

**Risk Assessment Coronavirus – COVID-19  
SEPTEMBER 2021**

<b>Location / Site</b>	Shirley Schools
<b>Activity / Procedure</b>	Opening school in Autumn term '2021
<b>Assessment date</b>	3rd September 2021
<b>Assessment serial number</b>	1 2 15th September changes made after governor review
<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>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> <p>If any member of staff has any concerns, they must discuss it immediately with their Line Manager or 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.
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)
The DSL must be available on site or via phone.

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 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.	
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.	
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. Visitors will be asked ( NOT TOLD) to take a lateral flow test on the morning of their visit and wear a mask for the meeting. If it is an impromptu meeting or emergency meeting visitors will be asked to have their temperature taken. <b>HAMWIC MS staff will follow Appendix D. All staff to wear a mask around corridors and a visor if working in close contact with pupils</b>	
Anyone who is unwell, with possible COVID-19 symptoms, (staff or student) must remain at home and organise a PCR test - they must not return to work until they have a negative PCR or have isolated for the 10 quarantine days	
Staff to continue lateral flow on Monday and Thursday until the end of September. If a lateral flow returns a positive result staff are to follow the absence policy system to notify the school and organise a PCR test. Staff must stay at home until the PCR (not postal) result is returned. If the result is positive, staff must follow the national guidance and isolate for 10 days including contacting Track and trace. If the result of the PCR test is negative the staff member may return to work.	
If staff are contacted by Track and Trace, they must book a PCR (not postal) immediately. Staff are able to continue coming into school if they have no COVID 19 symptoms, however they must take a daily Lateral Flow Test until the results of the PCR test are returned. The actions as above should then be followed depending on the result.	
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. Year group or class bubble risk assessment procedures may be reinstated. <b>Infants Year group bubbles to continue</b>	

Year groups to continue only one at a time in the hall for lunch

Juniors Year group bubbles to be reinstated

Take care when moving year groups around the school

One year group at a time in the hall to eat - ensure tables are wiped thoroughly

Virtual assemblies to take place

Hand Sanitiser units will 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 at regular points throughout the day. Every adult and child will hand gel hands on everytime they enter the classroom.

We will continue to promote good hygiene, by promoting the 'catch it, bin it, kill it' approach.

Enhanced cleaning will continue. Deep clean to remain in place every Friday. Staff will continue to spray surfaces and well used (high touch) equipment as deemed necessary.

We will encourage all staff to ensure they 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 will be held virtually for September. This will be reviewed at the beginning of October.

Where possible, we will continue to try to answer parents' concerns/questions by email/phone or zoom. Parent visits are permitted, although these must be socially distanced and held outdoors where possible. If not possible then they must be held in a well ventilated room. All visitors into school will be asked to wear a mask and have their temperature taken.

Orchestras, drama and choir clubs will resume – school will ensure rooms used are well ventilated and Government guidance followed

Other Risk Mitigating Measures:

- Stop hand shaking of pupils and visitors;
- Staff and children should 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 to ensure they are separate on the side. Use disposable cups otherwise. INFANTS- water bottles will not be taken to the hall at lunchtimes.
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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. See separate risk assessments for each trip.

We will continue to offer a remote 'home' learning package for those students who need to remain at home whilst self-isolating. Office staff to complete isolating Google Drive document so staff can allocate home learning to them promptly

Any existing individual risk assessments (disability, young persons or new/expectant mothers) to be reviewed.

If a pupil becomes unwell with signs of COVID 19, PPE must be worn by staff caring for the pupil while they await collection. Pupils will be moved to a space away from other pupils and a separate area (COVID room via community room) to be allocated for use during that time. Schools will aim to secure three contact numbers for every child in case of this emergency.

## Visitors

All school visits, including by parents, will be by prior appointment/invitation only.

Visitors will be instructed they must **not** to attend the premises if they display any COVID symptoms

All visitors will be asked to sanitise their hands before entering the premises, **take a lateral flow test the morning of their visit, they will be asked to wear a mask.**

Visitors can enter the office area but only two at any one time. The mask sign will be displayed to encourage visitors to wear masks to protect office staff. They will be asked to sanitize their hands on entry via the sanitising station.

Curriculum events for parents will be held in school. Limited number of parents will be invited into the hall for the presentation, parents will need to sign up at an allocated time. only 15 parents will be allowed into a classroom at one time. Year group events will be held on different evenings to minimise the number of parents in the school at one time. **Social distancing will be adhered here to at all times and well ventilated spaces will be used.**

New prospective parent open morning - decision to be confirmed virtual/in person

## Communication to parents

Parents will be reminded that children must not attend school whilst displaying COVID 19 symptoms.

