

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

Location / Site	Livingstone Road Primary Federation
Activity / Procedure	Opening school to all Pupils Summer Term 2021
Assessment date	8 th March 2021
Assessment serial number	01 – Revised from Return to School Coronavirus Risk Assessment 25082020 V7
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Borough of Bournemouth, Christchurch and Poole & Dorset) and Hamwic Education Trust. 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 Suzy Hayward, Executive Headteacher – or if unavailable any other member of the senior leadership team.</p> <p>On 22nd February 2021 the government announced their road map out of lockdown with one of the first steps being that all children will return to school on 8th March 2021.</p>	

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

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

Existing control measures	List controls already in place to reduce risk from of injury
The Federation will follow all DFE/Government guidance which will be made available through updates from Hamwic Education Trust (HET).	
<p>Coronavirus Symptoms and Self Isolation</p> <p>Any pupils or staff who have Covid-19 symptoms are asked to remain at home and do not attend school and seek a PCR test by booking online to attend a test site or order a home test kit. If the test is positive they will follow government guidance and self-isolate for a period of 10 days from the day after the start of their symptoms.</p> <p>Any pupils or staff who are contacted by the NHS Test and Trace service are asked to remain at home until their period of self-isolation is complete (10 days) or if they subsequently have symptoms and have a positive PCR test until 10 days after the day the symptoms started.</p> <p>Members of staff who have provided close contact care to someone with symptoms does not need to self-isolate unless;</p> <ul style="list-style-type: none"> - The symptomatic person subsequently tests positive - They develop symptoms themselves - They are requested to do so by NHS Test and Trace or PHE - They have tested positive from an LFD test 	
<p>Pupils Developing Symptoms at School/Asked to Self-Isolate</p> <p>Anyone attending school who develops a new and continuous cough, or a high temperature (this means feeling hot to touch on chest or back or a temp higher than 37.8 (37.9 or above), or a has a loss of, or change in, their normal sense of taste or smell will be sent home and begin a period of self-isolation (10 full days) and are advised to arrange a PCR test as soon as possible.</p> <p>Other member of their household (siblings, members of their support or childcare bubble) should also self-isolate and government guidance should be followed.</p> <p>Pupils awaiting collection at school either due to having symptoms or because of other household members having symptoms or being tested positive will be;</p> <ul style="list-style-type: none"> - Kept in the first aid rooms in both schools with the door closed and window open if possible. - If the child needs to go to the bathroom while waiting to be collected, they should use the disabled toilet nearest to the first aid room - Once collected both rooms must be thoroughly cleaned before being used again - Staff collecting and supervising the children should wear PPE, and if possible maintain a 2 meter distance 	

The Federation will aim to secure three contact numbers for every child to ensure that someone can be contacted immediately if a child has Covid-19 symptoms.

Lateral Flow Testing / Taking Temperatures

Pupils at the Federation will not have regular testing, this is in line with government guidance.

Staff who consent will conduct twice weekly Lateral Flow Device testing at home in line with the existing risk assessment 'Lateral Flow Risk Assessment V1 – anyone who has a positive test result should follow the procedure detailed within the risk assessment and start a period of self-isolation whilst also seeking a PCR test.

In line with Public Health England (PHE) advice, temperatures of staff and pupils will not be routinely taken, because this is deemed an unreliable method of identifying coronavirus.

LFD and PCR Test Results

The Federation will follow the guidance regarding the results of a test for both children and staff as follows;

- If the test is negative, symptoms are no longer being experienced and they are well enough they can return to the school setting.
- If a test result is positive self-isolation must continue for at least 10 days from the onset of symptoms and they can then return but only if they are not experiencing symptoms other than cough or loss of sense of smell/taste. Other members of the household should continue to self-isolate for a full 10 days from the date of the test.

Parents/carers do not need to show evidence of a negative test result or other medical evidence before a child is admitted/welcome back after a period of self-isolation

Management of Confirmed Cases of COVID-19 amongst the School Community

The Federation asks that any member of the community (i.e. staff, pupils, parents/carers) who have a positive COVID-19 test advise the Federation office immediately. The Federation office will notify the Executive Headteacher/and or the Federation Business Manager straight away.

A dynamic risk assessment will be conducted to establish close contacts of the positive case, and who should be notified of the requirement to self-isolate. If support is required the DFE will be contacted on 0800 0468687 (select option for a positive case) to speak with a team member who can advise on what is needed to be done based on the most recent public health advice.

Close contacts include;

- Direct close contact – face to face for any length of time within 1 metre, including unprotected physical contact (skin to skin)
- Proximity contact – extended close contact within 1-2 metres for more than 15 minutes
- Travelling in a small vehicle, like a care, with an infected person

The Federation has template letters to send to those that are required to self-isolate and to the rest of the school community advising that there is a positive case within the Federation.

