

**Portico Academy Trust**



**Number:** COV004

**School:** Hamstel Infant School and Nursery

**Activity:** COVID Risk Assessment (4)

**Date:** 24 February 2021

**Review:** 31 March 2021

No.	Hazard Description	Persons Affected	Risk Consequence (Resulting harm)	Current Controls	Severity 1-5	Likelihood 1-5	Risk Rating L = low M = Medium H = high
1.	Reopening the site to all children from all year groups	Staff pupils	Incorrect or inefficient preparation could result in a spike of infections at the school for staff and or pupils resulting in the school closing down	a) Where government guidance indicates a phased start for primary aged pupil, from the Week beginning the 8th March the school will open for all children and where children may need to work from home the school will provide remote learning b) All Staff to been asked to use lateral flow devices to test twice a week c) Only Staff who have a negative result or who have no symptoms for Covid can attend site	3	2	M
2.	Contact with coronavirus when getting to school	Staff Pupils Parents/Carers	Incorrect or inefficient preparation could result in a spike of infections at the school for staff and or pupils resulting in the school closing down	a) Parents and families will be encouraged to walk or cycle into school and asked to follow hygiene and PPE expectation when taking public transport during peak times if possible. b) Anyone who needs to take public transport will be referred to <a href="#">government guidance</a> . c) Year groups have designated entrances to the school site for collection and drop off each day d) Parents/carers who drop off and pick up pupils will be told through messages and signage: <ul style="list-style-type: none"> <li>a. Their allocated drop off and collection times</li> <li>b. To follow the social distancing painted floor marking when waiting to exit the site</li> <li>c. Only one parent/carer should attend</li> <li>d. Asked not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> e) Any staff or pupils wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin. f) Anyone arriving to school will wash their hands on arrival and wash their hands. g) Everyone will be made aware that they mustn't touch the front of their face covering during use or removal. h) Staff and visitors will be asked to wear a face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. i) Staff have been reminded about the heightened risk when using fuel stations, they have been asked to about use gloves or tissues when filling cars up with fuel can reduce the risk of the spread of Covid19. j) Staff who are car sharing for transport into and leaving school should wear a mask / face covering whilst in the car and use back seat from driver. If staff are not confident to car share then this should not happen.	3	2	M
3.	Spreading infection due to touch, sneezes and coughs	Staff Pupils Visitors	Incorrect or inefficient preparation could result in a spike of infections at the school for staff and or	a) Everyone that attended the school will:	2	2	L

			pupils resulting in the school closing down	<ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitizer to cover all parts of their hands</li> <li>Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>Be encouraged not to touch their mouth, eyes and nose</li> <li>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>b) Pupils will be encouraged to practise these habits in lessons and by posters put up across the school.</p> <p>c) Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly sanitizer can be used as an alternative. Children will be supervised during hand washing.</p> <p>d) Supplies for soap, hand sanitizer and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out. Bin for tissues, will be emptied each day.</p>			
4.	Spreading infection through contact with coronavirus on surfaces	Staff Children	Incorrect or inefficient preparation could result in a spike of infections at the school for staff and or pupils resulting in the school closing down	<p>a) During the day site staff will sanitize frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <p>b) Office staff regular during the day sanitize surfaces and equipment in the office area</p> <p>c) Class based staff sanitize resources, high touch surfaces and IT equipment during the day</p> <p>These surfaces include</p> <ul style="list-style-type: none"> <li>Banisters, Classroom desks and tables, Bathroom facilities (including taps and flush buttons), Door and window handles, Furniture, Light switches, Reception desks, Teaching and learning aids , Books and games and other classroom-based resources, Computer equipment (including keyboards and mouse), Sports equipment, Hard toys, Telephones, Outdoor play equipment.</li> </ul> <p>d) Items that need laundering (e.g. towels, pillows, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>e) Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like home school plastic wallets, coats, swimming kit (- y2)</p> <p>f) Children will be encouraged to attend school in their PE kit to reduce the number of items from home left in school</p> <p>g) Children will be told not to bring any personal items including, hand creams, lip balms, or soaps to school. Staff will monitor pupils skin reactions to the increased washing expectation and will feed back to parents and SLT any issues that arise</p> <p>h) Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>i) Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>Cleaned frequently and meticulously, and always between groups using them; or</li> <li>Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul>	2	2	L

