within vehicles should take place, where possible.
- Pupils over the age of 11 should use face coverings where appropriate ie if they come into very close contact with people of their group, or who they do not normally meet.

COMMUNICATION TO PARENTS

- When parents drop off and pick up the pupils, this must be done outside of the school site at a safe and sensible distance from the main gates and be respectful of our neighbours.
- Advise 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).
- 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 practical, 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 (ie 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, eg work surfaces, door handles, taps, etc. are all thoroughly cleaned and disinfected regularly.
- Equipment that is shared across bubble must be cleaned meticulously before being 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.
- Ensure adequate stock levels of hand sanitiser/tissues are available and replenish, as needed. If stocks are low, please contact the EO (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, banisters, 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 (two 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.

WELFARE FOR STAFF

- The wellbeing of staff continues to be a priority and we will continue to produce our fortnightly wellbeing bulletin to signpost useful information and sources of support.
- Staff are encouraged to talk to their Line Manager, if they have any worries, or concerns.
- Line Managers will 'check in' on their team members, whether in school, or home working, in the event of partial, or full school closure.
- Two mental health first-aiders are available to give support to staff (JPR/GFI).
- From September, a wellbeing community chaplain will be in school for staff to discuss non-work related personal matters (one after school session per week).
- Health & Wellbeing information is available to staff via the Hamwic intranet.
- Staff have access to the Hamwic Employee Assistance Programme and this is regularly signposted.
- A safety screen has been installed at our main Reception.
- Other safety screens have been installed at counter points (Library and General Office).
- Staff are given the opportunity to read, review and contribute to risk assessments.
- Staff are invited to SLT Q&A sessions in relation to covid-19 secure adaptations and procedures
- Antibacterial wipes/spray and cloth will be supplied to enable staff to wipe down equipment & resources, tables, phones, switches, kettles, cupboards and other surfaces after use.
- A hand sanitiser station is being installed in reception, hall, canteen and exhibition hall.
- Staff are encouraged to sign in and out of school using their ID badge, to avoid using the touch screen.
- Staff are encouraged to use their own mug, wash it and take it home every day.
- PPE will be available for staff who feel they need it, eg those managing first-aid and those who may need to work closely with children - possibly those with SEN needs.
- For some staff who, by the nature of their job, require focused and sustained time with students supporting their learning (ie TAs'), we will be encouraging them to wear face shields.
- We are promoting the CPNI 'Your colleagues need you to' campaign, to encourage staff to social distance with each other and work together to protect the USH community.
- Staff are encouraged to politely remind colleagues if they are not adhering to safety measures. If problems persist, staff have been told to seek support from SLT.

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

FACE COVERINGS

- To provide additional confidence to support a full return to school, we expect that:
 - Students will wear a face-covering when in communal areas and when moving about the school (where it is not always possible to maintain social distance)

- When moving generally around the site, staff can decide if they wear either a face shield (supplied by the school), face covering, or both
- Parents have been advised it is their responsibility to provide a face covering for their child (SWO's letter of 28th August 2020)
- Parents have been advised that the face covering should:
 - cover your nose and mouth while allowing you to breathe comfortably
 - fit comfortably, but securely against the side of the face
 - be secured to the head with ties, or ear loops
 - be made of a material that you find to be comfortable and breathable, such as cotton
 - unless disposable, it should be washable and ideally, own a spare so you can change it regularly
 - be kept in a small (sandwich-style) plastic bag when not in use, to avoid contamination
 - be plain, or with a simple pattern - no inappropriate designs, or slogans.
- Students and staff who are unable to wear a face covering for medical reasons, will be exempt from this expectation

STAFF INDUCTION AND TRAINING

Our whole school INSET days on 3rd and 4th September will give all staff training on the following areas; this will ensure our expectations, along with staff responsibilities, are made very clear to everyone:

- Teaching and Learning Strategies under COVID
- Inclusion Strategy/Graduated Approach & Mental Health Awareness training
- Small group catch-up intervention procedures
- Day-to-day practical arrangement training
- SEND/Safeguarding updates

STAFF COMMUNICATION

- From September, the SLT bulletin will continue on Monday mornings, via email. There will then be a whole school staff meeting, via Zoom, (or other video conferencing software), at 3.30pm every Monday to follow-up.
- Wisdom Wednesdays will continue, via a video conferencing software (such as zoom) at 3.45pm-4.00pm.
- On Fridays, a bulletin will be produced where staff announcements can be shared to reduce email traffic.