The Federation will issue the letters via email and will ask for parents/carers of close contacts to confirm receipt of the email. If confirmation is not received phone calls will be made to the parents/carers to ensure they have the information.

The Federation will email HET, BCP, Public Health England and the DFE to confirm anonymous details of the positive case, actions that have been taken and attach the communications that have been sent to both the close contacts and the whole school community.

The template letters include advice to the close contacts and to other household members of the close contact including;

- Other household members do not need to self-isolate unless they later develop symptoms, or the close contact develops symptoms
- If the close contacts develops symptoms during the 10 day self-isolation they should get a test, and;
 - o If it is negative continue in isolation for the remainder of the 10 day isolation period
 - o If the test is positive, inform the Federation immediately, and isolate for at least 10 days from the onset of their symptoms. Their household should begin self-isolation for 10 days from when the symptomatic person first had symptoms.

If either school within the Federation has 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where COVID-19 is suspected we will work with the Local Health Protection Team (LHPT) who will advise on the additional action that needs to be taken. Whole school closures will not generally be necessary, with the exception of the LHPT advice.

Should the Federation need to close a bubble or one of the schools due to a suspected or confirmed Covid case, remote learning will resume. Learning will be on Google Classrooms. The Federation office staff will contact pupils within the closed bubbles to ensure they have technology to access Google Classrooms, if they do not a laptop / dongle will be provided (if available), or alternative remote provision.

Wearing Face Coverings/PPE

Children are not required to wear face coverings on school premises. Children do not need to wear masks when outdoors on the school premises.

Staff are only required to wear masks where social distancing between adults is not possible (eg. Moving around corridors and communal areas).

Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission.

Staff can wear their own face coverings. The Federation will also provide a supply of face coverings.

Ideally face coverings should have 3 layers of fabric.

The Federation have a supply of hand sanitiser, antibacterial soap, disposable gloves, disposable aprons, disposable face masks, visors, disposable cloths, disposable ice packs, individual antibacterial wipes. Any other can also be purchased if necessary.

Hand Washing/Hand Sanitising

Both pupils and staff are advised to clean their hands thoroughly and more often than usual (when arriving at school, when returning from breaks, when moving between rooms, before and after eating) (see section below Cleaning and Hygiene)

Staff/Pupils should wash their hands prior to entering a toilet cubicle and then wash them straight away afterwards

Pupil Groups 'Bubbles' / Teaching Bubbles / Classroom Set Up

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 HET immediately.

In order to minimise contacts and mixing between children and staff children will be placed in 'class bubbles' with the exception of year 6 who will be a year group bubble to allow them to be in 'sets' for certain lessons.

Bubbles will be consistent with children not moving between bubbles and drop off, pick up, break and lunchtimes will be staggered to ensure that there is limited contact between bubbles and keeping them apart as much as possible.

Pupils in bubbles will be encouraged and reminded to keep their distance from others, limit face to face interactions, avoid sharing equipment etc.

Teaching staff are reminded to teach from the front of the class as much as possible. If teaching staff need to work more closely with the child they should wear PPE (mask) and work side by side with them.

Staff that move across bubbles, such as those teaching PPA and school leaders, will remain two metres from children and other adults in the bubble 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 bubbles should wear a mask to protect the bubble further.

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

1-1 teaching assistants will be provided with a PPE bum bag so that they can access/replace their PPE at all times.

Classrooms will be set up to reduce face-to-face contact, with children sitting side by side and facing forwards. Where possible teaching staff should maintain a 2 meter distance from children. Unnecessary furniture has been removed from classrooms to ensure there is enough room for people to move around the classrooms and access to fire escape routes is clear.

Each child in Years 1-6 will have their own set of resources in a tray/magazine holder they will keep under/on their desk.

Sharing of resources will be avoided 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.

Activities where objects are passed around the class will be avoided, such as;

- Circle time objects
- Artefact sharing
- Touching activities – PE / Gymnastics

Resources such as PE equipment/music items will be shared across bubbles, and will be cleaned at the end of each day/after use and before sharing with another bubble or be left unused for 48 hours (72 hours for plastics).

Assemblies will be held via Zoom and there will be no large gatherings of more than one bubble.

Staff should keep their own resources (pens etc) to use and should avoid sharing these with other members of staff.

Staff returning from shielding should avoid sharing any equipment with other members of staff and should contact a member of senior leadership team to arrange items they may need which are normally shared (e.g. reading books, subject specific equipment).