				<p>j) Unnecessary sharing of equipment will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>k) Individual and very frequently used equipment, like pens and pencils, will not be shared each child will have a personalised wallet of resources</p>			
5.	Spreading infection due to all staff attending site	Staff Pupils	Incorrect or inefficient preparation could result in a spike of infections at the school for staff and or pupils resulting in the school closing down	<p>a) Staff have lateral flow testing kits at home and are to continue to test twice a week Sunday and Wednesday evening</p> <p>b) The school will group the children who attend school in class bubbles</p> <p>c) Contractors have been contacted and are attending service visits and follow the schools expectation of social distancing and use of PPE while on site</p> <p>d) Classes use the dining hall at lunch time in class bubble table groups, so that the classroom can be fully aired while the class are out of the class at lunch</p> <p>e) Site caretaking staff hours cover the opening and closing requirements of the site with the extended drop off and collection time, even in the event of one caretaker absence the hours can still be covered.</p> <p>f) Any updates to the arranged pupil/class/staff provision are shared with staff via staff meetings on Teams, email or via parentmail,</p> <p>g) New staff take part in induction training with the DHT outlining all school health and safety, safeguarding, operational and Covid related expectations</p> <p>h) Parentmail is used for communications with parents and staff</p> <p>i) All staff meetings will take place via Microsoft Teams (SLT, Base, Planning, NQT mentoring etc)</p> <p>j) The Main Office team maintain a separated office layout to ensure the distance between the team is a least 2 mtrs, screens have been installed as a partition between two desks, the team have been put on a rota to minimise attendance</p> <p>k) Soft toys, soft furnishings and other porous hard to clean toys or resources are allowed in individual classes, but are not shared between classes. They remain in individual class rooms and are washed at least each week by staff in the class</p> <p>l) Class resources and hard surface equipment used in class are sanitized in between uses by class teams using Milton spray. These items are also washed/cleaned periodically</p> <p>m) Staffing is reviewed daily based on absences to ensure that an appropriate number of staff are available to work with the all pupils attending school, and to ensure sufficient supervision is in place in each class</p>	2	2	L
6.	Risk of contamination during access/ egress to site	Staff, parents, pupils, visitors	Risk of Covid-19 contamination or spread from external sources into the school	<p>The following practices are in place to monitor families and visitors to the site</p> <p>a) Senior, Site and Office teams monitor all visitors into the main building on a daily basis</p> <ul style="list-style-type: none"> <li>• Only planned visitors can attend and enter the site</li> <li>• Student visitors are allowed access and are encouraged to access regular testing to show they have had a negative Covid test prior to their first day in the week of placement</li> </ul> <p>b) Visitors are only allowed to attend if they can confirm that have no COVID symptoms or have not come into contact with any one in their household or work place that has had COVID symptoms, or have not been notified by the COVID app that they have not been a close contact of someone with COVID symptoms</p> <p>c) Drop off and collection by parents is restricted at designated entrances, and is monitored each day on the gates by senior, nurture and site staff to reduce congestion and decrease contact between parents,</p> <p>d) Staff encourage parents/visitors to wear face covering while on any part of the site outside unless they indicate they are exempt</p>	2	1	L

				<p>e) All staff that greet pupils and parents, wear a face covering on any part of the site, and maintain a social distance except where parent may need to share a short message and may need to come closer to the class door to speak to the class teacher</p> <p>f) One parent/adult/family member per family is encouraged for families dropping off and collecting children on the site</p> <p>g) All staff and visitors wash or sanitize their hands once entering and on leaving site – staff are reminded at staff meetings, in school signage also reminds staff to use sanitizer</p> <p>h) Painted yellow arrows on the one way circuit within the site are used to indicate to parents an appropriate social distance when waiting to exit the site on site</p> <p>i) Parents are asked to drop off away from each classroom doors and not allowed to enter the site through class doors</p> <p>j) Parents only enter site when invited to do so is necessary through front office entrance with appointment, one parent per family is also requested and the reception area is limited to 4 parents maximum at any time.</p> <p>k) A 30-minute window at each end of the day allows families to access different year groups across the site.</p> <p>l) The Nursery assemble in the Nursery, Starlight, Rainbow Y1 and Y2 children enter the site through their class door, Reception enter from an entrance near the DHT office or Via the no mow through their class door.</p>			
7.	Excessive mixing due to uncoordinated movement around in and around the site	Staff, pupils, parents	Cross over and bunching could cause social distancing of year groups to fail and cross contamination between year groups resulting in more potential cases	<p>a) All year groups use external class doors to for entrance and exits during the day, to minimise contact across year groups for pupils and staff, in confined spaced like the corridor</p> <p>b) Internal corridors are only used by Y2 children accessing the toilet (which is limited and monitored by classes) or Owl, kingfisher or Woodpecker Reception classes travelling to and from lunch or PE to class</p> <p>c) Pupil toilets in class are monitored by class teachers to ensure an no more than 2 children access at one time</p> <p>d) Outdoor and hall toilets are monitored by class and midday staff to manage the number of children accessing them</p> <p>e) Signage alerting all staff, and pupils of the need for high standards of hygiene are on display in classes and near other areas with hand washing or anti bac hand gel facilities, catch it bin it kill it signs</p> <p>f) Signage relating to the wearing of face coverings, the number of parents with each family and social distancing are displayed on barrier fencing on the one way circuits, additional posters are displayed on the entrance gate highlighting that parent should make space and not gather in group outside the site</p>	2	2	L
8.	Cross contamination of the virus due to poor hygiene practices	Staff, parents, pupils	Could result in a rapid spread of virus on surfaces between pupils and staff resulting in whole classes having to self-isolate	<p>a) Hand washing facilities are used in each classroom, as well as in pupil and staff toilets, the hall, the staff room and the school office.</p> <p>b) Staff will help any pupils who have trouble cleaning their hands independently. All children will be supervised during additional hand washing slots. Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitizer or soap to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating (snack and lunch), after using the toilet and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow crease to cough or sneeze, and use bins for tissue waste</li> </ul>	2	2	L

