

Risk Assessment Coronavirus – COVID-19

For use by schools during reopening in the autumn term

Location / Site	Sholing Junior School
Activity / Procedure	Returning to school in autumn term from the half-term holiday
Assessment date	11.11.2020 (updated 15.06.2021) all highlights in grey are additional control measures from 24.02.2021, orange show changes from 1.11.21
Assessment serial number	09

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.

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.

Identify hazards	Record all hazards that are specific to this task
Lack of or poor hygiene and cleanliness across the site (continuity of this).	
Inadequate staff ratios/visiting supply staff – exposing general school population to the virus/potentially not enough staff on site. Current levels are adequate but are monitored.	
Poor communication meaning that staff, parents, pupils or visitors potentially do not follow guidance.	
Deliveries and waste collection means outside workers expose the school admin, site staff and general 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 PPE	

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 HET immediately.	
The DSL must be available on site or via phone/deputy DSLs available.	
Visitors discouraged from entering the school buildings for the initial two weeks of term unless asked to do so (eg to support the school curriculum) or in the event of an emergency. Visitors to be encouraged to wear a mask if moving around the school.	
All staff are to have their temperature taken before entering the school and any staff or pupils with high readings should be sent home and follow coronavirus guidance. Any pupils suspected of having a high temperature, should be also tested and sent home and follow the guidance.	
Minimise use of entry systems that require skin contact e.g. fingerprint scanners. (Buzzer is used by office to allow entry where possible and hand gel is required to be used upon key entry points to the school. Higher risk doors and handles will be wiped at the start, middle and end of the day as a minimum and especially after potentially busy times (eg morning entrance). These will also be signposted as higher risk to alert people.	
Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout.	
All visitors, including parents are requested to wear a mask or visor whilst on site unless they have a prescribed medical respiratory condition or unless ventilation s deemed adequate to mitigate the risk.	
Visitors/parents/contractors will be asked to observe the zig zag hazard markings on the ground when talking to a member of staff, and keeping a safe distance (1 mtr)	
Areas for staff only will be specified in classes to encourage social distancing and time and space for adults to put on a mask or visor. Zig-Zag tape lines have been put on the class room floors to help the children respect social distancing from their teacher.	
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 will stay with their own year group wherever possible in order to minimise contacts and mixing between people and reduce the likelihood of 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. However, break and lunch (play times), because this is outdoors and highly ventilated, will continue to remain 'mixed'.	
Lunch serving is now split between the main hall and the dining hall in the short term – as this allows for greater ventilation and separation of groups of children.	
In the circumstance of a child being unsafe or if learning is being hindered, an interaction of less than two metres should be short and must avoid a face-to-face contact.	

Lunchtime supervisory staff, Admin staff, Extended School staff, HLTAs, supply staff, PPA staff, sport coaching staff, Senior Leadership Team have access to PPE (masks and visors). PPE is available for all staff at all times.

All staff are encouraged to wear PPE in communal staff areas, around visitors (if indoors) and in classrooms, preferably a visor where a mask may hinder teaching, if they require to do so. However, if a risk assessment deems that PPE should be worn, the school may insist on this.

When in the staffroom, all staff should wear a mask as well as or instead of a visor, unless they are medically deemed exempt, this must reflect on their individual RA

Any visitors on site including parents will have their temperature taken before commencing any meetings. Meetings will only be undertaken in school in unavoidable circumstances, all other meetings will be done remotely for the two weeks following the return to school.

Any visits to the office will be kept to a minimum. The stationery cupboard (at the bottom of the stairs) now has a keypad lock for easy access.

Children continue to have the option to wear a mask in shared areas and in class (but they must be able to put this on themselves and be responsible for their mask).

The office and staff room will be included on the daily fogging rota.

High Risk Areas are marked up as such. This means that staff have a responsibility to ensure that they sanitise these areas before and after use.

All staff are encouraged to leave at 5.30pm until further notice to allow for additional cleaning. However if your classroom is on the fogging rota that day at 5.00pm
The dining room and school hall will be fogged will be added to the fogging rota.

Chrome Books MUST be wiped down after use. This must be done by an adult.

There is a designated non-office phone for non-office staff to use when contacting parents.

- 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 wiped down with antibacterial sanitiser 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.

-ask parents to use plastic lunchboxes so these can be easily wiped down when they arrive in school

-Pupils only bring in their water bottle, coat and lunch box, school will take measures such as providing stationery in school and coming in kit on PE days

-Orchestra will continue but only in the large hall and with ventilation in place (where wind instruments are involved). Peri lessons are now being held on site, following hygiene and safety measures.

-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

Woodwind or brass instruments will require a bell cover during lessons.

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. FSM children will be offered access to meals if they are asked to isolate at any time.

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. Only prescribed regular medication will be given, this DOES NOT include antibiotics, anti-histamine, Calpol etc...which parents are asked to administer at home where possible. Controlled medication will be administered in the school office where it is not possible to store safely in classrooms (eg inhalers), following strict hygiene rules including use of PPE if appropriate. If a child requires a medication that needs to be administered during school time, the school office will hold the medication ONLY if the child is able to self-medicate, eg pour the medicine into the spoon, take the tablet out of the blister pack themselves, therefore minimising contact with the office staff.

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 metres cannot be maintained. Pupils will be moved to a space away from other pupils (preferably outside if suitable – with a member of staff) 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. Tests are available in school

LFD is being done twice a week by members of staff who have agreed to participate, and follow the reporting procedure by completing an on-line form for school and continuing to report their result to NHS Test and Trace. All staff have been strongly encouraged to participate in LFD testing

A member of SLT will walk the school to ensure that adequate ventilation measures are being adhered to, morning and afternoon.