PROCESS FOR BUBBLES

- We will treat year groups as separate bubbles.
- Students will have staggered start and leave times; a delay of 10 minutes between each year group (bubble).

Start times for Year Groups:

Year Group	Start Time
7	8.30am
8	8.40am
9	8.50am
10	9.00am
11	9.10am

Leaving times for Year Groups (excluding catch-up sessions):

Year Group	Home Time
7	2.40pm
8	2.50pm
9	3.00pm
10	3.10pm
11	3.20pm

- Break and lunch times will be staggered to ensure bubbles are not mixed during social times.

CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT

- We have a whole-school approach to promoting good mental health through:
 - Clear policies on behaviour and bullying
 - Effective safeguarding and Child Protection policies

- Positive classroom management and strong stable routines
- Staff acting as positive role models
- Appropriate procedures to ensure staff are confident in raising concerns about policies, processes, and know they will be dealt with fairly and effectively
- An effective early help process
- Every pupil will be clear on their curriculum timetable at the start of the academic year and we do not anticipate a mid-year change.
- The Behaviour Policy has been reviewed; this now includes a COVID addendum. As part of the policy, all parents and students are expected to sign the home school agreement. This is in two parts; the Covid agreement highlights the safety procedures that the school will adhere to and expectations for parents and students, followed by a second part focusing on daily expectations outside of Covid measures.
- We will be launching the graduated response in September, to identify and address concerns about behaviours before they escalate and impede learning. All staff will receive training and support documents during the September Inset Day training.
- Teacher training on a range of teaching strategies for the graduated response, and teaching under Covid restrictions in the classroom, will be delivered.
- Middle Leadership will share teaching strategies between departments, to maximise teaching strategies under Covid.
- School catch-ups will be run within the department, due to the staggered end of the day; staff that are available will supervise these students even if they have not issued the catch-up.
- Staff will use tutor time to have general discussions with students, including their COVID experience; this will help staff to identify potential concerns, whilst allowing students to become more comfortable and less stressed about returning to school.
- All assemblies will be pre-recorded and passed onto tutors to be delivered during tutor time on a weekly basis.
- Staff will be provided with information so that they are aware of identifying signs of any mental health issues. A clear referral process will ensure central monitoring and that the appropriate support is offered when needed.
- Any students previously accessing in-school support before March 2020, will be reassessed on returning to school and relevant support put in place; HOY/tutor to monitor these students frequently.
- On return to school, all students on the safeguarding list, will receive a 1:1 meeting with the Deputy DSL, to assess their mental well-being and initiate any support needed.
- Support for SEN children with EHCPs will continue in the classroom, when safety measures can be followed.
- The SENCO and classroom teacher will consider the positioning of TAs' and SEN children with EHCPs in class, to facilitate learning support from a safe distance. If classroom size does not allow this, learning may take place in Learning Support; year group bubbles will be separated by partition screening and distance.
- Learning support will contain separate spaces to accommodate 'bubbles' of students.
- Outside agencies that offer support will be more available. No Limits and Wellbeing practitioners will have designated days in school to support the pastoral team.
- Our first data capture of the autumn term will be values-driven, to ensure students have a positive attitude and behaviours to learning.
- We will continue to run a weekly Safeguarding meeting with all Heads of Year and Designated Safeguard Leads, whether the school is open, or subject to a full, or partial closure.

ASSESSMENT AND ACCOUNTABILITY

- Year 7 baseline testing will no longer take place at the start of the autumn term, to allow students to adjust to their new school environment.
- While CAT tests will be essential this year due to lack of KS2 results, these will also take place later in the year (testing will be completed with in-year group bubbles).
- An engagement tracker will be used to identify students who have struggled with home working across Years 8-11 and this will be followed up with lesson observations and teacher feedback. At the first point of data entry, these identified students will be tracked to ensure they have successfully reintegrated with the school environment.

- The autumn series of mock examinations for GCSE will have a staggered approach to minimise whole year group gatherings.
- In-class testing, such as Maths 6 grids, will involve self-marking and peer assessment will be discouraged.
- At the end of lessons, teachers will ask pupils to put their books in a box in their classroom on the way out of the door. When marking their books, staff will either wear gloves, or use hand sanitiser, before and after touching the books.
- Staff will minimise the transition of equipment between home and school, by marking books when in the school building, as far as possible.
- Small group intervention will be delivered on a case-by-case basis and based on need to catch-up with learning.