				<ul style="list-style-type: none"> <li>• Pupils are encouraged to practise these habits in class and posters are in each classroom in school to remind them.</li> <li>c) Hand sanitizer dispensers are present in each classroom the hall, the medical room and at each main staff exit door and are topped up regularly.</li> <li>d) All classes have Milton spray solution and paper towels to sanitize resources and wipe surfaces.</li> <li>e) All classes and toilet areas have a supply of hand washing soap and paper towels</li> <li>f) Pupils that won't be able to independently maintain good respiratory hygiene, such as pupils who access our ARB additional cleaning measures attend school on a reduced timetable, lower numbers of children attend each day. These children are also supported by the base staff to meet their needs.</li> <li>g) Cleaning routines and support measures have been put in place for children attending the base classes, the staff who work with them have a supply of PPE including gloves, aprons and face coverings to use as necessary for personal care or symptomatic children</li> <li>h) Individual risk assessments have been carried out highlighting the children with specific health care needs.</li> <li>i) Supplies of soap, hand sanitizer and disposable paper towels and tissues are monitored daily by staff in the class and are topped up regularly to make sure they do not completely run out.</li> <li>j) Staff and pupils are instructed to follow guidance of catch a cough or sneeze with a tissue then throw it in the bin (catch it, bin it, kill it),</li> <li>k) Class staff and site teams regularly clean or sanitize the hand washing facilities and check soap and sanitizer levels</li> <li>l) The number of staff using the female toilets is restricted to a maximum of 3</li> <li>m) Site staff have a midday cleaning regime for toilet facilities and class entrance doors, paying particular attention to door handles, door shuts, coded locks and toilet flushes</li> <li>n) Site staff monitor school supplies (toilet paper, tissues etc.) and refresh order weekly to maintain stocks</li> <li>o) Each class uses Milton spray with paper towels and office spaces have additional anti-bac wipes to regularly wipe high contact surfaces</li> </ul>			
9.	Spreading infection due to Canteen - exposure from year group to year group	Staff, pupils	Without separation the a year group could mix with another year group meaning a potential increase of risk of spreading the virus	<ul style="list-style-type: none"> <li>a) Children use the dining hall in class bubbles sit at designated class tables</li> <li>b) Lunch service is from 11.30am till 1.30pm. Each class group sits as a designated bubble on tables separate from other class bubbles. Children are not allowed to mix across class bubbles in the dining hall</li> <li>c) Classes have allocated zones to play in on the playground after they have finished eating</li> <li>d) Midday staff have allocated class groups and zones for supervision on the playground</li> <li>e) Contact across year groups during lunchtimes is not allowed - daily monitoring by midday staff takes place</li> <li>f) Pupils wash their hands before and after lunch in class,</li> <li>g) Hand sanitizer dispensers are available for use in the hall and within the hall toilet waiting area for staff and pupils</li> <li>h) The children have their meal served to them at their tables by midday staff in their bubbles. Midday staff may also wear a face coverings (if they choose to) as they may come in to closer contact while supporting children with cutting up their meal</li> <li>i) Catering kitchen staff wear face visors during the dinner service</li> <li>j) The midday staff have access to gloves they can wear while serving pupils, or clearing and preparing tables</li> <li>k) Midday staff that administer first aid also wear gloves. Face coverings and an apron are to be used if they were dealing with first aid for a child who also has suspected symptoms.</li> </ul>	2	1	L

				<p>l) Dinner plates will include salad, bread, desserts, and toppings for pasta and jackets potatoes will be available via a trolley while the children sit at their tables</p> <p>m) Pupils remain seated until their class group is asked to leave the dining hall.</p> <p>n) On each table the children are grouped according to their meal choice</p> <p>o) Drinking water is provided at the table, playground water fountains are out of use, and water has been turned off at source, water will be given in individual water cups at the table</p> <p>p) All food remains will be cleared by midday staff who will also clear pupil trays, cutlery and crockery from the table to manage the hall space by reducing congestion and movement around the hall by groups of pupils</p> <p>q) All areas used for eating, (tables and seats), are thoroughly cleaned after each class has used the table before they are allocated to a new class</p> <p>r) For wet play, arrangements are in place for the midday staff to supervise different classes. For effective infection control midday staff will wear a face covering while spending time in class bases</p>			
10.	Spreading infection due to insufficient staffing , staff working with multiple bubbles	Staff, parents, pupils	Without sufficient cover classes won't be able to take place resulting in higher class numbers or students being sent home	<p>a) Senior staff monitor staffing daily and ensure all groups are fully staffed,</p> <p>b) Non class based staff can enter different bubbles for short visits, and in one bubble on multiple visits for a total of no more than 15 minutes. In these cases staff follow hand sanitizing regimes, maintaining an appropriate distance from the pupils and all follow guidance around respiratory hygiene practices within each class</p> <p>c) Pupils use individualised resource packs and any shared equipment is sanitized in-between uses</p> <p>d) Each child will use items from their personal resource bag when completing work</p>	2	3	M
11.	Spreading infection due to Cleaning team shortage poor cleaning service provided	Staff, parents, pupils	Without sufficient cover, classes won't be able to take place due to the cleansing needs of the classroom on a daily basis, this could also result in higher class numbers and closure or students being sent home	<p>a) Burkin will contact the facilities manager to discuss any arrangements for covering staff in good time</p> <p>b) Regular meetings with the site cleaning team supervisor and school senior managers happen as and when necessary to ensure levels of cleaning are sufficient</p>	2	2	L
12.	Spreading infection due to insufficient knowledge of or attention to cleaning priorities	Staff, parents, pupils	Insufficient approved chemical to clean the school by the cleaning contractor at the start/end of day could have catastrophic consequences on the spread of COVID within the school, resulting in closed classrooms or schools in the extreme cases	<p>a) Cleaning staff, site team and office team and class team regularly sanitize frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters, Classroom desks and tables, Bathroom facilities (including taps and flush buttons), Door and window handles , Furniture , Light switches , Reception desks, Teaching and learning aids , Books and game pieces and other classroom-based resources, Computer equipment (including keyboards and mouse), Sports equipment , Hard toys , Telephones , Outdoor play equipment</li> </ul> <p>b) Rugs in classes have been replaced with rubber matting.</p> <p>c) Pupils and parents/carers have been asked to send in their children to school in school uniform, on PE days the children come to school in their PE kit and remain in that kit for the day.</p> <p>d) Pupils have an individualized or numbered cup to use in class for water,</p> <p>e) Cleaning in a room where a person with identified coronavirus symptoms comes into school, the site team will clean the isolation room after it has been used and the cleaning company will also wear PPE while they perform a deep clean of the areas that the person has been in at the end of the day, following <a href="#">decontamination guidance</a>.</p>	2	1	L

