

**Risk Assessment Coronavirus – COVID-19**  
**For use by schools for September – following recent outbreak HPJ**  
**October 22nd 2021**

<b>Location / Site</b>	Twin Sails Infant & Nursery & Hamworthy Park Junior
<b>Activity / Procedure</b>	<p>Schools are open for all children.</p> <p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Borough of Bournemouth, Christchurch and Poole,) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government’s Guidance announced on August 17<sup>th</sup> 2021, regarding the Exit Roadmap from covid-19 restrictions. The school has been fully open since 8<sup>th</sup> March 2021 – however as a community we remain aware and vigilant in order to protect our community as best as possible. This means we will:</p> <ul style="list-style-type: none"> <li>• endeavour to ensure that our school environment is as safe as it can be.</li> <li>• ensure extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and maintaining a distance (where possible).</li> </ul> <p>Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However, the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>
<b>Assessment date</b>	<p>19/8/21: completed new risk assessment following the Government’s Schools Operational Guidance – August 17<sup>th</sup>, 2021 and previous guidance/ experiences 20-21)</p> <p>22/10/21 - in response to outbreak in Y4 class, rising cases across the schools and additional guidance from LA and Public Health</p>

<b>Identify hazards</b>	Record all hazards that could cause harm or injury
Lack of Hygiene & cleanliness across the site	
Inadequate staff ratios, reduced staffing due to isolation	
Deliveries, contractors & Waste collection means outside workers expose the school population to the virus	
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.	
Poor application of the NHS Test and Trace process and swab testing procedures	

Lack of PPE (if required)

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk from of injury
	<p><b>School Leaders</b> keep up to date with and follow all DFE/Government/ Public Health guidance and liaison with Hamwic Trust through regular updates. School leaders will ensure the school operates 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 Trust immediately.</p> <p><b>Leaders</b> will ensure good hygiene, appropriate cleaning regimes, good ventilation and management of positive covid cases are in place</p> <p><b>Leaders</b> will continue to ensure strong messaging about signs and symptoms, isolation, testing and vaccination are shared</p>
	<p><b>Staff</b> provided with updated risk assessment at appropriate timeframes, following the release of updated government guidance. Staff read and sign that they have read and understood the expectations. Staff invited to feedback / consult through their Year/ team leader raising any concern or questions. Leaders address concerns in a timely manner. <b>Where enhanced measures in place - staff to be vigilant and robust with hand hygiene and ventilation with their classes, through out the day</b></p> <p><b>Staff</b> to carry out LF Tests twice a week to ensure early detection of asymptomatic cases and isolating the source to prevent transmission. TEAMS form to be completed, lead admin representatives manage allocation of testing resources. <b>As the school has reached a enhanced threshold of cases, in a pocket of school, staff are asked to test daily to help minimise a continuous the spread.</b></p>
	<p><b>Parents</b> communicated clearly about measures in place, systems and expectations following updated risk assessments. Reminder of key points sent in parent newsletters to keep them informed of important information. Parents entry to school will be restricted (see school procedures). <b>Where enhanced plans have been instigated - additional information shared with parents across the whole school and directly to the classes where an outbreak has occurred, with enhanced procedures.</b></p>
	<p><b>Children</b> identified, who may be at risk from serious medical conditions or well-being or mental health due to prolonged absence and/or covid. Key measures put in place – parents informed.</p>
	<p><b>DSL</b> will always be available on site or via phone- ensuring vigilance for isolating vulnerable children/ families. Phone call to check in – regular liaison with parents and social care where appropriate.</p>

**Visitors, contractors and deliveries:** all must follow the schools risk assessment measures – take temperature test on arrival, anti-bac hands, ask to wear a mask when inside the school premises. **Where the SW region has escalating cases, the first 2 weeks after half term - visitors will be restricted.**

**Supply teachers, peripatetic teachers and coaches:** must follow the schools risk assessment measures – take temperature test on arrival, anti-bac hands and continue to carry out regular LFT tests, **and informed of enhanced procedures and measures. School to communicate.**

**Entry systems:** visitors and staff to use electronic entry system

**Ventilation:** prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. (see classroom section). **CO2 measuring systems placed in more confined classrooms with poor ventilation.**