Cups should not be shared, even if washed between uses, pupils will be asked to bring their own water bottle into school each day, which can be re-filled. Some disposable water bottles will be available for those children who forget to bring a water bottle.

Water bottles should be stored on each pupil's desk and not side by side – in EYFS water bottles should be stored with as much distance between each bottle as possible.

Staff who are not teachers may be deployed to lead bubbles, under the direction and supervision of a qualified or nominated teacher. This will enable staffing within bubble to maintain consistency.

Any changes in staffing will be discussed with those effected, and senior leaders will ensure that members of staff have appropriate skills and expertise to support bubbles in order to ensure children are kept as the priority.

Temporary staff will only be used when necessary (e.g. supply agency staff). Reducing the use of temporary staff will avoid the transfer of Covid-19 from one educational setting to another.

External sports coaches will be used to support the development and encouragement of physical activity for children at lunchtimes. They will work outside and this will minimise any risk of Covid-19.

Volunteers will not be asked to return to school at this time, to protect both themselves and to children/staff. This will be reviewed after the Easter holiday period.

Lunchtimes

Lunchtimes will be a full hour across the Federation – there will be no afternoon break. There is a plan in place for lunchtime cover, which includes which staff are supporting each bubble and where each bubble should be. The plan splits the lunch hour in 2 and ensures that classes will remain in their own bubbles and will ensure that bubbles avoid contact with each other during lunch periods as they do during the rest of the school day.

Sports coaches will also support bubbles during lunch periods – they will only work with 1 bubble at a time and will maintain strict social distancing.

Children will have packed lunches for the Spring 2 term. Hot lunches cannot be provided without mixing of bubbles in the school hall.

Packed lunches should be stored under each pupils desk and in EYFS with as much space between them as possible.

At the Junior school the staff car park behind the kidscape building will be cordoned off so that it can be used as an additional playground area for lunch and break times and the main playground will be split in 2 so that 2 bubbles can use it at one time.

Outdoor playground equipment will remain taped off so that it is not used – use of the equipment will be regularly reviewed.

Arriving At School (Pupils)

Bubble start and finish times are staggered to reduce the number of adults around the building and ensure that bubbles can come into school without crossing other bubbles.

Parents/carers receive regular communications reminding them not to gather at the gates, not to block pavements whilst talking to other parents and not to park on double yellow lines outside either school.

Parents/carers are also reminded that they must enter the school buildings unless asked to do so or in the event of an emergency or with a prior appointment.

See section regarding Communication.

Children are asked to bring only essential items into school; lunch box, hat and coat, books, stationery, mobile phone, bag.

Parents/carers are reminded that children should not bring any toys or other items into school unless specifically requested by teaching staff.

Pupils will return to school in school uniform, however on PE days can wear their PE kit to school and remain in it all day so that children do not need to change clothes during the school day.

In line with government guidance school uniforms do not need to be cleaned more often than usual or using different methods.

Arriving At School (Staff)

Staff should arrive at school wearing a mask to enter the building. If they notice another member of staff is already in the school entrance they should wait until that member of staff has moved out of the area.

All staff use their fobs to sign in and out of the school Inventory system. Staff should avoid touching the screen and if they have forgotten their fob they will ask a member of office staff to record their arrival and time of leaving via the office computer.

Staff should ensure they sanitise their hands before entering the building.

Staff should go to their bubble or allocated staff area without crossing through other year groups dedicated areas, instead they should use school corridors all the school hall, even if this is a longer route.

MDSA and cleaning staff should not congregate together prior to their shifts, they should arrive and move to their bubble or allocated task. Cleaners should not access the cleaning cupboards if another member of staff is in the area, they should wait until the area is empty.

Ventilation

Occupied areas within the school are kept ventilated using natural ventilation in line with Health and Safety Executive guidance;

- Windows should be opened, in cooler weather windows should be opened just enough to provide a constant background ventilation and opened more fully when the room is not in use – higher level windows should be opened if possible
- Internal doors can be kept open to support air flow (fire doors should be shut if there is an alarm)
- External doors can be opened in warmer weathers

Children's desks should be positioned so that they are not sat in draughts.

First Aid/Intimate Care

As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work at all times (FW, MN, LF, CB).

First aid packs will be provided to each bubble so that 'mummy' first aid can be administered – staff can do this even if they are not first aid trained, they are encouraged to wear appropriate PPE and record this in the duplicate pad provided (for example clean a graze and apply plaster, ice pack to minor bump). Red bumped head letters are available in the first aid packs to be issued to parents if there is a bumped head in school. The Federation office should be contacted so that a bumped head text can be sent.

The Federation office can be contacted to speak to a first aider if any bubble requires advice or if they feel the injury is more serious, in which case the child will be collected for further treatment. The staff member collecting will meet the child outside the bubble and will wear PPE.