**REMOVED - (Parents will be provided with a high quality remote learning offer should their child need to isolate.)**

Parents will be able to enter the school premises for the purpose of dropping off and collecting their children.

## Travel to school

**Infants** - Drop off parents will continue to drop off using the one way system from the yellow gate and out of the black gate. The children will walk from the line to their classrooms. Year R through the double gates up the black drive, year 1 into classrooms, year 2 into green double doors. Pick up parents will stand outside of the child's class. There will be an entrance gate (the yellow gate) and an exit gate (the black gate). Year R will enter via the double gates and exit via the single gate.

**Juniors** - Parents will drop off children by the junior playground gate in the morning. Parents will not come on to the playground in the morning, except for New yr3 parents for the first two weeks, who will ensure social distancing whilst waiting. The end of the day a one way system will remain in place for parents entering the school.

## 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. Additional cleaning hours will be maintained into the autumn term and cleaning schedules recorded in key areas e.g. toilets and classrooms.

Pupils will share essential resources in table groups within their classroom.

All table groups to have sufficient tissues and children taught to 'catch it bin it kill it'.

Sufficient bins in all classroom areas. (staff to ask site team if not enough)

adequate stock levels of hand sanitiser and tissues are available and replenish as needed. (staff to ask site team if not enough)

Inform parents of hygiene expectations and discuss with pupils-children to hand wash and hand gel 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.

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

Classroom doors should be closed when a room is left and windows opened up.

- Daily checks of cleaning will be undertaken by the cleaning supervisor and recorded

- All cleaning equipment will be available in each room to clean throughout the day. To be stored away from children in external cupboards or high window sills.
- Cleaning products and gloves to be provided for each adult toilet, adults are responsible for wiping taps, door handles, toilet seat and flush before and after use
- Although advice from DFE is that staff are not required to wear PPE, visors will be available. If worn these need to be disinfected and cleaned regularly throughout the day with disposable paper towels - PPE video watched by all staff (NHS reference)
- Additional cleaning to be implemented throughout the day – lunchtime staff to be used to clean the toilets. – to be directed by the cleaning supervisor
- Adults within each classroom to wipe down classroom handles, doors, taps and sinks, table and chairs each lunchtime
- All Staff will wipe kettles, chairs, toilet doors and handles frequently throughout the school day
- All desk based staff will clean own areas daily
- All staff are responsible for informing the cleaning supervisor (Lela) if cleaning stocks are low.
- Moisturiser creams will be available to children and staff to avoid dried skin and cause open wounds which could cause germs to enter the body quicker.

**Toilets**

-All pupils are allocated a specific toilet to use to reduce the number using them and the potential for cross infection

**INFANTS** - Year R staff, SLT and office staff to use disabled toilets at the entrance.

Year 2 and Year 1 classes use main toilets. Staff in Year 2 classes use the left hand toilet. Staff in Year 1 classes use the right hand toilet.

Pupils will stay in class allocated toilets. Animal pictures displayed for the allocated toilet

**Juniors** - upper/ lower school toilet and inside and outside

-all pupils and staff will wash their hands thoroughly before entering and leaving the school/classrooms.

<b>Existing level of risk</b>	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. 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</b>	

Additional control measures	List any additional control measures that are required
	Face masks are now optional for staff in classrooms and communal areas. Medical masks are still available should staff require one. See Business Manager for masks.
	Staff will have the choice to maintain their classroom in a COVID-19-safe set up e.g. use a taped 2 metre teacher zone. We will respect each others feelings and beliefs.
	In the case of a local outbreak - <b>See Appendix A</b>
	Whilst bubbles are no longer necessary school will continue to monitor the situation
	Deliveries are now permitted to be taken straight into the school and will no longer need quarantining. Should there be a local outbreak this will be reconsidered and the 2020/21 72 hour quarantining period may be reinstated.
	Children will only bring in book bags that can be easily stored in the classroom. -Junior children will not be able to use the water fountain in the playground. They will be required to take out their own water bottle.
	-Staff will remain vigilant at all times and use their own professional judgment, staff will take responsibility within their own roles, to collectively ensure the Risk Assessment is adhered to. -All staff will report any concerns or areas of the Risk Assessment that are not being fully adhered to – to the HT -Regular reviews of the risk assessment will take place and staff input sought if concerns are raised
	Infant Lunchtimes - There will be a gap between each year group using the hall so the tables can be disinfected as well as cleaned. See Lunchtime rota
	Staff can use communal areas together. These must be well ventilated and wiped down regularly with provided disinfectant spray.
	Infants - reading books and diaries will go out each Monday and be collected on a Friday for cleaning. Pupils will access electronic books over the weekend period.
	When using the computer areas, pupils sit apart and wipe down the computer, desk and chair after use.
	Infants - All Whole school assemblies will still not be carried out. On a Monday the whole school assembly will commence as virtual assemblies with children staying in their class. On Tuesday there will be Year group assemblies for Year 1 and Year 2 that will repeat themselves. Each year the group will leave the assembly via the playground door. <b>Juniors - assemblies, both whole school and year group assemblies will be virtual as of November 2021</b>
	Staff were reminded within the INSET briefing that they should try hard to avoid natural instinct to touch children. Advised they could hold their hands together or put hands in pockets when talking to children as a physical reminder to them to not reach out and follow natural instinct or reassurance.