**Cleaning, hygiene and safety measures:** daily cleaning of surfaces and touch points will be carried out and overseen by the Site Manager

- cleaning supplies will be regularly maintained and ordered by the Site Team
- anti-bac dispensers located and refilled in key areas around the school – hall, foyers, toilets,
- regular replenishments of anti-bac
- every classroom, communal space to have a cleaning caddy so staff can ensure additional wiping of touch points
- where a positive case has been identified, the classroom should be deep cleaned – Site Manager to organise
- where concerns for cleaning or replenishments are required, please ticket site manager at [premises@hamworthyprimaryschools.co.uk](mailto:premises@hamworthyprimaryschools.co.uk)
- **Site Manager instigates enhanced cleaning where outbreak occurs including touch points**
- **Site Manager checks all classes have extra cleaning/ PPE resources**

**Statutory Compliance:**

- All checks on I-auditor will be up to date for school reopening: legionella, boiler, site, fire
- Start of term: classroom risk assessments completed and areas identified as concern managed in a timely manner by the Site team
- Fire drill to be completed within first week of term – teachers to walk children through procedures and identify exit routes and assembly points.
- PEEPS to be completed with Assistant Heads / Site Manager where appropriate

**Staff:**

- All staff continue to attend work
- Classroom risk assessment completed prior to children returning (September 2<sup>nd</sup> provided to Site Team)
- LFT tests to be completed twice a week, unless recently had covid in last 90 days. **Enhanced procedures staff to test daily for 2 weeks after half term.**
- If LFT has a positive line indicated (even if faint) inform SLT, isolation required, close contacts shared with SLT and staff member to book a PCR. Results to be shared with SLT asap.
- On entry to school – antibac hands
- Throughout the day maintain good hygiene – wash hands regularly, antibac and be respectful of social spaces between staff who may be vulnerable.
- Clinically extremely vulnerable staff will continue to have a 1:1 risk assessment carried out by SLT/SBM, signed and reviewed as appropriately as required. Copy provided. CEV will manage their risks responsibly, with support from Leaders. Where necessary they can ask for other colleagues to adhere to social distancing.

- Enhanced measures - masks to be worn in communal areas, congested places
- Enhanced measures - social distancing to be encouraged where appropriate

#### Staffroom and offices:

- Whilst social distancing is no longer required, ventilation should be promoted, alongside good hygiene.
- Cups and cutlery washed up or placed in dishwasher – not left in sink.
- No use of tea towels.
- Wipe down surfaces, handles, microwaves etc following use to maintain a clean and hygienic shared environment.
- Spaces are limited in HPJ kitchen – advice staff take time to stagger/ space themselves during busy times.
- Staff are welcome & encouraged to wear masks (even though guidance states no masks required) if busy congested areas.
- In small contained areas: offices trying to maintain space can help limit the spread of the virus.
- Ventilate appropriately to refresh the air in the room
- Staffrooms can be used for meetings, briefings where an alternative larger space is less preferable.

#### School day procedures:

- One-way systems outside maintained to keep flow of 'traffic' during peak times
- Keep Y2/Y3 gate operational
- Children enter classrooms between 8.30am- 8.45am (HPJ) and 8.50am (TSI&N)
- Classrooms and year groups do not need to be in set bubbles -
- Assemblies – continue - 1-year group at a time, singing permitted. Classes spaced out in hall.  
**Stopped whilst in enhanced stage**
- Playtimes: year groups continue to play as a year group in pre-set spaces **enhanced measures after half term in HPJ will reinstate playtime class bubbles & lunchtime.**
- First aiders to take gloves/ plastic apron/ facial covering outside in anticipation of stepping closer to a child who may need help e.g administering first aid. Treat most first aid outside, more serious to be taken in to first aid room.
- Lunchtimes: eating in the hall resumes. TSI – shifts for each year group due to universal free school meals. Clean down between each shift. HPJ 2 year groups at a time, adjust arrangements for hot school meal children ONLY, sat in quadrants. Rest of the class eat in classroom. (see timetables)  
**Whilst in enhanced year group restrictions in place - either in class or hall as one year group**
- Early Years parents can come in to Early Years play area for drop off and collection – not the classroom.
- TSI Year 1 children supervised around to classroom door. Y2 enter independently via Y2 front gate.
- HPJ children enter independently via Y2 gate, or Y4 gate or main playground.
- Late children enter via TSI&N office, office team to sign them in and anti-bac
- End of the day staggered timings continue
- Additional Extra Curriculum clubs postponed until further notice. Breakfast Club and usual After School Club (Jet Set) to continue.