At the Infant school the area outside the community room will be used as a first aid area if needed, and at the Juniors the business managers office will be used. The existing first aid rooms at both schools will be reserved to be used as quarantine rooms in case of any pupil or member of staff having Covid symptoms.

Medicines will be administered in the classroom where possible to prevent too many children coming to either Federation office. Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate.

Children who have an epipen/inhaler will have their medication in the bubble along with the recording sheet, so this can be administered in the bubble.

If a child requires intimate care, the member of staff should use PPE and ensure good handwashing after supporting the child.

Meetings / Visitors

All meetings, including meetings between staff at the Federation, will be held remotely via Zoom or Teams. Visitors will only be allowed to visit site premises where meetings cannot be conducted remotely or in an emergency. 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.

Visitors who are coming to site to help with the safeguarding of an individual child – such as social worker – will, where possible, meet the child in an outside area and maintain social distancing, 2 meters, from them.

Visitors can use the Inventory system to sign in and out by using a disposable stylus – they will be asked to sanitise their hands upon entering the school.

Staff should not shake hands with visitors (or pupils)

Visitors meeting teacher training students will be able to attend site to meet with the student and observe lessons, but they should wear a mask or visor when on site at all times and minimise the time in school e.g. just complete an observation and then leave and ‘zoom’ meet with the student/mentor at a later time.

Visitors will be asked to wear a mask when on site and indoors (unless they have an exemption) and will have their temperature taken before entering the building.

Health and Safety / Fire Evacuation

All statutory checks (fire, emergency lights, gas checks) have been completed in line with annual servicing contracts and all I-auditor checks have been completed in line with Hamwic requirements.

Legionella testing and flushing of outlets has continued during the period of lower school occupancy.

All staff in school are aware of what to do in the event of a fire and have had appropriate training – bubbles of pupils will practice fire drills in small groups rather than a whole school evacuation in order to ensure social distancing can be maintained during practices See Appendix B fire evacuation maps.

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

Educational Visits

Educational Visits will not go ahead at this time, this will be kept under review and in-line with government guidance.

Music, Dance and Drama

Music, dance and drama can continue to be taught as part of our curriculum. There is an additional risk of infection.

Playing instruments or singing should take place outdoors if possible. If it takes place indoors the room should be as large as possible, with high ceilings, ventilation and numbers of people should be limited to ensure space and ability to social distance.

Children should be positioned back to back or side by side (avoid face to face). Anyone playing wind or brass instruments should be positioned so that the air from their instrument does not blow into another player.

Shared instruments should be washed in-between uses, shared instruments should be avoided.

Children should wash their hands before and after handling equipment.

Microphones can be used but should not be shared and should be cleaned after use.

Individual music lessons can continue in school. External teachers should follow the visitor guidelines in place.

Physical Activity (PE)

Pupils will continue to be offered PE lessons. Lessons will be held within their own bubbles. Sports Coaches will also offer additional sports clubs at lunchtimes – again these activities will only be held within bubbles.

Contact sports should be avoided

PE lessons will be held outdoors where possible, if this is not possible (e.g. due to the weather) they can be held indoors. Indoor PE lessons should only be held in the school halls which are large spaces. The following control measures should be put in place when using the school halls;

- The halls should be well ventilated (windows and doors kept open)
- The distance between pupils should be maximised, due to the way people breath during exercise
- The lesson plan may need to be adjusted to put in place extra precautions, such as practicing technique rather than playing the sport
- After use the hall should not be used again until it has been cleaned or fogged – the site manager should be notified that the hall has been used by the member of teaching staff

Any sports equipment used should be thoroughly cleaned between use, especially if it is being used by a different bubble. Ideally bubbles should have their own set of equipment and not share, or have it for a period of time, quarantine it for at least a 48 hour period, before allowing another bubble to use it.

The Federation will closely follow England grassroots guidance.

Behaviour

When children return teaching staff will clearly set out the expectations of pupils behaviours in line with the Federation behaviour policy, and the consequences for poor behaviour. Teaching staff will remind pupils of the additional expectations around social distancing and hygiene. Teaching staff will ensure that children are reminded of the classroom routines and expectations.

Behavioural Risk Assessments – For those children with SEN requirements their behaviours risk assessments will be reviewed prior to pupils returning to school from remote learning in order to update any plans and to ensure the child can continue their learning whilst ensuring the safety of themselves and teaching staff, including 1-1 support if they have one. PPE will be available for those staff who work closely with SEN children. Where necessary a safe space will be allocated that can be used (indoors or outdoors) for children who may show challenging behaviours and may need additional space to themselves for calming down. Parents will be contacted immediately should a child become distressed or unsafe.

