

Risk Assessment Coronavirus – COVID-19

Location / Site	Hollybrook Infant School
Activity / Procedure	January Full Lockdown- open to critical workers and vulnerable children
Date	5 th January 2021 (Nov changes- green) 3 rd January changes blue March 8 th
Assessment serial number	08
<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 ‘Stay Alert’ campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However, the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>	

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

Visitors not following the school guidelines

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 buildings unless asked to do so or in the event of an emergency.
	Any pupils suspected of having a high temperature, should be tested and sent home and follow the guidance.
	Remove or disable entry systems that require skin contact e.g. fingerprint scanners. Unless you ensure anyone using it wipes it after them with available wipes and ensure hand gel is available to use before use.
	All visitors and external meetings will be cancelled or significantly reduced unless an emergency. 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.
	Classrooms are organised so that pupils are positioned side by side and facing forwards. This includes on carpet spaces where possible.
	1-1 contact times should be reduced to avoid staff and pupils being less than 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.
	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 that move across classes, such as those teaching PPA and school leaders, will remain two metres from children and other adults in the group as much as possible. Exceptions will only be made if a child is unsafe or if learning is being hindered. In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact. (Staff moving across bubble may wish to wear visors to protect the bubble further)

All year groups are class bubbles only

- Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own.
- Any resources, such as PE equipment, that will need to be shared across bubbles, will be cleaned with disinfectant at the end of a lesson and left to dry.
- Those staff who have returned from shielding will be allocated their own equipment for their bubble to prevent them handling equipment outside of their own environment. This includes outdoor equipment, subject specific equipment, general stock and library/reading books

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. Use disposable cups where you can.
- ask parents to use plastic lunchboxes so these can be easily wiped down when they arrive in school
- ensure pupils bring minimum equipment to school, by taking measures such as providing stationery in school
- choirs and orchestras will not reconvene
- peripatetic lessons for any wind instrument will be discussed with the provider to ensure that safety measures and meticulous cleaning of the room takes place between lessons. Where possible, wind instrument lessons will take place in an empty room with a hard floor that can be easily washed where possible

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.

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 at all times. Medicines will be administered in the classroom where possible to prevent too many children coming to an office. 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 breath during exercise;
- pupils are kept in consistent groups (bubbles);
- sports equipment is thoroughly cleaned between each use by different individual groups **by the class teacher who have finished using it.**
- contact sports are avoided.
- the school will closely follow England grassroots guidance.

Children will come to school dressed in PE kits for PE days:

Year R- Tuesday and Friday PE kit. Monday, Wednesday and Thursday – full school uniform to include school shoes.

Year 1- Monday and Wednesday PE kit. Tuesday, Thursday and Friday – full school uniform to include school shoes.

Year 2- Wednesday and Friday PE kit. Monday, Tuesday and Thursday – full school uniform to include school shoes.

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;
- organised queuing and boarding is in place;
- distancing of occupants within vehicles should take place where possible;
- pupils over the age of 11 should use face coverings where appropriate i.e. if they come into very close contact with people of their group or who they do not normally meet.

Communication to parents

The staggered times will be:

Year Group	Dropping off time slot	Pick up time slot
Year R	8.30- 8.40am	3.05-3.15pm
Year 1	8.40- 8.50am	3.15- 3.25pm
Year 2	8.30- 8.40am	3.05-3.15pm
Year 3	8.40- 8.50am	3.15- 3.25pm
Year 4	8.40- 8.50am	3.15- 3.25pm
Year 5	8.30- 8.40am	3.05-3.15pm
Year 6	8.30- 8.40am	3.05-3.15pm

- **If parents have two children with different drop off/ pick up times, parents will use the overlapping time to arrive**
- **If siblings in more than two different year groups, parents follow the older siblings pattern for drop off and pick up for all the children**
- **The infant school day is being lengthened short term by 10 minutes and this will be an additional afternoon play so children get some further time to socialise and play with friends**
- **Children with EHCPs will follow the usual school pattern of 8.45- 3pm and will be dropped off and collected at the school offices.**

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 (for example, which entrance to use). Drop off time will be 8.45am and collection 3pm.

Parents must follow the one-way system around the school grounds and will be asked to wear masks. SLT are asking parents at the gates to put on masks.

Organisation of drop off/pick ups

The one-way system will continue to be in place.

Parents will continue to enter through the main Junior school gate off Seagarth Road or walk up the path by the Infant car park into Year R playground if dropping off Year R children.

Parents will first drop off Year R children (if needed) and then continue to the Junior playground where the children will join their teachers and then Year 1 and 2 children can be taken to the correct class door. Parents are then asked to leave the site immediately via the key stage one playground out onto Lordswood road.

Infant school children will be dropped and collected from the following Infant doors:

Hedgehogs- main Year R door

Foxes- Foxes Fire exit

Squirrels- door which is usually Rabbit entrance door (on the right hand side of the pond)

Rabbits- door which is usually Owl door (on the left hand side of the pond)

Owls- Owl door

Badgers- door which is usually Rabbit entrance door (on the right hand side of the pond)

At the end of the day Infant children will need to be collected from the same doors at their allotted time.

Year R (if required) to be collected first, then follow the one way system to collect Junior school children followed by Year 1 and 2. Then parents leave the site promptly.

Ms Dobson will ask parents to wait by the Junior car park for a short time if there are too many adults on the playground.

We will ask parents not to chat to other parents but make their way off site as quickly as possible to limit the number of adults on site at one time.

Parents asked to remember to continue to follow social distancing guidelines and keep 2m away from people as much as possible.

Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).