CONTINGENCY PLANNING TO PROVIDE CONTINUITY OF EDUCATION IN THE CASE OF A LOCAL OUTBREAK

- Home learning will remain in place for all year groups from Monday 7th September to ensure a smooth transition into the school environment, (where possible, this will offer students the opportunity for live lessons across a range of subjects).
- A home learning package (including a specific home learning timetable), will be in place across all years, should the need arise for a year group to study from home.
- The engagement tracker from the summer term 2020, will continue to be populated and information from this, will be used to identify students who need further help to make their home learning experience more successful.
- During a partial, or whole school closure, tutors will continue to support their tutees by offering whole class, or small group 'zooms'; this will enable tutors to assess students wellbeing, as well as monitoring their commitment to home learning
- Should we move to a partial, or whole school closure, new staff will be fully trained on the use of live lessons and other learning platforms.

TRANSITION BETWEEN LESSONS

- The school has created new indoor one-way systems – all clearly marked and explained to students and staff during COVID inductions.
- Where corridors are wide enough for two-way travel, staff and students are encouraged to walk on the left-hand side.
- Signage is in place to encourage social distancing whilst walking.
- Staff will be guided to use specific pathways between buildings.
- Staff and students will be encouraged to use outdoor pathways, wherever possible.
- Period times are staggered by year groups, where possible. Where it is not possible to stagger lesson changeovers, additional leadership capacity will supervise these transitions.
- Staff and key leaders will rehearse routes between classes and communicate and enforce this with students.

SOCIAL TIMES/CATERING

- Break and lunch times will be staggered to ensure bubbles are not mixed during social times.
- Social times are restricted to two year groups (bubbles) at any one time.
- Each year group will be given a dedicated outdoor zone for their social times – either the front, or back playground.
- Use of the canteen will be restricted to one year group at any one time, for collection of their meals
- Students will be identified by their name and photo.
- The menu will be adjusted, serving similar food at break and lunch times, also allowing all serving points to be used.

TOILETS

- Students will be directed to use specific toilets, restricting use to a maximum of two year groups per toilet block

Year Group	Boys	Girls
7	Mulberry Block	Mulberry Block

8	Main corridor (closest to Art)	English Corridor (current Gender Neutral)
9	Drama/Music Block	Main corridor
10	Main corridor (closest to Art)	English Corridor (current Gender Neutral)
11	Main corridor (closest to Exhibition Hall)	Main corridor

- Due to the staggering and timing of social times, only one year group will be using each toilet block during each social time.
- A cleaner will be on site during the day, routinely cleaning toilets.
- All staff toilets will be available as normal.
- In the event of a suspected case of COVID and the student/staff member needs to use the toilet, they will be directed to use the toilets behind reception. After use, they will be temporarily closed until a deep clean has taken place.

FIRST AID/WELFARE SUPPORT (including suspected cases of Covid-19)

- 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.
- With full reopening of the school, we will ensure we have adequate first-aid provision - a 3-day trained first-aider at work will be available at all times.
- Strict hygiene rules will be followed in the giving of any medication, including use of PPE, if appropriate.
- When a pupil comes down to the medical office they will be triaged and a thermometer will be used as an indicator of coronavirus.
- Pupils without a temperature will be assessed further in the main medical room; this room will be separated into pods so that pupils from different year groups are separated.
- Alongside other symptoms, pupils with a temperature will be treated as having a sign of coronavirus.
- When a pupil is displaying signs of coronavirus:
 - If a distance of two metres cannot be maintained, PPE must be worn by staff caring for these pupils while they await collection
 - Pupils will be moved to a space away from other pupils whilst they await collection; this will be the room next door to the Medical Room (Head teacher's old office). Students will be separated using perspex pods. The room will be ventilated, using open windows and students will be supervised by sight and the use of CCTV
 - Schools will aim to secure three contact numbers for every child, in case of this emergency
 - If a pupil needs to go to the bathroom while waiting to be collected, they will use the toilets behind the main reception. The toilets will be cleaned and disinfected using standard cleaning products, before being used by anyone else

FIRE

All staff are aware of what to do in the event of a fire and have had appropriate training at the start of the academic year and on induction.