				<ul style="list-style-type: none"> <li>f) Any PPE or cleaning items that are disposed of after cleaning the affected areas including paper towels, mop heads or cloths will be disposed of after cleaning. Disinfectant will be used to clean and sanitize all surfaces and equipment used within the area. The area will be mopped using a bleach solution with a disposable mop head. All cleaning resources used will be disposed of in a double bagged refuse sack. The refuse sack will be stored for a minimum of 72 hours before placing it in to general refuse disposal</li> <li>g) Burkin product supplies are monitored daily and topped up regularly to make sure they are not close to running out.</li> <li>h) Teachers wash their hands and sanitize surfaces before and after handling pupils' books.</li> <li>i) Senior staff meet cleaning supervisors and or the Facilities Manager to review cleaning arrangements and make necessary changes</li> <li>j) SLT have advised staff on the expectations use of the staff rooms, hygiene room and toilet facilities, to ensure social distancing is followed</li> <li>a) Staff have been informed of disinfection procedures throughout the school e.g. staffroom and classroom to ensure they are followed</li> </ul>			
13.	Spreading infection due to excessive contact and mixing between pupils and staff in lessons Classrooms and teaching	Staff, pupils	Normal class numbers will result in larger potential spread of COVID 19 with social distancing impossible to maintain	<ul style="list-style-type: none"> <li>a) Pupils will be restricted to spending time in school in their own class groups.</li> <li>b) Children in the Nursery will be kept in as a year group, while adhering to the usual staffing ratios.</li> <li>c) Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</li> <li>d) Staff use cleaning resources to sanitise their rooms during the school day. A full room clean and sanitisation is carried out by Burkin during their designated cleaning times</li> <li>e) Classes have been directed to continue to make use of the outside areas on school site for PE and outdoor learning lessons and restrict use to one class at a time. Outdoor areas will not be used by two class groups at the same time unless partitioned by barriers</li> <li>f) Year groups class staff will mostly remain with one class during the day, but may enter another class base if they remain socially distanced from other staff and pupils within the class</li> <li>g) For non-class based staff, MDA's and staff who need to access children from different classes, they will maintain strict hand and respiratory hygiene routines and ensure resources and surfaces are sanitized in between uses</li> <li>h) During wet play MDA's can wear face coverings while in classrooms,</li> <li>i) During wet play supervision the children are encouraged to be seated in class rooms and watch a video or take part in table based activities left by the class teacher</li> <li>j) All staff limit the number of classes they visit and manage their hygiene when entering more than one bubble</li> <li>k) All staff observe strict hand and respiratory hygiene regimes. They ensure that they maintain an appropriate social distance from the children and other staff. Staff may wear face coverings in class if they choose to</li> <li>l) Any shared space or shared equipment is disinfected between uses by the intervention staff</li> <li>m) All resources in each class that are used are to be cleaned or wiped at the end of each day</li> <li>n) Staff move from class to lunch hall or PE by using external doors to ensure they limit their use of the corridor space</li> <li>o) In all weathers whole class groups use external class doors to move to other areas of the site</li> </ul>	2	2	L

				<p>p) We will keep pupils in their class groups for most of the classroom time, but will allow mixing by specified children in to nurture linked groups where necessary</p> <p>q) We will follow the government's <a href="#">guidance</a> for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, well-ventilated classrooms will be used and the number of people sitting together will be limited to allow for social distancing and singing will take place where the children are facing forwards.</p> <p>r) <b>Testing for temporary staff</b> - Supply teachers and other temporary staff should also participate in the rapid testing programme that is established in our school</p>			
14.	Spreading infection due to use of the Playground area – mixing of year group pupils	Pupils	In normal situations pupils across year groups will intermix on numerous occasions throughout the time spent outside, making the amount of other pupils and staff they are in contact with far greater, which may result in a larger spread of the virus	<p>a) Pupils remain in their class group during the day and keep separate from other groups.</p> <p>b) Social distancing from other groups, alongside hand and respiratory hygiene practices are followed and playground equipment and resources are cleaned in between class group uses</p> <p>c) All Staff who have contact with parents (where they may get closer than 2 metres with a visitor) wear a face covering</p> <p>d) Staff do not need to wear a face covering during the day in class, but if they choose to wear a face covering in the day to this is supported</p> <p>e) All parents and visitors are asked to wear a face covering when arriving at the school reception and walking from the car park or Poynings into the school site, unless they're exempt from wearing one.</p> <p>f) Pupils will be supervised by class or midday staff to ensure mixing between class groups doesn't occur, and they will be reminded about the rules before they use the playground area.</p> <p>g) Pupil toilet areas on or from the playground will be monitored to avoid overcrowding. Children will be directed to use the area two or one at a time</p> <p>h) The playground has been zoned into bubble areas to allow for key worker group social distancing during lunch break playtime</p> <p>i) Staff on duty are extra vigilant of the pupils in their care and ensure that crossing of pupils is limited in all cases</p> <p>j) For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation.</p> <p>k) Staff can work across different groups in order to deliver the playground activities, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). Contact with individual children is unlikely to exceed 15 mins</p> <p>l) Any pupils with complex needs or who need close contact care while using the playground will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p>	2	1	L
15.	Spreading infection due to use of Playground equipment	Pupils	Equipment is attractive to the pupils who love to use it many times throughout play times, in order to use this equipment touch is required to climb, crawl etc. resulting in contact with plastic, wood leaving a print on the unit. This has the potential to	<p>a) During lunch play 'equipment free' playground games are encouraged</p> <p>b) The adventure trail is cleaned in between class use, and is only used with supervising staff</p> <p>c) If equipment is used for PE of during lunch break is thoroughly cleaned in between class usage</p>	2	1	L



