

**Risk Assessment Coronavirus – COVID-19**  
**For use by schools September full opening - version 10**

<b>Location / Site</b>	Twin Sails Infant & Nursery & Hamworthy Park Junior
<b>Activity / Procedure</b>	<p>Schools are open for all children.</p> <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 <b>Guidance announced on 22<sup>nd</sup> February 2021, regarding the Exit Roadmap from our 3<sup>rd</sup> national lockdown where schools will be fully open on 8<sup>th</sup> March 2021 and all pupils will be expected to attend.</b> <del>‘Stay Alert’ 3<sup>rd</sup> National lockdown and ‘Stay Home, Stay Safe, Protect the NHS, Save Lives’ &amp; ‘Act like you got it’</del> campaigns 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 maintaining a distance (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>
<b>Assessment date</b>	<p>3/7/20 drafted with SLT</p> <p>8/7/0 consulted with Year Leaders</p> <p>8/7/20 shared with Hamwic</p> <p>10/7/20 shared with staff and Chair of Governors</p> <p>19/7/20 updated with Full School Opening Guidance</p> <p>12/9 updated and shared from monitoring and rising numbers in local community</p> <p>4/11/20 updated and shared following 24/10 staff survey, Gov lockdown additional measures 5<sup>th</sup> Nov 5/11/20 –</p> <p>5/11/20 updated with Gov guidance dated 4/11/20 which states school need to have this in place by the 9/11/20</p> <p>31/12/20 updated following BCP entering Tier 4 due to increase in cases and new strain</p> <p>4/1/21: updated follow staff feedback of version 6</p> <p>8/1/21: updated with DfE guidance published 7/1/21</p> <p>1/2/21: updated following staff survey and swab testing for staff commenced</p> <p>23/2/21: updated following guidance released ‘ Schools Coronavirus operational guidance Feb 2021</p>

<b>Identify hazards</b>	Record all hazards that could cause harm or injury	
Lack of Hygiene & cleanliness across the site		
Inadequate staff ratios, <b>reduced staffing due to shielding staff</b>		
Deliveries & Waste collection means outside workers expose the school population to the virus		
Poor communication means that staff, parents, pupils or visitors do not follow guidance		
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 <b>and swab testing procedures</b>		
Lack of PPE (if required)		
<b>Identify people at risk</b>	Circle boxes where persons may be affected by hazards	
<b>Employees</b>	<b>YES</b>	<b>NO</b>
<b>Visitors</b>	<b>YES</b>	<b>NO</b>
<b>Contractors</b>	<b>YES</b>	<b>NO</b>
<b>Vulnerable persons</b>	<b>YES</b>	<b>NO</b>
<b>Pupils</b>	<b>YES</b>	<b>NO</b>

<b>Existing control measures</b>	List controls already in place to reduce risk from of injury
Schools follow all DFE/Government guidance which will be made available through updates from the Trust	
Parents communicated clearly about measures in place, systems and expectations prior to September, <b>parents informed Monday 2<sup>nd</sup> November of updates. On Wednesday 4<sup>th</sup> November, reminder sent through ParentMail for parents to wear face coverings when on school site. Parent communication sent prior to start of term with important information.</b>	
<b>Parents reminded that they are required to quarantine when travelling outside of the Common Travel Area.</b>	
<b>Children identified, who may be at risk on their return from either health conditions, mental well-being or potential prolonged absence – and measures put in place – parents informed</b>	
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 the will notify the Trust immediately	
A DSL must be available on site or via phone- <b>vigilance for isolating vulnerable children/ families. Phone call to check in – regular liaison.</b>	

