

Risk Assessment Coronavirus – COVID-19
For use by schools during reopening in the Autumn term

Location / Site	Upper Shirley High School
Activity / Procedure	Opening school in Autumn term '2021
Assessment date	23.8.2021
Assessment serial number	05
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Southampton City Council) and Hamwic Education Trust.</p> <p>If any member of staff has any concerns, they must discuss it immediately with the School Leader.</p>	

Identify hazards	Record all hazards that are specific to this task
Lack of, or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils, or visitors, do not follow guidance.	
Close contact with others causes virus to spread throughout the staff and pupil population.	

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
USH will continue to follow all DFE/Government/SCC/HET guidance	
Contingency plans will be introduced when directed to do so by PHE following a local outbreak	
We will continue to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	

SLT will continue to ensure the school can remain open with the correct adult to pupil ratios and that 1:1 pupils have the correct support. A DSL will be available on site, or via phone.
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.
Medical 2 will continue to be used for students who are unwell (with possible COVID-19 symptoms) awaiting parent collection.
Anyone who is unwell, with possible COVID-19 symptoms, (staff or student) should remain at home and organise a PCR test
Students and staff will continue to sanitise their hands on entry and exit to rooms.
Sanitiser units to remain in place in communal areas (reception/canteen/hall/foyer)
We will continue to promote good respiratory hygiene, by promoting the 'catch it, bin it, kill it' approach.
Enhanced cleaning will continue – our Day Cleaner will remain in place for 2021-22
Teachers will continue to ensure rooms are cleaned by students after use (cleaning of desks and chairs)
Seating plans should continue to remain in place: <ul style="list-style-type: none"> • For good classroom management • In case of a local outbreak bringing back the need for the school to re-introduce their previous test and trace programme
We will encourage all staff to maintain good ventilation in rooms they are occupying.
Staff to continue to use contactless IT badges to sign in and out via the reception entry system.
Regular weekly staff bulletins and needs-based emails will be sent to ensure staff are aware of necessary government/DofE/Hamwic announcements.
Whole school staff meetings will be held by video conferencing software such as Zoom (to be reviewed at the end of September 2021)
Due to the ongoing need to ensure well ventilated rooms with adequate space, we are imposing a maximum meeting size of 10 members of staff – to be reviewed at October half term.
Face-to-face meetings to take place in good-sized meeting areas i.e. larger classroom/canteen/hall/Pavilions
Where possible, we will continue to try to answer parents' concerns/questions by email/phone or zoom. Parent visits are allowed – staff will be encouraged to socially distance from visitors, meet outdoors where possible or use a well ventilated room.
We will undertake asymptomatic on-site testing of all students on their return in September 2021 (two tests)
Twice weekly home testing of students and staff will continue (to be reviewed at the end of September 2021)
A small asymptomatic testing site (ATS) will remain in school so we can offer testing to pupils who are unable to test themselves at home.
One-way systems introduced in September 2021 (as part of our new COVID-19-safe measures) will continue
The choir and orchestra will resume – we will ensure rooms used are well ventilated
Use of changing rooms to be reintroduced with: <ul style="list-style-type: none"> ➤ Enhanced cleaning and use of hand sanitiser on entry and exit to rooms. ➤ Students spaced as much as possible. ➤ All sports allowed as per the department H&S risk assessment.
Our fire evacuation point will continue to be on the playing field – fire lines will be 1 metre apart

Use of school minibuses to be reintroduced and travel allowed with students across different year groups. Use of hand sanitiser to continue on entering/leaving the vehicle. Full cleaning of vehicle to take place after use.
Domestic school trips can take place; we will undertake a risk assessment in relation to all our educational visits to ensure that any public health advice (such as hygiene and ventilation requirements) are included in our assessment.
We will continue to minimise the use of cash to collect payments from students or staff (online systems will be encouraged)
The use of biometrics will be reintroduced in 21-22 – catering staff will ensure pads are cleaned regularly during and after use
We will continue to offer a remote ‘home’ learning package for those students who need to remain at home whilst self-isolating

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. We will monitor the situation and as soon as they feel the risk has increased in own setting, we will notify Bob Farmer or Gemma Carr at the Hamwic Education Trust and Southampton City Council.	