			increase the spread of the virus				
16.	Spreading infection due vulnerable staff being in school	Staff	Increased risk of contracting the disease	<ul style="list-style-type: none"> <li>a. All staff have been asked to return to school from Monday 8<sup>th</sup> March</li> <li>b. Staff will continue to use Microsoft Teams, and Zoom for remote meetings</li> <li>c. Online safety tips and guidance are shared with staff and parents via Parent mail</li> <li>d. Staff who have received a letter to indicate that they are clinically extremely vulnerable (CEV) or staff who are more than 28 weeks pregnant following government guidance have been advised to work from home until the 31<sup>st</sup> March</li> <li>e. Year group lead staff have remote access to the school server to facilitate working from home in the event of a class closure or have been identified as a close contact and need to self-isolate</li> <li>f. Teachers will continue to use Teams and seesaw to create remote learning activities for their classes or individuals in their class where the need arises</li> </ul>	2	2	L
17.	Staff & pupils with care plans and pupils with additional needs including SEN or behaviour plans	Staff, pupils	Increased risk of spreading the disease	<ul style="list-style-type: none"> <li>a) The school follows the current government guidance in place to support those all those who come into school.</li> <li>b) <a href="#">Individual risk assessments</a> have been carried out to support planning around staff and children regarding their return to school</li> <li>c) SEND children are supported in the nurture bases regarding hand and respiratory hygiene practices</li> <li>d) The Base managers, SENCo and the DSL regularly contact staff or families to update and revise the plans that are in place children in school</li> <li>e) Pupils with behaviour based needs have an individualised behaviour plan, reflecting the school expectations and rules, available support, consequences, sanctions and rewards, staff involved, safe spaces, movement around the setting, etc.</li> <li>f) The behaviour policy addendum reflects changes that have been put in place as a result of COVID RA</li> </ul>	2	2	L
18.	Spreading infection due to the school evacuation requirements	Staff, pupils	<p>Lack of social distancing increases the risk of spreading the infection.</p> <p>Lack of safety drill causes a hazard in the event of an emergency</p>	<ul style="list-style-type: none"> <li>a) <b>Fire safety and drills –</b> <ul style="list-style-type: none"> <li>a. Site staff check that all fire doors are operational</li> <li>b. The fire alarm is tested after school weekly when in conjunction with the junior school</li> <li>c. If the Junior site staff are not on site for a designated alarm test day the alarm for the Infant will still be tested. Ensuring the alarm will still be on test for the set duration</li> </ul> </li> <li>b) Carry out emergency drills as normal – with the adjustment that the whole school is not evacuated on the same drill, the whole site alarm is not used a hand bell is used any necessary adjustments to your fire drill to allow for social distancing</li> <li>c) The fire Evacuation and Fire Drill procedures have been reviewed and a silent practice will take place in Spring 2021</li> <li>d) A drill may take place with individual year groups while classes social distance when assembled in the muster area</li> </ul>	2	2	L
19.	Spreading infection due to excessive contact and mixing between pupils and staff outside of the	Staff, Parents Children		<ul style="list-style-type: none"> <li>a) <b>Breakfast and after-school clubs –</b> will be made available to families from the 8<sup>th</sup> March. <ul style="list-style-type: none"> <li>o The children will be kept in their class bubble groups where possible</li> <li>o If not possible to have class bubble consistent club based year group bubbles will be established</li> </ul> </li> </ul>	2	2	L

	school hours or parents on site			<ul style="list-style-type: none"> <li>○ the number of children accessing the club will be restricted according to the capacity of the room the club is held in and the staffing available to support the group</li> </ul> <p><b>b) Parents collecting items from school</b> Where parents will need to collect any packages from school, one adult per family will be required, if not the school office,</p> <ul style="list-style-type: none"> <li>• a designated location for collection i.e. the hall, or the children's centre entrance will be established,</li> <li>• a designated school entrance and will be indicated,</li> <li>• social distancing will be encouraged and</li> <li>• hygiene measures will be enforced.</li> </ul>			
20.	Spreading infection due to visiting Contractors and maintenance staff	Staff, pupils, contractor	Unsolicited visits could increase the risk of passing on Covid-19 around the school	<p>a) All works will be considered for whether they can be carried out, during an out of hours' time slot</p> <p>b) Maintenance company staff will only be allowed on site who have made a previous appointment identified from either the PPM schedule or reactive works booked by the Trust or school.</p> <p>c) All contractors will be consulted about the schools procedures on hygiene while work is being carried out during their time at school and must wear a face covering and wash their hands before starting work.</p> <p>d) Visiting contractors will be expected to wear a face covering and gloves (if appropriate to the work they are completing) without gloves contractors will be asked to use sanitizer before and after the maintenance work</p> <p>e) If contractors attend during school hours they must establish a measured area of exclusion to minimise contact with staff and pupils, at the end of the works the area worked in must be sanitised</p> <p>f) All visiting contractors must be able to confirm that they are free from COVID symptoms and that they have not been in contact with others who have sought testing or who have COVID symptoms</p>	2	3	M
21.	Spreading infection in Communal and shared spaces or from shared resources	Staff pupils	Increased risk from other people spreading the disease on surfaces or items	<p>a) The hall, dining areas and external sports facilities are the main areas that are used by distanced bubble groups of children</p> <p>b) There will be no large gatherings such as assemblies until further notice</p> <p>c) Class groups have staggered morning break daily kilometre a day access to the playground to control class bubbles mixing,</p> <p>d) Staff have been instructed to socially distance in the staff room or class spaces outside of their own class space. Chairs have been socially distanced.</p> <p>e) Offices and toilets have a limit on occupancy, offices are limited to one additional adult to the office team, ladies toilets are limited to 3 at one time</p> <p>f) In the office seating of more than 2 metres has been introduced, along with screens between two desks that are facing each other</p> <p>g) Fixed equipment or resources can be used by pupils within the bubble and will be cleaned thoroughly or wiped down with sanitizer during the day after each class use</p> <p>h) Any percussion instrument will be cleaned down both before and after use.</p> <p>i) Staff use of staff rooms and offices is restricted to storage of lunch and collection of lunch</p> <p>j) Staff eat lunch in class when the children use the dining hall</p> <p>k) In the classes the doors are left open to increase ventilation of the space while the children have morning break and when they are at lunch</p> <p>l) Most meetings including Staff meetings and INSET training area to take place via Microsoft Teams, zoom or other remote source</p> <p>m) Where a staff group meet in person, strict social distancing must ne adhered to</p>	2	1	L