<p>No parent must enter the school, including the office unless asked to do so, or booked in for an appointment or in the event of an emergency – <b>no visitors except for extremely exceptional circumstances – they must wear a mask, temperature tested and stay at safe distance in well ventilated room.</b></p> <p>All visitors <b>to wear covering</b>, and antibac on arrival</p>
<p>Remove or disable entry systems that require skin contact e.g. fingerprint scanners. (Fobs used for entrances, exit button has wipes/gel next to it) – <b>new system fully operational October 2020 – no paper/pen signing in, QR code badges supplied</b></p>
<p>All visitors and meetings will be managed following guidance set out by the government 2/7/20 <b>No visitors except for extremely exceptional circumstances – they must wear a mask, temperature tested and stay at safe distance in well ventilated room</b></p>
<p>V10 - Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. <b>Windows and doors to be kept open to ensure ventilation at all times – children and staff encouraged to wear coats and any extra warm clothing. (see guidance in section classroom)</b></p>
<p><b>Staff LFT testing roll out:</b> led by SLT and lead administrators, who attended the first bank of training. Separate risk assessment completed for swab testing. Provided this to staff at their team training sessions in school on Monday 25<sup>th</sup> January, where lead demonstrators supported staff to understand the procedures, logistics. All staff allocated 2 testing days a week, their testing resources, a link to the TEAMS form where all staff can report their results to the school / NHS and to book a PCR test where needed. Privacy notice and NHS letter sent to all staff. Opt out available.</p>
<p><b>Shared resources:</b> where staff use shared resources such as strimmers please wipe down with appropriate cleaning materials regularly</p>
<p><b>Statutory Compliance:</b></p> <ul style="list-style-type: none"> <li>• All checks will be up to date when the school opens.</li> <li>• Fire regulations: fire drill walk through (without alarm) will occur on each day that a new bubble (w/c 8<sup>th</sup> March) group begins to familiarise everyone with new routes/ assembly points</li> <li>• Mention Legionella checks have been carried out and all unused outlets flushed.</li> <li>• Fire checks have been completed</li> <li>• I Auditor checks are up to date.</li> </ul>
<p><b>Staff:</b> (staff who have booked holidays in August to inform SLT member prior to summer break) There continues to be a risk when staff travelling abroad (for legally permitted reasons) that their return travel arrangements could be disrupted due to covid 19 and they may need to quarantine on their return. Staff must be available to work in school during term time.</p> <ul style="list-style-type: none"> <li>- All staff attend work –extremely vulnerable staff will have a personal risk assessment completed prior to their return which will indicate how to take particular care and maintain social distancing in line with the guidance, this will be reviewed when needed, this will be signed and a copy provided.</li> <li>- <b>Individual staff members (extremely vulnerable) to have updated risk assessment and monitoring.</b></li> <li>- <b>This will be reinstated: from 31<sup>st</sup> December until 1<sup>st</sup> February. Staff in the clinically extremely vulnerable are advised by the government to work from home. The government will write to anyone who is in the category to provide a shielding letter.</b></li> <li>- Risk management plan follows government guidance dated 2/7/20 <b>and subsequent guidance updates dard 22/10/2020</b>; Hamwic, Union &amp; LA guidance</li> <li>- New draft sent to Hamwic to review end of 8/7/20- additional actions noted</li> <li>- Second draft sent to staff for 10/7 /20. Staff requested to raise any concerns / questions with HT. Amend where needed and re-issue. The risk assessment will indicate the additional changes where needed</li> <li>- Signing in &amp; out – <b>all staff to use non-touch electronic systems.</b></li> </ul>

- On entry anti-bac or wash with soap and water
- Time allocated for staff to prepare rooms, sign new Hamwic classroom risk assessment by 4<sup>th</sup> September and give to Business Manager. Business manager to action with HT/ Site assistant
- New classroom risk assessments completed by Friday 4<sup>th</sup>, September
- Staff feedback gathered after first week, viewpoints and action any aspect of our provision
- Staff reminded when needed they can request other colleagues respect social distances or agreed procedures – in line with new guidance
- Staff car park opening times re-confirmed to ensure pupil safety
- In order to further minimise the risk of cross contamination through shared cake days/ lunches / breakfasts, all food sharing events to be ~~limited~~ ~~put on hold~~ until further notice – staff are welcome to bring in their own individual cakes/special lunches to consume themselves **or for staff teams who work together**
- Staff shared spaces (staffrooms) to be set up with cleaning equipment. Use of staffroom should be minimised- large gatherings at the start and end of the day minimised. Break times and lunch times staggered. Staff to respect social distancing when using them. Cleaning equipment available and used regularly. **At Twin Sails, the Blue Lagoon classroom to be used as extra staff room space. At HPJS, the Hub can be used for this also – reinstated as second staffroom**
- **We strongly recommend that staff could wear face coverings in more communal spaces such as when you leave your classroom/ office/ bubble and walk through the school and in tighter indoor spaces where social distancing is compromised, this may be the kitchen or a smaller room/ corridor, PPA if clinically vulnerable team members are present.**
- **Masks should be worn outside at playtimes.**
- **PPA sessions: this must be spaced appropriately – and in a well-ventilated room. HPJ now has the use of Will's office to space themselves out – if your team is larger then breaking out into 2 rooms will be better. Please discuss with deputies regarding location**
- **Office spaces – further restrictions of number of people can enter the different offices:**
  - o Back office (HPJ) - 2 additional – **await invite before entering**
  - o Front office (TSI) – 1 additional
  - o AHs offices – 1 additional
  - o Pastoral – 1 additional
  - o DHs – 3 additional
  - o Admin team – refrain from entering where possible, as the desks make this narrow
  - o Where possible, staff to contact all office spaces through use of e-mail, walkie-talkie, telephone, or simply standing in the doorway and not entering the room.
- 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) -
- Supply teachers/ specialist coaches given copy of risk assessment prior to start – they are able to move between bubbles, but aiming to maintain 2m social distancing. **Additional CASA teacher to teach PE outside, if rained off main teacher to take over and CASA leave. No CASA during national lockdown**
- Extremely or clinically vulnerable staff will be able to return to work as the risk assessment significantly mitigates the risks for all staff. A personal 1:1 meeting with HT to complete their own risk assessment completed in summer term. CEV work from home. CV to discuss individual needs with SLT, appointments booked to review own risk assessments putting in place further restrictions where appropriate.
- CEV remain at home until 30<sup>th</sup> March where individual risk assessments will be reviewed. CV able to resume normal role from 8<sup>th</sup> March. Individual risk assessment updated
- Staff can have the option to dress in clothes that can be easily washed regularly so they can wash clothes at the end of each day (compared to suits/ shirts etc).
- Please limit your contact with staff members – and where contact is needed DISTANCE and masks is essential. Staff MUST maintain 2m distance from other adults and where possible 1m from children.

- 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
- Where appropriate, staff may benefit from a stress risk assessment, additional support/ measures, 1:1 time with an SLT member and/ or a monitoring review to ensure their well-being is supported
- Leaders are liaising with the Trust and local secondary schools to explore the ability to use their rapid lateral flow testing equipment/ resources.