Additional control measures	List any additional control measures that are required
Face masks are now optional for staff and students in classrooms and communal areas	
Staff have the choice whether they maintain their classroom in the COVID-19-safe set up for 20-21 (i.e. desks facing forward, student desk positions marked (front row) and taped 2 metre teacher zone)	
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 etc.	
Whilst bubbles are no longer necessary we will continue with some staggering of students arrival and departure to/from school for road safety and safe movement around the school	
Whilst separation of students over social times is no longer necessary, break and lunch times have been separated into Year 7&8 and Years 9,10 *11 together; this will help with smooth running and separation of students	
Screens in place on Reception/counters and busy offices to remain in place (to be reviewed at the end of September 2021)	

School Leader’s comments	Insert comments relevant to findings as appropriate
Leaders will conduct reviews and assessment of these changes to practice and add updates to the risk assessment.	

Name of school leader	Signature of school leader	Date
Stuart Woods		26 th August 2021

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
3.9.2021	SLT		<p>A decision has been taken to hold our annual Open Morning as a face-to-face event. This will take place on Saturday 25th September, 9am to 1pm.</p> <p>Managing the safety of staff, students and visitors has been at the centre of our decision making throughout the pandemic. We will therefore be modifying the event to ensure it is run in a covid-safe way.</p> <p>Safety measures will include:</p> <ul style="list-style-type: none"> • Restricting entrance to 1 parent per prospective USH student. • Given we are limiting visitor numbers, we would prefer parents not to bring accompanying siblings. Under 5s may be brought along if alternative childcare cannot be arranged. • We will not offer a creche on site. • We will be marketing the event as an invitation to Year 6 students (asking Year 5's to wait until the following year to visit USH) • Recommending the wearing of face masks for students, staff and visitors (not compulsory) • Asking visitors to take a LFT (if they can) prior to their visit to USH (not compulsory) • On arrival, we will ask visitors if they are well and confirm they have no covid symptoms (signage will reinforce covid-safe messages) • There will be sanitising stations on entry/exit from the school and in various communal spaces • Restricting numbers on site, offering FOUR one-hour bookable time slots to visit the school (booking via Eventbrite. • Wristbands will be used to identify the timeslot booked by each visitor. • Format: Tour (35-40 mins), followed by Headteacher address in the hall (15-20 mins) and then exit via the external doors (avoiding re-entry into the main part of the school) • All visitors will be part of a tour group with accompanying students and/or member of staff; visitors will not be able to walk freely around the inside of the school. • Maximum capacity will be 120 visitors per each one-hour session. • Seating in the hall will be grouped into pairs and spaced apart as much as possible. • All rooms being used will be well ventilated with all windows and doors open. • Small group tours of the school, following pre-determined routes and one-way systems to reduce

			<p>the numbers of visitors in rooms. The group size will be determined in part by booking of available places and number of student helpers.</p> <ul style="list-style-type: none"> • To ensure student safety we will: <ul style="list-style-type: none"> ➤ Brief students on our covid-safe measures for Open Morning (hand sanitising/use of one-way systems/social distancing/mask wearing/size of visitor groups) ➤ Give them the opportunity to ask questions about the day and their involvement in it ➤ Give them a staff point of contact on the day if they have concerns or questions ➤ Ask them to work in pairs ➤ Give them clear instructions on the route of their tour ➤ Encourage them to wear a face mask ➤ Instruct them to social distance from visitors ➤ Keep group numbers to a manageable size • Subject Leads running scaled back risk assessed activities to showcase their departments • Weather permitting, specific staff available outside to cover individual questions • Covid-safety briefing to staff and students ahead of the start of the Open Morning • Signposting prospective parents to our online Open Morning offer including department videos <p>Staff will be consulted on our Open Morning risk assessment and given the opportunity to raise comments and/or concerns.</p> <p>We will continue to review the national, local and USH picture in terms of cases and we move to a virtual offer in the event of an outbreak.</p>
16.9.2021	SWO/JPR supported by PHE		<p>As a result of case numbers, we sought advice today from Public Health England.</p> <p>In addition to our existing covid-safe measures, with immediate effect (and for the next 10 school days) we will be:</p> <ul style="list-style-type: none"> • Re-introducing the wearing of face masks for staff (optional for students) • Suspending face-to-face year group assemblies and other mass gatherings • Reviewing the risk assessment of anyone who is CEV <p>We are writing to parents today to update them and to reinforce a number of messages around covid safety to include the importance of:</p> <ul style="list-style-type: none"> • Regularly taking and reporting their twice-weekly home LFD tests • Being vigilant to potential signs of COVID and not sending their child to school if unwell