Teaching staff will always take into account every child and consider appropriate consequences for poor behaviour where a child may;

- Be struggling to reengage in school
- Are at risk of being absent or persistently disruptive
- Have suffered bereavement
- Be anxious about returning to school
- Have an increased risk of welfare and safeguarding harm

For these children teaching staff should discuss a behaviour plan with a member of SLT.

Staff Rooms / PPA

During the period of the pandemic additional staff rooms have been provided to allow staff to stay within their own bubbles and/or to ensure they can strictly social distance from other members of staff during break and lunchtimes, without the need for these to have staggered times.

EYFS will use the end classroom and toilet which will be set up as a staff room/PPA area and should use the photocopier in the EYFS area only.

Year 1 Teachers should use the community room as a staff room/PPA area and the toilets in the main year 1 corridor and should use the photocopier in the Year 1 corridor only. The disabled toilet outside the community room will have restricted access for one member of staff only and should not be accessed without prior permission.

Year 2 teaching staff should use the old reading rooms as a staff room/PPA area and the toilet in the reprographics room and if necessary the main toilet in the Year 1 corridor. The accessible toilet in the year 2 corridor should not be used by any member of staff unless previously agreed. They should use the photocopier in the reprographics area or in the ICT suite. FW and the PCW can use their own areas for lunch and breaks.

Infant office, ICT and SLT staff should use the upstairs staff room for break and lunchtimes.

Year 4 should use the meeting room as a staff room/PPA area and first set of toilets near the school office.

Year 3 should use the unused classroom in year 3 as their staff room/PPA area and the first set of toilets near the school office.

Years 3 and 4 should access their area via the hall not via the main staff room. They should use the reprographics printer or the ICT suite printer. During lunch periods when the hall is in use by year 6 or during PE lessons staff can access the hall if they can move around the edge of the hall safely whilst maintaining social distancing – if not they should use the corridors via outdoor exits.

Year 5&6 should use the main staff room for breaks and lunch and the PPA area in the Tech block, they should use the second set of toilets near the SBM's office. They should use the photocopier in the main staff room.

Staff are reminded to ensure they prepare teaching resources before or after school or ask the reprographics assistant to prepare resources for them (she works Tuesday – Friday mornings only).

The toilet in the physio room should not be used by any member of staff unless pre-agreement is sought from a member of SLT.

Gents at the Infants can use the accessible toilet outside of EYFS or the end toilet in the upstairs area. At the Juniors they should use the accessible toilet next to the main entrance door or the toilet upstairs in the Tech block.

Staff/Pupils should wash their hands prior to entering a toilet cubicle and then wash them straight away afterwards

Risk Assessments

Any existing individual risk assessments (disability, young persons or new/expectant months) will be reviewed and appropriate arrangements made for both staff and pupils.

Wellbeing and Support

Staff have access to the Hamwic employee assistance programme which provides a counselling service, the health & wellbeing pages on the intranet has useful information for staff. Staff are encouraged to speak to their line manager with any concerns or anxiety's.

For pupils see 'Behaviour' section. Both members of SLT and the inclusion team are aware of specific children who require additional wellbeing support and this is shared with teaching staff to ensure that children can be appropriately supported.

School Transport

There is no plan for school transport to be used during the current period. This will be reviewed in-line with need.

Communication

Parents/carers will be reminded of the hygiene expectations of the Federation and these will also be discussed with pupils.

When parents drop off and pick up the pupils they will be told the specific point to do this – See appendix C. Parents will not be allowed to enter the main school grounds at drop off or pick up times.

Drop off and pick up times will be staggered to ensure the number of parents around school site is minimal – see appendix C.

Red lines will be painted to show parents where to stop and wait for a member of staff, which will allow the member of staff to maintain at least a 2 meter gap from the parent.

There will be a clear exit route for parents to enable them to leave site without coming into contact with other parents and they will be reminded not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment)

2 meter spots will be marked to show where parents and children should stand whilst waiting for drop off / pick up.

Parents will be told that only 1 person should accompany their child to the drop off point.

Parents will be kept informed via email or phone call and will be regularly reminded of protocols

Staff/pupils/the community are reminded that prevention is still the best approach:

- 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
- clean hands thoroughly more often than usual
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

Staff receive copies of communications with parents/carers. Members of the SLT team regularly communicate with all members of staff. Staff have input into the Federation risk assessment prior to it being finalised.

Deliveries/Waste collection

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

Delivery staff should not be approached, they should be directed to place packages in a safe place.

Staff should wash their hands thoroughly after handling all deliveries or waste materials.