#### First week of return:

- Year leaders / SLT to monitor start/ end of days, playtimes & lunch – to support delivery of expectations
- Year Leaders review and feedback to SLT – amendments made where necessary
- SLT strategically placed/ observe/ monitor across the site - parents reminded of waiting system off site
- Jan 2021 – with a new strain being more transmittable, please keep maintain safe distances from each other, this is absolutely essential, and respectful of each other and the larger school community.

#### Staggered start of the day/ end

- Staff on gate duties to wear masks
- Natural staggered arrival times for KS1 from 8.30-8.50am, KS2 8.30-8.45am
- Drop off for Y2 children and above – additional pavement created on roundabout by the tree area
- New entrance for Y2 children to enter via the TSI library, staff to guide
- Social distancing markers/ dividers replaced/ with more robust signage / resources – indoors and out
- Signage updated and improved.
- Organised bubble groups within a classroom, set play zones, teaching team allocated
- Most classes enter/exit their classroom from outside class door – those classrooms without external door will have share exits in a timely supervised manner to avoid large groups in close proximity
- Staggering storage of bikes – order more stores so children and equipment not congested
- Nursery parents to bring children into EY play area, to prevent congestion.
- Reception children dropped off and collected from gate, rather than classroom door.
- Parent informed for TSI – all children to be escorted to classroom playground zone to maintain distancing - only 1 adult to escort child & toddlers must be strictly supervised
- Parents informed HPJ children to enter school site independently (SLT to supervise)
- Day 1- year 3 to arrive at 9am to ensure site is empty and pupils can be escorted to their classroom door.
- Parents informed not to loiter on site as timings crucial/ no groups
- Parents informed no access in to school/ communication through phone or email – unless pre-schedules appointment booked – only extremely exceptional, agreed by the HT
- Parents informed to keep a safe distance from staff when interacting and to wear face mask. Parents not to enter classroom gated area.
- Parents leave and collect children at the gate. Parents encouraged to refrain from chatting with other families on site
- Late children to enter via new joint office in TSI
- Zebra crossing to be created by roundabout to better support families crossing to join the one-way system
- End of the day- staggered end of the day across Federation- see timetable.
- Reminder to parents to not allow children to play with play equipment at pick up time so that sanitisation is not compromised.
- Extend the morning drop off timings to spread the number of people on site – close gates at 8.55am HPJ & 9am TSI. Due to reduced numbers – timings return to normal.

#### Classroom Environment

- Emphasise the protective measures to children at all times: Clean hands more often than usual (this can be water & soap or hand sanitiser). All children to re-visit hand hygiene routines through videos ([https://e-bug.eu/eng\\_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)) and

**demonstrations with teaching staff.** Promote respiratory hygiene through 'catch it, bin it, kill it' approach. Continue enhanced cleaning.

- Provide box with wipes, anti-bacterial gel and sprays, tissues, gloves, aprons, in each room.
- Lidded bins in each room, reminder posters 'Catch it, bin it, kill it'
- Adults limit time directly close to children, face to face or 1:1 – trying to maintain spacing minimising time spent within 1metre of anyone.
- SLT and Year leaders to plan classroom layout and furniture 8/7/20. Year leaders to share with teams and consider furniture needed and arrangement. INSET day- SLT and Year leaders to monitor rooms and risk assess
- Staff with shielding concerns need minimal additional furniture in their room in order to maximise space between staff/ pupils – HT to check class layout
- Teach from the front where possible however where feedback/ marking is carried out stand behind the child, limiting time spent under 1m. **If moving tables further back helps create space for adults from pupils then staff to adjust accordingly.**
- Children's tables facing front, children can be side by side (limit face to face), distance where possible
- Children allocated desk & chair, and wallet for belongings for Year 2 & KS2. Desks and chairs wiped down frequently.
- Frequently used resources, such as pens and pencils should not be shared (Children and adults).
- Classroom based resources such as books/ equipment can be shared within the bubble, ensuring they are cleaned regularly, and children wash their hands
- **Lunchbox trolleys organised carefully to ensure pupils do not touch other lunchboxes.**
- Consider storage of bookbags in EYs and KS1- to ensure pupils do not touch each other's' book bag. Use peg trolleys.
- **Resources shared between bubbles should be cleaned meticulously, or rotated and left unused for 48 hours (72 for plastic).**
- Ensure IT equipment (Iipads/ keyboards) are cleaned daily and after each use. **Site manager to ensure wipes available next to computers for cleaning.**
- Outdoor playground equipment should be frequently cleaned after each session
- The equipment pupils bring in to school should be limited to essentials such as lunchboxes, hats, coats, book and book bag/ bag.
- Rooms to be well ventilated, e.g. open windows where possible. **This is particularly important. All doors and windows should be open to allow ventilation. Staff and pupils are encouraged to wear jumpers and jackets if deemed necessary.**
- Inform parents to ensure children have water bottles in school, rather than placing these in containers close together ensure they are separate on the side or keep on child's desk.
- Do not use shared cups in class (e.g. using cups for water); replace with disposable cups;
- **Behaviour policy to be reviewed and updated in September to ensure sanctions are clear and follow guidance**
- Children with behavioural needs will risk assessed, closely monitored – parents will be informed if their behaviour is unsafe for them to be in school
- Children with inhalers or epi-pens have their own medication in teacher cupboard within their own bubble to prevent movement around school. Other medication in fridge or locked cupboard in first aid room
- **Leave surfaces clear for cleaners to ensure thorough clean**
- **Use of visualiser to limit the need for children to come close**
- **Moving tables further back to ensure 2m space for teachers who are vulnerable**
- **Tape up a 2m line in classroom to show children where they can see they**
- **Due to size of children and limited peg space in some year groups in HPJ, and to prevent children touching each other's belongings - children to bring coat into class and place on the back of their chair** This will elevate pupil numbers and cross touching of belongings at the pegs as only their bags will be hung up
- **Sea Lion- pegs to be moved towards foyer, to elevate space and outside Y5, therefore Pelicans and Oyster Catchers can space out more easily across the 3 cubicle areas**

