

Risk Assessment – COVID-19 (v3.1)	28 th June 2021	Beacon View Primary Academy
Responsible Person	Rebecca Mitchell (Interim Head of School)	
Other Persons Involved	Jessica Davies (BOM), Ed Bower (Site Apprentice), Liam Davies (CoG), Rachel Liggitt (Data Manger), Sally Hodgson (incoming principal)	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (22 February) 18th March – no longer found • DfE - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak (24th May) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (24th May) • DfE - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (14th June) • DfE – Face coverings in education (24th May) • DfE - Safe working in education, childcare and children’s social care (1st March) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (22nd June) • NHS - Test and Trace – How it works (20th May) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 	

Details

DFE Coronavirus Helpline 0800 046 8687

- The DfE's helpline will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.
- The school will also inform PCC using coronavirus.schools@portsmouthcc.gov.uk
- PCC number to call if there is a delay in the response to the DFE helpline and the school needs advice: .023 9284 1717. For other general guidance use: alison.critchley@portsmouthcc.gov.uk.

Covering staff and pupil H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure face coverings are used in recommended circumstances (staff only – see below section on Infection Control Practices)
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Minimise contact between across the setting/site and maintain social distancing wherever possible
- 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

In response to any infection

- 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

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection • Clinically extremely vulnerable staff (CEV) are advised to attend the workplace but follow all safety measures in place from the 1st April 2021 – individual risk assessments have been updated regularly and will now be updated in September following advice as it is then. All staff have been offered 1:1s if they have any concerns. • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school during their 10 day quarantine period. (dates tracked using excel document to ensure correct quarantine period) • Any other staff who are not required in school and who can continue to work from home will do so • Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out by the BOM. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test. • Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time. ○ The staff member must notify the school of the test result immediately ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate. <i>The data manager keeps records of all children and staff in each room and so must be informed of any changes.</i> ○ Update 7th June 2021 - Given the predominance of the Delta variant across the country, PHE are recommending that close contacts of PCR positive individuals in schools and colleges, receive a PCR test through NHS Test and Trace, rather than waiting for a sequencing result. This will ensure swifter case finding and contact tracing to take place. This is, however not a special policy for educational settings, as all close contacts of confirmed cases are eligible for PCR testing. As close contacts in schools and colleges, are not contacted by NHS test and trace, they may not be aware of this. The school will inform close contacts of this new advice and recommend testing as well as isolation. ○ The school will update identified contacts of this change in procedure. If the test of any close contacts come back negative, they continue to isolate, if it comes back positive, their close contacts are identified and the process is repeated. ○ The school will review the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. <i>The BOM will update ARMS.</i>

			<ul style="list-style-type: none"> • If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so. • Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ (Home testing) self-isolate (any close contacts must also self-isolate), arrange a PCR test within two days, and follow the above if positive. If negative, return to work ○ The school must be notified of the test result in the case of testing from home. <i>All results are initially sent to the Head of School (RM). If the result is positive, the normal sickness absence routine is then followed.</i> ○ The school reviews the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. <i>The BOM will update ARMS.</i>
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained and can do so by phoning the school office or emailing the school at covid@beaconviewprimary.co.uk • Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required • A negative result means the pupil can return to school. • Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should also arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. <i>If the test is positive, a test should be arranged by home for the child (see change in process due to Delta variant under staff process). If this comes back as positive, close contacts of the child are identified and repeat this process. If their test is negative, they continue to isolate for 10 days.</i> • Clinically extremely vulnerable pupils are advised to attend school but follow all safety measures in place from the 1st April 2021 – individual risk assessments are in place where needed. • Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school during their 10 day quarantine period. The data manager (RL) keeps an excel document of any children affected by this and informs families of their expected return date to school.

