

<b>Risk Assessment – Covid-19 (Autumn Term Reopening)</b>		<b>Date:</b> 27.8.20	<b>School Name:</b> Beacon View Primary Academy
<b>Responsible Person</b>	Jim Hartley (EHT)		
<b>Other Persons Involved</b>	Rebecca Mitchell (HOS), Mike Bowen (DHT), Darren Gooding (Cluster Facilities manager) Then distributed to staff for consultation.		
<b>Guidance Material Considered</b>	<ul style="list-style-type: none"> <li>• DfE – <a href="#">Guidance for Full Opening – Schools</a> (2 July)</li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a> (2 July)</li> <li>• DfE - <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> (1 July)</li> <li>• DfE - <a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings</a> (27 May)</li> <li>• BEIS - <a href="#">Working safely during coronavirus (COVID-19) Offices and Contact Centres</a> (24 June) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance.</li> <li>• NHS - <a href="#">Test and Trace – How it works</a> (11 June)</li> </ul>		

<b>Details</b>	
<p>Covering staff and pupil H&amp;S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for any staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> <li>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</li> <li>2) Clean hands thoroughly more often than usual</li> <li>3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li> <li>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) Minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) Where necessary, wear appropriate personal protective equipment (PPE)</li> <li>7) Engage with the NHS Test and Trace process</li> <li>8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>9) Contain any outbreak by following local health protection team advice</li> </ol> <ul style="list-style-type: none"> <li>• Numbers 1 to 4 are in place in all the time.</li> <li>• Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.</li> <li>• Number 6 applies only in specific circumstances.</li> <li>• Numbers 7 to 9 are followed in every case where they are relevant.</li> </ul>	<p><b>Are Control Measures (Y, N, N/A)?</b></p>

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> <li>• The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure.</li> <li>• Any member of staff in this category has had a meeting with the HOS or EHT to ensure their risk is properly understood and all reasonable adjustments have been put in place. Copies of these are kept in the COVID01 HR file.</li> <li>• New individual risk assessments were sent out by UL over the summer holidays. Meetings have been set up with the vulnerable staff on the 3<sup>rd</sup> and 4<sup>th</sup> September to ensure these are completed. They will also be saved in the same file with all relevant staff receiving copies.</li> <li>• Weekly reminders of staff, through the WAAG, weekly staff meetings and check ins, to screen their own health and that of the people they live with. A record kept by the business operations manager of when staff were last checked by their line manager and any issues arising to ensure all staff are discussed and issues are addressed quickly following government advice.</li> <li>• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days.</li> <li>• HOS and EHT timetabled to be out of class at all times, in case a member of staff being sent home with symptoms of C-19</li> <li>• All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>• 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 and EHT. 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.</li> <li>• The isolation room and classroom/office the member of staff was working in is then cleaned thoroughly before being used by others.</li> <li>• If the school is provided with a supply of 10 home testing kits (these are due to be delivered between the 28<sup>th</sup> August and the 7<sup>th</sup> September), these are given to identified members of staff where they may not be able to access testing from other means e.g. because they cannot drive. As the number is limited and could be used very quickly, the inclusion team are to be consulted before a test is given out to ensure they are given to the families most unlikely to be able to access a test otherwise.</li> <li>• If the test is positive: <ul style="list-style-type: none"> <li>○ The staff member remains off for the remainder of the 2-week period from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time.</li> <li>○ The staff member must engage with the NHS Test and Trace programme.</li> <li>○ The staff member must notify the school immediately.</li> </ul> </li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>○ The school will contact their local Health Protection Team for advice on any further action required in school.</li> </ul> <p><b>Hampshire and Isle of Wight HPT (South East)</b></p> <p>Public Health England  Fareham Borough Council  Civic Offices  Civic Way  Fareham  Hampshire  PO16 7AZ  Email <a href="mailto:HIOW@phe.gov.uk">HIOW@phe.gov.uk</a>; <a href="mailto:phe.hiow@nhs.net">phe.hiow@nhs.net</a>  Telephone 0344 225 3861 (option 1 to 4 depending on area)  Out of hours advice 0844 967 0082</p> <ul style="list-style-type: none"> <li>○ The school will review 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.</li> <li>○ SLT to contact any pupils or staff from the 'bubble' for 2 weeks isolation. <b>Weekly cover logs kept by the office used to identify any staff who have been in contact with the bubble.</b></li> </ul> <ul style="list-style-type: none"> <li>● If the test is returned negative the staff member can return to school when they feel well enough to do so. <b>If they later develop symptoms, they must then self isolate for 10 days and request another test.</b></li> <li>● Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms.</li> </ul>		
		Pupils contracting COVID-19	<ul style="list-style-type: none"> <li>● Any pupil with symptoms of Covid-19 should not attend school for 14 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained.</li> <li>● All staff are made aware of the process to follow if a pupil becomes unwell in school</li> <li>● 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 of 2 metres). They do not come in to contact with other pupils or adults.</li> <li>● 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.</li> <li>● 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.</li> <li>● If the child is in need of urgent medical care or suffering respiratory distress, the supervising member of staff immediately calls for emergency assistance and informs the office. The other children in the class/group are removed.</li> <li>● Once pupils are in the isolation room, their parents will be informed and asked to collect them. 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.</li> </ul>		