- PPA arrangements – reminder to not cross contaminate environments – if necessary such as the music room staff MUST wipe down chairs/ tables and ensure fresh air recirculated. Where possible, limit movement internally through the school, i.e walk the children via the outside route
- HSE update: Schools should do what is reasonably practicable in relation to ventilation. However, they need to balance thermal comfort and the level of ventilation. During colder days, it is acceptable to have the windows closed at times, we would advise opening the windows prior to school starting, before and after every lesson, during break and lunch times and leaving them open at the end of the day for a time period. This is to allow a number of air changes throughout the day while maintaining an appropriate temperature that allows the pupils to learn comfortably. Hopefully you find this helpful as we get closer to winter.
- Teachers and support staff will refrain from getting close to pupils which will include live marking whilst we are in this uncertain time of how well the new strain will transmit within schools; this will be reviewed regularly as we anticipate more information from the Government.
- The school aim to limit bubbles to a maximum of 15 children, to ensure risks are reduced. Options to use a larger class for full bubbles in smaller designed classrooms in HPJ is available to ensure children and adults are spaced out as far as possible.

#### **Staffroom:**

- Staff comfort breaks on a rota so reducing numbers of staff in the room.
- One member of staff releases the other bubble member for refreshment / comfort break
- Wipes/ hand gel spray available for commonly used handles/ doors – fridge, kettle, cupboards, water dispenser, milk bottle – staff to wipe after team leaves
- Signage placed towards staffroom kitchen and staff toilets to remind staff of social distancing, numbers limited in room
- Staff to use their own mug, wash it up/ place in dishwasher and either take it home/ or keep in their bubble and this is only to be used by them only.
- Photocopier – wipe with alcohol wipes the touch panel
- Some staff with medical needs assigned specific toilet facilities to reduce risks further
- Staffroom windows to remain open to create fresh air circulation
- No tea towels to be used in kitchens/ staffrooms
- Staff meetings to be held in alternative spaces (studio, break out in small groups) as limiting interactions in large teams
- Seating to be arranged so staff have space between them – reminder of updated Government message ‘Hands, face, space’.- Site Manager to demarcate TSI chairs that should not be used during this time
- PPA reminder – staff to sit with space between them, avoiding face to face

#### **Corridors/ Stairwells:**

- Keep movement around the school to a minimum
- Keep groups moving around school separate from other bubbles
- Children escorted around school to ensure social distancing maintained
- Corridors where poor visibility (chicanes) will have one-way systems to maintain distancing
- Upstairs Y6 classrooms to have one side up/ one side down – keep left
- Additional signage to support distancing, hand hygiene, direction of transitions

#### **Learning Provision:**

- No year group assemblies due to rising number of cases
- Year groups to be fully prepared to run remote learning if their class/ year group have to isolate for 14 days- As there will be more families potentially choosing to shield themselves or family members, as indicated before Christmas, each year team to ensure remote learning continues to be accessible as before for the few children who may not be in. Year teams be prepared for a short notice for school partial closure.
- Whole school shared topic approach across Federation for start of term- ‘Let me tell you a story’ to ensure pupils can address their experiences throughout the pandemic and to ensure PSHE addresses any

concerns or worries, as well as celebrating the positives. Create school time capsule which provides some closure. Topic will also enable teams to address key aspects of the curriculum and ensure catch up.