Waste bags and containers should be kept closed, all areas now have lidded bins.

Waste collections should be made when there are a minimum number of people are on site (i.e. after normal opening hours).

Cleaning & Hygiene

A temporary cleaner will be employed during the day. They will regularly clean high risk contact points across the Federation, e.g. work surfaces, door handles, taps, toilets etc.

The site manager will make a plan with both cleaners in charge to ensure that cleaning staff are aware of each area they should clean daily and which cleaning products they should be use. The site manager will notify the business manager in good time if cleaning products need to be re-ordered.

Equipment that is shared across bubble must be cleaned meticulously before use by another set of children – in the infant school 'dunking' buckets and bags will be available for smaller plastic items to be 'dunked' to ensure they are thoroughly cleaned and left to dry – the dunking buckets are refreshed each day by cleaners – the dunking buckets are kept away from children in a safe place – staff should wear gloves when dunking

If cleaning products cannot be sourced from suppliers the business manager will notify the estates officer who will ensure supplies from other schools are shared out/sourced.

Classrooms and areas that are not in use will be clearly marked to ensure staff and pupils do not access them.

Hand sanitiser will be available around the schools including at entrance points, in corridors or classrooms. Tissues will also be available. If supplies of these items cannot be sourced from suppliers the EO estates officer will be notified.

Teaching staff will clean surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, regularly throughout the day and at the end of the day after the children have left (where possible the teaching assistant will do this).

Adults and pupils are reminded, both verbally and with posters throughout the school, that they should:

- 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').

Bins will be lidded and will be emptied throughout the day. Recycle bins will be available without lids.

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

At the end of each day teaching staff will clean desks, chairs and any other surfaces within their classroom – they will leave a sign on a table so that cleaners are aware this has been completed – this allows cleaners to concentrate daily on communal areas/doors etc. If teaching staff have not had the capacity to do this they must notify the cleaner or site manager so that they can ensure that the cleaning is completed.

Classrooms will have all fabric items removed. Classrooms will only have essential equipment in them – and this equipment must be easy to wipe/dunk clean, surfaces should be kept clutter free so that they are easily cleaned.

Teachers may retain their fabric chair for use at their desk in accordance with DSE; no other member of staff should use this chair and at the end of each day they should spray the chair with disinfectant which will be provided by the business manager.

Staff rooms will have fabric chairs taped off so they are not used. Plastic seating will be provided.

All classroom/office surfaces will be kept clear, in order that they can be easily wiped down on a regular basis.

Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal by both teaching staff and the day time cleaner.

Each classroom will have their own lidded box of cleaning equipment and PPE so that staff can regularly wipe down surfaces. Cleaners will check each night these supplies and top them up.

Staff staying at school after pupils have gone home should be mindful if they use a shared area that it has already been cleaned and ensure that they wipe the area they are using with antibacterial spray.

Staff should ensure they wash their hands before touching shared equipment in the staff rooms such as tea, coffee, sugar, fridge handles, microwave, milk or the hot water boiler handle. Staff MUST clear up any food spillage or spitting after using the microwave so that it is clean for the next person to use.

Staff should ensure they place any mug/glass/utensils used in the dishwasher, so that other staff do not have to touch anything another member of staff has used. Staff should put the dishwasher on if they notice it is full or it is towards the end of the day.

Anti bac and cloths will be in the staff room to allow staff to wipe down shared equipment after use e.g. handles of the fridge, cupboards, kettle/ water dispensers etc.

Staff should wash their hands prior to opening fridges/touching areas within the staff rooms.

Contractors

Only contractors carrying out essential maintenance and statutory testing deemed necessary to the safe running of the Federation 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 site manager of all areas visited, in order that these can then be thoroughly cleaned.

General Arrangements

Staff should avoid crossing sites unless necessary. Some members of staff who work across sites such as the senior leadership team, site manager, MDSA/Cleaning staff members, daytime cleaner will only cross where necessary, will maintain good social distancing from other members of staff and pupils where possible and wear a mask.

Staff should leave site as soon as they can after their working day has ended and no later than 6pm. On some days staff may be asked to vacate by a specific time in order that the area can be deep cleaned.

The school offices will remain closed to parents/carers, in order to limit the number of external contacts staff make and number of visitors to school site. Appointments can be made for parent/carers to come into school.

If a member of staff is allergic to the school provided hand sanitiser, they may bring their own to school, but should ensure it cannot be accessed by children and other members of staff are clear they cannot use it.

Individual Arrangements

In year 4 to support a member of staff who is CV a TA greet Silver Birch class.

Office staff/IT staff will work at a specific desk and will avoid sharing desks but if they need to do so they should be thoroughly cleaned between use.