			<ul style="list-style-type: none"> <li>• If needed, to ensure the child is tested, the school can provide a home testing kit. <b>The school will not administer the test and tests will only be handed to the parent of the child.</b></li> <li>• Staff and children who were with the affected party should wash their hands but do not need to go home unless symptomatic.</li> <li>• All staff, who have come into contact with the child, are informed that the child is ill <b>but do not need to isolate unless they develop symptoms or the child’s test returns as positive.</b></li> <li>• 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. The expectation will be made clear to staff on the INSET day that they need to inform the BOM if these need replenishing. The site manager will also check these weekly to ensure they are well stocked. If cases in Portsmouth rise, these will be checked twice a week and this will be reviewed as and when necessary.</li> <li>• <b>Another delivery of PPE equipment will arrive from PCC on 2<sup>nd</sup> September between 9 am and 3pm.</b></li> <li>• In September (<b>Thursday 3<sup>rd</sup></b>), the BOM will give a reminder training session for all staff on the use and disposal of PPE equipment so that it is in line with government guidance.</li> <li>• Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. <b>See contact details above.</b></li> <li>• A negative result means the pupil can return to school; the family must provide evidence to the school of this via email. <b>If the pupil later develops symptoms, they will need to isolate again and request another test.</b></li> <li>• Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, the school office or family link team will contact the family for confirmation. If this is the case, the pupil must self-isolate for 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative, the pupil can return to school if they do not have any COVID-19 related symptoms.</li> <li>• If a staff member’s child is sent home from their school due to a pupil within their bubble having symptoms, that staff member must inform SLT and self-isolate for 2 weeks. They may return earlier if the test comes back negative.</li> <li>• Any pupil living in the same household as someone with symptoms of Covid-19 should not attend, in line with government guidance on self-isolation. If the individual is tested and the test is returned negative, the pupil can return to school.</li> </ul>		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> <li>• All visitors to site carefully managed by appointments going through the HOS or EHT.</li> <li>• Identification details recorded and held for 21 days to support the Test and Trace process if called upon.</li> <li>• Details of school procedures communicated to all visitors before they come to site.</li> <li>• Parents advised to drop children off alone, i.e. not to come with partners or family. Parents’ access to the school building is limited to appointment only. The majority of appointments will be completed over the phone or online. <b>Letter to parents on the 28<sup>th</sup> August reminding them of this expectation.</b></li> <li>• Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis.</li> <li>• All contractors/visitors to sanitize hands on entry to the school site – directed by premises and front office staff. All contractors to remain 2 metres from all people in the building. There will be no access to occupied classrooms during the class day or when clubs are in progress.</li> </ul>		