- No whole school assemblies/ gatherings – ~~year group bubbles spaced in hall – SLT to lead on rotation~~
- Catch up funding to be used to support identified children within first 3 weeks of term – this may be additional pastoral support / attendance support / intervention / extended school day
- Limit any activity where passing items around a class e.g. circle time objects, artefact sharing – ensure regular hand hygiene and wiping of equipment
- CPD for first few weeks to focus on liaising with previous teacher to ensure transfer of information is thorough and teachers are assessing pupil's progress/ gaps which have emerged and steps are planned to address this.
- Please revisit the expectations set out in the risk assessment with your new bubble, take time to model, walk them through the procedures for arriving/ regular sanitising / respiratory hygiene etc. Website e-bug coronavirus (COVID\_19) website has some resources to help deliver messages such as 'Catch it, bin it, kill'. Additional learning rehearsal about social distancing, good hand washing/ drying hygiene – on arrival, before/after eating, regular intervals in day. Reminder of coughing sneezing into elbows
- Additional time on first days to walk class through their routines and expectations play zones- how we use toilets
- Additional teaching allocated to manage emotional needs of group – including strategies to support children to have a voice e.g. 'stop please can you keep your distance'
- Allow more time to transition to ensure social distancing maintained and monitored
- PPA to be planned for the youngest children who may find social distancing more challenging, to restrict movement of adults initially.
- Staff/children to walk through fire drill first day of term. PEEPS updated by AHs/ class teaching team.
- Fire training up to date
- PE risk assessment and planning provided by PE leads for non-contact sports preferably outside/ limited sharing of equipment- but where used across bubbles equipment is cleaned afterwards via bucket of disinfectant and then left to dry
- External coaches can be used to support the curriculum offer – conditional usage outside only
- TSI & HPJ children come to school and remain in PE clothes – to avoid using changing room
- Swimming pool guidance just released at time of writing – this will be reviewed with anticipation of swimming lessons resuming in September - re-opening put on hold due to 2<sup>nd</sup> national lockdown
- Swim England advice permits schools to maintain swimming lessons as part of their education – risk assessment completed – additional time created to allow wipe down of changing rooms, benching and space for bubbles to transition avoiding crossing over. No swimming will occur whilst we are in the uncertain period, this will be closely monitored and reviewed.
- The schools are preparing to use additional learning platforms (by accessing DfE funding) for the autumn anticipating the risk of further closures and the need for remote learning. CPD will be disseminated on the INSET days to begin upskilling teachers. Year Leaders will have packs/ resources/ books ready to provide pupils if there are further lockdown measures.
- The schools will prioritise the most essential learning in Autumn – phonics, reading, writing, mathematics, PHSE & PE to enable children to catch up on lost learning and maintain physical health
- Excellent assessment strategies will quickly enable teachers to identify gaps/ priorities in teaching and those needing additional support (catch up opportunities). Assistant Heads and Deputy Heads to lead this with year leaders early Autumn Term.
- Parent consultations brought forward-to be held at the end of September to inform parents of pupil's progress, gaps and how these are being addressed- this is currently under review due to rising numbers in the community.
- Full curriculum offer, in place by summer 2021
- Focus on resilience, relationships, social skills, mental health – staff can access resources at MindEdlearning and <https://covid.minded.org.uk>
- Stormbreak – mindfulness / well-being programme purchased in readiness for staff INSET later in the year – PHSE leads

- Behaviour expectations to be clearly understood by pupils, additional support directed from AHs to support children struggling coming back to school/ managing their own behaviours/ demonstrating lack of resilience, ability to overcome barriers- external agencies to be engaged where appropriate
- Any disciplinary procedures/ exclusions must comply with statutory legislation
- All statutory assessments resume for 2020-2021, whilst the new piloted EYFS baseline & Profile is postponed.
- Reading records, home learning books and diaries to be retained in school, to prevent cross contamination home/school for staff- next steps to be determined to enable children/ parents to communicate and receive home learning. Diaries not to be written in, reading books to be quarantined as before, before recirculating – this will be reviewed regularly. Reading records kept in school – parents record their observations on a sheet, teachers will not be writing / reading these as.
- Microsoft TEAMS launched through INSET 2/11/12 - new emails set up, new channels and saving spaces created. Next CPD to train staff on uploading home learning, and receiving feedback/ submissions
- Parent survey collated half term to identify those in need of support for remote learning and possible access to DfE Laptop scheme. Electronic tablets purchased for vulnerable families identified on parent survey who do not have access to remote learning. IT manager working with IT leads to disseminate when needed – policies in place and to be circulated with parents.
- New Online safety Policies aligned to keep staff safe, with focus on Remote Learning Offer for parents
- Intervention groups reviewed – minimising cross over for staff,
- Intervention spaces - cleaning down chairs after children used in communal areas, cleaning caddies stored safely out of pupil reach as this area is unsupervised
- Choosing books – separate bubbles allocated time to come and select a book, sanitise prior to looking at books and afterwards
- Sanitise hands before going to collect book bag from box
- Drama, art, dance can continue but no raised voices (avoiding projection of voice)
- PE important, but prioritise outside teaching
- Remote Learning provided for isolating children
- Staff read and followed Remote Learning Policy
- Vulnerable families (engaged with social worker) have access to devices

#### **Playtimes / Lunchtimes-**

- Staggered play in set zones for each bubble to significantly reduce numbers outdoors or transitioning outdoors (see pupil group/zone/timing plans) 2 x year 6 bubbles to mix outside at playtimes – to be monitored
- Each child/ adult to wash hands before playtime and use the toilet
- Adults to take gloves/ plastic apron/ facial covering outside in anticipation of stepping closer to a child who may need help e.g administering first aid.
- Pupils in bubble to use box of plastic wipeable toys (e.g. hoops). Children can share but should maintain good hand hygiene before and after using resources. Wipe down at end of play.
- First aid to be administered outdoors (not medical room where possible)
- Each first aider has their own clipboard / pen to record first aid slips/ details
- Hot school meals provision to be confirmed. Timetable to be created. Hall to be used which enhanced cleaning between year groups. HSM not resumed due to increased risks.
- Lunch staff wear gloves, apron when distributing school lunches.
- Children's rubbish kept in lunch box and taken home – parents to wash boxes daily
- All staff reminded to be punctual with timings, so reducing over-lap of groups
- Where year group/ classes have lunch in the hall – Y4 to be on one side/ or zig zag at the table so not face to face – Y4 children all in the classrooms to eat
- Stagger classes access to pegs start and end of the day, to minimise congestion and bubble merging
- Review timings between Y3 & Y4 children as cross flow points