			<ul style="list-style-type: none"> Organising a PCR test if their child develops symptoms or to confirm the result of a LFD Maintaining good communication with the school <p>We shared a number of links to national guidance on the management of COVID-19.</p> <p>We also reviewed the risk assessment in place for our annual Open Morning planned for Saturday 25th September. PHE were happy with our covid-safe measures and advised not to cancel at this stage. We will continue to review the USH and local picture and reassess Wednesday next week (22nd September).</p>
20.9.2021	SWO/JPR supported by PHE		<p>Following a small rise in cases over the weekend (predominantly Year 7), we have consulted with Public Health England to mutually agree temporary action to aim to suppress numbers increasing further.</p> <p>In addition to the covid changes made last week, with effect from tomorrow through to Friday 1st October, we will be:</p> <ul style="list-style-type: none"> Encouraging all students to wear a face mask in communal or confined spaces (e.g. canteen and corridors). Creating a Year 7 bubble (separating them from other year groups throughout the school day).
21.9.2021	SWO/JPR supported by PHE		<p>Following today's risk assessment review with Public Health England, as a result of 4 new cases in Year 11, we have decided to take the additional precautionary action with effect from tomorrow:</p> <ul style="list-style-type: none"> Create a Year 11 bubble Suspend the use of changing rooms (for all year groups). From tomorrow, students should come to school wearing their PE kit and school blazer- this is <u>only</u> on the days they have PE. <p>They will accompany the additional measures already in place:</p> <ul style="list-style-type: none"> Creation of a Year 7 bubble Recommending the wearing of face masks for staff and students in communal areas and confined spaces (e.g. canteen and corridors) Suspending face-to-face year group assemblies and other mass gatherings <p>We plan to have these new measures in place for 10 school days i.e. from 22nd September through to 5th October (a slight extension for some of our measures).</p> <p>We aim to return to our normal timetable from Wednesday 6th October.</p>

			We will of course continue to monitor cases daily and advise stakeholders if we need to extend this period.
22.9.2021	SLT		<p>In view of the current cases we have decided to review our risk assessment for Open Morning planned for Saturday 25th September (please refer to section dated 3rd September above).</p> <p>We plan to run Open Morning as per the risk assessment above with the exception of these changes:</p> <ul style="list-style-type: none"> • We will no longer offer guided tours (led by students or staff) • Visitors (max of 120 per hour booking) will have freedom to walk freely around the site (capacity of site for children is 1100) • All classrooms will be open and available to view (all windows and doors open to maximise ventilation) • Clear signage will be visible across the school, along with visitors receiving a site map • Covid safety signage will be visible across the school • Staff will not congregate in one department classroom but spread out in their department areas • Safety notices will be given to visitors on arrival around covid-safety to include (also see section above): <ul style="list-style-type: none"> ➢ Avoiding over populated rooms ➢ Social distancing from staff, students and other visitors ➢ Wearing masks indoors ➢ Regularly sanitising their hands ➢ Use of one-way systems • We have recommended that teaching staff will predominately remain in their teacher zone (marked out in their classrooms). They will socially distance from students and visitors. • Max of 4 student helpers per classroom • Student bubbles will be maintained during Open Morning – we will separate helpers (Year 7 and 11) into rooms by their year group. • SLT will continuously walk around the site to ensure a good flow of visitors and rooms are not over populated - they will be supported by other non-teaching staff. • At 40 minutes past the hour a bell will be rung to indicate the start of the Headteacher address – visitors will be directed towards the hall. • SLT and staff will sweep the school of visitors to make sure they either attend the address or leave the site prior to the arrival of the next group of visitors. • Headteacher address to be capped to 20 minutes

