

Risk Assessment Coronavirus – COVID-19
SEPTEMBER 2021

Location / Site	Harefield Primary School
Activity / Procedure	Opening school in Autumn term 2021
Assessment date	3 rd September 2021
Assessment serial number	04
<p>The school has prepared this risk assessment following guidance from Central Government, Southampton City Council and Hamwic Education Trust.</p> <p>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 ventilation. 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.</p> <p>If any member of staff has any concerns, they must discuss it immediately with their Line Manager or 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.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Rapidly changing local situation may affect school situation.	
Risk of infection from children and adults with COVID-19 (either asymptomatic or with symptoms).	

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visitors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contractors	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Vulnerable persons	(YES)	NO
Pupils	(YES)	NO

Existing control measures	List controls already in place to reduce risk of injury
The school will follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).	
We will continue to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	
Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. However, staff may wish to continue to wear a mask in specific enclosed areas e.g. toilet/ staffroom and school. External visitors will be asked to wear masks for meetings/visits. Face coverings are mandatory for all staff on leaving their bubbles and in all communal areas. Face masks are advised on leaving bubbles in communal areas.	
Anyone who is unwell, with possible COVID-19 symptoms, (staff or pupil) should remain at home and organise a PCR test. This result must be reported to the headteacher as soon as it becomes available. If a positive result is confirmed please inform the headteacher of the first day of illness if symptomatic, the members of staff that you have been in close contact with eg within 1m for more than 1min or 2m for longer than 15mins (at one time or a accumulation of 15mins across one day) or if you have travelled in a car with someone. Please also provide the 8 NHS ID (sometimes called CTAF) - this always starts with Z. Staff who test positive for covid must report 'close contacts' through the test and trace facility, this is no longer carried out by schools. If you are contacted by test and trace contact test and trace to arrange a PCR test immediately. Once the result is received please inform the headteacher. You may return to school if you have been double vaccinated, otherwise you are required to isolate for 10 full days.	
Information and guidance will remain in place to minimise contact with individuals who are unwell, by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.	
Contingency plans will be introduced when directed to do so by PHE following a local outbreak – this plan will revert back to RA 20-21 for class bubbles. Outbreak Management Plan written and sent to Trust and LA for agreement.	
Hand sanitiser units to remain in place, hand sanitiser will be available on entry to the school at the reception desk and at various points throughout the school.	
Pupils and staff will continue to sanitise their hands. Teachers/TAs to increase frequency of handwashing routine/hand sanitiser	
We will continue to promote good hygiene, by promoting the 'catch it, bin it, kill it' approach.	
Enhanced cleaning will continue.	
We will encourage all staff to maintain good ventilation in rooms they are occupying. Windows will be opened and alternated throughout the day to create different airflows.	
Whole school staff meetings/INSET will be held by video software such as Zoom (to be reviewed at the end of 22.10.21) All meetings to be conducted via Zoom in Year Group teams only. Working across schools in staff groups is suspended. Staff able to mix in Phase Groups and staff can begin to work cautiously across other schools.	
Where possible, we will continue to try to answer parents' concerns/questions by email/phone. Parents may enter the school office entrance area if they are unable to telephone/email the school office with concerns/questions. Parent visits are only allowed by prior appointment only – staff will be encouraged to socially distance from visitors, meet outdoors where possible or use a well ventilated room.	

Any visitors are asked to wear a mask.
Orchestras, drama and choir groups will resume – school will ensure rooms used are well ventilated and Gov guidance followed. Extra-curricular clubs may resume as long as they are run within the current Gov guidance and school risk assessment. Suspended. Extra-Curricular clubs to resume in Phase Groups – to be run within current Gov guidance and in line with school’s risk assessment.
Use of school minibuses - hand sanitiser to be used on entering/leaving the vehicle. Full cleaning of vehicle to take place after use. Suspended Resumed.
School trips will take place; we will undertake a risk assessment in relation to all our educational visits to ensure that DFE/ Government guidance is followed. Suspended Resumed.
We will continue to offer a remote ‘home’ learning package for those pupils who need to remain at home whilst self-isolating
<p>Visitors</p> <p>All school visits, including by parents, will be by prior appointment/invitation only.</p> <p>Visitors will be asked not to attend the premises should they display any COVID symptoms</p> <p>All visitors will be asked to sanitise their hands before entering the premises and asked to wear a mask</p> <p>Only visitors linked to pupil needs will be permitted access to the building during the school day Limited visitors permitted into school during the school day with agreement of SLT.</p>
<p>Communication to parents/carers</p> <p>Parents/carers will be reminded that children should not attend school whilst displaying COVID symptoms. (In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others)</p> <p>Parents/carers will be provided with a high quality remote learning offer should their child need to isolate.</p> <p>Parents/carers will be informed of protocols and any changes to these in their weekly newsletter</p> <p>Parent consultations to take place via telephone not face to face</p> <p>Parents/carers will be advised to wear face coverings whilst on the school site.</p>
<p>Cleaning & Hygiene</p> <p>Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Additional cleaning hours will be maintained into the autumn term and cleaning schedules recorded in key areas e.g. toilets and classrooms.</p> <p>Fogging will continue to be implemented. Increased frequency of fogging across the school including communal areas.</p> <p>Pupils will share essential resources in table groups within their classroom.</p> <p>All table groups to have sufficient tissues and children taught to ‘catch it bin it kill it’.</p> <p>Sufficient bins in all classroom areas.</p>

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed.