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 by class teachers between each use by different individual groups;
- contact sports are avoided.
- the school will closely follow England grassroots guidance.

School transport

- pupils where possible are grouped together on transport in the bubbles that are adopted within school; - hand sanitiser is used upon boarding and/or disembarking of the vehicle; Both mini buses will be used to enable distancing on trips if necessary.
 - 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.

Drop off and pick-up times will remain the same and in line with the school's normal times for this. No parents come onto the main school site in the morning now and parents will be encouraged to wear masks for the first two weeks of settling back into school.

Parents will be asked to wear a mask whilst on the school site, unless they have a diagnosed medical respiratory condition, especially if they wish to speak to their child's teacher.

The one-way system shown by signs and staff in the morning and after school will continue with parents advised to avoid arriving earlier than the given time at the site. Teachers will have 'standing' squares in the playground where they can remain socially distanced from parents whilst enabling discussion where necessary. Staff will be stationed at key points to guide the entry/exit process.

At the end of the day, parents will be directed straight into the North playground where their children will be waiting with their teacher and children will be sent over to them as they pass, meaning no groups should form at any time.

Parents will be advised not to wait around near the site as we will need to clear the site promptly for further groups and keep the flow of people moving.

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).

Make clear to parents that they should not 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.

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.

Additional cleaning hours have been agreed to extend the cleaning regime, and additional areas added to the fogging rota.

Site will open sky lights each day

Additional cleaning will now take place during lunch time in the dining room and school hall.

Where safe to do so, site will open outside doors in the morning, and these must be kept open unless advised otherwise by SLT.

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, including Fogging classrooms on a weekly basis and Fogging toilets daily. A Risk Assessment has been completed for the fogging process. Higher risk use doors and handles will be signposted clearly as such and additional sanitiser provided for these areas.

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. If a room is used either unintentionally or in an emergency – the site manager must be informed before the end of the day.

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.

Inform parents of hygiene expectations and discuss with pupils.

A morning cleaning routine and reminders for the day will be established.

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.

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.

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Existing level of risk	Consider current level of risk with existing controls in place
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.	

Additional control measures	List any additional control measures that are required
<p>Bubbles will be maintained wherever possible – however for supervision purposes, break and lunch playing times will be free ranging as this enables children to play further apart from others anyway.</p> <p>When in an intervention group, including an after school intervention group, they may be in a different area, where the tables will be sanitised before the intervention begins and after and children will have their own learning pack/equipment. They will be sat with children within their own bubble.</p> <p>For wraparound care, we are using two separate areas as necessary to aid distancing/separation. The infants will have their own separate area and an adult will be assigned to a specific group or area. Children will need to be dropped off at the entrance to the North Playground in the morning 8am.</p> <p>Most clubs will not run for at least the first three weeks and will aim to maintain class bubbles where possible. Some interventions are running now after school but within class bubbles. Interventions and/or clubs running after school or during school time are done so in year group bubbles.</p>	

The library is running within its own risk assessment.

A review of cleaning procedures will take place regularly, following the latest guidance and our own ongoing risk assessment. The focus will be minimising the chance of transmission points and survival of the virus – targeting commonly used points, equipment and areas. Children will be asked to wash their hands at key times and points throughout the day and taught the reasons for doing so. A morning hygiene routine and reminders for the day will be established.

Prevention is still the best approach:

minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID19) symptoms, or who have someone in their household who does, do not attend school clean hands thoroughly more often than usual

- 1) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 2) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products.
- 3) minimise contact between individuals and maintain social distancing wherever possible
- 4) 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

This risk assessment reflects the recent rise in cases across the city and country nationally. However, the school's supervision and general safety remain top-priority. Therefore the approach is a 'common-sense' one based on rigorous cleaning, and minimising parents and visitors coming onto site, while maintaining the curriculum input for children. Any steps taken at this point will be reviewed in light of the national and local picture after the first two weeks back at school.

Movement between bubbles should be minimised, but is not possible to eliminate entirely and the mental wellbeing of staff and children is also a factor. Therefore, outdoor practices will be largely unaffected, whereas indoor procedures for lunchtime have been moved to larger and more ventilated areas.

Processes will be monitored and reviewed and staff in particular will be encouraged to share ideas about any areas or processes that they feel could be improved and will be encouraged to maintain a vigilant approach.

A focus on supporting wellbeing and learning while teaching children about good hygiene procedures will form our approach. Staff vigilance and co-operation will be vital in this approach.

The full school remains on site, while clear strategies and rigorous and enhanced cleaning should maintain the risk as medium – in line with current assessment. Constant regular review will maintain and improve hygiene.

Name of school leader	Signature of school leader	Date
M.Abbott		28/10/21

Risk assessment reviews		Set future review dates & sign/comment upon completion	
Review date	Reviewed by	Reviewer signature	Remarks
02.10.2020	L Taylor		
11.11.2020	M. Abbott/L.Taylor		Most recent updates in yellow.
04.11.2021	M.Abbott/L.Taylor		Most recent updates in green
15.01.2021	M. Abbott/L.Taylor		Most recent updates in pink
24.02.2021	M. Abbott/L.Taylor		Most recent updates in blue
12.05.2021	M. Abbott/L.Taylor		Most recent updates in grey
15.06.2021	M. Abbott/L.Taylor		Most recent updates in teal
28.10.21	M.Abbott		Most recent changes in orange – other colours removed for clarity.

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.