			<ul style="list-style-type: none"> <li>• Drivers are not permitted to enter the school premises when making deliveries and must leave parcels at the front door of the office.</li> <li>• Cluster staff will attend only one site per day to try to restrict cross contamination between sites. They will inform the school of the days they plan to attend and will adhere to the same rules of remaining 2 metres; not entering occupied classrooms and cleaning hands upon entry.</li> <li>• If appropriate, the school will allow volunteers to return to school from the 21<sup>st</sup> September. Annual safeguarding training and clear expectations on Covid will be set out. All DBS paperwork must be up to date as normal. Volunteers in EYFS and KS1 to be limited to year group bubbles. Volunteers in KS2 to be limited to class bubbles.</li> </ul>		
<b>Suspected / confirmed case in school</b>	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> <li>• Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed.</li> <li>• Pupil isolated in secure area in first aid room (see above) if awaiting collection in line with <a href="#">government guidelines</a>.</li> <li>• Parent to be called immediately by SLT for pupil collection</li> <li>• Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic.</li> <li>• A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases. These will all be disposed of in yellow waste bags and quarantined for 72 hours outside in the refuge area before being disposed of.</li> <li>• SLT/first aider to lock door and inform cleaning team as soon as pupil has been collected.</li> <li>• Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a> JD and MH to ensure they are familiar with this guidance and that all products used in the school are suitable and recommended.</li> </ul>		
<b>Infection Control (practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> <li>• Soap and running water to be readily available in every classroom and office where possible. Signs from PHE displaying how to wash hands effectively are displayed above all sinks.</li> <li>• 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.</li> <li>• Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum)</li> <li>• Practices built into school learning and behaviour culture from the first day.</li> <li>• Catch-it, bin-it, kill-it, promoted throughout school in class and through remote assemblies.</li> <li>• School to provide tissues and sufficient bins to support disposal of waste.</li> <li>• Face coverings in school not recommended but are required for those &gt;11 yrs using public transport (parents dropping pupils off)</li> <li>• If children arrive at school wearing face masks, all staff know the clear routine for how face masks are removed in line with government guidance: <ol style="list-style-type: none"> <li>1) Child to wash their hands with soap and water</li> <li>2) Child either brings in a small bag or is given a small bag to use</li> </ol> </li> </ul>		

			<ul style="list-style-type: none"> <li>3) Child removes their mask, touching only the straps around the back of the head.</li> <li>4) 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.</li> <li>5) Child then places school bag in allocated space and again washes hands.</li> <li>• If child is unable to do this on their own, home is informed and asked to practise this procedure. This procedure is communicated to parents during a letter home, week beginning 24.8.20</li> <li>• If a family or member of staff insists on wearing a face mask, this is allow, although they must wear it correctly. Staff are requested to wear visors rather than masks where possible to support communication with the children.</li> </ul>		
			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> <li>• The aim is to reduce contact between pupils and pupil and staff.</li> <li>• Pupils to be in class bubbles where possible but where this is not possible because of phonics and other interventions, they will be grouped into year group bubbles.</li> <li>• Early years settings no longer have limits on group size (from 20 July) however there are only 40 children in 2 Year R classes.</li> <li>• Siblings can be in different groups.</li> <li>• Adults leading small group interventions (phonics groups) to maintain social distance– children to bring own equipment from classroom (resource packs);</li> <li>• In shared environments/equipment increase cleaning frequencies and children made to wash hands before and after using equipment.</li> <li>• Older children encouraged to keep a distance of 1m in their groups.</li> <li>• The mixing of year groups during lunches and breaks is not permitted and children are on strict rotas. See appendix A.</li> <li>• There will be no mixed year groups during breakfast or afterschool clubs.</li> <li>• The numbers attending these clubs will be restricted to what is safe in the hall. Year groups will be kept apart on large tables in separate parts of the hall. Activities will be limited to those the children can do without mixing tables.</li> <li>• No expectation that young children distance within their groups.</li> <li>• Partial fulfilment of these aims acknowledged as being of benefit.</li> <li>• All staff can operate across multiple classes and year groups but should practise distancing, at 2m where possible.</li> <li>• To enable the tracing process to be work effectively, we will keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. These records will be kept in the office and take the form of a weekly PPA log with space to identify visitors and changes in staff on a daily basis. Once the week is complete, these records will be kept for half a term at a time in the Covid-19 file.</li> <li>• Close contact is defined as, <ul style="list-style-type: none"> <li>○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> </ul> </li> </ul>		