If the fire alarm goes off:

- Our meeting point will now be the school playing field
- All year groups will use this space, but each year group will be assigned a different area to avoid the mixing of bubbles
- Signage will be clear - reflecting the year group zones
- With year group zones, students will line up in their tutor groups
- Our fire drill will be practised by all students, as part of their start of year COVID induction
- Staff will lead their classes to the field, avoiding the mixing of year groups, and ensuring they adhere to social distancing as they walk
- Each Head of Year will oversee and report the attendance of their year group to the SLT Lead
- Staff without a student responsibility, to wait in the staff area, adhering to social distancing
- Staff to await instruction from SLT Lead re safe return into the building to ensure:
 - Social distancing

<ul style="list-style-type: none"> ➤ Separation of bubbles ➤ No overcrowding in corridors
<p>If the lockdown alarm goes off, the normal procedure applies, ie locking doors, closing windows, switching off IT equipment and hiding. We suggest students hiding under their desks to ensure everyone adheres to social distancing between children and adults.</p>
<p>Regular weekly staff bulletins and needs-based emails will be sent to ensure staff are aware of necessary government/DofE/Hamwic announcements. This is to ensure everyone is clear on the part they play in the safe opening of our school.</p>
<p>USH Leaders will review and implement appropriate safety information shared by other parties (as and when released and updated), such as the LA and partnerships, eg Southampton Library Service.</p>
<p>Signage is on display around the school to give staff/students/visitors, regular reminders about social distancing and hand-hygiene. Additional safety notices are also displayed to:</p> <ul style="list-style-type: none"> • Ensure effective hand-hygiene • Signify waiting spaces for students, staff and visitors • Signify spaced seating for students, staff and visitors • Ensure one-way systems are adopted
<p>We promote a clear desk policy with all personal items removed at the end of each use.</p>
<p>Staff will wipe printer buttons with alcohol wipes before touching. Where possible, staff will avoid queuing to use the printer. If unavoidable, they will observe social distancing at all times.</p>
<p>Movement around school and corridors is discouraged; this may mean telephoning/emailing a colleague</p>
<p>To maintain social-distancing in shared-offices, USH staff will review the use of adjacent and/or opposite desks and rearrange as necessary.</p>
<p>We are adjusting the working patterns of the cleaning team to ensure we have a cleaner in school at all times, to enhance our cleaning routines during the school day.</p>

School Leader's comments	Insert comments relevant to findings as appropriate
<p>Leaders will conduct reviews and assessment of these changes to practice and add updates to the risk assessment. The leadership acknowledges staff are coming to terms with new working practices and the evolving language to manage and mitigate risk. The leadership aims to ensure a collective accurate use of terminology by all stakeholders. We will work to guide, address and correct errors; for example, the misuse of the word 'breach'.</p>	

Name of school leader	Signature of school leader	Date
Stuart Woods		14.7.2020

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks

28.8.2020	SWO and JPR		Updated re face coverings Review again 2 weeks into the start of term
7.9.20	SWO/CWI/JPR		Updated re marking. Review again on 5.10.20
5.10.20	SWO/JPR		<p>Our meeting today contained the following points of discussion:</p> <ul style="list-style-type: none"> • In light of CLEAPPS guidance around practical science work during the COVID-19, science are using a non- alcohol based sanitiser in their labs. The guidance states: <i>Alcohol based hand gels present a genuine fire risk and thus must not be used in science labs / lessons</i> • We have added a new COVID information section to our school website, so information can be easily accessed by parents • Staff continue to receive Covid-secure reminders weekly, via the SLT Monday bulletin and the whole staff after-school zoom meeting • Specific reminders are also being issued, ie the entry in the SLT bulletin today around staff ensuring they instruct students to wear face masks at the end of their P5 and P6 lessons – this is to ensure the safety of staff moving around the site (eg the cleaning team) • We have been reviewing the cost of using antibacterial wipes, along with the environmental impact of this. A group of teaching staff have voiced a desire to move to spray and cloths – this will be trialled after half term • The wet break and lunch arrangement, whereby science classes are moved to a spare room (where they can eat and drink), is going well <p>Action for JPR:</p> <ul style="list-style-type: none"> • Our fire drill was practised last week (30.9.20) - it was observed that not all staff and students wore face protection – we need to give more clarity on this • We will advise staff that they must wear a mask/visor in the event of evacuation due to the need to pass through busy corridors (they should be on staff desks so this will not cause a delay in evacuation) • We will recommend that students store their face protection in their blazer pocket when not worn – this means they are easily accessible should we need to evacuate the school. JPR to ask tutors to inform students and for teaching staff to reinforce • We will shortly be practising our Lockdown drill – a PowerPoint has been shared this week with tutors. JPR to clarify with staff that students should position