Staff are reminded to try to stand behind or to the side of the children when talking to them. Highlighted to staff in training if they stay high by not going down to the children's level this will avoid germs being passed allowing for a further distance between the adult and the child.

INFANTS - On 13th September 1 child tested positive in Woodpecker class by Wednesday 15th we had 3 positive cases. The class was moved to a class bubble. By Tuesday 22nd September Woodpecker class had escalated to the threshold of 5 cases in one class. Whole school put back in medical face masks until the 10 day isolation period had taken place from the last positive case in school which was Friday 17th September. Masks to be reviewed Wednesday 29th September.

UV ventilation units installed in 5 Yr3/4 classes to aid ventilation and reduce COVID in the air.

EMAIL sent to staff on return 1st November

Good morning all and welcome back

We are looking forward to Autumn 2 with some lovely festive events at the end of the term.

We will be sending the updated risk assessment around today. There are minimal changes but just to remind you all please ensure you are particularly following these points:

- 1) face masks are to continue to be worn in all communal areas and when walking around the school
- 2) you must remain at least 2 metres away from each other and be wearing medical masks when talking with each other
- 3) please ensure you are wearing masks in PPA planning
- 4) We will continue with all previous precautionary measures for the school timetable as per Autumn 1
- 5) please continue to ensure children are hand gelling their hands and you are too on entry and exit of each room EVERY time. Even if they or you have just been to the toilet
- 6) Please continue to carry out a lateral flow test twice a week. If you are displaying any symptoms you must book a PCR and rely on the lateral flow test
- 7) Please ensure you are wiping surfaces after you have touched or used them. The particular areas that must be adhered to are the staff room appliances, photocopier and guillotine, toilets
- 8) Office staff only - please ensure you are asking visitors if they have carried out a lateral flow test and if not that you take their temperature. All visitors to the site must wear a medical face mask at all times.

INFANTS - On 1st November 1 adult tested positive in Mole class on 7th Nov a second adult in Mole class tested positive. The class was moved to a class bubble ( lunch in classroom, own area outside) Class asked to go for PCR and another adult to take second PCR. Whole school staffroom closed On 8th November again for 10 days on

School Leader's comments

Insert comments relevant to findings as appropriate

**With all protective measures in place, assessing all the risks we now deem the risk score to be a low risk. Now the circumstances have changed. The prevalence of COVID 19 has decreased and we are clear about**

the measures that need to be in place to create a safe environment for our schools. We have reduced risks further to minimise the number of contacts pupils have during the school day as part of implementing the system of controls outlined above to reduce the risk of transmission therefore we can be confident that we are managing the risk effectively. We feel we have reduced the risk to the lowest reasonable practicable level. Using the knowledge of our previous risk assessment whilst being open in 2020 and 2020/21 we believe these measures in place have ensured no confirmed cases of COVID19 in the school community.

Ventilation - Remember good ventilation is essential at all times in classrooms and particularly during this period. The Schools will ensure all window systems are working in their normal operating mode. Fire doors must remain shut

Name of school leader	Signature of school leader	Date
Annette Hixon Cate Gregory		3rd September 2021

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
15th September 2021	Pete Gould		I have reviewed this risk assessment and agree with the school leaders that the measures described have reduced the risk to the lowest reasonable practicable level.
13th September	Cate Gregory		5. Changes made in
15th September	Cate Greory inline with Pete Gould check		6. Changes made in
22nd September	Cate Greory		Changes made in

29th October	Annette Hixon Cate Gregory	<i>AHixon</i>	Changes made in
8th November	Cate Gregory	<i>Gregory</i> <i>AHixon</i>	Changes made in

### RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SE VE RI TY	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 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.