		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site are carefully managed (i.e. kept to a minimum, arranged where possible for after school when less people are around, and agreed in advanced with HoS (RM)). Identification details are recorded and held for 21 days to support the Test and Trace process by the data manager (RL). Details of any specific local procedures are communicated to all visitors before they come to site. These continue to include: wearing masks, bringing minimal belongings with them, washing hands on arrival, remaining 2 metres apart from all staff and pupils, the regular use of hand sanitiser. Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance. Signs are displayed at regular intervals around the school site and remind parents of the expectations for masks, following the one way system and 2 metre distance. Parents evenings and meetings continue to be held over Teams for the remainder of this academic year. Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis. Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed. Supply teachers are asked if they would like to take part in the a-symptomatic testing programme at the school – especially if they are working regularly with us. The agencies are provided our risk assessment and made aware of this
Asymptomatic Testing Programme	Staff, Pupils	Additional measures required to support testing that is carried out in a school that is an asymptomatic testing site (ATS), i.e. not tests that are carried out at home by either staff or pupils	<p><u>Collecting the test kits:</u></p> <ul style="list-style-type: none"> Test kits (boxes of 7 tests) to be available from the office and staff advised to request a new box when needed. These can be handed out through the hatch. Entry into the office is discouraged. Staff are encouraged to test regularly and continue testing over the summer holidays. BOM and ML to lead on asymptomatic testing and ensure the school has enough at all times and orders more when needed. Regular cleaning of areas to continue and include storage/collection area for test kits. <p><u>Procedure for LFT</u></p> <ul style="list-style-type: none"> All testing to be carried out in strict adherence to the procedures contained in the “NHS How to Guide: Rapid Testing in Schools and Colleges”. Training – The school have followed the “NHS Training Guide for Rapid Testing in Schools and Colleges”. All staff involved in the mass testing programme have completed the online training programme relevant to their assigned role(s) and have been signed off as competent by the using the competency assessment templates provided by DfE/PHE. New staff (including temporary/agency staff) are offered training on using the LFD test kits as part of their induction. Premises – All staff who have volunteered to take part in the test programme, will be testing in their own home. PPE – As staff will be testing themselves, no PPE is required. Tests to be completed in the morning before school (staff to complete governments on-line tracker and inform school (RM) if test is positive or void. The test kits contain small plastic bags to allow all testing equipment to be safely sealed and disposed of in the normal household waste. As tests are taken at home, no first aid can be provided. <p><u>Results</u></p> <ul style="list-style-type: none"> For routine weekly testing, participants will test at home and inform the DFE of their results using the website. Participants will inform the school immediately if a test result is positive or void. Negative test results no longer need to be reported.

			<ul style="list-style-type: none"> • If negative result, LFT volunteers can come into school. • Anyone in receipt of a positive LFT result needs to self-isolate and not attend school. The staff member will then need to take a confirmatory PCR test. • The school will identify close contacts and ask them to self isolate until the results of the PCR test are known. • If the PCR test is negative, the staff and all close contacts can return to school. • If the PCR test is positive, the staff and all close contacts need to now arrange a test (see change in process due to Delta variant under staff process). If these are positive, the process is repeated e.g. their close contacts are identified and are tested. If these are negative, the contacts continue to isolate for 10 days. <p><u>Storage and Monitoring</u></p> <ul style="list-style-type: none"> • Storage of materials – testing kits are stored securely at a temperature between 2C and 30C in the PE cupboard and then supplies are moved to the office when needed. • Deliveries will be handled in accordance with the school’s existing manual handling procedures. • Waste – Volunteers are aware that waste can be placed in the bag provided in the test kit and sealed then put into the normal household waste. • Monitoring – the Head of School carry out periodic monitoring to verify that the requirement standards are being maintained. • Testing is voluntary– tests will be self-administered following the direction given by the DFE. All testing is carried out in strict adherence to the procedures contained in the “NHS How to Guide: Rapid Testing in Schools and Colleges” (the ‘How to Guide’) • All staff are clear that the <u>LFTs are not to be used to test when a person has symptoms, in this situation a PCR test must be obtained.</u>
<p>Suspected / confirmed case in school</p>	<p>Staff/ pupils</p>	<p>Potential contamination of surfaces and for person to person spread</p>	<p><u>Procedure for sending pupils home if they develop symptoms of Covid-19:</u></p> <ul style="list-style-type: none"> • Pupils displaying symptoms of C19 immediately alert their bubble teacher and are escorted to the isolation room by a member of staff (at a distance or 2 metres). They do not come in to contact with other pupils or adults. Children are to be reminded of the need to alert their teacher and reminded what symptoms to look out for. Staff will also stay alert for any signs of symptoms amongst the children. • If the adult is in a room alone with children and the child is a) in KS2 and b) well enough to walk on their own, they take themselves to the isolation room, whilst the adult phones the office to inform them that the child is on their way so that the first aider has enough time to put on PPE. • If the child is in KS1 or too upset/unable to walk to the isolation room independently, they stand in the doorway away from other children whilst the teacher calls for a member of SLT to collect the child and take them to the isolation room whilst maintaining a 2 metre distance if possible. • If the child is in need of urgent medical care or suffering respiratory distress, the supervising member of staff immediately calls for emergency assistance (999) and informs the office, who then inform parents. The other children in the class/group are removed. • Once pupils are in the isolation room, their parents/carers will be informed and asked to collect them. Where transport is required the school will have regard to the principles contained in Safe Working in Education Childcare and Children’s Social Care Settings • Pupils remains in the isolation room if awaiting collection • An adult will be present for reassurance just outside of the isolation room, the adult will wear appropriate PPE (including a facemask) in case they need to enter the room and provide support or first aid. A distance of 2 metres will be maintained where possible. A sign will be placed on the door into the reception area to avoid others entering the space near to the isolation room. • PPE, i.e. face masks, face shields, gloves, and apron and hygiene bags for waste disposal are available and required for handling suspected cases. These will be located in first aid kits in each bubble room, and also in the office. Staff need to inform the BOM if these need replenishing. The site apprentice (EB) will also check these supplies weekly to ensure they are well stocked. • All staff have attended an in-house training session on the use and disposal of PPE equipment so that it is in line with government guidance. (the latest refresher 5.3.21) • Staff and children who were with the affected party should wash their hands but do not need to go home unless symptomatic.