			<p>themselves under their desk to ensure they remain within the marked student zone.</p> <p>At our next review meeting, we will discuss and review the results from our current student survey</p>
29.10.20 & 2.11.2020	SWO/JPR		<p>Meeting held with Nikki Thorne (NTH) from Hamwic, JPR & 2 principal first aiders (JMU & ZLY).</p> <p>To ensure the ongoing safety of our school first aiders, we will be moving to essential first aid only.</p> <p>From 2nd November 2020, we will be taking this approach to first aid:</p> <ul style="list-style-type: none"> • First Aiders only go closer than 2 metres in accident/emergency situations for assessment and treatment (and always wearing full PPE) • First Aiders don't routinely take everyone's temperatures; if students come down to medical saying they are unwell, they will be sent home • We will use Medical 2 as a holding room for all students going home (given our Covid cases have presented a range of symptoms) • We limit the number of students in Medical 1 to those requiring close observation • We are stopping non-essential care i.e. heat packs for period pains etc. • To reduce numbers, students cannot be escorted into Medical 1 with a friend (they leave at the door) <p>We will explore additional screening in Medical 1.</p> <p>NTH to come into school in 2 weeks to review operation of first aid and assess impact of changes with first aid team.</p>
1.11.2020	SWO/JPR		<p>In the week commencing 2nd November, ex-students are coming back to USH to re-take GCSE's.</p> <p>We have risk assessed the management of exams and these additional safety measures are in place.</p> <p>Room use</p> <ul style="list-style-type: none"> • With the exception of one exam taking place in the library, use of classroom (PE1) with external door (entering the school from an external pathway) • One student, who needs a reader, will be accommodated to the outer library area - he will be escorted once the corridors are clear, and when he has finished, the invigilator will be instructed to wait in the library area with him if the corridors are busy, until it is quiet. <p>Students Will:</p> <ul style="list-style-type: none"> • sanitise their hands on entry/exit to room

			<ul style="list-style-type: none"> • only enter the exam room and not access the rest of the school • not have any access to current USH students • only see exam invigilators and not wider USH staff • only come to USH if fit and well (made aware in a communication about the exam arrangements) • have their belongings placed in a large plastic boxes (sanitised after each use) <p>Exam invigilators Will:</p> <ul style="list-style-type: none"> • have had a covid safety briefing (by zoom, prior to the exam week) • have seen our whole school covid risk assessment • socially distance from students wherever possible • sanitise hands on entry/exit to room • wear a visor and be offered a face mask <p>Fire In the event of a fire evacuation during an exam, they can no longer use the playing field as they will be mixing with the whole school and it will be difficult for the invigilators to adequately supervise them. Invigilators will now use the MUGA as their muster point.</p> <p>Evacuation:</p> <ul style="list-style-type: none"> • Students in the hall to be escorted out the back of the hall and through reception. • Students in the gym to be escorted out the front of the gym and through reception. • Students in PE1 to be escorted through the hall and out via reception. • Students in the main part of the building to exit via the exhibition hall (front) and through the side gate. <p>All students to be escorted down the drive and through the side gate and round to the MUGA, maintaining exam conditions.</p> <p>LHO/RCK to lead/oversee the evacuation and guide invigilators where to line up students, according to which room they were in, ensuring some social distancing is maintained where possible, within the confines of the area.</p> <p>LHO/RCK to contact SLT (JPR) by phone to report all candidates accounted for or of any missing students, so that the field can be checked.</p>
2.11.2020	NTH/JPR/CWI		In light of COVID cases, a meeting was held today to review the risk assessment and agreed the next steps as:

