

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

<b>Location / Site</b>	Sholing Infant School
<b>Activity / Procedure</b>	Reopening of school to all pupils from September 2020
<b>Assessment date</b>	March 1st 2021
<b>Assessment serial number</b>	03
<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>	

<b>Identify hazards</b>	Record all hazards that are specific to this task
A. Lack of or poor hygiene and cleanliness across the site.	
B. Inadequate staff ratios.	
C. Poor communication means that staff, parents, pupils or visitors do not follow guidance.	
D. Deliveries and waste collection means outside workers expose the school population to the virus.	
E. Contractors/visitors expose the school population to the virus.	
F. Close contact with others causes virus to spread throughout the staff and pupil population.	
G. Lack of knowledge of the NHS Test and Trace process.	
H. Close contact with others causes virus to spread throughout the staff and pupil population.	

I. Rapidly changing local situation may affect school situation
J. Lack of PPE (if required).
K. Risk of infection from children and adults with COVID-19 (either asymptomatic or with symptoms)

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

Existing control measures	List controls already in place to reduce risk from of injury
	Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).
	School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support, if this cannot be achieved then they will notify the HET immediately.
	The DSL must be available on site or via phone. At Sholing Infant School the DSL is Lisa Houghton and Trevor Steward and Simon Arthur are Deputy DSLs.
	No parent must enter the school site or buildings unless asked to do so or in the event of an emergency. Staff may not use the car park between the hours of <b>8:20am and 3:30pm. Outside of these times, the gates will be closed to staff.</b>
	Where possible staff will take their own temperature , using anti bacterial wipes after use and disposing in the bin provided. Any high temperature (adults-38 C +) will be reported to SLT, and result in the staff member returning home and booking a COVID test
	Remove or disable entry systems that require skin contact e.g. fingerprint scanners. Internal doors must be wiped with anti-bacterial wipes before and after use and hand sanitiser applied. Where possible, doors will be left open during the day e.g. HT office and classroom doors, to avoid touching of buttons/door handles The exception to this will be the door between the reception area and the KS1 corridor which must be kept closed at all times. Wipes and hand sanitiser will be located at this point and key pads and handles must be wiped after use, with hand sanitiser then applied.  Sanitiser will also be available at the handwashing station on entry through the school gate (this will be open from 7:30am , but staff will need to wipe the keypad and use hand sanitiser should they wish to leave and re-enter the premises at lunchtime)
	All visitors and meetings will be cancelled or significantly reduced unless an emergency. We will restrict all visits to the setting to those that are absolutely necessary. Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout.

All visitors will be asked to wear face coverings and will have their temperature checked before admittance. Visitors must apply hand sanitizer on arrival and exit. Where possible, eg for HAMWIC staff, and in time, parents, visitors must do a LFT prior to coming into school.

Visitors will be required to meet at a social distance of 2m+ in a ventilated room

This risk assessment will be shared with visitors prior to their arrival.

Visitors working with individual pupils from across the school will need to ensure that they are working in a well ventilated area and that robust cleaning of resources is maintained, as well as cleaning of table/chair used between children. This would apply to school speech therapy and SAOS visitors.

Music teaching face to face will be reinstated as of **wc 8 March 2021** ;this includes violin lessons -children taught in class bubbles only, and whole class music lessons. Teachers to wear masks at all times and all control measures (temperature/hand washing / 2m distance+/teaching in large well ventilated area) maintained at all times)

Volunteers/students are permitted to continue to work in school but must , like staff, be confined to a specific bubble and follow all health and safety procedures as expected of staff.

A record of all visitors will be kept

Classrooms are organised so that pupils are positioned side by side and facing forwards.

1-1 contact times should be reduced to avoid staff and pupils being less than 2 metres from each other. Where this is not possible staff and pupils should avoid close face to face contact and minimise time spent within 2 metres of anyone.

Staff and pupils are placed in separate groups (or bubbles) which minimises contacts and mixing between people and reduces transmission of coronavirus across the school. Staff who 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 **MUST** wear masks to protect themselves and the bubble further. A mask may be worn without a visor but a visor must be worn with the additional precaution of a mask.)