			<ul style="list-style-type: none"> • All staff, who have come into contact with the child, are informed that the child is ill but do not need to isolate unless they develop symptoms or the child's test returns as positive. • If needed, to ensure the child is tested, the school can provide a home testing kit. The school will not administer the test and tests will only be handed to the parent of the child. As the number is limited and could be used very quickly, the school has decided on its criteria for allocation of tests so it is clear and published. <p><u>Procedure for sending staff member home:</u></p> <ul style="list-style-type: none"> • Any staff member who displays signs of being unwell immediately takes themselves to the isolation room without coming into contact with any other adults or children. • They inform the office staff (from the opposite side of the glass wall) before entering the isolation room. • The office staff inform the HOS. • The member of staff's belongings are collected and brought to the office. If safe to do so, the member of staff takes themselves home. If not, their next of kin is informed and asked to collect the member of staff. • If the member of staff is in respiratory distress or in need of emergency care, an ambulance is called. • If necessary to ensure the school remains open, the school provides the member of staff with a home testing kit. (For example if the staff member cannot drive.) • The school has shared its criteria for providing these tests: <p><u>The criteria for providing test:</u></p> <ul style="list-style-type: none"> · Children or staff with disabilities which may affect their ability to access a testing site · Children or staff with serious health concerns e.g. heart condition, diabetes · Vulnerable children, where we are concerned a test will not be sought if one is not provided · Staff where, if not providing a test will possibly result in the closing of a class or year group and affect the education of the children. <ul style="list-style-type: none"> • After pupil/staff have left, the SLT/first aider to lock door to isolation room and any identified classrooms and inform the site manager and cleaning team as soon as possible. • Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. • PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained. • Depending on test results, the process detailed in the first section above is followed.
check	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> • <u>Early years and Primary</u> <ul style="list-style-type: none"> ○ Face coverings will be worn by staff and adult visitors when moving around corridors, in communal areas and anywhere that social distancing between adults is not possible (subject to any exemptions) ○ Face coverings are required by law for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these: <ul style="list-style-type: none"> ○ Face covering expectations reviewed in May 2021 and will remain the same until further notice. <p><u>Routine to use when children arrive at school wearing face masks:</u></p> <ul style="list-style-type: none"> • Child to wash their hands with soap and water

- Child either brings in a small bag or is given a small bag to use- (small bags in classroom zippy supply bag)
- Child removes their mask, touching only the straps around the back of the head.
- Child puts their mask into the small bag, which is then tied up and put into the child's school bag until the end of the day.
- Child then places school bag in allocated space and again washes hands.
- If child is unable to do this on their own, home is informed and asked to practise this procedure. This procedure was communicated to parents in the guided sent out 3.3.21
 - The school holds a small supply of disposable face coverings
 - Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene. JD provided a reminder to all staff in briefing 5.3.21
- Only child who have it agreed with the HOS in advance (e.g. as part of a personalised risk assessment) and are capable of wearing masks and removing masks safely, can wear them in the building.

Good Hand and Respiratory Hygiene

- Soap and running water or hand sanitiser is readily available
- Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom.
- Skin friendly cleansing wipes used for those who need assistance in cleaning hands
- All rooms have a supply of alcohol-based hand sanitiser available for when water and soap is not an option. This is kept locked away from children and used only under supervision when needed.
- 'Catch-it, bin-it, kill-it', promoted throughout school.
- Materials from https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus used to remind the children how infections spread and how they can be controlled – all pupils 8.3.21.
- The school provides tissues and sufficient bins to support disposal of waste.
- The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.
- Intimate care policy revised for Sep 2020 and sent to staff (9.9.20) in line with Covid-19 restrictions. Staff reminded 5.3.21
- The hygiene room has been cleaned and set up to allow this to be used as a space for intimate care to take place safely. A yellow bin for hazardous waste has been put in the room and is changed daily.