		<ul style="list-style-type: none"> • JPR to review the daytime cleaning schedule with MQU to check that toilets are being cleaned thoroughly in between use of bubbles in social times • From: 4/11, Pilot facemasks in classrooms with weekly review discussion whole-school. • Issue additional reminders to students (and via parents) on: <ol style="list-style-type: none"> 1. Effective handwashing 2. Safe play and social distancing over break/lunch times (with the possibility of moving to face masks at social times) 3. Safe and effective use of face masks (campaign started before half term) • Ask staff to routinely leave all windows and doors open when rooms are empty to ensure flow of fresh air wherever possible • Continue to regularly remind staff about the risk of staff-to-staff transmission and the need to social distance at all times- before, after and in and out of school.
9.11.2020	JPR/ACL	<p>As part of our weekly SLT Bulletin, we gave the following covid-safe reminders:</p> <ul style="list-style-type: none"> • No staff gatherings and all line management meetings to be held via zoom – staff to avoid any meeting in a confined or poorly ventilated space • Windows to be open throughout the day and fully opened for maximum airflow when rooms are empty • Teachers are to make sure their desk is at least 2 metres away from the closest student desk. • We recommend that staff in a classroom (teachers and TA's wear a mask and a visor when inside the student classroom zone. <p>Face masks:</p> <ul style="list-style-type: none"> • We continue to check every student on the school gates to ensure they come to school with a mask. There is a layered approach to work with parents when masks are not brought in from home. • We have supplied two reusable facemasks for all FSM and PP students. • We continue with the trial of facemasks in classrooms with the majority of students opting to wear one. <p>Shielding:</p> <p>We have shared the new government guidance on shielding with all staff to ensure those clinically extremely vulnerable work from home during the second lockdown.</p>

16.11.2020	SWO/JPR		<p>As part of our weekly SLT Bulletin, we gave the following covid-safe reminders:</p> <ul style="list-style-type: none"> • That staff as well as students must adhere to the new one ways systems; this is being monitored through CCTV by the admin team.
18.11.2020	SWO/JPR		<p>A query arose from the TA team in relation to the 'close contact' definition and whether the time spent working more closely with students (under their 'dip in and dip out' support approach) should be counted as separate minutes or taken as cumulative minutes across the day.</p> <p>Confirmation was received by PHE today that the 'within 2 metres for 15 minutes' rule is cumulative throughout the day.</p> <p>As part of our ongoing review of our covid-safe measures, the SENCO is currently reviewing the positioning of TA's within the classrooms they work in to:</p> <ul style="list-style-type: none"> • Ensure they have a clearly defined safe space when supporting students in the student zone 'dip in' and when they are supporting from afar ('dip out'). <p>JPR and ACL have been reviewing feedback from the TA's and as a result of this have taken the following actions:</p> <ul style="list-style-type: none"> • TA's given the use of the Guidance classroom before and after school so that the team can space out equally across the two rooms (and use of other rooms where needed) • All department meetings are to be held via zoom in individual spaces throughout the school • TA's offered the use of the kitchen area inside the Professional Learning Space for staggered break and lunch times (maximum capacity of this space is 3) • The school is converting the window in the PLS kitchen into a door for added ventilation • Adding staff lockers in the PLS (space by the door leading into the PLS kitchen) for TA's to safely store their valuables.
23.11.2020	SWO/JPR		<p>Following discussions with Public Health England, we have recommended that staff do not share a car with each other; this is to avoid staff being 'close contacts' with each other – a strategy to reduce staff absence and transmission of the virus.</p> <p><i>We have agreed with staff that we will review this on a case-by-case basis and whilst we would prefer staff to travel separately this is not compulsory if other safe and practical; alternatives are not possible.</i></p>

30.11.2020	SWO/JPR		<p>SWO and JPR completed a shared union covid-safety checklist 'for continued opening', issued by GMB, NEU, Unison and Unite. The document was reviewed, line-by-line, and the school was reassured that it has taken all necessary preventative measures to protect staff and students.</p> <p>Additional safety advice given to staff via weekly SLT bulletin:</p> <ul style="list-style-type: none"> • If staff are only going to wear one form of face protection, they should wear a facemask (this is because face visors/shields do not adequately cover the nose and mouth). • We reiterated, when working closely with students (and entering their zone in the classroom) staff should wear a visor <u>and</u> a mask. • Clarification re ventilation: <i>The advice on ventilation is around changes in airflow, so just to clarify, you don't need all of your windows to be open all of the time. Please keep some windows open for ventilation throughout the day (changing which windows are open) and leave all windows wide open every time the room is vacant.</i> <p>We undertook a covid review of Reception/Finance Office and gave the following additional guidance to staff:</p> <ul style="list-style-type: none"> • Staff must refrain from walking and/or talking to the side of the runner desk in reception - there must be a screen between staff & receptionist/finance at all times • No other staff are to enter the finance office even to drop off paperwork and it shouldn't be used as a walkthrough (this means the capacity of the room could be breached) • If staff need to contact finance, please call or email the team (if you need to speak to them face-to-face, you can talk through the finance window. A post box will be setup outside the finance door to leave paperwork for HR or finance. • Cashless cards will no longer be issued at break time to reduce the traffic to finance with only one staff member in <p>In addition to this, the finance team are:</p> <ul style="list-style-type: none"> • Operating a 'in school'/home working rota • Having new screening installed • Moving the location of the shared printer
7.12.2020	SWO/JPR		<p>Additional safety advice given to staff via weekly SLT bulletin.</p> <p>Vigilance (advice to staff) We have always identified staff-to-staff transmission as the most likely trigger for partial school closure and we need to work together to avoid this. Therefore:</p>

