

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

<b>Location / Site</b>	Beechwood Junior
<b>Activity / Procedure</b>	Opening school in autumn term
<b>Assessment date</b>	1 <sup>st</sup> September 2020
<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
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
	Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).
	School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support, if this cannot be achieved then they will notify the HET immediately.
	The DSL must be available on site or via phone.
	No parent must enter the school at any time unless asked to do so or in the event of an emergency
	During the school day any staff or pupils with high readings should be sent home and follow coronavirus guidance. Where a child presents to the first aid team with any symptoms their temperature will be taken <b>unless specifically requested not to by a parent</b> . Any pupils suspected of having a high temperature, should be also tested and sent home and follow the guidance.
	Entry systems: People will use cards to log in and out. They will not touch the screens
	All visitors and meetings will be cancelled unless an emergency. Where visits can be conducted remotely this will be prioritised. <b>In an emergency</b> if visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout.
	Classrooms are organised so that pupils are positioned side by side and forward facing. <b>Where possible children will not be face to face.</b>
	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.
	All staff will wear a face mask or visor when in communal areas. <b>It is recommended to use even whilst on the playground.</b>
	All staff will wear a face mask or visor if working within 2 meters with a child
	<b>All staff have been asked to wear a face mask following guidance that visors do not offer the same protection.</b>
	Staff and pupils will be placed in separate year group bubbles which minimises contacts and mixing between people and reduces transmission of coronavirus across the school. <b>This has been changed to class bubbles with only teaching staff moving between a maximum of 2 classes only a weekly rota. All support staff who are undertaking 1:1 meetings will do so by Zoom unless in their support and will have parental agreement to</b>

record each session. Staff and pupils are back into year group bubbles but pupils will not cross into other classes during lesson time.

Staff that move across classes, such as 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 bubbles must wear visors (no longer recommended), medical quality face mask to protect themselves and the bubble further)

Sharing of resources will be kept to a minimum

Any 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 disinfected at the end of a lesson and left to dry.

Each year group will be provided with playtime resources. They will be wiped down after use

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. Staff need to notify SLT immediately if they feel unwell at any time during the day and follow guidance.

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

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

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

From 28<sup>th</sup> January 2021 lateral flow testing for staff will commence. Test will be done twice a week and school informed of any Positive or Void results and action taken – please refer to Lateral Flow Test Risk Assessment

First aid cover will be in place and a two 3 day trained first aiders at work at all times. Medicines will be administered in the classroom where possible (see first aid in Additional control measures).

Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate. Ensure masks are worn correctly and are of medical quality

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

### Physical Activity

- physical activity is prioritised to outdoor sports where possible and large indoor spaces where not;
- maximising distance between pupils is particularly important due to the way people breath during exercise;
- pupils are kept in consistent year group bubble
- sports equipment is thoroughly cleaned between each use by different individual groups;
- contact sports are avoided.
- the school will closely follow England grassroots guidance.

## Communication to parents

When parents drop off and pick up the pupils they will follow a one-way system and will be required to observe the 2m distancing. **Parents will wear a face mask at all times when on school grounds**

Each year group bubble will be directed which entrance to use.

Drop off and pick up will be staggered to reduce the number of people on site at any one time. SLT and admin team will be at various places around the site to ensure social distancing and parents leave the premises immediately following drop off and pick up.

Parents will be expected to stick to the drop off and pick up times and if late/early may be asked to wait away from school until an appropriate time allows for the children to be taken in to school.

Parents are advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend and other children should be left at home if safe to do so.

Parents are advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)

Parents will be advised that children are to not bring anything into school except a packed lunch, a named water bottle and coat. No pencil cases or bags will be allowed; children will be provided with a plastic wallet containing the resources that they require

Mobile phones will not be allowed in school unless absolutely essential and agreed by SLT and in these circumstances must be placed in a named plastic bag and given to the office.

Children will be expected to wear school uniform except on PE days where they will be asked to come to school in their school PE kit, with normal school jumper.

All information needed to be given to parents will be done via Marvellous Me, email and school website. Clear rules will also be displayed around the school and at all entrances to school.