Cleaning

- A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning. BOM (JD) to keep copies of the cleaning schedules.
- BOM (JD) and Site apprentice (ED) conduct regular spot checks and monitoring of cleaning to ensure effectiveness.
- Cleaning following confirmed/suspected case carried out in accordance with PHE guidance [COVID-19: cleaning of non-healthcare settings](#)

Grouping and Measures Within Classrooms

- Early Years
 - Normal group sizes in place, children share outside space and so all of Year R in one bubble. Only 43 children in Year R and limited numbers in certain areas at different times and all well-ventilated.

- Year R garden out of use at the moment. All of Year R are using a different area together which is suitable for them.
- No expectation that young children distance within their groups
- Parents and carers are encouraged to limit the number of settings their child attends in the parents' guide
- Focus is on the robust practising of the other points in the system of controls
- Primary
- Consistent grouping practised as much as possible- Pupils to be in class bubbles where possible, but where this is not possible because of curriculum content; other vital interventions, limited space or supervision they will be grouped into year group bubbles.
 - Mixing between bubbles is minimised and pupils in upper KS2 are encouraged to maintain social distancing within bubbles
 - Mixing in wider bubbles for specialist subjects and wraparound care is managed.
 - All staff can operate across multiple classes and year groups but will practise social distancing where possible.
 - A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups
 - In primaries, staff practise distancing from pupils and staff whenever circumstances allow
 - Pupils sit side by side and facing forwards where possible in upper KS2 (Year 4,5,6).
 - Furniture in KS1 and some Year 3 classrooms means children are sat in groups. These groups remain consistent and are only changed at the weekend if needed.
 - Education and care support for those with complex needs is provided as normal.
- Wrap-around provision/extra-curricular activities
- Outdoor wraparound provision can take place for all parents and for any number of children. Mixing of groups though should be minimised.
- Indoor provision without restriction may resume from 17 May, (limit of 15 children per group until then). From 17 May there are no limits on numbers in groups, but mixing between groups should be minimised. The ability to maximise ventilation should be considered in determining group size with a maximum of 15 if ventilation is poor.
 - Children are kept in the same groups as during the normal day by being spread out in the hall on year group tables.

Measures Elsewhere

- Groups are kept apart where possible. Assemblies/worship are held one group at a time or online over Teams.
- Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible.
 - Staggered start and finish times, along with staggered breaks and lunches, to minimise mixing of groups. Different year groups to use different playgrounds and areas of the school site. See appendix A for details of timings.
 - Hot lunches available every day for the children. All food will continue to be served in disposable cartons with disposable cutlery. This will be delivered to classrooms each day at lunchtime. All rubbish will be collected in a black bin bag and disposed of.
 - Children to go outside for fresh air every day after lunch, even in light rain, to allow the classroom surfaces to be cleaned. SLT will inform all staff if weather is not suitable for lunch break outside.
 - If the children cannot go outside for lunchtime, they will need to clean down their own table after eating lunch. They will need to be trained to do this with antibacterial wipes. They will then wash their hands. For younger children in EYFS and Year 1, the adults will do this. All wipes will be disposed of in the bin.
- Staff spaces are reviewed against the guidance on [Office and Contact Centres](#) to support distancing and hygiene