Staff considered with any vulnerability against Covid will have an individual risk assessment in place and with permission this will be shared with other members of staff working in that bubble so all are aware of the extra measures required to protect them.

Some members of staff have received a shielding letter with advice to shield until 31/03/2021. These members of staff will work from home, for example they will 'Zoom teach' from home.

Existing level of risk	Consider current level of risk with existing controls in place
<p>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.</p>	

Additional control measures	List any additional control measures that are required

School leader's comments	Insert comments relevant to findings as appropriate
<p>This document will be shared with staff in order to seek their views and any suggestions for additional measures that could be practicably put in place.</p>	

Name of school leader	Signature of school leader	Date
Suzy Hayward	<i>S. Hayward</i>	02/03/2021

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

APENDIX A

Summary for suspected and confirmed COVID-19 cases in schools

If someone becomes unwell at school:

- If anyone becomes unwell at school, they must be sent home and advised to self-isolate for 7 days. The rest of their household should self-isolate for 14 days.
- while awaiting collection, the person should be moved to an isolated room or 2 metres away from others
- if they need to use the bathroom, use a separate one and clean and disinfect before it is used by anyone else
- staff caring for the person while awaiting collection should wear PPE if a distance of 2 metres cannot be maintained
- in an emergency, schools should call 999 if they are seriously ill
- clean the affected area once the person has left the building

Staff members who helped the person:

- Do not need to go home, unless they display symptoms (or unless the person tests positive)
- wash hands for 20 seconds

Testing:

- All staff and pupils in schools have access to a test and should be tested if they have symptoms. Parents will be able to use the 111 online coronavirus service. Staff can book a test through <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

If a person tests negative:

- Where the person tests negative, they can return to their setting and the fellow household members can end their self-isolation.

If a person tests positive:

- Where the person tests positive, the rest of their class or group within their school should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
- schools should close for 24 hours and conduct a thorough deep clean
- if more than one person in school is confirmed as a positive case, please contact Nikki Thorne, Head of Estates (will need to get Public Health advice as part of the test and trace)

Links to guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

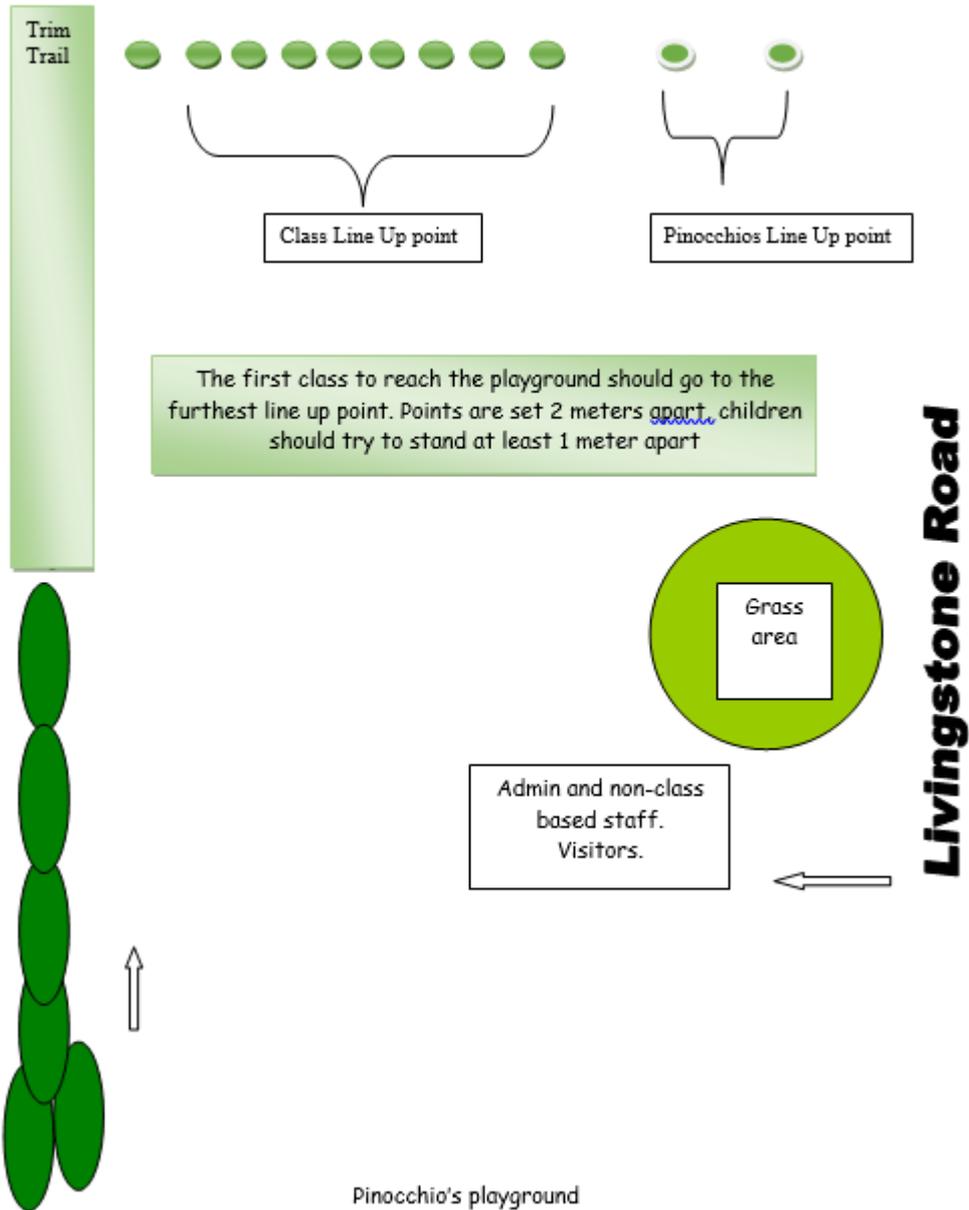
[COVID-19: guidance for households with possible coronavirus infection guidance](#)