#### **Early Years and Key Stage One:**

- Limit resources used each day to those which can be wiped / washed clean. (Plastic, hard surfaces).
- Children to bring in a change of clothes from home in case of accidents

### **Unwell staff/ children:**

- Any unwell staff or children should not come to school.
- If adult becomes unwell with Covid symptoms (see below) take temperature, inform SLT, (staff needs to go home/ book test) - other teaching team member to take over bubble
- Class to go outside (under cover if wet) whilst room is cleaned. Return once clean has taken place. Cleaners informed of need for deep clean to classroom at end of the day (SM)
- Child becomes unwell with possible Covid symptoms, – taken to isolation room (TSI medical room), PPE worn (visor/ gloves/ facial covering/ apron) temp taken with non-contact thermometer – parents informed – testing advice – 7 **10** day isolation
- Isolation room to be deep cleaned after use
- All staff and parents and provided with guidance

### **If there is a suspected case:** (additional guidance from PHE SW – this is current guidance June 10 2020)

- If a member of staff has a positive test result from an LFT – please remain at home, inform your deputy or business manager and book a PCR test. Inform the school of the results
- The school fully support the NHS test and trace process -
- Send symptom case home (*symptoms are defined as new continuous cough/ high temperature/ loss or change in normal taste or smell*)
- Isolate for **10** days after the onset of symptoms
- Book a test – via Hamwic link/ NHS 111 systems or calling 119; ‘gov guidance covid-19 getting a test’
- Telephone Health Protection Team (HPT) 0300 3038162 **Dfe Helpline 0800 0468687** & agree infection control measures, and communication
- Inform LA – Julia Coleman – **schools continuity plan – see SLT response plan**
- Check test results in 48hrs – **as soon as they released**
- Risk assess - need for eye/ nose/ mouth protection for cleaning – always wear gloves/ aprons when cleaning/ disinfecting areas where person has spent significant time including objects in contact with, surfaces. Corridors to be cleaned as normal.

### **If there is a single confirmed case of Covid -19** (additional guidance from PHE SW)

- **SLT work together to work through emergency response plan set out by team** and advice from public health
- As above (send person home) and follow Stay at Home guidance for households – isolating for 10 days from the outset of symptoms. Other members of the household isolate for 14 days.
- **Class/ group to be sent home to self-isolate for 10 days, their household is not required to unless symptoms occur. Children to exit by minimal internal route – parents collect at TSI roundabout for ease**
- Inform local HPT confirming case **0300 3038162/ DFE help line 0800 0468687**, agree infection control measures needed, carry out a rapid risk assessment to confirm those in close contact/ isolation instructions and communication to others
- Inform LA **continuity team**– track and trace agreed where applicable, and isolation for those identified as contacts (*direct close contact defined as face to face for a length of time within 1m, coughed on, unprotected physical contact- skin to skin*)
- **Inform Trust via grid provided**
- Letters sent to those identified, **and whole school community**
- **Site Manager / Business Manager inform cleaning company – rooms impacted to be closed until cleaned**
- Enhanced cleaning processes in place where a symptomatic person has been in school (P6&7 PHE guidance)
- School will have easy to hand up to date class information lists for adults/ children who would have been in close contact/ proximity contact with confirm case

### **Containing an Outbreak**

- If there are 2 or more cases within 14 days – **liaison with HPT 0300 3038162**
- A mobile testing unit may be dispatched – prioritising the class, then year group when whole school if necessary

- Class/ group to be sent home to self-isolate for 10 days, the household is not required to unless symptoms occur

#### First Aid:

- A first aider must be available on site and preferably a 3-day trained First Aider at Work
- Staff to liaise with the class teacher and year leader when a concern arises over a child's health
- Each have own PPE equipment, clipboard/ pen
- Where it is necessary to administer first aid those administering it should pay particular attention to sanitisation measures immediately afterwards including washing hands.
- First aider **must** put on **face mask** / PPE equipment before approaching child to protect staff member
- New medical room used in HPJ in between playgrounds (physio room) for more serious injuries
- Ice packs -wiped down after use with anti-bac or milton
- First aid rubbish double bagged before removal
- First aid room wiped down after use – plastic chairs, door handles
- Isolation room for all children across Federation is the TSI medical room– therefore TSI: simple first aid to be treated outside or in own bubble room
- Accident reporting procedures remain the same
- Low risk first aid equipment is available in each bubble group (e.g. sick bowls, plasters)
- Reminder that staff must have PPE equipment with them in readiness to approach children who have had an injury.