- Staffroom; max 10 adults at any one time. Sign on the door reminding staff of this. Chairs are labelled to ensure that adults sit on every other one and stick to social distancing. The technology room (the Hive) will be used as an additional staffroom at lunchtime and will be cleaned afterwards.
- Office-based staff social distancing to continue. Signs on the doors to prevent staff from entering these rooms. All staff encouraged to communicate using phones and TEAMS. Perspex put up in between the desks facing each other in the main office to maintain social distancing.
- Cluster-based staff to work at no more than one site in a day except in an emergency where their absence could leave children, adults or the building at risk.
- Any work stations in the school that are shared e.g. the one upstairs shared by Years 3 and 4, needs to have a clear timetable in place and the tables and chairs wiped down in between use.
- One-way system in place within the school building to minimise movement around the site as much as possible. Staff and pupils alone can ignore the one way system to avoid wasted time. Classes must continue to follow one way system.
- Pupils to wear school uniforms. On days when children have PE, they come in already in PE kit to avoid extra clothing and changing in school.
- Regular and thorough handwashing (or use of alcohol-based sanitiser under supervision) to be carried out by all pupils and staff members including:
 - On arrival and before departure
 - Before break
 - When groups change areas
 - After using the bathroom
- Toilet breaks, one child at a time. Children will be sharing toilets and so thorough hand washing is vital. Regular checking and supervision of this handwashing is needed to check standard. Pupils to wait at the entrance to the toilets if all cubicles are in use.
- Library to be used on a rota basis with a 2-day gap between year groups. Children to wash hands before and after visiting the library.
- When borrowing books, children to keep books in their trays or bags and either use in class or take home for the allocated time. Routine to be established in each phase and made clear to parents within parents' guide.
- Once returned, they put the books into a labelled box in the room, where they are quarantined for 72 hours before being returned to the library. See additional guidance from DFE English Hub.
- Reading corners are used in a similar way. Areas are cleaned regularly; children wash hands before and after going to area. If cases increase in Portsmouth, the use of these areas will be revisited if needed.
- Laptop use to be timetabled. Year groups to be on the same day only. Children wash hands before and after use.
- At the end of the day, the laptops are cleaned with micro fibre cloths and anti bac spray. The spray is put onto the cloths rather than the IT equipment.
- iPads are used within class bubbles. Children wash hands before and after use. If another class needs to borrow these, this is planned in advance and the new class must be within the same year group bubble with additional cleaning in between using the microfiber cloths and spray.
- Homework is available on the website via Sways to minimise paper coming backwards and forwards from school. Reading books are the only homework that is not on a Sway. See details above of measures in place for these.
- Breakfast and afterschool club have new agreement in place for parents detailing messages and expectations in place. All parents sign to agree:

			<ul style="list-style-type: none"> - Children sat in year group bubbles on tables spread out as far as possible within the hall - Windows open to improve ventilation - Equipment/resources rotated weekly and cleaned in between - Food provided using school kitchen. One member of staff to make the food, wash hands and put on PPE, including gloves and visor, the food will be delivered to the children’s tables. They wash hands before and after eating. - Staff clean cutlery etc using commercial dishwasher to ensure cleanliness. Plates and cutlery kept in year group containers to reduce risk. - Staff remain 2 metres from children and each other. - Toilet used by club to be cleaned before use and then again at the end of the session. - Club staff to promote good hand hygiene.
			<p><u>Other Considerations</u></p> <ul style="list-style-type: none"> • Specific assessments are carried out for those with SEND needs to help with adjustments as necessary (completed by RH and shared with all relevant staff) • Staff to follow normal BV behaviour policy to continue to have high expectations for behaviour. Physical intervention with pupils to continue being used as a last resort and only by those adults trained in Team Teach. In an emergency situation, and in the absence of someone trained, SLT will intervene if required to ensure the safety of pupils and staff. Children more likely to need physical intervention, based on previous behaviour and needs, have been identified and discussed as an inclusion team and adults allocated to support. • Planned sessions in the learning hub to support key children and avoid physical intervention. • Where physical intervention is needed, adults to wash hands afterwards; complete usual records in bound book; inform SLT and parents and avoid contact with other children and adults for 48 hours. • Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible. The school’s risk assessment is shared with these organisations prior to these staff attending school site. • <u>Arrangements for PCC staff:</u> • Where a PCC colleague is leading whole class or group work it is essential that another adult from the school is in the classroom at all times, to avoid peripatetic staff having close contact with a child in an unexpected or emergency situation; • For 1:1 work with children to take place in a separate room or corridor rather than in the classroom where possible, ensuring a 2m distance between staff and pupils. We understand that some schools have been concerned that in the corridor other children or adults may pass, but the risk of transmission in that corridor situation is much lower than if the adult is in the classroom in relatively close contact with a large number of children for a prolonged period. • If the work needs to be done in the classroom it would be better if adults could be seated at the edge of the classroom so that they minimise the number of children they are in touch with. • Where individual children or young people are coming out of class to meet with the peripatetic member of staff e.g. for careers advice, we would prefer for PCC staff to be based in one room with pupils coming to them, rather than having to frequently move around the school to collect pupils. • Specialist staff e.g. therapists work as normal. • Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates • Equipment: <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils will remain individual and be cleaned between users where this isn’t possible

○ Classroom resources are used freely within the bubble/group, but are subject to regular cleaning

Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).