**Breakfast club will run from 7.30am each day. Buddies club will run from 3.05pm until 4pm. Each year group bubble will have their own Breakfast or Buddies club. Parents will need to complete a registration form and pay online weekly. Due to low numbers of uptake Breakfast Club and Buddies will take place in the dining hall with each year group in one corner of the room.**

**There will be no other afterschool clubs until further notice.**

Selling toast and fruit at break will be suspended until further notice. Parents can send their child with a snack.

Break and lunch times will be staggered.

Lunchtimes – cooked lunch will be available to those who want them and will be eaten in the dining room or hall following social distancing. Packed lunches will be eaten in the classrooms. **Due to reduced numbers, lunches will happen in the dining hall, staggered times and where 2 year groups are in together they are clearly designated and do not cross at any time. Due to increased numbers year groups are eating separately. 2 year groups will be in the dining hall and 2 in the hall. There will be 30 minutes between each year group. SLT will cover the hall and ensure tables and chairs are wiped down between sittings. The lunchtime supervisor will do the same in the dining hall.**

Individual letters to parents sent to provide specific details for their child – eg drop off and pick up times

### **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 bags and containers - to be kept closed.

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

### **Cleaning & Hygiene**

Site Manager 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. Cleaners will have full access to PPE including gloves, masks, visors and aprons. There will be a further rota for toilet cleaning throughout the day.

Sufficient cleaning products will be kept on site and will be re-ordered in good time to ensure supplies do not run low. Including soap, hand sanitizer and tissues

Any classrooms and areas that are not in use will be closed off to ensure staff and pupils do not access the rooms/offices

Clean surfaces that children and young people are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Items that children use in school will be kept to a minimum

Cleaning products and Antibac wipes will be available across the school. Where in classrooms these will be kept in a cupboard.

If equipment is to be used across bubbles this will be cleaned with antibacterial wipes/ product before being used by another bubble

At the end of the school day the children and staff will need to clean their personal equipment, chairs and tables.

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.

When there is a positive Covid result in school the classroom will be completely closed for 72 hours. The classroom will then be given a deep clean and closed until the bubble returns. No entry will be permitted

### 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. If possible it will be arranged for after 4pm or at weekends if it is necessary for them to attend site.

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

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

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

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

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

Existing level of risk	Consider current level of risk with existing controls in place
<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 any additional control measures that are required
<b>Prevention is still the best approach:</b> 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). Masks must be worn correctly and be of medical quality	

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.

#### Statutory Compliance:

- All checks will be up to date when the school opens
- Legionella checks completed and all outlets flushed by site manager
- Fire checks completed
- Audit checks completed

#### Arriving and Moving around school:

- School will be open from 7.20am to 4pm for teaching staff. Classrooms will be cleaned from 4pm
- Only one parent to drop off and pick up to ensure social distancing
- There will be staggered drop off and pick up times and staggered break and lunchtimes
- An Anti bacterial station will be available at each reception area and in all offices – there will also be anti bacterial stations outside each classroom
- There will be a one-way system around the school which staff and children will be required to follow
- Benches will be out of use
- Water fountains will be out of use
- Apart from to go to the bathroom children will not leave their classrooms without the teacher and when they do leave it will be in their 'bubbles'.
- No vehicles will be allowed on site at any time other than for staff parking and deliveries

#### Rules:

Everyone attending school will be asked to adhere the following rules

- Hand washing must be completed – on arrival / after break / before lunch / after lunch / before going home
- Ensure we remain 2 metres away from each other and children where possible.
- Sneezing - Catch it, Bin It, Kill It.
- After sneezing or coughing hands MUST be washed
- One way system to be followed by children and adults
- Hair tied up where possible.
- Water bottles can be bought into school only if clearly named
- Pencil cases **are not** to be brought into school. Only packed lunches, named water bottles and coat to be bought into school.
- Children and adults will remain in their bubbles at all times
- No mobile phones to be in school

#### Classrooms:

- Children will be instructed at the start of the school year on the protocols for social distancing and hand washing.
- Year groups will form a year group bubble
- Staff will be allocated to a year group bubble wherever possible
- Year groups operating as a 'bubble' ensuring that they do not mix with pupils and staff from other year group 'bubbles'.