			<ul style="list-style-type: none"> • Use of one-way system to avoid arriving visitors meeting leaving visitors indoors. <p>Advice will be sought from PHE and Hamwic today before making the final decision if the event should proceed.</p>
23.9.2021	SLT/PHE		<p>Following advice from PHE, we are writing to parents of children in Year 7 and 11 today to ask them to book a PCR test today.</p> <p>This is an extra precautionary measure to help us to identify those students who may be carrying the virus without symptoms.</p> <p>We are therefore asking all students in Year 7 and 11 to take a PCR test regardless of whether they are unwell or have symptoms.</p>
23.9.2021	SLT		<p>In view of our daily increase in numbers we have taken the decision to further scale down our Open Morning.</p> <p>A letter is being issued to visitors today to confirm the new arrangements and to give covid-safe reminders.</p> <p>The event will run as per our assessment on 22/9/2021 with the addition of the following changes:</p> <ul style="list-style-type: none"> • To avoid a mass gathering of visitors with the Headteacher, we have decided to cancel his address in the hall. As an alternative, prospective parents will be offered a short film to watch from home. • Without the Headteacher address, visitors will have their 45 minute walk around the site and will then leave before the next group arrives. • To ensure student bubbles are maintained we have decided to cancel their involvement on the day. We have assessed that this will be harder to manage without the structure of the school day.
24.9.2021	SLT		<p>After much deliberation, with sadness, a decision was made to cancel our face-to-face Open Morning and move to a virtual offer as per 2020.</p>
27.9.2021	SLT		<p>The following safety notices were given to staff today via our SLT Bulletin:</p> <p>We are in a point in time where we all need everyone to be vigilant to our covid-safety. Everyone must think, HANDS – SPACE – FACE, throughout your day.</p> <p>We will discuss this further in tonight's zoom but for now, please remember the following:</p> <ul style="list-style-type: none"> • Please be more vigilant to illness, particularly cold-like symptoms. If you are concerned, book a PCR test

			<ul style="list-style-type: none"> • You are responsible for the covid safety in your classrooms and offices - remember covid-safe routines such as good hand hygiene and cleaning • For teaching staff, please remain in your 2-metre marked teacher zone as much as you can. Please remember to check the position of desks, particular the front row bearing in mind the movement of desks. If anyone would like a screen in their room, please ask the site team. • Covid supplies must be replenished by individuals and not the admin team for the whole school (they do not have the capacity to do this) – collect from Medical 1 • Make sure your rooms are well ventilated <p>We will continue to monitor cases, liaising with PHE, SCC and Hamwic. If further cases arise, it is likely we will need to re-introduce further measures. This could be:</p> <ul style="list-style-type: none"> • Setting up a testing facility in the hall • Reintroducing five year group bubbles and returning to our 20-21 school day • Increasing the wearing of facemasks beyond crowded spaces/corridors • Resuming contact tracing in school <p>To combat the rise in cases, with effect from tomorrow, we've taken the decision to move back to five separate year group bubbles. This means:</p> <ul style="list-style-type: none"> • Staggered start times for all year groups • Separate break and lunch times for all year groups • Staggered leaving times for all year groups • Suspending all after school extra-curricular clubs and activities with the exception of intervention groups for Year 11. <p>Via a whole school letter, we asked parents to help us combat the spread of the virus by:</p> <ol style="list-style-type: none"> 1. Encouraging their child to wear a face covering in school. 2. Being extra-vigilant if their child develops cold-like/typical Covid symptoms 3. Booking a PCR test straight away (not relying on home testing if their child has any symptoms) 4. Keeping their child away from school until they receive their Covid test. 5. Reporting the results of a test (both LFT and PCR) to the school immediately. 6. With windows open, if students are cold, ensuring they wear discreet layers such as a plain white vest or t-shirt under their school shirt/blouse.
11.10.2021	SLT		In view of a fall in our cases, we are loosening some of our additional precautionary measures by re-

			<p>introducing our after school offer (where clubs can maintain year group bubbles). Also, whilst we will be continuing to be highly vigilant around typical covid symptoms, we will not be asking all parents to test their child with a PCR if they display any cold like symptom.</p> <p>After half term we will be returning as per our September start i.e.:</p> <ul style="list-style-type: none"> • Start of year timetable • No year group bubbles • Bringing back year group assemblies • Optional wearing of face masks <p>We are in a new phase of our covid management and we are finding the balance between covid safety measures and our full educational offer. To support this we have decided to introduce saliva testing after half term. We hope that this will be a more accurate way to identify positive cases within the school.</p> <p>We wrote to parents today to update them on the current situation re cases.</p>
21.10.2021	SLT		<p>In line with our previous planning, after half term, we will be returning to our start of year covid-safe measures which include:</p> <ul style="list-style-type: none"> • Hygiene (hand washing/sanitising) • Ventilation • Social distancing (wherever possible) • Regular testing • Enhanced cleaning <p>One change is around the wearing of face masks which will now be strongly encouraged (for staff and students) in:</p> <ul style="list-style-type: none"> • Communal areas • Crowded spaces. <p>Should the winter, 'Plan B' Government national measures be invoked (for non-educational settings) we will conduct an additional review to decide the wearing of face masks in classrooms. At the current time, wearing face masks in classrooms is optional. Should educational settings be guided or directed to increase measures, we will adapt accordingly.</p> <p>From Monday 1st November, we will revert to the September timetable with:</p> <ul style="list-style-type: none"> • Year group staggered start and finish times • The return of year group well-ventilated assemblies and with students encouraged to wear face masks. • Students coming to school in full uniform and changing for PE.