Outdoor play equipment is cleaned more frequently

Pupils are advised to limit the amount of equipment they bring to school

They will be able to bring essentials such as lunch boxes, hats, coats, books, stationery and mobile phones only. Bags are allowed.

Cloakrooms are in use where the children are in groups as a result of a) coats being longer than the chairs and causing a trip hazard, b) children touching and moving each others lunchboxes. The cloakroom is organised into table groups so that the lunchboxes and coats are only exposed to the same number of children that they were when they were on the chairs and under the tables.

Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above.

Staff are allowed to take books home to mark but the following must happen a) hands must be washed before the books are touched, b) books are put into a clean bag, c) once at home, the adults washes their hands and cleans the surface they will work on, d) the books are emptied on the surface and marked, e) the books are returned to the bag, f) the surface is cleaned and the person washes their hands. No one else can touch the books and the teacher can only take home the books of the children in their bubble.

Early years:

Messy play is carried out either with materials assigned to individual groups or, with materials cleaned or replaced between groups. Hand hygiene is robustly practised in all groups.

Parents can settle their children but need to abide by any local rules re face-coverings and the setting's visitor procedures. Their time on site and contact with others should be limited.

Supervised toothbrushing is carried out using the dry-brush method.

* Fruit deliveries happen weekly. Fruit is to be stored in a box with a lid in the classroom. Fruit is not to be eaten on day of delivery. Children need to wash their hands before they handle the fruit.

Fire evacuation process continues as it has for this academic year and will be practiced in year groups. Year groups spread out at muster points but fire evacuation or any emergency evacuation takes priority over Covid-19 restrictions.

Dedicated school transport

- N/A

			<p><u>Public Transport</u></p> <ul style="list-style-type: none"> • Steps are taken to depress demand at peak times (Stagger start/finish times) • Walking, cycling, scooting to and from school are all promoted. The bike racks at the beginning of the entry into site are in use only, to support the one-way system. • Face coverings are required by law on public transport for all over 11 years old. • Staff to avoid using public transport where possible. Staff who use public transport to inform SLT. If public transport must be used, follow guidance by: <ul style="list-style-type: none"> ○ keeping 1 metre+ apart from others wherever possible ○ wearing a face covering is required ○ using contactless payment ○ avoiding rush hour travel, where feasible ○ washing or sanitising hands as soon as possible before and after travel ○ following advice from staff and being considerate to others • <i>Staff and parents were surveyed to see if the school can feasibly do anymore to assist this e.g. the creation of a walking bus to school. Only 1 member of staff is using public transport. Only 3 families are using public transport and they come from quite far away e.g. Southsea because of allocation of school places. This is in line with the DFE's guidance on minimal use of public transport and so no action needed at the moment.</i>
<p>Infection Control (premises)</p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> • The gates and padlocks on school site will be kept open at key times of the day to avoid creating touch points. The gates to the car park and internal gates from Allaway Avenue will be opened from 7:30am to 8:15 am and then again from 3:30 until closing. Staff are required to wash hands with soap and water as soon as they enter the building. • Any unnecessary furniture removed to aid distancing between groups • Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage • Room capacities considered and labelled on room doors to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts <p><u>Ventilation:</u></p> <ul style="list-style-type: none"> • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to 'fresh air' mode where possible. Single room systems continue to operate as normal • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact <p>The following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • <i>opening high level windows in preference to low level to reduce draughts</i> • <i>providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform</i> • <i>rearranging furniture where possible to avoid direct drafts</i> • <i>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</i> <p><i>Guidance on the ventilation system in the building sought and reassurance from contractors that the ventilation system does not recycle air given</i></p>