#### Staff Well-being:

- 1:1 meeting with SLT member to support anxious staff return
- EAP – Free Counselling service, the health & wellbeing pages and that information can be found on the intranet, options to engage Occupational Health is needed.
- To ensure office team safety – staff not to open the hatch – parents requested not to enter school building – but to phone or email communication, unless an emergency.
- Staff involvement in reviewing, editing risk assessment and management plan
- Staff survey sent after first week, and second week
- Time for planning, preparing, familiarisation on INSET days
- Staggered reasonable breaks put in place every day, and weekly PPA organised according to guidelines
- Individualised stress risk assessment completed with staff by SLT member, where needed, to support staff members still needing further support – review and monitor. If you feel this is applicable to you, contact a member of the SLT to complete.
- **Staff surveys capture feedback and amend into risk assessment**
- Hamwic HR email dated 25/1/21: From 1 February 2021 and initially during the spring term, the Trust will be holding short one to one wellbeing drop in sessions for employees each Monday between 3.30pm and 4.30pm. These will be 10 minute slots via zoom to discuss concerns you may be facing during this lockdown period, employee benefits, the counselling service and all things health and wellbeing. To request a 10 minute appointment, please email [hr@hamwic.org](mailto:hr@hamwic.org) reminder of the counselling and mental health support offered to all staff is listed below:
- Free employee counselling service/Employee Assistance Programme (EAP) through Health Assured. Employees and immediate family members can access confidential counselling through the help desk, 7 days a week on 0800 023 4742 or 0800 0305 182.
- A programme offering 9 months of professional mental health support through Able Futures, who can be contacted on 0800 321 3137 (lines open 8am to 10.30pm Monday to Friday)
  - Emailing them at: [hello@able-futures.co.uk](mailto:hello@able-futures.co.uk)
  - Or completing their Self-Referral Form at: <https://able-futures.co.uk/mental-health-support-for-individuals/apply-for-able-futures/>
- The Department for Education is providing additional support for both pupil and employee wellbeing in the current situation. Information about the [extra mental health support for pupils and teachers](#) is available.

- The [Education Support Partnership](#) provides a free helpline for school employees and targeted support for mental health and wellbeing.
- Employees may also find the free meditation app through Headspace useful. Meditation has been shown to help people stress less, focus more and be happier. Headspace will help train your mind for a healthier, happier life. Please see our Health and Wellbeing pages for further information. <https://intranet.hamwic.org/health-wellbeing-for-staff/?top-category=staff-benefits>
- Please visit our Hamwic Health and Wellbeing intranet pages for other services and benefits available to staff <https://intranet.hamwic.org/health-wellbeing-for-staff/> and also see the poster below from the Anna Freud National Centre for Children and Families who offer 'Shout' a 24 hour text message support service.

#### Wrap Around Care:

- Under review – phased re-opening beginning with breakfast club
- Risk assess identifies key measures- e.g. maintain class/ year group bubble areas with own resources seating arrangements
- Hand hygiene on arrival, use of outdoors where possible, no food preparation such as toast (provide fruit, yoghurts, breakfast bars e.g)
- All resources cleaned/ mats/ benches wiped down after use
- View to beginning after school club late September and sports clubs later in autumn term
- continues with bubble provision, during **lockdown** no sharing of balls/ play equipment beyond bubble

#### 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).

#### Contractors & Visitors/ Volunteers/ Deliveries

- **Volunteers are able to attend school – risk assessment shared, signed, monitored, maintain 2m from pupils – postponed due to 2<sup>nd</sup> national lockdown, postponed with 3<sup>rd</sup> lockdown. Reinstated**
- Contractors carrying out essential maintenance deemed necessary to the safe running of the school are 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 metre).
- All contractors/ visitors to wash/ sanitise 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.
  - Site Manager to email prior to works visit to site, the Covid specific relevant risk assessment.
- The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

#### Cleaning & Hygiene

- Site Manager will ensure the school has enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard. **(Checked for opening of 8<sup>th</sup> March)**
- Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed. If stocks are low, please contact Head of Estates
- Site assistant to clean keyboards/ handles etc daily
- Cleaners may wear gloves to clean each bubble and must dispose of them after each clean. Disposable cloths/ blue roll to be used. If cloths are used they can go in the school washing machine on a hot wash for the next day's use. Disposable aprons are available if needed.
- **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.**

- Once products begin to run low, notify Graeme Staddon (estates officer), who will ensure supplies from other schools are shared out/sourced
- Regular cleaning of surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
- Increased signage placed in every room to encourage cleaning and hygiene.
- Ensure that bins (lidded) for tissues are emptied throughout the day
- Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- Meeting with HT/BM/SM with Senior Cleaning Accounts Supervisor to review quality of cleaning and systems for cleaners since Covid
- Site Manager hours rearranged to enable quality assurance during cleaning hours – referrals and queries to be managed more effectively through ticket help desk system (staff raise concerns via help desk)
- Additional cleaning caddies mentioned in staff survey for Rainbow room and Studio (TSI&N) – Site Manager to check and action
- Site manager to check with teams to ensure cleaning is as expected, break out rooms, sinks etc and where improvements need to be made, please ticket site manager at [premises@hamworthyprimaryschools.co.uk](mailto:premises@hamworthyprimaryschools.co.uk)
- Replenishments also need ticketing if not being completed
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<b>Existing level of risk: moderate</b>	Consider current level of risk with existing controls in place
<b>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.</b>	