Staff should meet eg for Year group meetings in designated social spaces only not in classrooms.

Access to shared space-hall- for staff lunches has been further restricted- only one year group at a time may use the hall.

Staff may only use the original staff room for accessing the bathroom - all reprographics must now take place in the hall in the area designated- only a max of two must be in this area, and socially distanced wearing masks.

Other shared areas eg the reception area, identify clearly the number of persons allowed to occupy a space. This must be adhered to at all times. Only 3 people may enter the staffroom at any one time and one person at a time to use the toilet area- staff to use the engaged/vacant sign to alert other staff of their presence in the toilet area.

Staff(except HT/DHT when essential) are not permitted to enter classrooms other than their own under any circumstances during the school day without prior consent in exceptional circumstances permitted by the HT. The only exception to this is when HLTAs are teaching classes in their year groups

**Any member of staff carrying out intervention or catch up work with individual pupils should:**

- Wear suitable PPE (mask and/or visor)
- Ensure that there is a suitable, well-ventilated space that the session can take place in

- Ensure that the child goes and meets the member of staff (rather than the member of staff entering a bubble / multiple bubbles)
- Ensure that the surfaces and chairs are wiped down after the session and before the next session begins

Teachers MUST wear a mask when moving from the front of the class to mark/read with pupils

- Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own.
- Any resources, such as PE equipment, that will need to be shared across bubbles, will be dipped in disinfectant at the end of a lesson and left to dry.

Other:

- Stop hand shaking of pupils and visitors;
- Do not use shared cups in class (e.g. using cups for water), replace with disposable cups;
- Inform parents to ensure pupils have water bottles in school, rather than placing these in containers close together ensure they are separate on the side.
- ask parents not to send in lunchboxes unless absolutely imperative, if necessary ask parents to use plastic lunch boxes so these can be easily wiped down when they arrive in school. If parents do send in lunchboxes, staff must not handle these.
- ensure pupils bring minimum equipment to school, by taking measures such as providing stationery in school and coming in kit on PE days
- choirs will not reconvene

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

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

All staff in school are aware of what to do in the event of a fire and have had appropriate training. A fire evacuation drill will take place each term, using the revised muster point (as per summer 2020) Evacuation drill held successfully Autumn 2 2020

The evacuation point for a major incident remains Sholing Junior School North playground .

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

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

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

As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work (Julie Churcher and Owen Southwell) at all times. Medicines will be administered in the classroom **where possible** to prevent too many children coming to the medical room. Any dispensal of medicines will be recorded and witnessed as appropriate. Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate.

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

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

### **Physical Activity**

- physical activity is prioritised to outdoor sports where possible and large indoor spaces where not;
  - maximising distance between pupils is particularly important due to the way people 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.

### **School transport**

- pupils where possible are grouped together on transport in the bubbles that are adopted within school;
- hand sanitiser is used upon boarding and/or disembarking of the vehicle;
- additional cleaning of the vehicle takes place;
- organized 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 i.e. 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 they must:

On entry:

- arrive promptly, at the exact time given for the class bubble.
- Wear a mask when dropping off or collecting their child on the school premises
- arrive on foot-do not bring scooters or bikes
- stand and wait at the required time on the spots outside the school gates, and not congregate in front of the school until the gate is opened for the class bubble to enter.
- allow their child to apply hand sanitiser on entering the premises.
- say goodbye to their child at the gate and not enter the school site.
- leave the site immediately after dropping their child off and not wait on or around the school premises.

When collecting:

- Arrive promptly and stand on a spot outside the school gate.
- wait for your child to be sent to you from their spot on the path.
- leave the premises promptly
- do not distract the teacher from dismissing, email or contact the school in the event of needing to discuss any issues/convey information.

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

Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact – times sent home to parents via Parentmail

All information needed to be given to parents must be done via text, email or phone call.

### **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).

Deliveries must be left outside the front door and delivery drivers not allowed in reception - names given via intercom

### **Cleaning & Hygiene**

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

A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Additional cleaning hours will be maintained into the autumn term and cleaning schedules recorded in key areas eg outside toilets and classrooms.