**TAKING ALL INTO ACCOUNT ALL RISKS FACTORS AND ACTIONS TO MINIMISE THE SPREAD OF COVID - THE LEVEL OF RISK IS GRADED AS A 9 - THIS WILL BE REVIEWED AT THE END OF SEPTEMBER IN LINE WITH RELEVANCE GUIDANCE, RAT LOCALY AND NATIONALLY.**

## **APPENDIX A - CONTINGENCY PLAN**

***For most education and childcare settings, whichever of these thresholds is reached first:***

***• 5 children, pupils, students or staff, who are likely to have mixed closely, test***

***positive for COVID-19 within a 10-day period; or***

***• 10% of children, pupils, students or staff who are likely to have mixed closely test***

***positive for COVID-19 within a 10-day period***

### **ACTIONS TO BE TAKEN IF CRITERIA IS MET:**

- additional coronavirus testing for staff members
- the reintroduction of face coverings for staff
- moving on-line learning for groups pupils if cases are high in a particular year group
- visitors such as open days and parents' evenings will be suspended
- Go back the use of year group or class bubbles

One or all of these measures will be put in place immediately

## Appendix B – UNICEF guidance

Everything you need to know about washing your hands to protect against coronavirus (COVID-19)

*Washing your hands can protect you and your loved ones.*

UNICEF

Respiratory viruses like coronavirus disease (COVID-19) spread when mucus or droplets containing the virus get into your body through your eyes, nose or throat. Most often, this happens through your hands. Hands are also one of the most common ways that the virus spreads from one person to the next.

During a global pandemic, one of the cheapest, easiest, and most important ways to prevent the spread of a virus is to wash your hands frequently with soap and water.

Here's everything you need to know about how to wash your hands the right way:

### 1. How do I wash my hands properly?

To eliminate all traces of the virus on your hands, a quick scrub and a rinse won't cut it. Below is a step-by-step process for effective handwashing.

- Step 1: Wet hands with running water
- Step 2: Apply enough soap to cover wet hands
- Step 3: Scrub all surfaces of the hands – including back of hands, between fingers and under nails – for at least 20 seconds.
- Step 4: Rinse thoroughly with running water
- Step 5: Dry hands with a clean cloth or single-use towel

### 2. How long should I wash my hands for?

You should wash your hands for at least 20-30 seconds. An easy way to time it is by singing the full happy birthday song, twice.

The same goes for hand sanitizer: use a sanitizer that contains at least 60% alcohol and rub it into your hands for at least 20 seconds to ensure full coverage.

### 3. When should I wash my hands?

In the context of COVID-19 prevention, you should make sure to wash your hands at the following times:

- After blowing your nose, coughing or sneezing
- After visiting a public space, including public transportation, markets and places of worship
- After touching surfaces outside of the home, including money
- Before, during and after caring for a sick person
- Before and after eating

In general, you should always wash your hands at the following times:

- After using the toilet
- Before and after eating
- After handling garbage
- After touching animals and pets
- After changing babies' diapers or helping children use the toilet
- When your hands are visibly dirty

### 4. How can I help my child wash his or her hands?

Here are some ways you can help children wash their hands by making handwashing easier and fun for them:

### 5. Do I need to use warm water to wash my hands?

No, you can use any temperature of water to wash your hands. Cold water and warm water are equally effective at killing germs and viruses – as long as you use soap!

### 6. Do I need to dry my hands with a towel?

Germs spread more easily from wet skin than from dry skin, so drying your hands completely is an important step. Paper towels or clean cloths are the most effective way to remove germs without spreading them to other surfaces.