				n) At lunchtime the classes have monitored class bubble spaces across the playground and carpet area, MDA's monitor both inside and outside class bubble groups			
22.	Risk of infection from a suspected case whilst working at school	Staff, parents, pupils, visitors	Increased risk of infection to the person dealing with the potential Covid case, along with the class in which the Covid case was discovered. Serious cases have led to death	<ul style="list-style-type: none"> <li>All staff will be encouraged to use LFD testing twice a week the evening before coming to school</li> <li>If a symptomatic child comes into school, they will be sent home immediately or isolated until they can be picked up. Welcome Room has been designated as the Isolation room for any symptomatic pupils,</li> <li>Pupils, staff and visitors will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be shared about this in the weekly newsletter.</li> <li>999 will be called if their symptoms develop further and they become seriously ill or injured or their life is at risk.</li> </ul> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>supervising staff must wear a fluid-resistant surgical mask, if a distance of 2m can't be maintained,</li> <li>Supervising staff must also wear disposable gloves and a disposable apron if contact is necessary</li> <li>Supervising staff must also wear eye protection or a face visor if there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting,</li> <li>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</li> <li>Home testing kits are available in school, in exceptional circumstance these will be given to parents/carers collecting symptomatic children and to staff who have developed symptoms at school, if providing one will increase the likelihood of them getting tested.</li> <li>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The pupil will be asked to isolate for 10 days before return to school. The school will consider all circumstances and the latest public health advice when making this decision.</li> <li>Pupils must be brought to the attention of the office first aid team by telephone. The office team will direct when to take a child to the dedicated Isolation Room - Welcome Room, where the individual will wait until picked up for parent or carer.</li> <li>Weather permitting where the Isolation room is not an appropriate space the pupil will directed to sit in an out of class space or outside space with a member of staff maintaining social distancing</li> <li>Pupils must be encourage to avoid touching anything</li> <li>If the pupil with a positive test result coughs or sneezes into a tissue, the used tissues must be double bagged and place in the designated bin bag, or if they do not have tissues, cough and sneeze into the crook of their elbow. Nappy sacks are available for double bagging of tissues.</li> <li>Guidance on self-isolation must be followed and the pupil should not to return to work until their period of self-isolation has been completed.</li> <li>First aid staff are fully supported emotionally as they may be anxious dealing with pupils and parents in close proximity on a daily basis</li> <li>During the day in the instance where a symptomatic person has been in school Site staff will perform a deep clean in the areas that the symptomatic person has been, and the PPE worn by the cleaning staff will be disposed of properly, following <a href="#">decontamination guidance</a>.</li> </ul>	3	3	M

				<ul style="list-style-type: none"> <li>If the school becomes aware that a pupil or a staff member that has tested positive for coronavirus, the school will contact the Local authority on the Education and Early Years settings COVID reporting help line number 01702 212 497 between the hours of 9 and 5pm. The LA also has an <b>email for designated Education and Early Years Leaders to report positive COVID cases within their setting and any related enquiries.</b> <a href="mailto:sbceducationcovid@southend.gov.uk">sbceducationcovid@southend.gov.uk</a> If the enquiry is outside of these hours we will report to the DfE directly between the hours of 5pm and 6pm.</li> <li>The DfE helpline on <b>0800 046 8687</b> is available weekdays between 8 and 6pm or weekend between 10am and 6pm.</li> <li>PHE has a local health protection team number 03003038537 for advice</li> <li>When the LA or DfE are contacted the following information will be requested: <ul style="list-style-type: none"> <li>Is the positive case a pupil or staff member?</li> <li>What was the date of their test?</li> <li>When did their symptoms start?</li> <li>What was the date of their result?</li> <li>What was the last day they attended school?</li> <li>How many pupils and staff were in the contact group in the 2 days before and/or the 10 days after the test/symptoms start?</li> <li>How many other cases have there been in from those that have attended school the last 14 days?</li> </ul> </li> <li>The school also has access to the East of England Health Protection team contact number 0300 303 8537 for advice</li> <li>PORTICO have also shared an additional health protection team contact that can be contacted to seek advice Dr Bharat Pankhania 07798657755</li> </ul>			
23.	Spreading infection within Reception and shared office spaces	Staff, parents, pupils, visitors	Infection of Covid-19 between people working in a small space with serious cases resulting in death	<ol style="list-style-type: none"> <li>Sneeze screens are installed in the school reception area</li> <li>The reception area is limited to 4 adults at a time</li> <li>All visitors are asked to wear a face covering while in the reception area</li> <li>Main Offices - inform visitors and contractors to maintain social distance and signpost the locations of hand washing facilities /sanitizer to ensure it is used before work commences</li> <li>Visitors will be reminded not to attend if they have any symptoms, or have been in contact with anyone that has symptoms</li> </ol>	2	2	L
24.	Exposure to the virus from others due to being identified as Covid case contact	Staff, pupils, parents, visitors	Infection of Covid-19 with serious cases resulting in death	<ol style="list-style-type: none"> <li>Staff and pupils must follow government guidance of self-isolation and any other ongoing government guidance</li> <li>Senior leadership must maintain contact with line management and Human Resources (HR) and follow Trust policy/guidance.</li> <li>All staff should follow NHS hygiene measures at all times</li> <li>All staff must maintain appropriate hygiene and cleaning regime when in contact with all visitors to their homes following current government guidance</li> <li>Senior leadership and Admin staff understand the NHS Test and Trace process, and have communicated with staff members and parents/carers, that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>Take a LFD test before returning to school</li> <li>book a test if they displaying symptoms.</li> <li>Advise staff not to come and parents not bring their child into the school if they or anyone in their household have symptoms,</li> <li>All children can be tested, including children under 5's, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> </ul> </li> </ol>	2	2	L