All staff must leave school by 4pm each Thursday This is to allow the site manager to deep clean the classrooms with the fogging machine .

Any member of staff using RKs office or JH's office in their absence must request permission from the HT prior to use and the staff member must, if permission given ensure that the site manager is informed, to enable a deep clean to take place at the end of the day

Equipment shared across bubbles is limited to PE equipment and resources stored in the AA, e.g. Science resources and these must be cleaned meticulously before used by another set of children. Staff to alert site manager to resources having been used and requiring cleaning.

YR may have a number of soft toys and furnishings but these should be kept to a bare minimum

No resources to be left out in general areas at all.

Staff to continue to use the general areas of the hall and AA for breaks.

All seating areas will be designated and sectioned off at 2m distances-chairs MUST not be moved from their location

One year group only at any time in the hall for lunch/break

Disposable packed lunches may be brought in to school as school lunches will not be available for staff from September. No shared use of cutlery/crockery (staff must bring their own) and dishwasher not to be used. Drinks may be made in the staffroom, staff using only their own cup and wiping urn handles using anti bacterial wipes after use. Tea Towels must not be used and personal cutlery/ crockery must be cleared away immediately

Staff to wear masks in shared spaces eg toilet, staff room, corridors and halls. Mask must also be worn outdoors.

All pupils have their own set of essential equipment eg pencils/whiteboards. These will not be touched by any other pupil

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

Ensure staff do not access offices without prior agreement.

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

Inform parents of hygiene expectations and discuss with pupils-children to hand wash throughout the day, including on entry/exit and before and after break/lunch as well as after toileting. Boxes of tissues on each desk and children taught to 'catch it bin it kill it'. Sufficient bins in all classroom areas.

Clean surfaces that pupils and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Such items will be bubble specific and not used by those beyond the bubble other than PE equipment.

Ensure that all adults and pupils:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Ensure that bins for tissues are emptied throughout the day.

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

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

### Contractors

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

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

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

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

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

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

<b>Existing level of risk</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>	
<b>Additional control measures</b>	List any additional control measures that are required
Organisation of pupils and staff to minimise contact:	

- Pupils of infant age do not need to wear masks however some parents may send pupils to school wearing masks. In such cases, masks will be permitted until pupils enter the classroom, thereafter they should be removed. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.
- Children will be organised into class bubbles and will not move unsupervised from these bubbles. Movement will be restricted to use of the corridor to the toilet (supervised) and into their designated play area (supervised)
- All staff with the exception of HLTAs will be restricted to their bubble groups and will not mix with other children. Each bubble will contain one/two teachers, one /two TAs and a MSA. The HT and DHT may enter any bubble but must maintain a 2m distance . Cover for MAST/absence may only be provided by class TA/Year group HLTA/HT/DHT and only when that member of staff feels safe to do so- no member of staff will be expected to cover without full agreement. PPA will be covered as is currently the case by year group HLTAs/HT/DHT/class TAS
- All bubbles will be given designated arrival and departure times and will be supervised walking through the gates without parents by SLT. Children will stand on a spot on the path inside the school, before cleaning their hands, and taken by their teacher to the classroom. Bubbles will not be allowed in until the previous bubble has vacated the area. Any late pupils will not be admitted if late, until a bubble has been dispersed.
- The main playground will be separated into five sections, 3 Y2 areas and 2 Y1 areas. Y2 will have break/lunch at the same time with no mixing of bubbles. Y2 will have staggered lunchtimes with Robins and Otters eating at 12:00 until 12:30 in classrooms then playing outside , swapping over with Squirrels who will play in the playground from 12-12:30 and will eat in their classroom at 12:30-1pm
- Toilet ‘window’ times will enable class bubbles to use the toilet regularly under supervision.
- Use of the outdoor area for EYFS classes will be timetabled, ensuring that classes have both am and pm access.
- Children in KS1 will sit socially distanced in their class bubbles, facing forward. Equipment packs and tissues will be on each desk and additional bins provided in all classrooms. Water bottles will be kept on desks, as we now have additional table space for each pupil
- Additional bins in classrooms to restrict movement in the classroom as children dispose of used tissues.
- Children will not use the corridors to hang coats etc – children will have designated seating places and coats will be hung on the backs of their chair and book bags underneath desks. Children may take reading books home but these will need to be isolated for 72 hours on return. Children will read school books that remain at school, whilst in school. Children will continue to come to school in PE kits on the required days-no storage of kits at school.
- Teachers will as far as possible maintain the required social distancing although books will be marked and taken home by staff as long as hands are washed before and after touching them.
- Children will have cold lunches in their class bubbles with their bubble MSA who will supervise throughout. Children will be strongly encouraged to take a school lunch, if this is not possible, eg if a child has SEND / resistant to some foods, a lunch may be provided- staff will not handle any food containers/lunch boxes/food brought in from home. From the start of the summer term, pupils will have access to the servery for hot food, however this will be collected at a designated time by pupils before eating in the classroom.
- Handwashing will take place in the classroom using soap and water and under supervision. Hand sanitiser is to be used on entry and exit to school and regularly throughout the day. All class bubbles will have a cleaning kit to enable door handles to be wiped e.g. after playtime.