			<p>We have reviewed the use of PE changing rooms and are confident they can be used with these control measures:</p> <ul style="list-style-type: none"> • Ventilation of classrooms, shared offices and communal spaces • Students to use hand sanitiser on entry and exit to room • Students to be encouraged to wear face masks whilst changing • Student wiping down the changing space they've used (similar to the practise in classrooms) • Deep clean at the end of every day <p>We will continue to review our cases on a daily basis. We are currently advised to use the measure of 10% (of a year group or whole school) to be a threshold to strengthen our protection measures.</p>
1.11.2021	SLT		<p>No change to the covid plans outlined in the previous review (dated 21.10.2021).</p> <p>Covid vaccinations to be given to eligible students in school over two days this week – 3rd and 4th November.</p> <p>Logistics planning meeting to be held with the immunisation team and JPR on 2nd November.</p>
4.11.2021	SLT		<p>Whole school covid update letter sent to parents. The letter contained an update on case numbers, a reminder about our current covid-safe measures and the importance of regular testing.</p> <p>In terms of Home LFD Testing we gave this advice: <i>Students will be bringing home a new box of LFD tests on Friday. With twice weekly saliva testing, continuing with two home LFD tests is no longer necessary. However, we know that many parents like the reassurance of an immediate test result, particularly on a Sunday/Morning before the start of the week. Therefore, we will continue to supply test kits, allowing for one test per week.</i></p> <p>We also shared information to parents about the national booking system for vaccinations for any student who missed their vaccination in school.</p>
8.11.2021	SLT		<p>We start saliva testing for students today – staff testing has been delayed. The key benefits of saliva testing are:</p> <ol style="list-style-type: none"> 1. Due to the high sensitivity of saliva testing, there is no need for participants to take a confirmatory PCR test following a positive result. 2. It is an easy and non-invasive test. 3. Anyone who has tested positive can resume saliva testing after their self-isolation period has finished.

			<p>4. Guidelines for resuming testing for alternative COVID-19 tests differ due to varying technical aspects, alongside test specificity and sensitivity levels. LFD Testing should not be used for 90 days following a positive PCR test. However, you can continue to use saliva tests straight after isolation.</p> <p>An information programme has already started with parents, students and staff to launch this scheme and to encourage participation. Information has been shared via a whole school letter our website and via tutor time.</p> <p>For staff, via the SLT bulletin and whole school zoom.</p>
10.11.2021	SLT		Launch of saliva testing for staff.
19.11.2021	SLT		<p>Whole school covid update letter sent to parents. The letter contained:</p> <ul style="list-style-type: none"> • An update on case numbers • How we are adjusting to living alongside covid – how we want to avoid the cancellation of seasonal events and activities by risk assessing them and making adjustments to make them more covid-safe • Participation rates for saliva testing • How parents can help USH to be covid-safe
22.11.2021	SLT		<p>During this week's SLT bulletin we have updated staff on our current cases.</p> <p>We advised that we are closely monitoring case numbers, particularly in Year 10 as they move towards a threshold to tighten our protection measures.</p> <p>We reminded staff today to be hyper-vigilant around their Covid safety by upholding all of our Covid-safe school routines:</p> <ul style="list-style-type: none"> • Facemasks in busy, communal areas • Asymptomatic twice-weekly testing (staff and students) • Good ventilation in every room (classrooms AND shared offices) • Hand sanitising on entry and exit to every room (staff and students) • Cleaning desks and frequently touched objects where shared with others (all)

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	FS >	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.