- Children will be asked to antibac their hands when they enter or leave the classroom
  - Children to wear school uniform. School PE kit to be worn on PE days, with a school jumper
  - Children will not be allowed to bring mobile phones to school unless by exception and agreement by SLT, and in these cases the phone must be put in a plastic bag and given to the office
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- Children will only be allowed to bring a packed lunch. No pencil cases or bags to be brought to school
  - Children will have their own assigned table and chair with their own equipment. **The children may use their Smartsacks to keep their equipment and books in.**
  - Classrooms will be set up with all tables forward facing, with the children sitting side by side
  - All unnecessary items will be removed from classrooms and other areas around the school (eg. Library) and unused furniture stored elsewhere
  - Children will each have a plastic wallet which will have all the resources they will require including pen, pencil, rubber, glue stick etc. Equipment should not be shared.
  - ~~Bathrooms will be allocated per year group~~ **When using the bathrooms, the Year groups will minimise cross over with other year group bubbles by using at different times wherever possible**
  - There will be no singing in classrooms or at other times including music lessons
  - **Tape can be placed around work areas / desk in classrooms so that it is clear to all where the 2-meter boundary is.**
- PE
- PE activities will be done with children in their year group bubbles, these could take place outside
  - All activities will ensure social distancing and children will be 2 meters apart at all times
  - If equipment (eg hula hoop) is used this will be cleaned before and after every use

#### Staff:

- All staff to be offered PPE equipment should they wish to use it
- Meetings where possible will be held via zoom. **All meetings will be held by Zoom and will be done individually and not in year groups.**
- All staff will have refresher training on safeguarding for the current situation and how to deal with disclosure
- Plastic chairs have been put in the staff room to be wiped down after use.
- Staff have the choice to wear PPE, including face masks, aprons and gloves
- If staff levels fall they may be a need to close some / all areas of the school
- Staff will have access to Health and wellbeing services, which can be found on the intranet

#### New staff

- **Where a candidate is being interviewed for a new role, the Head will carefully shortlist and only invite the most suitable candidates. Candidates may teach a reduced class within school. PPE would be worn and 2 meter social distancing would be adhered to**

#### Groups / visitors:

- Outside agencies e.g. SALSA, Music Services, EP will **not currently** be able to return to school. **EP/SAOs can attend school is a child's behaviour is causing much concern.**
- Parent readers and volunteer helps will be suspended until further notice
- Packed Lunches will be eaten in classrooms at the child's specific desk

- Lunch can be bought from home in a plastic lunch box.
- There will be no all school assemblies or large group meetings. Celebration/ Mindset assemblies will take place for individual year group bubbles. Celebration/Mindset assemblies will take place with 2 year groups at a time in the hall with a clear 2m division between the children. All children will face the front.
- All meetings will be held via Zoom where possible.

**First Aid:**

First aid for general sickness / injury will be administered by a trained first aider in the medical room – the first aider may wear full PPE (mask, gloves and apron).

If a child is showing Covid 19 symptoms they will be sent home – a first aider wearing full PPE will monitor them in the medical room until a parent arrives to collect. They will be asked to ensure that the child is tested. If the test is negative the child can return to school. If the test is positive the parent will need to follow the stay at home advise and inform the school. The school will contact the local health protection team, they will risk assess who has been in close contact and say who need to be sent home to self isolate. There will be a deep clean of the whole school (This is applicable for a staff member also)

Where a child requires medicine eg inhaler, epipen, tablets these will be kept in the medical room and administered as required

No vehicles will be allowed on site at any time other than for staff parking and deliveries

If communal areas are used these are to be wiped after use (eg kettles) with antibacterial wipes provided.

Antibacterial wipes will be available by all printers to be wiped down after use

<b>School leader's comments</b>	Insert comments relevant to findings as appropriate

Name of school leader	Signature of school leader	Date

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
16 October 2020	Teresa Bulpett	T Bulpett	Updates made in red
3 November 2020	Teresa Bulpett	T Bulpett	Updates made in green
16 November 2020	Teresa Bulpett	T Bulpett	Updates made in blue
20 November 2020	Teresa Bulpett	T Bulpett	Updates made in purple
8 January 2021	Sue Marsh	S Marsh	Updates made in yellow

2 February 2021	Teresa Bulpett	T Bulpett	Updates made in black with blue
8 March 20201	Sue Marsh	Sue Marsh	Updated made in black and highlighted red

### 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.