			<ul style="list-style-type: none"> • Please wash and/or sanitise your hands regularly • Please all wear a facemask when around other staff or students. A face visor or shield may be worn in addition to a face covering but not instead of one - this is because face visors or shields do not adequately cover the nose and mouth (this is Government advice). • You <u>must</u> socially distance from each other at <u>all</u> times • All formal meetings to be held via zoom • No social 'pop ins' to see other staff, particularly in small, confined office spaces (out & about and agreed lesson observations are okay if staff can socially distance) • Rooms must be well ventilated • No car sharing (unless agreed by SLT) • If using someone else's classroom, you must clean down their desk and other frequently used equipment like remote control and marker pens. <p>Symptoms (advice to staff) The virus affects people in different ways, with some people presenting the common symptoms and others with a range of things like sore throat, achy joints, tiredness and coldness. In addition, of course, some people remain asymptomatic. Please be extra vigilant if you are unwell, asking yourself, could it be covid? If you are unsure, please seek medical advice from 111, by phone or via their online assessment: https://111.nhs.uk/covid-19</p>
7.12.2020	SWO/SLT		In view of staff absences (due to Covid, non-Covid and self-isolating), the school moved to a rota system for the last eight days of term - three year groups in school per day.
8.12.2020	SWO/SLT		Due to the number of Year 11's self-isolating (because of 3 confirmed cases), a decision was made (in consultation with HET) to isolate the whole year group bubble - to reduce the risk of further spread amongst the USH community.
9.12.2020	JPR/PHE then discussion to confirm actions with SWO.		<p>JPR completed a Risk Assessment review with Public Health England to discuss the management of recent cases and our ongoing precautionary covid-safe measures.</p> <p>The following actions were agreed:</p> <ul style="list-style-type: none"> • Ongoing reinforcement of message to staff to socially distance and additional monitoring by senior and middle leaders • Continuing review of TA positions in class

			<ul style="list-style-type: none"> • Subject Leads to review classroom arrangements with their departments to: <ul style="list-style-type: none"> ➤ Ensure taped floor marks are in place to mark a safe 2-metre distance from the teacher desk/zone ➤ Markings of teacher zone are still clear ➤ Windows are being opened for ventilation ➤ Identify where additional screening may be required
5.1.2021	SWO/SLT		<p>SLT Meeting held on 4.1.2021, which included a review of this risk assessment.</p> <p>We discussed the following:</p> <ul style="list-style-type: none"> • CEV staff now shielding • The launch of the new lateral flow testing for staff and students – training so far, set-up in the Hall, staff involvement in the facility, staff consent for testing and education of staff and students. • Safety reminders issued to staff after the Christmas break (contained in the SLT Bulletin on the morning of 4.1.2021) • A review of covid-safe routines for classroom teachers, in particular, how to ‘teach’ from a 2 metre distance – leading to a staff briefing led by CWI on 6.1.21. • The logistics of our keyworker and vulnerable student provision for the rest of the week. The keys points of planning and our provision: <ul style="list-style-type: none"> ➤ Parents signing up via a Google doc ➤ Students to remain in their year group bubbles – supervised by two teachers across the day ➤ Student groups to use different IT suites to ensure they could follow the remote learning timetable for other learners ➤ The provision is based around the safe supervision to ensure social distancing is maintained wherever possible ➤ Using Impero to support student learning by accessing remotely the work on their computer screen ➤ EHCP students in remain in and around the LS working area; in dedicated spaces to ensure social distancing ➤ Year group arrival and leaving times to remain unchanged (<i>COVID timetable</i>) ➤ Year groups to have their normal break and lunch times in their Autumn 2 designated play spaces (i.e. front or back playground) (<i>COVID timetable</i>) <p>*** On the evening of 4.1.21, the Prime Minister announced the closure of schools with the exception of Keyworker and vulnerable students with effect from Tuesday 5.1.2021 ***</p> <p>This led to the following decisions being made today:</p>