- All staff working with pupils with EHCPs will be part of that child's class bubble and will not cross bubbles. Those staff and class teachers may meet outside agencies at a social distance and following hygiene expectations, with any rooms used well ventilated and thoroughly cleaned.
- Windows and doors must be kept open if at all possible to aid ventilation and prevent stagnation of air. As the weather is now getting warmer, full ventilation of rooms will be required.
- Alterations to staggered start/leave bubble times may be put in place to allow siblings to be on site before/after their allotted time, to support parents. Should this be required, children in school before/after their class bubble times will be supervised either in their bubble classroom by their class teacher and within teachers' directed time. Before and after official bubble times, weather permitting, children will play outdoors in year group segregated areas, supervised by either teaching or support staff
- Teachers should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. Additionally, teachers should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. Pupils should take place only in well ventilated areas-preferably outdoors. Pupils should be positioned back-to-back or side-to-side when playing or singing.
- RK to work in an office away from AW -both in vulnerable group and both in small space with no natural air flow.
- Staff to be offered the opportunity to meet remotely eg for PDMs although staff may meet in the hall provided that social distancing-2M+ may be maintained and sufficient ventilation is available. Staff must wear masks should they attend face to face meetings in the hall.

#### First Aid:

- Two qualified first aiders ( either/both) will be in school at all times as well as paediatric first aiders.
- Medicines/creams/Epipens/asthma inhalers will need to be kept in the class bubble, stored in an unlocked but secure location, and contained in a named box. (TSC AG AO NH )
- Any creams applied to pupils must be done in full PPE, in the medical room.
- Minor first aid will be administered by teaching staff/TAs at playtime using class based medical kits and accident forms. Should a qualified first aider be required, they will need to be alerted to any incidents via the intercom and will escort and treat pupils in the medical room.
- Intimate care in YR to be undertaken by staff in YR toilet areas using PPE – hazardous waste bins in both areas. Hygiene followed.
- At lunchtime, minor first aid will be undertaken by Laura Stubbington – the intercom will be used to alert her to an incident in any bubble. She will be supported by a qualified first aider if required.
- Masks, gloves and aprons will be worn for all first aid and dispensing of medicines- boxes of antibacterial wipes/gloves and masks will be kept in classrooms.
- MB will require catheterisation 2X daily as well as intimate care. This will be undertaken by Sally Knight and witnessed by Julie Churcher. Sally will wear full PPE for all catheterisation/intimate care.
- AW will require intimate care and administration of medicines (controlled drugs) Intimate care will be administered by AWs 1:1 in full PPE. Medicines will be stored in a locked cupboard adjacent to Owls classroom. EVAC chair to be provided for emergency evacuation. (see PEEPs)
- AO to have cream applied by JC
- SB (diabetic) child to do own finger prick-monitored by staff member – PPE to be worn for data entry into pump.