				<ul style="list-style-type: none"> <li>• provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• inform the school and self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)</li> <li>• The School has been provided emergency PCR test kits by the Government that can be used to support staff confirm if they have Covid</li> <li>• The SLT and office team will keep a record of the pupils and staff in each group, and any close contact that takes place between pupils and staff</li> <li>• Use the school NHS QR code displayed in the reception area to aid tracing and tracking staff and visitors who have come in to contact with someone with a positive coronavirus test</li> </ul>			
25.	Risk of contracting the virus to Individuals who are vulnerable to serious infection	Staff, pupils	Serious effects of Covid-19, which could result in hospitalisation and potential death	<ul style="list-style-type: none"> <li>a) <b>Clinically extremely vulnerable staff</b> – staff who have received a shielding letter or have been advised to stay at home by their GP/clinician will not come into school, and instead will work from home if they can (same as previous tier 4 guidance)</li> <li>b) <b>Clinically vulnerable staff</b> – can come into school, they should: <ul style="list-style-type: none"> <li>a. Where possible, maintain 2-metre distance from others</li> <li>b. Avoid close face-to-face contact and minimise time spent within 1 metre of others</li> <li>c. Ensure the cumulative time spent with another groups is under 15 min</li> </ul> </li> <li>c) <b>Staff that live with someone that's clinically extremely vulnerable or clinically vulnerable</b> – can come into school, but should ensure they maintain good prevention (e.g. hygiene) practices</li> <li>d) <b>Pregnant staff</b> – over 28 weeks gestation should work from home where possible.</li> <li>e) We will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay).</li> <li>f) <b>Pregnant Staff who are 28 weeks pregnant or beyond</b>, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</li> <li>g) <b>Staff who may be otherwise at increased risk of coronavirus</b> - can come into school, if they can't work from home. An individual risk assessment will be carried out and specific protective measures put in place.</li> <li>h) Staff that live with those at increased risk can also come into school if they follow strict hand and respiratory hygiene practices</li> <li>i) The school is aware that all shielding for CEV staff on guidance from their GP should remain in place until at least 31<sup>st</sup> March</li> <li>j) Where a pupil is unable to attend school because they are self-isolating or are complying with clinical and/or public health advice, pupils will be directed to remote learning activities online, paper based resources may also be made available</li> <li>k) Medically vulnerable pupils or staff should return to and have individual risk assessments that will be shared with all necessary departments</li> </ul>	2	2	L

26.	Spreading infection due to excessive contact and mixing in meetings	Staff, pupils		<ul style="list-style-type: none"> <li>a) Meetings between individual and groups will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</li> <li>b) Where this isn't possible, meetings will be conducted in a ventilated room, participants will be required to observe strict hygiene practices while allowing for social distancing.</li> <li>c) Staff and pupils are inducted into the new changes as soon as they start their new role in school, via a meeting with the DHT, parentmail, email or staff meeting</li> <li>d) Pupils are regularly reminded to maintain social distancing from other class groups, class groups follow social distancing rules while they are at school.</li> <li>e) Pupils are reminded of the behaviour policy and expectations of their behaviour in school.</li> <li>f) The Trust and schools continue to exercise their duty of care to their employees wellbeing and this extends to their mental health</li> <li>g) Staff are free to visit <a href="#">MindED</a> which is free to access, this contains materials on peer support, stress, fear, trauma and bereavement</li> </ul>	2	2	L
27.	Risk of contracting or spreading the virus as a result of Staff taking leave to high risk destinations	Staff, pupils	The increased risk of having to self-isolate for 10 days if an outbreak occurs in either a local area or different country	<ul style="list-style-type: none"> <li>a) Staff must inform the school of any travel plans that may result in travel to a high risk Covid area, within the UK or abroad, travel is discouraged from low to high tier areas or low to high risk countries</li> <li>b) All leave must be approved by a senior member of staff, monitoring the destinations that required quarantine on arrival back in the UK are considered to ensure staff are abiding by the most recent government advice</li> <li>c) Where an incident has occurred and staff are required to quarantine, school leaders consider, where possible, to temporarily amend working arrangements to enable staff to work from home</li> </ul>	3	2	M
28.	Risk of spreading the virus due to poor Ventilation	Staff and pupils	The increased risk of transmission of the virus due to lack of ventilation	<ul style="list-style-type: none"> <li>a) <b>Ventilation</b> – where mechanical ventilation systems are used they will continue to be maintained in accordance with the manufacturers' recommendations</li> <li>b) Offices will maintain an airflow by opening a window during the time the room is occupied. Internal doors to offices are also left open while rooms are occupied during the day</li> <li>c) Dining hall, to ensure that an airflow is maintained during the lunch service, windows to be open in the kitchen serving area, the hall doors to the playground are open, the toilet area door is open, and windows in the serving area are also opened.</li> <li>d) In very cold weather doors are opened intermittently rather than constantly to create an airflow while maintaining a comfortable room temperature</li> <li>e) Classrooms, external doors to open for at least entry and exit, at least one window remains open during the day and doors to the corridor remain open to create a good air flow</li> <li>f) In low temperatures to establish a balance between air flow and maintaining warmth, one window to be open a small amount for the duration of the day, external doors to be opened from entry and exit</li> </ul>	2	2	L
29.	Educational Visits	Staff, pupil Outsiders		<ul style="list-style-type: none"> <li>a) <b>Educational visits</b> – local venues where the children can travel to by walking, to an outdoor venue, where the children will be socially distanced from others will be permitted</li> </ul>	1	1	L
<b>Completed by: D Morris</b>				<b>Position: Deputy Headteacher</b>	<b>Date: 26/02/2021</b>		