All information needed to be given to parents must be done via text, email or phone call. A frame could be used and positioned by the main doors in use.

Deliveries/Waste collection

If 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).

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.

Equipment that is shared across bubble must be cleaned meticulously before used by another set of children

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

Shut off all classrooms and areas that are not in use and ensure staff and pupils do not access the rooms/offices.

Ensure adequate stock levels of hand sanitiser 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.

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.

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.

The wiping of hard surfaces in the classrooms will happen regularly

- before play
- before lunch
- after lunch
- mid afternoon

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.

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																												
One member of staff currently shielding																													
One member of staff pregnant with a risk assessment in place																													
There will be a maximum of three staff seated in the staffroom- only one person at a time to use the hot water facility																													
One person at a time to be in the ladies toilets at one time																													
One person only to be in the photocopier room at one time																													
All staff to wear masks in all areas of the school apart from their classroom (including when welcoming children into school and sending children off home)																													
No bubble assemblies for the foreseeable future																													
Movement of staff between bubbles will be limited as much as possible																													
Where movement is essential, staff will be required to wear a mask when not in their class bubble																													
Staff meetings and morning briefings will be conducted via zoom																													
Staff are expected to be off site by 4.30pm at the latest to reduce interactions																													
If planning with a member of staff in school, all staff must wear masks and abide by social distancing																													
Only one other person to enter office working area at one time while office staff are in there																													
Lateral flow testing is in place for staff who have consented to this and this carried out on a Wednesday and Sunday evening.																													
Staff to ensure corridors are free before the movement of children																													
Staff are asked to socially distance in the staff room- signage reminds them of this and chairs have been removed to encourage this further																													
Staff asked to bring minimal belongings into school																													
Clinically extremely vulnerable staff will have to work from home																													
Clinically extremely vulnerable children to discuss situation with school and follow guidance from medical professionals about attending school. If medical professionals agree child is in this category, child is not to attend school and school must provide for the child's education at home																													
Wrap around care to continue to ensure parents/carers can go to work																													
Staff can use fridge and microwave																													
Packed lunches will be provided at lunchtime for FSM children and all children will eat lunch in classrooms																													
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Thursday	Anne	Chloe	Erin	Carolyn	Sarah	Fahmida
Friday	Anne	Chloe	Erin	Carolyn	Michaela 12-12.30 Lesley 12.30-1pm	Fahmida

Year R to eat in the hall- each class tables- 2 metres distance and facing outwards

All other class bubbles to eat in classroom

Staff will be moved to the staffroom so they have a safe place away from the children, although this will be carefully set out with chairs one metres apart and with controlled guidelines for making tea and eating.

Playtime areas will be separated ensure the bubbles do not mix and to reduce the crossing of areas

Badger class	¼ KS1 Playground
Owl class	¼ KS1 Playground
Squirrel class	¼ KS1 Playground
Rabbit class	¼ KS1 Playground
Foxes	½ year R playground
Hedgehogs	½ year R playground

Outdoor area spaces will be:

Year R	Yr R playground
Rabbit class	Court yard
Squirrel class	¼ KS1 Playground
Badger class	¼ KS1 Playground
Owl class	¼ KS1 Playground

Staff and children code of conduct – Charters to be drawn up so all feel comfortable to point out something that may make them uncomfortable or to feel unsafe

Playground areas will be contained to the class bubbles to reduce crossing of areas- Year One will have ¼ each class KS1 playground and Badger and Owl classes (Year two) will have a ¼ of the playground each.

Keys stage one lunchtime supervisors wait in classrooms until all children have finished eating and then children go out to the playground area

All soft furnishing will be removed from classrooms as much as possible

All small toys that are difficult to clean will be removed or not used within the classrooms

All children to be provided with one pencil, one whiteboard pen, one whiteboard, a set of colouring pencils each and own books to record work in

Children can bring in book bag along with a coat and lunchbox

Surgical masks should be used where possible rather than material ones

PPA time plan:

Year R

Abby

Team Spirit

Floating Year R TA

Key stage one- 30 min slots

Team spirit

Miranda

Sarah- PDR

Carolyn/Lisa- E-safety

Medicines

Epipens/inhalers and medication will be stored in each classroom in a clearly labelled box kept out of the way of pupils, so that the pupil won't have to leave the bubble.

First Aid

There are two types of first aid room across the schools - a room for possible coronavirus symptoms and a room for bumps/scrapes etc. First aid room for bumps/scrapes and ELSA room for possible coronavirus as it is a closed room with a door to limit any spreading of the virus.

Accident reporting procedures remain the same.

Low risk first aid equipment is available in each bubble group (e.g. sick bowls, plasters)

Fire

All staff in school are aware of what to do in the event of a fire and have had appropriate training
Fire drills will be practised straight away (as pupils may be in a new classroom and will need to know where to go)- this will be done without the main alarm having to be sounded at first. All staff to practice the evacuation and think about where they will stand outside

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

Prevention is still the best approach:

1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

2) clean hands thoroughly more often than usual

3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

5) minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE)









Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

School leader's comments	Insert comments relevant to findings as appropriate

Name of school leader	Signature of school leader	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
9 th November	Clare Clifford Marcella Dobson		
23 rd November 2020	Clare Clifford Marcella Dobson		
2 nd January 2021	Clare Clifford Marcella Dobson	 	
5 th January	Clare Clifford Marcella Dobson	 	
8 th March	Clare Clifford Marcella Dobson	 	

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SEVERITY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable – Monitor. See note 1 below.
Moderate Risk	Acceptable - subject to guidance. See note 2 below.
High Risk	Unacceptable. Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **‘so far as is 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.