#### SEND

- Teachers and TAs in Otters and Squirrels to be equipped with full PPE for immediate use.
- Securicare training for all staff as required.
- Risk Assessment for KB and JH

- RG to provide ELSA for JH
- PPE for all staff as required- individual packs for staff who may have children in their class who may spit.

#### Pregnant staff

In addition to the risk assessment completed for new/expectant mothers, any member of staff beyond 28 weeks pregnant must be supported to maintain a social distance of 2m plus at all times. Pregnant staff are CV so any additional safety measures required will be put in place. This may mean that the pregnant member of staff performs duties away from class teaching, eg works from home if deemed appropriate.

#### Fire:

- All staff to complete statutory fire training –September 2020
- JR to update PEEPs and share with all staff.
- Fire procedures for evacuation have been updated and shared with staff-evacuation will be to the front carpark of Oasis Sholing.
- Half termly fire drills to be carried out.
- All statutory checks carried out and recorded as per HAMWIC requirements.
- Fire warden training as required.

#### Staff testing:

##### The risk to the LFT coordinator who will be in contact with more staff.

- RK to ensure that all staff arrive for collection of tests at the correct time
- Reduce collection time by prepopulating the template sheet info prior to collection-staff will simply need to sign for collection.
- Ensure that RK wears face mask/visor and any required PPE during distribution and that staff collecting wear a mask at all times and bring their own pen.
- Collection point will be in a well ventilated area and tests will be kept 2m away from the LFT coordinator

##### Clinical incident risk

- Any clinical incident eg allergic reaction, bleeding, swab stick breaking whilst in use , will be reported by staff member as a yellow card incident to <https://coronavirus-yellowcard.mhra.gov.uk> and also to LFT
- all staff have read the instruction guide provided with the test kits and understand possible clinical incident risk
- all staff instructed to watch YouTube training video

##### Risk of more staff being positive and the impact on staffing levels and the wellbeing of staff.

- regular check in with staff through PDMs/TA meetings , to ensure that staff are coping with administration of tests.
- staff aware that LH must be contacted immediately on receiving a positive or double void test to enable contact to be made with class bubbles/staff that must self isolate..
- All staff reminded to be vigilant in maintaining HANDS FACE SPACE
- staff may access the EAP or the following to seek support re wellbeing:
- [mental health and wellbeing.Every Mind Matters](#) provides simple tips and advice to take better care of your mental health

##### Running out of tests.

- RK to monitor and reorder as necessary
- staff to alert RK should they run out earlier than expected eg because of missing items/repeated voids
- log maintained

##### Staff who don't take part in the test.

- adhere to RA control measures robustly
- ensure that all government directives are adhered to at all times

#### **Staff who don't do the test properly.**

- staff to ask for help if struggling with testing
- all staff to be instructed to read the instructions and watch the instructional video prior to testing.

staff will:

- Be asked to take a 2x weekly test to be used 3-4 days apart( in the morning before school if possible- if this is not practical in your circumstances, take the test the night before coming into school) Testing is not mandatory but strongly advisable in stopping the spread through asymptomatic cases.
- Follow the guidance on reporting results online and also to the school(info to be shared once available on how to do this)
- For most staff, tests will be completed on Monday and Thursday morning or the previous evenings- Sunday and Wednesday.
- Positive results should be confirmed to Test and Trace online/phone and to school (LH) as soon as possible but by 7.00am on Monday/Thursday at the very latest, if the test is done the morning before coming to school.
- Negative/void tests must also be reported to Test and Trace online / phone
- Part time staff should test themselves on/the night before, their first day in school. They should then test themselves again 3 days later.
- Staff not working on site do not need to be tested. (AD LJ)
- All staff issued with a privacy notice to explain how data is processed
- Be supported on how to use tests and report results through the information on the DFE document sharing platform, in PDM and through watching the instructional video.
- Be issued with a pack of 7 test kits, to last for 3/4 weeks, and an instruction sheet, once the test kits have arrived by the business manager, signing for receipt and recording the lot numbers of test kits received.
- Tests will be distributed by RK -day/time to be confirmed. Staff must wear a mask at all times and maintain social distancing whilst awaiting collection.
- Upload results onto the DFE portal and the school shared document, recording whether the result is negative, void or positive. In the event of a positive test, staff MUST phone LH immediately to inform her, and must then book a PCR test to confirm, and isolating accordingly until the result of the PCR test confirms the LFT result.
- Should a member of staff report two void tests consecutively, a PCR test must be booked and staff not return to school until a negative result confirmed.
- Should the PCR test come back negative, staff may return to work.