			<ul style="list-style-type: none"> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> </ul>		
			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> <li>● Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible.</li> <li>● Classrooms from year 3 (except from Valiant class) to be set up in rows facing the front with a 2m square space at the door (ensuring that visitors to the class can maintain social distancing).</li> <li>● Children in these classes to sit on individual tables where possible. When not possible, 2 children will sit on each table both facing forwards. Children sitting next to each other will be within the 1m+ rule but there will be around a 1m+ gap between tables where possible.</li> <li>● In Years 1, 2 and Valiant Class, the tables are large square tables meant for up to 6 children each, all facing each other on 4 sides. These tables will be limited to 4 children were possible and only on two sides.</li> <li>● Additional tables have been ordered but due to heavy demand are not due for delivery until Oct. Tables from the Hive will be used to create more space.</li> <li>● Resource packs to be created for children with pencil, glue, rubber etc to limit shared resources</li> <li>● Education and care support for those with complex needs to be provided as normal whilst staff reminded to keep to social distancing when possible.</li> <li>● Regular robust handwashing to be carried out. Signage advocating more frequent handwashing has been installed in various locations around the premises. CTs to regularly remind pupils of this including reminding to not touch their face.</li> <li>● Additional use of alcohol hand sanitiser to improve infection control where water and soap are not available. Hand sanitiser is only to be used under adult supervision.</li> <li>● Staff to follow adapted BV behaviour policy to continue focus on de-escalation. Physical intervention with pupils to continue being used as a last resort and only by those adults trained in Team Teach. 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.</li> <li>● Planned sessions in the learning hub to support key children and avoid physical intervention.</li> <li>● 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.</li> <li>● Promote catch-it, kill-it, bin-it – see resources provided for teachers</li> <li>● To allow SLT to carry out their roles within the school, they will enter classrooms as normal but maintain a 2 metre distance from all other staff and pupils and follow good hand hygiene avoiding touching anything in the room. Where SLT are staying in a room for longer than 10 minutes, they will wear a visor.</li> <li>● The school will use the Swivl equipment to support T and L improvements where possible to avoid adults being in rooms.</li> </ul>		

Measures Elsewhere (key principles applied)

- Year groups to be kept apart where possible.
- Assemblies to be within year group or via Teams
- One-way system to minimise movement around the site as much as possible. New signs for September to be in place – a different colour from the previous academic year so that they stand out to all staff and pupils who may have been used to seeing them.
- 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.
- Fire evacuation practice in year groups within first two weeks. Genuine fire evacuation in an emergency- as normal.
- 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.
- Packed lunches provided initially which will be delivered for children to have in class. All rubbish will be collected in a black bin bag and disposed of. This will be reviewed after 1 month.
- Children to go outside for fresh air every day after lunch, even in light rain. 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), the adults will do this. All wipes will be disposed of in the bin.
- 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 (including EHT) 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.
- 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. Supervision of this handwashing until routines are in place and established are needed. 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.

			<ul style="list-style-type: none"> <li>• 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 the first week via year group newsletter.</li> <li>• 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.</li> <li>• 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.</li> <li>• Laptop use to be timetabled. Year groups to be on the same day only. Children wash hands before and after use.</li> <li>• 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.</li> <li>• 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.</li> </ul>		
			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Start and finish times staggered to prevent groups mixing.</li> <li>• Entry points and movement about site to continue in the same way as the summer term with Allaway Avenue and Cheltenham Road used as entrances and Marsden Road as an exit. See appendix A for more details.</li> <li>• Rota of staffing in different places around the school site to continue in September but be reviewed to ensure enough staff are in the classrooms ready.</li> <li>• Teachers and TAs take it in turn to be on the door or in the classroom so that parents and children get to see a mixture of both across the week as they arrive.</li> <li>• SLT to be present before and after school to reassure parents and children and ensure they go to the correct places. They will also monitor amount of traffic and pinch points and adapt if necessary.</li> <li>• Signposting to be visible outside on gates etc.</li> <li>• Parents encouraged to hug and go to avoid queues outside. Teachers to phone parents on first 2 inset days to ensure all ok and hear any messages. Year group newsletters to go out first week to ensure all parents feel communicated with - Week beginning 7<sup>th</sup> September 2020. Letters from the school will go out 1) 22<sup>nd</sup> July 2020 and 2) week beginning 24<sup>th</sup> August 2020 with further information of the measures in place. All children to receive a postcard from their new teacher over the holidays – week beginning 10<sup>th</sup> August.</li> <li>• Drop off and collection timings will be communicated to parents/carers to prevent waiting at school gates/in playground. See appendix A for more details.</li> <li>• Appendix A to remain a live shared document for all staff to access so that everyone has the more recent and up-to-date version.</li> </ul>		
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Specific assessment for those with SEND needs developed by senco and shared with all staff</li> </ul>		

- Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. BV has recruited another HLTA and an NQT, when cover planning, which should mean supply teachers are rarely, if ever, needed.
- Specialist staff e.g. SALT, EP work as normal.
  - 1) Music lessons - HOS met with Portsmouth Music Service 22.7.20 at 9am to discuss conditions for music lessons in September – risk assessment has been shared with the music service and expectations discussed. Staff will wear visors or mask, no excessives bags or belongings will be brought in. Activities will follow the latest advice from the DFE, TEA will remain in classrooms during music sessions to ensure behaviour standards are high and social distancing is maintained.
  - 2) 19<sup>th</sup> July 2020 – EMAS sent through their risk assessment for BLAs working in school. BLAs start back in school on the 14<sup>th</sup> September. BLAs will be wearing masks in school as detailed in their risk assessment. BV has to return a document detailing their procedures which are: BLA uses hand sanitiser in office on arrival; BLA signs in; BLA goes directly to class and is only allowed to bring a small bag in with them which they keep on their person; BLA sits alongside child at a distance of 1 metre where possible; BLA does not go near other children or staff; BLA and teacher communication happens from a 2 metre distance or online or over phone if about the child.
- Local processes to explained to contractors before arrival. Keep a record of all visitors (using electronic sign in system – a paper book will be used as a back-up record when needed if electronic system fails.) Records will be kept for 21 days.
- Equipment –
  - Contractors to use own equipment.
  - For children’s equipment, please see above
  - Teachers and TAs use their own equipment. e.g. pens and pencils to remain individual
  - Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning. BOM and site manager to work with cleaners on the 27<sup>th</sup> and 28<sup>th</sup> August to create a plan/schedule for the cleaning of an EYFS/KS1/KS2 classroom to ensure consistent approach each day.
  - Resources shared between year groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). Phase leaders to coordinate this if and when needed and liaise with site manager.
  - Outdoor play equipment cleaned 2x week by site manager using spray system. This is timetabled in each week. Year groups are in different playgrounds where possible and so this should be sufficient. If year groups need to share playground equipment, this will be reviewed and the frequency may need to be increased.
  - Pupils should limit the amount of equipment they bring to school in line with DFE guidance to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Teachers and phase leaders to consider where in each room, this equipment can be safely stored. SLT to check measures in place by end of 4<sup>th</sup> September.

			<ul style="list-style-type: none"> <li>○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above.</li> </ul> <p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> <li>● Promote walking/cycling to school. The bike racks at the beginning of the entry into site are in use only, to support the one-way system.</li> <li>● 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"> <li>○ keeping 1 metre+ apart from others wherever possible</li> <li>○ wearing a face covering is required</li> <li>○ using contactless payment</li> <li>○ avoiding rush hour travel, where feasible</li> <li>○ washing or sanitising hands as soon as possible before and after travel</li> <li>○ following advice from staff and being considerate to others</li> </ul> </li> <li>● In early September, the staff and parents will be surveyed to see if the school can feasibly do anymore to assist this e.g. the creation of a walking bus to school. <i>As it stands at the moment, only 1 member of staff is using public transport and 2 members of staff are car sharing to avoid the use of public transport.</i></li> </ul>		
<p><b>Infection Control (premises)</b></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"> <li>● Any unnecessary furniture removed to aid distancing between groups. All classrooms and offices will have a final check by the HOS and site manager on the 4<sup>th</sup> September (after staff have finished setting up rooms) to ensure compliance and safety.</li> <li>● One-way system implemented in corridors and on stairwells, signage on walls. The east stairwell will continue to be the up stairwell and the west stairwell will continue to be the down stairwell.</li> <li>● Signage visible outside staff room and other areas where adults may congregate to remind them of expectations for no waiting and maximum number in room.</li> <li>● Printer to be used by one member of staff at a time, visible signage and hand sanitiser available. Continue with rota in place in summer term, to be reviewed after first week (Friday 11<sup>th</sup> September)</li> <li>● One adult only in lift, signage visible. There are no children in the school that require the use of the lift for medical reasons. Children should not use except in a medical emergency. If lift is used, the site manager is informed and the lift is cleaned prior to anyone else using it.</li> <li>● Windows opened where possible, where temperature allows it, and without creating undue risks.</li> <li>● Non-fire doors propped open to remove need for hand contact</li> <li>● Climbing thoroughly cleaned by the caretaker between groups – each year group to have a set of playground equipment for use by that year group.</li> <li>● Playground space is demarked to help with group management – see appendix A</li> <li>● Children wash hands regularly, i.e. in between activities and when changing resources used.</li> <li>● Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> <li>○ Work back-to-back</li> <li>○ Developing a rota so that staff don't have to work together</li> </ul> </li> <li>● Complete and display the <i>Covid-19 Secure in 2020</i> poster. This will be displayed in the entrance foyer to the school and main offices to remind people of expectations.</li> </ul>		