#### Classroom Environment:

- Emphasise the protective measures to children at all times: Clean hands more often than usual (this can be water & soap or hand sanitiser).
- All children to re-visit hand hygiene routines through videos ([https://e-bug.eu/eng\\_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)) and demonstrations with teaching staff.
- Teachers promote respiratory hygiene through 'catch it, bin it, kill it' approach. Continue enhanced cleaning.
- Provide box with wipes, anti-bacterial gel and sprays, tissues, gloves, aprons, in each room.
- Lidded bins in each room, reminder posters 'Catch it, bin it, kill it'

- Regular cleaning down of equipment, desks, handles, shared IT resources, music equipment, PE equipment recommended.
- Children place lunchtime boxes tidily on trolleys to prevent touching by peers
- Ventilate rooms especially in between sessions (such as playtime, lunchtime or when out for PE) – balancing thermal comfort with levels of ventilation. In cold weather closed windows is permissible but then open in break times, to re-fresh the air in the room.

#### Corridors/ Stairwells:

- When in enhanced measures - classes to stagger accessing coats/ lunch boxes/ movements around school so not to mix bubbles
- Keep pupil movement around the school to a minimum - as now in enhanced
- Where groups are moving supervision is recommended to ensure children are calm, so not disturb others from learning and working and behaviour is managed well.
- The corridors that circulate from the hall through the pastoral and first aid area, passed Sea Anemones, the library should remain one way as there is poor visibility and therefore could become crowded. Other corridors are now 2 way systems.
- Upstairs Y6 classrooms to have one side up/ one side down – keep left.
- Additional signage to support distancing, hand hygiene, direction of transitions

#### Learning Provision:

- A caring, nurturing, positive and calm learning environment is part of the school ethos.
- However, extra vigilance, and support provided to develop pupil well-being, and strong mental health.
- Introduction of Stormbreak – end of September 2021
- Reintroduction of playtime buddies, and peer mediators, school council
- Reintroduction of 5Rs, TSI – Super Star Rules and HPJ ASPIRE -house points
- Catch up funding focusing on enabling children to close the learning gaps identified at the end of the summer 21. Arrangements shared with year leaders once term has settled, and observational assessments confirm those needing targeting.
- CPD in place for SEND, lowest 20% ensuring teachers clear on pupil needs, targets and next steps
- TSI children bring PE bags to practice getting changed and organising own equipment
- HPJ children to come to school in PE kit on PE days. **If a child attends an afterschool sports club changing will be permitted in classroom, once children have left (1 class for boys another for girls) year leader to arrange**
- Swimming continues – see separate risk assessment
- Isolated children (tested positive for covid) to access learning remotely
- Full curriculum offer in place – ensuring prioritising reading/ phonics, maths and writing
- Day trips and residential can be planned for, discuss with SLT prior to organising – ensure cancellation insurance in place, and this is clearly communicated to parents where bigger trips are planned. **Whilst enhanced provision in place residential/ trips on hold - discuss with SLT**
- **We will continue to offer a remote “home” learning package for those students who need to remain at home whilst isolating.**

#### First Aid:

- Each have own PPE equipment, clipboard/ pen
- Where it is necessary to administer first aid those administering it should pay particular attention to sanitisation measures immediately afterwards including washing hands.
- First aider could put on face mask / PPE equipment before approaching child to protect staff member
- Ice packs -wiped down after use with anti-bac or milton
- First aid rubbish double bagged before removal
- First aid room wiped down after use – plastic chairs, door handles

- Isolation room for all children across Federation is the TSI medical room– therefore TSI: simple first aid to be treated outside or in own bubble room