Rebekah Kennedy will be the school Covid Co-ordinator and will be responsible for the distribution of tests to staff and the internal recording of results for school purposes. She will be responsible for re-ordering tests, reminding staff to upload results etc.

Tests will be stored and locked away in the Business Manager's office. Staff are not permitted to access tests themselves under any circumstances. Tests are for the staff member only-NOT for anyone else, including family members.

Risk register to be updated by RK re clinical and non- clinical issues.

#### **Vaccination**

**All staff aged over 50 and requesting a vaccination will be offered the information provided to LH by SCC.**

**LH will:**

1. Allocate a single point of contact at school-LH and ask staff to send her their name and contact number. This person must be available evenings and weekends as this could be when there will be a need to use up spare vaccines – equally, it could be during the working day.

2. LH will identify all eligible staff and ensure that LH has their details and consent to be contacted for this purpose.
3. Make staff aware that they will be contacted at short notice and may have to travel to a vaccination centre, including at weekends and in the evenings.
4. If a call comes in during the day when staff are teaching and cannot be covered, then we need to know this immediately so that the next school on the list can be contacted.
5. Staff will need to take the following to the vaccination centre – ID, NHS Number, face covering and they must say they have been contacted for a vaccine under the ‘Zero Waste Programme’.

HOW WILL THE SCHOOL GROUP PUPILS IN EACH CLASS AND YEAR? HOW TRANSITIONS WILL WORK AND WHAT CHANGES WILL BE IMPLEMENTED DURING BREAK AND LUNCHTIMES?

Pupil groupings:

- Year groups assigned their own toilet block/staggered bubble use of toilets and all supervised.
- Pupils will be grouped in class bubbles of 30. Children will be taught in class bubbles.
- Pupils will be taught in those bubbles at all times
- HLTAs and RG who may cross class bubbles to work within year groups robustly follow hand hygiene and respiratory hygiene expectations,

Transitions: (see attached plan)

- Staggered entry/exit times
- Playtimes will be staggered in YR and Y1
- Pupils will eat lunch in their classrooms, with tables cleaned afterwards. They will be supervised throughout lunch time by their bubble MSA.
- Pupils will not use corridor areas independently-items kept in class bubble eg coats and bags, and children only permitted to use corridor supervised to access the toilet or the medical room.
- Laura Stubbington will be available for minor first aid, not allocated to a bubble at all and not entering a bubble. She will administer first aid at lunchtime, wearing PPE in the medical room. Intercom used to alert her. In an emergency cover situation, Laura may supervise a bubble but maintaining a distance of 2m+ and wearing mask and visor
- Staff on duty will undertake this duty at playtime unless they have specifically requested not to do so

Breakfast/After school club:

- The junior school risk assessment on before/after school provision will be published for parents via the Junior School website.
- Pupils using the before/after school club will arrive/leave the school at a time agreed by both schools and pupils will go directly to their bubble on arrival. In the morning, pupils will arrive before the first bubble arrives and will leave after the last bubble departs ensuring no mixing.
- All respiratory/hand hygiene requirements will be adhered to, with breakfast /after school groups washing hands before entering/leaving the school.

**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) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

**Response to any infection**

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

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<b>School leader's comments</b>	Insert comments relevant to findings as appropriate
This risk assessment will be reviewed on a weekly basis	

Name of school leader	Signature of school leader	Date
Lisa Houghton	L.Houghton	1/3/21

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

## RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SE VE RI TY	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.