<p><b>Anxiety, stress and worry</b></p>	<p>Staff, pupils (parents indirectly)</p>	<p>Those coming back to work or school may be anxious, worried our stressed</p>	<p><u>Staff:</u></p> <ul style="list-style-type: none"> <li>All staff have been consulted in the development of this risk assessment and control measures.</li> <li>Any staff at increased risk have had a 1:1 meeting with the HOS or EHT to discuss requirements and measures in place to support and reassure them. Update individual RA shared by UL during August, these will be completed with vulnerable staff on the 3<sup>rd</sup> and 4<sup>th</sup> September.</li> <li>21<sup>st</sup> July 2020 – all staff had a link to DFE’s guidance for September shared with them for their information with an update on how far along the risk assessment was and the next steps.</li> <li>UL (Stuart Mayles – H and S executive) signed off RA in August with positive feedback regarding detail and no needed ammendments.</li> <li>This risk assessment and a link to the updated gov advice shared with all staff on 27<sup>th</sup> August via email.</li> <li>Key elements to be discussed at September INSET (3<sup>rd</sup> and 4<sup>th</sup>) with time for questions to ensure all staff are feeling calm and know the expectations.</li> <li>Appendix A will remain a live document so that all staff always have access to the most up to date information.</li> <li>Staff have access to Group’s <a href="#">occupational health and counselling service</a> and were reminded of this on the 21<sup>st</sup> July and then again on the 27<sup>th</sup> August.</li> <li>Guidance on wellbeing provided to all staff via email on the 21<sup>st</sup> July and then again on the 27<sup>th</sup> August. This reminded staff of 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 <a href="#">Robertson Cooper's 'Good Day at Work' Homepage</a></li> <li>Guidance provided to line managers on supporting their teams and reasonable expectations during this period. For phase leaders this will come through the new programme of middle leader training coordinated by the HOS and cluster HR lead at BV on 14.9.2020. The first training session will focus on this and how to run a successful return to work interview, especially in light of Covid-19. Members of SLT and the BOM will be asked to join or lead where appropriate.</li> <li>Weekly reminders of staff, through the WAAG, weekly staff meetings and check ins, to screen their own health and that of the people they live with. A record kept by the business operations manager of when staff were last checked by their line manager and any issues arising to ensure all staff are discussed and issues are addressed quickly following government advice.</li> <li>Wellbeing support will be a running theme through all CPD and messages next academic year.</li> </ul> <p><u>Parents and Pupils:</u></p> <ul style="list-style-type: none"> <li>Parents and children have received a video message and a phone call home from their new class teacher (week beginning 13<sup>th</sup> July). These videos are available for the children and parents to access through the website over the holidays.</li> <li>The school’s website has been updated so that the homepage focuses on support messages and information for every class. Every new class 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.</li> <li>A new area with information for the new Year R children has been established on the website and a link is available on the homepage.</li> <li>All children received postcards from their new teachers during the holidays.</li> </ul>		
---	---	---	---	--	--