#### **Unwell staff/ children:**

- Any unwell staff or children should not come to school.
- If adult becomes unwell with Covid symptoms (see below) take temperature, inform SLT, (staff needs to go home/ book test) - other teaching team member to take over bubble
- Cleaners informed of need for deep clean to classroom at end of the day (SM)
- Child becomes unwell with possible Covid symptoms, – taken to isolation room (TSI medical room), PPE worn (visor/ gloves/ facial covering/ apron) temp taken with non-contact thermometer – parents informed – PCR testing advised – 10 day isolation, pending results
- Isolation room to be deep cleaned after use
- All staff and parents and provided with guidance

#### **If there is a suspected case:** (additional guidance from PHE SW – this is current guidance June 10 2020)

- If a member of staff has a positive test result from an LFT – please remain at home, inform your deputy or business manager and book a PCR test. Inform the school of the results
- The school fully support the NHS test and trace process
- Send symptom cases home (*symptoms are defined as **new continuous cough/ high temperature/ loss or change in normal taste or smell***)
- Book a PCR test – via online booking system/ NHS 111 systems or calling 119; see 'gov guidance covid-19 getting a test'
- Isolate for 10 days after the onset of symptoms and inform SLT of results once received
- SLT telephone Health Protection Team (HPT) 0300 3038162 Dfe Helpline 0800 0468687 & agree infection control measures, and communication
- SLT inform LA – Julia Coleman – schools continuity plan; BCP comms team, Chair of Governors and Hamwic – (see SLT response plan)

#### **If there is a single confirmed case of Covid -19** (additional guidance from PHE SW)

- As above (send person home) and follow Stay at Home guidance for positive covid result – isolating for 10 days from the outset of symptoms. No other members of the household need to isolate.
- Close contacts/ the class/ group's parents informed via MCAS but no need to send home or isolate. They will be strongly encouraged to take their child for a PCR test.
- Staff who are identified as a close contact and are double vaccinated can continue to attend work, no need to wear a mask, but should be mindful and respectful to the rest of the school community. They will also need to complete a PCR test and share the results with school.
- Inform local HPT confirming case 0300 3038162/ DFE help line 0800 0468687, agree infection control measures needed, carry out a rapid risk assessment to confirm those in close contact/ isolation instructions and communication to others
- Inform LA continuity team– track and trace agreed where applicable, inform Trust via grid provided
- Agreed Public health letters sent to those identified, and whole school community
- Site Manager / Business Manager inform cleaning company – rooms impacted to be closed until cleaned

#### **Close contacts over 18 years old and not double vaccinated:**

- If a member of staff over 18years old has not been double vaccinated – they will be required to self-isolate for 10 days if in close contact with a positive case and encouraged to take a PCR test

#### **Containing an Outbreak**

- If there is a substantial increase in the number of positive cases in a setting (see [Stepping measures up and down](#) section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

- If SLT will liaise with HPT 0300 3038162
- A mobile testing unit may be dispatched – prioritising the class, then year group when whole school if necessary
- Reintroduction of isolation/ bubbles/ face masks for adults/ increased testing / reduction of visitors/ events/ trips maybe required as a last resort to reduce the transmission across school. This is known as our contingency plan. (see government guidance – august 21). Public Health and BCP will determine this response with the school as the Government priority is to keep children in face to face education to minimise the impact of isolation on children’ well-being.
- The threshold for these contingency measures to be considered are if:
  - 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
- SLT will also seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.
- For all cases relating to staff, please also see the guidance for workplaces: NHS Test and Trace in the workplace Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.