## 7. Which is better: washing your hands or using hand sanitizer?

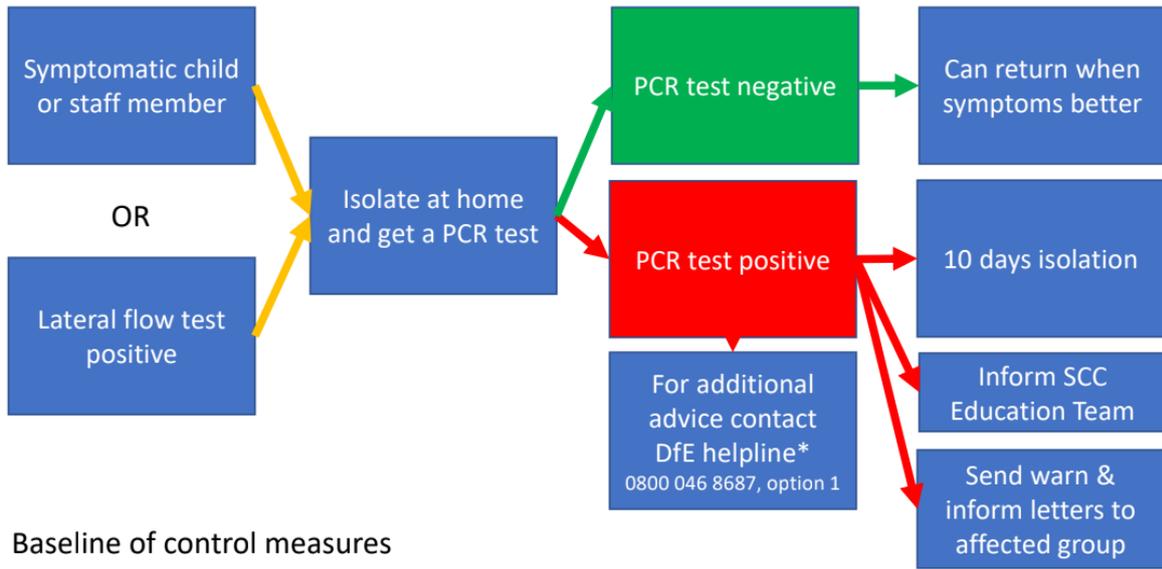
In general, both handwashing with soap and water and hand sanitizer, when practiced/used correctly, are highly effective at killing most germs and pathogens. Hand sanitizer is often more convenient when you are outside of the home, but can be expensive or difficult to find in emergency contexts. Also, alcohol-based hand sanitizer kills the coronavirus, but it does not kill all kinds of bacteria and viruses. For example, it is relatively ineffective against the norovirus and rotavirus.

## 8. What if I don't have soap?

Using chlorinated water or hand sanitizer that contains at least 60 per cent alcohol are the best second options if you do not have soap and running water. In cases where these are not available, using soapy water or ash may help remove bacteria, though not as effectively. If these methods are used, it is important to wash your hands as soon as possible when you do have access to handwashing facilities, and avoid contact with people and surfaces in the meantime.

## 9. How else can I help stop the spread of the coronavirus?

- Use proper sneezing and coughing etiquette: Cover your mouth and nose with a flexed elbow or tissue when coughing or sneezing, dispose of used tissue immediately, and wash your hands
- Avoid touching your face (mouth, nose, eyes)
- Practice social distancing: Avoiding shaking hands, hugging or kissing people, sharing food, utensils, cups and towels
- Avoid close contact with anyone who has cold or flu-like symptoms
- Seek medical care early if you or your child has a fever, cough or difficulty breathing
- Clean surfaces that might have come in touch with the virus, and generally clean surfaces more frequently (especially in public spaces)



Baseline of control measures

- Hand & Respiratory Hygiene
- Cleaning
- Ventilation
- Regular testing

\*Also seek further advice if any case is hospitalised or there is media interest in a situation

## Appendix D

### HAMWIC EDUCATION TRUST

#### Managed Services Covid19 Protocol for Visiting Schools September 2021

##### **Step 1.**

All staff are to ensure they have a negative lateral flow test result. All managed service staff will carry out a LF test twice a week.

They will book with the appropriate person, by phone/email giving at least 1 days' notice of the visit where possible. If appropriate and able meetings can still take place via Zoom/Teams etc.

Staff are to carry out dynamic risk assessments themselves regarding their visits.

If the meeting can be held off site, then it should be arranged.

##### **Step 2.**

All staff are to use the hand sanitiser provided prior to entering any school and follow the school covid guidance. Once inside at regular intervals use the hand sanitiser provided. All staff are to use the provided anti-bacterial wipes to wipe down any equipment that has been touched during their visit to the school e.g., desks, chairs. Especially the IT Team, working on equipment.

##### **Step 3.**

PPE (such as masks and face shields) have been provided by the Hamwic Education Trust for our managed services staff to wear if they feel that it is necessary (i.e., if they have to work in close proximity to other people). Masks are not needed to be worn but staff can do so if they wish or at the request of the school.

##### **Step 4.**

Please ensure that there is space to work in a ventilated room where there is sufficient distance to ensure sensible distancing measures.

##### **Step 5.**

Staff must try to keep contact to a minimum and try to keep their distance of at least 1 meter from others where possible. MS employees should follow school guidance. Personal belongings and items taken into school should be kept to a minimum where possible. Staff if able will take their own drinks and food into school and take any waste away with them, or use the school facilities with permission from the school in line with their RA for that area.

**Step 6.**

If a member of the managed services staff does develop symptoms, they must be report it to their line manager, who will contact all of the sites that they visited on the previous day to let them know of the situation.

Whilst we are adopting these protocols as part of our everyday working practices all managed services staff must adhere to the specific protocols and risk assessments put in place at each site they visit.

The Hamwic Education Trust will continue to follow the guidance from Government, Public Health & the DFE.