			<ul style="list-style-type: none"> • Move to a rota of 'in school' support/home working for teaching staff and support staff directly supporting T&L i.e. TA's. • Other support staff to remain in school for the week to assist in the set-up of the covid test facility • New whole staff rota to be created for the week commencing 11.1.21 (the majority of staff to be in school 2-3 days per week- working from home the remainder of the time)
11.1.2021	SWO/SLT		<p>Lateral flow testing begins at USH. It is being operated as following:</p> <ul style="list-style-type: none"> • Routine weekly testing of consenting staff (<i>testing starting 11th January 2021</i>) • One-off testing of consenting students (within our Keyworker and vulnerable student provision) twice, tests 3-5 days apart (<i>testing starting 12th January 2021</i>) • Daily testing of close contacts of a confirmed case (for 7 days) <p>In terms of the testing provision:</p> <ul style="list-style-type: none"> • Appointed Quality Lead/Test Lead, J Prince • Co-Lead and overseeing daily operation, J Hales • All staff within the test facility have received all necessary training (certificates held) • Information given to staff on 9th January ahead of first testing week to ensure their questions were answered. They were also given a FAQ document to assist them with student questions • PowerPoint presentation shared with students on 11th January ahead of testing; to ensure they are clear on the process, where to go and what to do, and to reduce concerns and anxiety • Test Facility Risk Assessment written in conjunction with the core testing team and shared with HET • Weekly testing rota shared with staff • Staff were given this advice: <i>Our lateral flow testing does not replace any of our covid safe measures, it simply adds to them, giving an extra layer of protection.</i> <p><i>If you receive a negative result to your lateral flow test, it doesn't mean you can be less vigilant when in school. You must continue to follow all our covid safe measures as outlined in our risk assessment.</i></p> <ul style="list-style-type: none"> • Reminder given to all staff re students wearing masks in school (via SLT Bulletin) <i>Please remain vigilant around student wearing face masks. Please check that any students in your group have their mask as they arrive in school. We must continue to liaise with home if masks are not brought into school or worn in school</i>

			<ul style="list-style-type: none"> • Information re face masks also shared with staff via the SLT Bulletin (the source of this information was HET) ➤ <i>The best ones are the medical disposable ones.</i> ➤ <i>Face masks are meant to prevent both larger droplets and smaller aerosol particles we exhale from spreading, by capturing these particles as they exit our airways when we cough, sneeze or talk. Please bear in mind, a homemade cloth mask doesn't conform to any particular standard as it's not a medical product.</i> ➤ <i>If they are not medical ones, the best are those made with 3 layers at least; so that particles are better filtered. Tightly woven cotton is good at filtering particles, but it's important to use multiple layers, and ideally, combine a few different types of fabric, if they are homemade.</i> ➤ <i>The World Health Organisation suggests the ideal combination of material for non-medical masks is three layers consisting of:</i> <ol style="list-style-type: none"> 1. <i>An innermost layer of a hydrophilic (moisture absorbing) material (e.g. cotton or cotton blends);</i> 2. <i>A middle hydrophobic (moisture repelling) layer of synthetic non-woven material such as polypropylene or a cotton layer which may enhance filtration or retain droplets. These often come as disposable filters you buy alongside the mask.</i> 3. <i>An outermost layer made of hydrophobic material (e.g. polypropylene, polyester, or their blends)</i>
18.1.2021	SWO/SLT		<p>We will be practising our fire drill this week with our Keyworker and vulnerable provision.</p> <p>Via the SLT bulletin staff were reminded that:</p> <ul style="list-style-type: none"> • Our fire evacuation point has temporarily moved to the Tennis Courts (from the playing field) • There are 10 student lines clearly marked - one for each year group bubble for the main keyworker groups, and one for each year group bubble for those students working in our Learning Support area • There is a line for other staff and visitors
25.1.2021			

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 reasonably 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 reasonably practical'** and must be reduced to a minimum, commensurate with the needs of the task.