[COVID-19: cleaning of non-healthcare settings guidance](#)

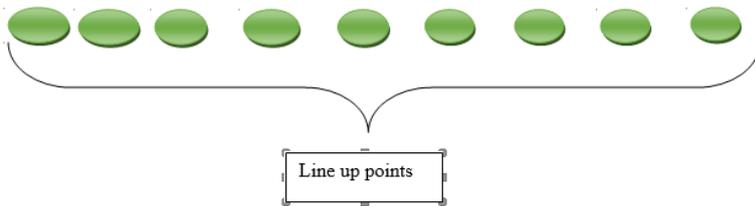
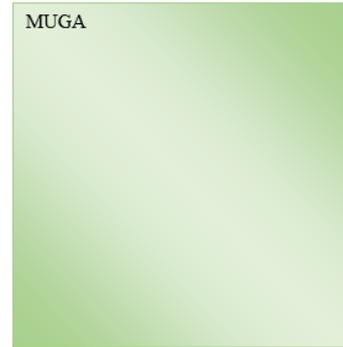
Appendix B – Fire Evacuation Maps

Infant school

Fire Evacuation to Top Playground



Fire Evacuation to Main Playground



Line up with children keeping at least a 1 meter distance if possible.

Appendix C – Drop off/Pick Up Zones and Times

Class	Drop Off Time	Pick Up Time	Zone
Fir	8.30 – 8.40	2.55 – 3.05	Year R side gate (queue to the left as you look at school)
Holly	8.30 – 8.40	2.55 – 3.05	Gate by Infant School Office (queue to the left as you look at school)
Chestnut	8.40 – 8.50	3.05 – 3.15	Year R side gate (queue to the left as you look at school)
Willow	8.30 – 8.40	2.55 – 3.05	Infant Office (queue to the right as looking at school)
Hazel	8.30 – 8.40	2.55 – 3.05	Old Reading Room door
Maple	8.40 – 8.50	3.05 – 3.15	Infant Office (queue to the right as looking at school)
Pine	8.30 – 8.40	2.55 – 3.05	Main gate to yr2 playground
Cherry	8.40 – 8.50	3.05 – 3.15	Main gate to yr2 playground
Oak	8.40 – 8.50	3.05 – 3.15	Old Reading Room door
Blossom	8.30 – 8.40	2.55 – 3.05	By the lamppost near the school office entrance
Mulberry	8.40 – 8.50	3.05 – 3.15	By the lamppost near the school office entrance
Larch	8.30 – 8.40	2.55 – 3.05	Main gate to Junior playground – Queue to the right when looking at the school
Silver Birch	8.30 – 8.40	2.55 – 3.05	Main gate to Junior playground – Queue to the left when looking at the school
Yew	8.40 – 8.50	3.05 – 3.15	Main gate to Junior playground – Queue to the left when looking at the school
Lime	8.30 – 8.40	2.55 – 3.05	Outside the Green Gates in the Junior School carpark
Mangrove	8.40 – 8.50	3.05 – 3.15	Outside the Green Gates in the Junior School carpark
Cedar	8.30 – 8.40	2.55 – 3.05	By the chain link fence in the junior school carpark (the path to Kidscape)
Sycamore	8.40 – 8.50	3.05 – 3.15	By the chain link fence in the junior school carpark (the path to Kidscape)