<p>Delivery of 'higher risk' subjects</p>	<p>Staff, Pupils</p>	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> • Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> ○ CLEAPSS guidance referred to in planning science, D&T and Art ○ AfPE and national governing body guidance referred to in planning physical activities ○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama <p>Music and Drama</p> <ul style="list-style-type: none"> • Consistent groupings are maintained wherever possible • Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits. • Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained • Wind players positioned so that air is not blown into another player • Backing tracks/accompanying music operated with volume levels as low as possible. • Microphones used where possible and amplification is required; if shared they are cleaned between each user • Performances with an audience to not take place at this time. • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly and always between users <p>Physical Activity</p> <p>PE lead has completed a specific PE risk assessment which has been checked and signed by the HOS</p> <ul style="list-style-type: none"> • Consistent groupings maintained • Equipment thoroughly cleaned between groups • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised • Use of external facilities is risk assessed on a case-by-case basis • Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented • Inter-school sport to not take place • Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any shared equipment cleaned after use • Activities such as just dance and GoNoodle are now allowed to take part in classrooms but the following restrictions still apply: 1) all windows and doors must be fully open for ventilation, 2) all pupils must be forward facing so they are not breathing heavily in the direction of another child's face, 3) any child or adult who feels uncomfortable can be removed, 4) there can be no singing along to songs. This will be kept under constant review for the foreseeable future. • From 29 March, inter-school sports competition can take place. Indoor competition will not take place until 12 April at the earliest in line with the return to wider indoor grassroots sport for under 18s. No inter-schools or indoor competition will take place currently at BV without the permission from the HOS. Sports' Day activities to take place in year group bubbles to avoid mixing. No parents are allowed on site to keep numbers down. <p>SWIMMING LESSONS:</p>
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			<ul style="list-style-type: none"> Pre-Visit completed on Friday 30th April at 3:30pm. Meeting with staff at pool to establish procedures. There will be no public swimming during our lessons and we have our own changing rooms for the duration to preserve the year group bubble. <p>MFL</p> <ul style="list-style-type: none"> MFL lessons taught by specialist MFL teacher over Teams for 30 minute periods. Other restrictions – if choral chanting of words or sounds needed – limited to maximum of 15 (so an average class would be split in 2 and one half chant and then the other, rather than both doing it twice). Room to be well ventilated. <p><u>Break</u></p> <ul style="list-style-type: none"> Since the start of term ML, JF and Lunchtime Supervisors have promoted Physical Activity through a range of activities in line with the School and PE RA. All children are sanitising/washing hands prior to using the equipment and again afterwards. All equipment is stored in a sealed box and is only being used by children within their bubble. All equipment is being used outside. In the event of a bubble closing. ML will quarantine the box for 72 hours before cleaning it ready for their return. The climbing equipment is used by multiple children at break and lunchtime therefore can a similar system of controls be applied to the equipment. <p>Educational Visits</p> <ul style="list-style-type: none"> Early Years – Trips to outdoor spaces for the purposes of exercise are managed in line with the principles contained in the sector specific guidance Educational day trips can resume from 12 April where carried out in line with COVID-19 secure guidelines. Domestic residential visits may be possible from 17 May. Further information on international visits will be published in due course however BV will not be running any trips for the remainder of this academic year, with the exception of swimming lessons.
<p>Anxiety, stress and worry</p>	<p>Staff, pupils (parents indirectly)</p>	<p>Those coming to work or school may be anxious, worried or stressed</p>	<p><u>Staff:</u></p> <ul style="list-style-type: none"> The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures This risk assessment and its findings have been shared with staff and published on the school website. Staff have access to Group's occupational health and counselling service The details are also displayed in the staff areas in school. Weekly WAAG and fortnightly whole school briefing focus on key messages and changes. Any staff at increased risk have had regular 1:1 meetings with their line manager to discuss requirements and measures in place to support and reassure them. Phase leaders to take lead on playground rotas and use to ensure there is no delay in measures being changed for safety reasons. Any changes then fed back into SLT meetings. Guidance on wellbeing regularly provided to all. With reminders about the wellbeing pages on the hub as well as 1) information from the charity <i>Education Support</i> and 2) support with building their own resilience through Robertson Cooper's 'Good Day at Work' Homepage Staff check ins happen regularly (whether working at home or school), to screen their own health and that of the people they live with. A record kept by the business operations manager of when staff where last checked by their line manager and any issues arising to ensure all staff are discussed and issues are addressed quickly following government advice. WAAG on 14th June, discussed wellbeing and asked staff for feedback- no further action required at present. All staff have HOS number and encouraged to contact and discuss concerns. <p><u>Parents and Pupils:</u></p> <ul style="list-style-type: none"> Parents and children have received regular communication from the school including emails, phone calls, text messages and certificates/messages through the post. The school has been running a social media campaign to reach out and keep all families communicated with. Regular events, such as World Book Day and Comic Relief are scheduled in to improve community feel. Parents' evenings will be completed over Teams to allow parents time to discuss their children with the teachers. The school's website is updated regularly and has designated areas for Covid-19 and Continuity of Learning.