			<ul style="list-style-type: none"> <li>The school's social media was up and running again from the 25<sup>th</sup> August with the following posts: <ul style="list-style-type: none"> <li>25<sup>th</sup> – pictures of the site so children and parents can see changes</li> <li>26<sup>th</sup> – pictures of the inside and all of the cleaning that has taken place</li> <li>27<sup>th</sup> – link to the gov advice for parents and carers so they can read that.</li> <li>This will continue everyday to encourage and prepare for full reopening.</li> </ul> </li> <li>Share RA on school website from 28<sup>th</sup> August so that all stakeholders can access.</li> <li>DHT to lead on contacting families with persistent absence, with support from family link team (agreed in SLT on 15<sup>th</sup> July)</li> </ul>		
<b>Cleaning</b>	Staff, Pupils, Visitors	<i>General hygiene to interrupt transmission from contact surfaces</i>	<ul style="list-style-type: none"> <li>Frequency to be increased with focus on areas used by multiple groups. No requirement for additional PPE to be worn.</li> <li>The facilities team to create a clear cleaning schedule for all areas of the school to ensure monitoring of measures put in place.</li> <li>Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. Expectations re-established by BOM (JD) and site manager (MH) with the introduction of the cleaning schedules on Tuesday 3<sup>rd</sup> September.</li> <li>Cleaning following confirmed/suspected case in accordance with DfE guidance <u>COVID-19: cleaning of non-healthcare settings</u></li> <li>Classrooms to clean of chairs, tables, carpets cleaned every day from 3.30pm after pupils have left building. All staff are reminded that this takes priority at the end of the day and so cleaners must be able to access rooms.</li> <li>All classrooms have access to running water and soap – intervention spaces to have hand sanitiser that is kept securely and only used under adult supervision. E.g. the tech room (The Hive)</li> <li>Each floor will have disinfectant spray and towels or sanitising wipes available, in the event of a child sneezing on furniture or equipment.</li> <li>Year groups provided with their own PE equipment to be used to prevent the need for daily cleaning. Children wash hands before and after use. Once PE unit is completed, the equipment is quarantined for 72 hours or cleaned before being used by a different year group.</li> </ul>		
<b>Delivery of 'higher risk' subjects</b>	Staff, Pupils	<p>Delivery of lessons such as science, D&amp;T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> <li>Subject leads to review their risk assessments for the planned activities and update accordingly.</li> <li>Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE).</li> <li>Curriculum lead to coordinate and distribute these on 3<sup>rd</sup> and 4<sup>th</sup> September.</li> <li>Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited. Athletics activities, Dance mat and solo playground games using playground markings such as hopscotch to be encouraged. (see PE Risk Assessment)</li> <li>PE Lead and learning mentor to work with lunchtime supervisors during first week to establish games and activities that can be allowed during lunchtimes.</li> <li>Only PE activities that allow for social distancing are to be timetabled-see change in PE curriculum for the autumn term.</li> <li>Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. All risk assessments for trips to go through EVC and then be checked by HOS before going onto Evolve as normal. No trips will take place for the beginning half a term at least to ensure that all routines and safety measures are in place and consistent. EHT and HOS to reassess at Oct half term.</li> </ul>		