#### **Staff Well-being:**

- 1:1 Risk assessments for the most vulnerable
- Vaccination programme supported
- Hamwic free EAP services available: free counselling service available 0800 0234742 or 0800 0305182
- A programme offering 9 months of professional mental health support through Able Futures, who can be contacted on 0800 321 3137 (lines open 8am to 10.30pm Monday to Friday)
- Email them at: [hello@able-futures.co.uk](mailto:hello@able-futures.co.uk) or completing their Self-Referral Form at: <https://able-futures.co.uk/mental-health-support-for-individuals/apply-for-able-futures/>
- 1:1 stress risk assessments, OH referrals where appropriate
- Staff feedback from risk assessment, through team meetings, year leaders and open-door policy by leaders
- Hamwic HR 1:1 drop in sessions Mondays 3.30pm-4.30pm 10 minute slots
- DfE advice for pupils and staff: [information extra mental health support for pupils and teachers](#)
- The [Education Support Partnership](#) provides a free helpline for school employees and targeted support for mental health and wellbeing.
- Employees may also find the free meditation app through Headspace useful. Meditation has been shown to help people stress less, focus more and be happier. Headspace will help train your mind for a healthier, happier life. Please see our Health and Wellbeing pages for further information. <https://intranet.hamwic.org/health-wellbeing-for-staff/?top-category=staff-benefits>
- Please visit our Hamwic Health and Wellbeing intranet pages for other services and benefits available to staff <https://intranet.hamwic.org/health-wellbeing-for-staff/> and also see the poster below from the Anna Freud National Centre for Children and Families who offer ‘Shout’ a 24 hour text message support service.

**Wrap Around Care & after school clubs:**

- Mixed year groups, no need to bubble children in year groups for all clubs. **Enhanced measures - year groups to be kept separate - if a class has an outbreak those children to attend in separated space**
- Good hygiene at the start and \throughout the sessions
- Regular cleaning of all resources cleaned/ mats/ benches wiped down after use

**Existing level of risk: moderate**

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 additional control measures required to reduce risk

**Additional measures:**

- Stop hand shaking of children and visitors
- SEND: Positive handling- to be decided/ liaison with parents and considered within behaviour policy
- SLT to ensure pupils with a Behavioural RA have their 1-1- support if this is not available for the pupil then consider whether they can be in school due to staff ratios.
- Safe space allocated for identified children indoors or out
- Social stories provided for those needing additional support
- Safeguarding: DSL team aware there is an increase in need to monitor/ work with families with welfare/ safeguarding concerns, and extra time to ensure referrals are timely and monitored
- Ensure communication with school nurse is regular as they have maintained case-loads during lockdown

**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.
- 7) Keep occupied spaces well ventilated. In specific circumstances:
  - 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
  - 9) Promote and engage in asymptomatic testing, where available. Response to any infection You must always:
  - 10) Promote and engage with the NHS Test and Trace process.
  - 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
  - 12) Contain any outbreak by following local health protection team advice

<b>School Leader's comments</b>	Insert comments relevant to assessment as appropriate
<p><b>Monitoring and review:</b></p> <ul style="list-style-type: none"> <li>Initial feedback consultation from Year Leaders and teams – INSET 3/9/21 version 1 – shared with other staff on return.</li> <li>Reviewed by Hamwic 5/9/21</li> <li>SLT, Site Manager and Year Leaders to observe and monitor during first week of children in school, alterations made when needed.</li> <li>Enhanced steps put in place by SLT in liaison with BCP and PH - following appendix 1 and 2 where appropriate</li> </ul> <p><b>Staff survey:</b></p> <ul style="list-style-type: none"> <li>Through staff briefings, staff meetings, midday supervisor and business team meetings and cpd sessions agenda item focusing on risk assessment will be completed in first month, issues addressed</li> </ul> <p><b>External audit:</b></p> <p>We welcome visits from Hamwic to audit safety measures – this may be carried out by a Board Director or H&amp;S team member</p>	

Name of School Leader	Signature of School Leader	Date and details, including review dates
Susannah Hill	<i>S. Hill</i>	Written 18/8/21, shared with SLT 20/9/21 shared with staff 2/9/21
Susannah Hill	<i>S. Hill</i>	Written by SLT 22/10/21, shared with staff /10/21

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
<p>Risk assessments are reviewed following any localised or national changes, alongside monitoring feedback.</p> <p>Next date: when new guidance changes, or local or national covid picture changes</p> <p>Review after 2 weeks after 15/11/21- half term to ascertain in drop in cases, to decide about parent consultations and open days</p>	

Review date	Reviewed by	Reviewer signature	Remarks

## RISK ASSESSMENT MATRIX - LEVEL OF RISK

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

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

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

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **'so far as is reasonable practicable'** and must be reduced to a minimum commensurate with the needs of the task.