			<ul style="list-style-type: none"> The latest risk assessment can be found on the website. Every year group has a sway in place to share details on the curriculum and the routines that will be in place, e.g. the one-way system; the use of resources and expectations for hand washing. HOS and data lead to lead on containing families with persistent absence, with support from family link team The safeguarding team to monitor the attendance of vulnerable children accessing online lessons and follow-up non attendance. Whole school newsletters used to get regular information out. Information about confirmed cases is now published on the council website, once that information is in the public domain to reassure parents that they are being given all the information. School nurse and Mental Health Support workers available to support conversations with parents anxious about covid to improve attendance – family team to arrange
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children’s needs Revised intimate care policy to remain in place until national restrictions are lifted. This has been shared with staff and is displayed in key areas around the school i.e. staffroom, offices, teacher’s workroom, hygiene room, EYFS and disabled toilets. Staff providing intimate care to use PPE as they would do normally for providing care in line with children’s needs. No other specific PPE is required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). Gloves, aprons and masks to be available in EYFS classrooms with ease of access, when/if needed Nappies/soiled items to be disposed of in yellow bags and quarantined outside in refuge area for 72 hours before being disposed of. Any soiled clothes are put into a plastic bag (double bagged) and sent home If a Year R child (or any other child) soils themselves, the intimate care policy will be used to clean them up, they will then, if needed, be changed into spare school uniform. This uniform will have been washed and stored away for at least 72 hours before a child is given it. Once it is returned, it will be washed and quarantined before being given to another child if needed. SENCO has ensured protocols for all children are shared with new teachers and reviewed regularly. RH to review if any other additional provision to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) are needed each time guidance changes and if so, shares this with parents and pupils as soon as possible.
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> Risk assessment developed in collaboration with staff and Union reps and shared with all parties All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner Transgressions will be escalated through existing behaviour/disciplinary arrangements <p><u>Pupils</u></p> <ul style="list-style-type: none"> Pupils have been trained in the new arrangements for hygiene and classroom expectations and are regularly reminded on the first morning back after a weekend or holiday and continually throughout each week. Any changes to guidance and therefore expectations are communicated to the children by their teacher and explained in assembly where appropriate. The stages for the behaviour policy will be displayed in the classrooms to ensure consistency and expectations are clear and when parents are involved. The DFE has updated exclusion codes to include exclusions for: <p>PH Wilful and repeated transgression of protective measures in place to protect public health</p> <p>This will only be used as a last resort to protect the other children and staff.</p> <p><u>Staff and visitors</u></p>

			<ul style="list-style-type: none"> • Staff briefings, emails and WAAGS used to share and discuss expectations so everyone clear. • Question and Answer opportunities as needed • Extra briefings when changes are made to review risk and amend when needed. • LGB to be communicated with in HS meetings and full LGB. Chair to be kept in loop with all • Compliance with this risk assessment and associated procedures will be monitored weekly by SLT and premises team e.g. checklists, observations, interviews, etc. • This will be a weekly agenda item in the SLT meetings to ensure review of monitoring and any next steps or needed revisions are identified. • Deliberate breach of risk assessment guidance by staff will be treated in line with other actions that would breach the code of conduct and may result in disciplinary action. • Any visitors not following the risk assessment expectations will be asked to leave site.
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> • Central office to ensure that Coronavirus pages on the Hub are kept updated • Important updates/changes included in CEO's Heads Bulletins • Regular key guidance updates issued by Group H&S Manager • HoS to ensure that all relevant guidance is followed and communicated to staff until end of academic year to allow new principal to complete induction. • Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • The LGB is kept informed on changes in guidance and school approach • Information on the school website is updated. Homepage continues to have a clear tab taking parents and visitors to the key information regarding H&S and the expectations within school. • Parents/Pupils continue to be updated using a mixture of classrooms/email/parent text/website/social media/post to ensure messages are getting through even if parents are only accessing one form of communication.
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> • Extra-curricular provision/wraparound care is carried out line with the principles outlined in this risk assessment • Fire safety procedures have been amended to support COVID-19 infection control arrangements • Staff training schedule monitored and any slippage identified and managed
Temporary Home Workers	Staff	Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues	<p>DSE</p> <ul style="list-style-type: none"> • Staff are allowed to take home peripherals and chairs from office • Guidance on setting up a suitable workstation provided on HSE website • Additional equipment needs are reviewed on a case-by-case basis– Staff to let the school know if this is needed. <p>First Aid/Accidents</p> <ul style="list-style-type: none"> • Low-risk, office-style work. No specific controls required. • Any accidents to be logged onto ARMS and line manager to be notified <p>Wellbeing/Stress</p> <ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section

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| | | | <ul style="list-style-type: none"> Managers to maintain regular contact with their employees, preferably by video link. All staff still expected to attend weekly online meetings. |
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Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Rebecca Mitchell	Date:	29.6.21	Date of next review:	September 2021
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