Additional control measures	List additional control measures required to reduce risk
<b>Additional measures:</b>	
<ul style="list-style-type: none"> <li>- Stop hand shaking of children and visitors</li> <li>- Early years- pupils who are distressed when entering school- staff to wear gloves to handle and support pupils or wash hands immediately afterwards</li> <li>- Positive handling- to be decided/ liaison with parents and considered within behaviour policy</li> <li>- Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</li> <li>- SLT to ensure pupils with a Behavioural RA have their 1-1- support if this is not available for the pupil then consider whether they can be in school due to staff ratios.</li> <li>- Safe space allocated for identified children indoors or out</li> <li>- Social stories provided for those needing additional support</li> <li>- DSL team aware there is an increase in need to monitor/ work with families with welfare/ safeguarding concerns, and extra time to ensure referrals are timely and monitored</li> <li>- Ensure communication with school nurse is regular as they have maintained case-loads during lockdown</li> <li>- Staff who may need to touch a child have a range of PPE</li> <li>- Parents provided with clear overview of procedures/ and a home school agreement – shared with staff/ parents/ Governors</li> <li>- Replenishing hand towels and soap every day carried out by Site Assistant, a bank of resources left with Year Leaders at HPJ and DH in TSI</li> <li>- Site Manager added extensive hand sanitiser dispensers around school, peak people flow areas</li> <li>- Site Manager to re-check soap dispensers and towels in communal toilets around midday</li> <li>- Teams to ‘ticket premises’ prior to running low of cleaning resources</li> <li>- Site Manager to keep an eye on diminishing cleaning resources and liaise with Finance to order</li> <li>- More sanitary bins provided for staff/ pupils</li> <li>- IT Manager and Site Manager to review working practices to avoid unnecessary mixing with bubbles. Where emergency access to a bubble is required, hands should be washed/sanitised before access. Any hard surfaces touched should be wiped down and hands washed on exit</li> </ul>	

Specific rotas for arrival/ play/ lunch and end of the day: to be added next week once Business Manager has confirmed lunchtime staffing/ arrangements for HSM and Year Leaders have liaised with their class teams and additional staff

**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)
- 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.
- 7) Keep occupied spaces well ventilated. In specific circumstances:
  - 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
  - 9) Promote and engage in asymptomatic testing, where available. Response to any infection You must always:
  - 10) Promote and engage with the NHS Test and Trace process.
  - 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
  - 12) Contain any outbreak by following local health protection team advice

**School Leader's comments**

Insert comments relevant to assessment as appropriate

**Monitoring and review:**

Initial feedback from Year Leaders and SLT 8/7/20 version 1

Reviewed by Hamwic 9/7/20 v2

Consultation with staff 10/7/20

Adaptions made by, where necessary 16/7/20 and redistributed v3

INSET 3 & 4/9/20 staff teams to discuss and amend if any further Government guidance released

SLT, Site Manager and Year Leaders to observe and monitor during first week of children in school 14/9/20, gaining feedback from staff – alteration made when needed.

Feedback from Chair of Governor – parent view 1<sup>st</sup> few weeks of September 2020, adjustments made

**Staff survey:**

Staff survey review end of first week children are all in school 12/9/20. Half termly well-being staff cpd sessions to be scheduled. **Year group staff survey – 24<sup>th</sup> October adjustments made.**

SLT to make amendments and share appropriately with staff, Gobs and Hamwic.

**3/1/21 Email to all staff regarding their intention to return in Jan2021, following NEU letter – staff to speak with an SLT member to discuss 4/1/21 updates reflect staff feedback**

**w/c 1st March – staff to discuss amendments with Year Leader to raise concerns or queries with version 10**

**External audit:**  
 We welcome and organised visit from Hamwic to audit safety measures – this may be carried out by a Board Director or H&S team member

Name of School Leader	Signature of School Leader	Date and details, including review dates
Susannah Hill	<i>S. Hill</i>	Finalised 25/5/20 amended 31/5/20 following Hamwic review
Susannah Hill	<i>S. Hill</i>	Amended 3/6/20 following initial staff feedback
Susannah Hill	<i>S. Hill</i>	Amended 8/6/20 following staff survey/ SLT monitoring and PHE guidance
Susannah Hill	<i>S. Hill</i>	Amended 19/6/20
Susannah Hill	<i>S. Hill</i>	<b>New version</b> – created following new guidance from Government – 2 July 2020 amendments through consultation – July
Susannah Hill	<i>S. Hill</i>	Updated 12/9/20 Updated due to rising numbers in the country and community – version 3
Susannah Hill	<i>S. Hill</i>	Updated 3/11/20 Updated due to 2 <sup>nd</sup> lockdown implementation on 5/11/20 version 4
Susannah Hill	<i>S. Hill</i>	Updated 5/11/20 due to 2 <sup>nd</sup> lockdown Government guidance issued 4/11/20 version 5
Susannah Hill	<i>S. Hill</i>	Updated 31/12/20 due to BCP entering tier 4 following Government guidance issued 2/1/21 version 6
Susannah Hill	<i>S. Hill</i>	Updated 8/1/21 following DfE guidance ‘Restricting attendance during the national lockdown’ -
Susannah Hill	<i>S. Hill</i>	Updated 23/2/1/21 following DfE guidance on return from lockdown 3

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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Risk assessments are reviewed following any localised or national changes, alongside monitoring feedback.  
 Next date: towards end of lockdown if not before  
 Inspection by HSE booked in for 10/11/20 for HPJ, Hamwic to attend – advisories to be added to RA  
 Staff review and survey via Year Leaders sent out week ending 11/1/21, as always any queries raised by staff face to face or via email is responded to follow time from SLT to review.

Review date	Reviewed by	Reviewer signature	Remarks

**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

<b>Low Risk</b>	Acceptable – Monitor. See note 1 below.
<b>Moderate Risk</b>	Acceptable - subject to guidance. See note 2 below.
<b>High Risk</b>	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.