<p><b>Intimate Care/Higher Dependency Pupils</b></p>	<p>Staff, Pupils</p>	<p>Intimate care brings people within close proximity of each other thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> <li>Revised intimate care policy to remain in place for next academic year. 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.</li> <li>Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs</li> <li>Gloves, aprons and masks to be available in EYFS classrooms with ease of access, when/if needed</li> <li>Nappies/soiled items to be disposed of in yellow bags and quarantined outside in refuge area for 72 hours before being disposed of.</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home</li> <li>Senco has been asked to ensure protocols for all children are shared with new teachers and reviewed early in September.</li> <li>Senco 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 and if so, are shared with parents and pupils prior to pupils returning to school.</li> </ul>		
<p><b>Failure to follow local rules</b></p>	<p>Staff, Pupil, Visitors</p>	<p>Persons fail to follow local rules due to lack of awareness.  Persons violate local rules</p>	<ul style="list-style-type: none"> <li>The annex to the behaviour policy has been reviewed by the SENCo/ behaviour advisor after a meeting with the HOS and is now under review by SLT. It will be shared with all staff on the inset day on the 3<sup>rd</sup> September.</li> <li>Pupils will be trained in the new/temporary arrangements first morning back and continually throughout each week. The stages for the behaviour policy will be displayed in the classrooms to ensure consistency and expectations are clear.</li> <li>Pupil training video for first day back to be delivered by HOS using Teams Town Hall.</li> <li>Compliance with this risk assessment and associated procedures will be monitored weekly by SLT and premises team e.g. checklists, observations, interviews, etc.</li> <li>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. The cluster facilities manager will again be asked to keep SLT updated on any changes to H&amp;S guidance.</li> <li>This will then be a weekly feature on the WAAG to all staff to ensure communication is good; expectations are clear and reinforced regularly and any changes are discussed and understood across the school.</li> <li>Staff failing to follow rules- verbal warning from line manager &gt; meeting with SLT &gt; formal warning, meet with HR. Training provided for phase leaders on having these conversations provided by cluster HR lead in first week's middle leader training.</li> </ul>		
<p><b>Maintaining a compliant premise</b></p>	<p>Pupils, Staff</p>	<p>Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.</p>	<ul style="list-style-type: none"> <li>Premises compliance status to be reviewed prior to the week when the children return by the cluster Facilities Manager and a briefing provided to the school's Head of School.</li> <li>Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary). These are timetabled for when the children are not in school where possible and the HOS, site manager and BOM is informed of any visits prior to them happening.</li> <li>Any cluster staff will continue to adhere to the one school a day rule and adapt days in each school to take into consideration where they may be needed to attend meetings.</li> </ul>		

			<ul style="list-style-type: none"> <li>• 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. The expectation will be made clear to staff on the INSET day that they need to inform the BOM if these need replenishing. The site manager will also check these weekly to ensure they are well stocked. If cases in Portsmouth rise, these will be checked twice a week and this will be reviewed as and when necessary.</li> <li>• Premises to be made aware of procedures in relation to replenishment of other resources (i.e. toilet rolls and resources for shared areas and supplies for cleaners e.g. sanitiser bottles, additional hand sanitiser, wipes, tissues, etc). These will be finalised during the meeting between the BOM, site and HOS on the 3<sup>rd</sup> September and then followed</li> <li>• Head of School to meet weekly with the site/facilities/business manager to review any premises compliance items that are becoming a concern, these are then fed into SLT.</li> </ul>		
<b>The school lapses in following national/group guidelines and advice</b>	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</li> <li>• Central office to ensure that Coronavirus pages on the Hub are kept updated</li> <li>• Important updates/changes to be included in Jon Cole's Heads Bulletins.</li> <li>• Headteacher to ensure that all relevant guidance is followed and communicated to all staff, parents and pupils</li> <li>• Senior Leaders to keep 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</li> <li>• Information on the school website is updated. Homepage continues to have a clear tab taking parents and visitors to the key information regarding H&amp;S and the expectations within school.</li> <li>• 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 accessing one form of communication.</li> <li>• Any change in information to be shared with Chair of Governors and passed on to parents by mixture of classrooms/email/parent text/website/social media/post</li> </ul>		
<b>Other Risk Assessments</b>	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> <li>• Extra-curricular provision subject to specific risk assessment developed with reference to <a href="#">DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> <li>• Fire risk assessment reviewed</li> <li>• Fire safety procedures amended to support COVID-19 arrangements, see fire evac policy</li> <li>• Staff training scheduled monitored and any slippage identified, see CPD schedule</li> <li>• Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in.</li> </ul>		

<b>Details of any additional control measures for consideration</b>	<b>Target for completion</b>	<b>Date of completion</b>	<b>Completed By</b>
Subject specific risk assessments to be reviewed.	4 <sup>th</sup> September		Subject leads, overseen by Curriculum Lead

Cleaning risk assessment and schedules to be revised	3 <sup>rd</sup> September		BOM/site manager
Contingency plan for local lockdown in place	End of September		HOS, IT

<b>Assessment reviewed by:</b>	Jim Hartley and Rebecca Mitchell	<b>Date:</b>	27.8.20	<b>Date of next review:</b>	4/9/20
--------------------------------	----------------------------------	--------------	---------	-----------------------------	--------

## Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

## Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

## Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

## What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

## What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

## What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

## Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

## Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

## Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.