Inform parents of hygiene expectations and discuss with pupils-children to hand wash throughout the day, including on entry/exit and before and after break/lunch as well as after toileting.

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. Heating to be put on early to ensure that weather does not affect temp of classroom with windows being open.

Windows should will be opened and closed at different times of the day to ensure varying air flows are maintained

Prop doors open, only where safe to do so (bearing in mind fire safety and safeguarding) Doors should be closed when a room is left and windows opened up

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. We will monitor the situation and as soon as we feel the risk has increased, we will notify Gemma Carr or Nikki Thorne at the Hamwic Education Trust</p>	

Additional control measures	List any additional control measures that are required
<p>School will send a 'warn and inform' letter to all staff and parents/carers for every positive case where the individual has tested positive and been in school during the infectious period. A separate 'warn and inform' letter will be sent to the specific class where the individual has tested positive and been in school during the infectious period. Staff/parents/cares may choose to take a PCR test following this. If staff have a PCR test they will continue to attend school if they have no symptoms and undertake daily LFTs until results of the PCR test are received and shared with the Headteacher and School Business Manager.</p>	
<p>Face masks are now optional for staff in classrooms and communal areas. Face masks are mandatory on leaving bubbles and in all communal areas. Face masks are advised on leaving bubbles in communal areas.</p>	
<p>Staff have the choice whether they maintain their classroom in a COVID-19-safe set up e.g. use a taped 2 metre teacher zone.</p>	
<p>In case of a local outbreak staff should have a covid outbreak seating plan in place should the need arise to revert to the class layouts of 20-21 i.e. desks facing forward, return to class bubbles etc.</p>	
<p>Whilst bubbles are no longer necessary school will continue to monitor the situation. Assemblies will take place as a Phase at first but will be reviewed at the end of 24.9.21. Assemblies via Zoom in class/Year Groups only. Year Group bubbles in place. Phase Group bubbles resumed including for face to face assemblies and those via Zoom.</p>	
<p>Pupils will only mix in Phase groups inside/outside eg. dinner hall, playground, assembly (to be reviewed at the end of 24.9.21) Pupils will mix in Year Group only. Playground to be split into 2 zone as will dinner hall with screens. Pupils will mix in Phase Groups only.</p>	
<p>Behaviour incidents will be worked in Year Groups not by sending to the Phase Leader. Behaviour incidents being sent to Phase Leader to resume.</p>	

YR, 1, 2 & 3 have their own Year Group toilets, Y4/3 (3 for break & lunch) and Y5/6 will have phases toilets

Staffroom - Staff to take necessary precautions to sit with Year teams and ensure that they remain 2m away from other Year teams. This space must remain well ventilated at all times. **Staff to take sensible precautions and ensure space is fully ventilated at all times.**

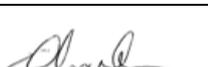
Movement of staff to cover will be across a Year Group or phase where possible. **Resume movement to Phases only where possible.**

Wrap around care (BC/ASC) will keep pupils in Year Groups only and ensure that each Year Group is separate (more than 2m away). No mixing will take place during these sessions. **To resume Phase Group mixing only.**

School Leader's comments	Changes will reflect advice from the Government, PHE and HET. School leaders will continue to monitor trends nationally and locally and respond accordingly.
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Name of school leader	Signature of school leader	Date
Emma Charlton		3.9.21

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
8.9.21	Staff		NO changes necessary Any changes necessary will appear in the highlighted colour opposite. Initial review in response to feedback from staff
13.9.21	EC		Any changes necessary will appear in the highlighted colour opposite. Evaluate the effectiveness of RA.
20.9.21	EC & PB		Any changes necessary will appear in the highlighted colour opposite. Reflect changes in confirmed case rates.
30.9.21	SLT		Any changes necessary will appear in the highlighted colour opposite. Changes made due to increased infection rate in pupils. Full review after 2 wks. Measures kept in place until 22.10.21.
1.11.21	EC		Any changes necessary will appear in the highlighted colour opposite. Increased measures following directive from HET - higher infection rates nationally, locally and mixing over ½ term holidays. Measures in place until 12.11.21 then review.

12.11.21	EC/EM/PB		<p>Any changes necessary will appear in the highlighted colour opposite.</p> <p>2 week tighter restrictions as directed by HET completed. Spread of infection amongst peers in school is low – school to return to Phase Group working.</p>

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 reasonably 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 reasonably practical’** and must be reduced to a minimum, commensurate with the needs of the task.