<b>Authorised by:</b> L Clark	<b>Position:</b> Headteacher	<b>Date:</b>
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### Action Plan

Name of Person Preparing the Plan: Debbie Morris			Date Plan Prepared: 26/02/2020 Reviewed :					
	Revised Risk Rating	Person responsible	Risk Rating			Target date		Completion date
No.	Short-term controls	Long-term controls	Severity 1-5	Likelihood 1-5	Risk Rating			
1	Daily review of staffing in the light of reported absences to ensure classes are fully covered each day	Ongoing daily review with staff	3	2	M	SLT/ Office team	Ongoing daily	ongoing
2	Staff to take a COVID test twice a week	Staff to continue to	3	3	M	SLT/	Ongoing	Ongoing
3	Schedule in all visitors that need to come into the site to ensure they have a space to use, restrict any contact with visitors and class groups arrange remote meetings where possible	Site team, and SLT to coordinate using school calendar to ensure office team are aware of any visitors and can advise accordingly when scheduling visitors	2	3	M	SLT/ Office team	Ongoing daily	Ongoing
4	Monitor all entrances and playground circuit, staff to be on call, stop and go to continue on Poynings Entrance	Ongoing monitoring	3	2	M	SLT/ support staff	01/09/2020	Ongoing
5	Ensure that all visitors are inducted regarding COVID awareness and contact disclosure information is source efficiently. For regular visitor – student request weekly testing takes place with college/uni support	Gradually re introduce Students to the site from 15 <sup>th</sup> March and monitor their attendance	3	2	M	DHT/ Office team	Ongoing	April 2021
6	Ensure that all occupied spaces maintain good ventilation with windows and external doors	Advise staff, to exercise common sense approach to based on seasonal weather conditions to monitor the source of ventilation of doors and windows, introduce the minimum expectation of ventilation in each area of the school	2	3	M	DHT/ HT	Ongoing	April 2021
7	Monitor staff travel to ensure they follow correct travel plan guidance	Regular remind staff to inform SLT of travel plans during weekends and school holidays to ensure the correct precautions are taken	2	3	M	SLT	Ongoing	April 2021
<b>Authorised by: Debbie Morris</b>		<b>Position: Deputy Headteacher</b>	<b>Date: 26/02.2021</b>					
<b>Review : Russell Sampson</b>		<b>Position: Facilities Manager</b>	<b>Date:</b>					



<b>Name of Person Preparing the Plan: Debbie Morris</b>				<b>Date Plan Prepared: 26/02/2020</b> <b>Reviewed :</b>				
	<b>Revised Risk Rating</b>	<b>Person responsible</b>	<b>Risk Rating</b>			<b>Target date</b>		<b>Completion date</b>
<b>No.</b>	<b>Short-term controls</b>	<b>Long-term controls</b>	<b>Severity 1-5</b>	<b>Likelihood 1-5</b>	<b>Risk Rating</b>			
<b>Reviewed : Lisa Clark</b>		<b>Position: Headteacher</b>	<b>Date:</b>					

## Risk Rating Form

Risk Rating – Risks need to be prioritised to ensure the most serious risks are dealt with first. There are many methods of risk rating and the following is an example that can be used. Risk rating usually uses a formula to help prioritisation. The formula given below is based on an assessment of the consequences and likelihood of the hazard resulting in harm.

***Any hazard that has a rating of Medium or higher must be put into the ‘Action Plan’ for further investigation on how to reduce the risk further.***

### Using the Risk Rating Formula

Assign a rating from box 1 (extremely harmful to slightly harmful) to denote the probable severity of harm or consequences of the hazard.

Assign a rating from box 2 (highly likely to unlikely) to denote the likelihood of the event occurring.

Look up the combination in the risk-rating chart (table 1) and link it to the action phrase.

<b>Box 1 – Rate Severity</b>
<ol style="list-style-type: none"> <li><b>1. Minor injury</b> – Insignificant damage to property, equipment</li> <li><b>2. Non reportable injury</b> – Minor loss of process, slight damage to property</li> <li><b>3. Reportable injury</b> – Moderate loss of process, limited damage</li> <li><b>4. Major injury, single fatality</b> – Critical loss of process/business</li> <li><b>5. Multiple fatalities</b> – Catastrophic loss of business</li> </ol>

<b>Box 2 – Rate Likelihood</b>
<ol style="list-style-type: none"> <li><b>1.</b> Extremely unlikely</li> <li><b>2.</b> Remote possibility</li> <li><b>3.</b> Possible occurrence</li> <li><b>4.</b> Will probably occur</li> <li><b>5.</b> Almost certain</li> </ol>

	<b>5</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>	<b>H</b>
	<b>4</b>	<b>L</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
	<b>3</b>	<b>L</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
	<b>2</b>	<b>L</b>	<b>L</b>	<b>M</b>	<b>M</b>	<b>M</b>
	<b>1</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>
<b>Likelihood</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>Severity</b>				

### Action Phrases:

**H - High** - high priority - urgent attention required to reduce severity and/or likelihood

**M - Medium** - medium priority, must receive attention to reduce severity or likelihood

**L - Low** - lower priority, but must receive attention to verify if risk can be reduced