













Portico Academy Trust							
Number: COV002		School: Hamstel Infant School and Nursery					
Activity: COVID Risk Assessment (2)		Date: September 2020	Review: October 2020				
No.	Hazard Description	Persons Affected	Risk Consequence (Resulting harm)	Current Controls	Severity 1-3	Likelihood 1-3	Risk Rating L = low M = Medium H = high
1	Prepare site to fully reopen all classes all children	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) Clean Green to complete deep cleaning schedule during summer holidays around school	2	1	L
				b) Identification of surfaces/equipment that will require increased levels of cleaning	2	1	L
				c) Ensure all equipment around the school has not been used for a while, is checked and is still in good working order e.g. photocopiers or hot water heaters in classrooms/staff rooms	2	2	M
				d) Contact suppliers and services to resume contracts e.g. grounds maintenance whilst maintaining social distancing	2	1	L
				e) Ensure sufficient stock of cleaning and janitorial materials, increase the amount of soap normally ordered plus sanitising gel where possible	2	2	M
				f) Schools to liaise with catering manager to ensure sufficient staffing and stock of food in the kitchen will be available– To provide a hot meal or school packed lunches as advised by the Trust	2	1	L
				g) Is a review of additional site cover hours needed if the school day is staggered? No – Necessary hours are covered by current site team	1	1	L
				h) Ensure parents and staff are informed what and how lunches will be provided by school kitchen	1	1	L
				i) Review policies and update induction/staff handbook document where changes have been made	2	1	L
				j) Ensure detailed staff briefings and induction sessions are carried out to ensure all staff are fully aware of changes that have been made, ensure there is a system in place to induct staff at a later .date who are not available during induction days –	2	1	L
				k) To continue with Parentmail communications and staff meeting used to inform staff team.	1	1	L
				l) Review Extended Services provisions - before and after school, as these are essential to continue to support key workers	1	2	L
				m) Where possible remove unnecessary furniture from classrooms and offices - tables to return but additional furniture to be reviewed and moved where indicated	1	2	L
				n) Continue to not have available equipment that will be difficult to keep clean e.g. soft toys, furnishings and other hard to clean toys with small and intricate pieces	1	2	L
				o) Continue to avoid contact with fabric furnishings where possible as they will be difficult to regularly clean e.g. carpet time, pillows and bean bags.	1	2	L
				p) Ensure equipment kept in classrooms is not being used by multiple groups, otherwise it should be cleaned in between use.	1	2	L
				q) Continue to ensure that an appropriate number of staff are available to work with the all pupils attending school, to ensure sufficient supervision is in place depending on the age and needs of the pupils. All staff and support staff return to daily attendance. Review daily and amend cover arrangements as necessary	2	2	M



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2	Access/egress to site	Staff, parents, pupils, visitors	Risk of Covid-19 contamination or spread from external sources into the school	Where possible, please consider and implement the following practices:	2	2	M
				a) Monitor all visitors <ul style="list-style-type: none">Only planned volunteers, students and ITT trainees can attendOnly planned maintenance or training visitors will be allowed on site	1	1	L
				b) Temperature testing will not be taking place before entry to the building – but visitors will be asked not to attend if they have COVID symptom or the have come into contact with any one in their house hold or work place that has had COVID symptoms	2	2	M
				c) Continue with socially distanced drop off and collection, with extended start / finish times for year groups to reduce congestion and contact at all times	1	2	L
				d) Staff set up to monitor site access points to enable social distancing – specified access points used for each year group, to reduce congestion or decrease contact, staff on duty at each exit area – secret garden, front entrance and Poynings Avenue to monitor one way track for entrance or exit to site, stop and go signage on Poynings Avenue and one parent per family to still be in forced at the start and end of the day	1	2	L
				e) Continue to temporarily disable entry systems that require skin contact e.g. car park barrier, and playground car park gate left open till 8.30 to reduce touch access, sanitizer made available at reception and on car park gate	1	1	L
				f) All workers and visitor to wash or sanitize their hands before entering and on leaving site – staff reminded at staff meetings	1	2	L
				g) Allow plenty of space (minimum 1 metres+) between people waiting to enter site	2	1	L
				h) Site staff to regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks etc. – staff have access to anti-bac wipes and Milton spray with paper towels in class to regularly wipe high contact surfaces	2	1	L
				i) Parents to drop off away from classroom door and only enter site where necessary through front entrance with appointment	2	1	L
				j) Parents only to enter school site by appointment, to use office or meeting room areas where social distancing and cleaning of high touch surfaces can be enforced	2	1	L



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3	Movement around site	Staff, pupils	Cross over and bunching could cause social distancing of year groups to fail and cross contamination between year groups resulting in more potential cases	a) Continue to use external class door are used as entrance and exits during the day, to minimise contact across year groups for pupils and staff, corridors only to be used by Y2 children accessing the toilet, Reception children in Owl and Kingfisher returning from PE – Review the use of the library, and how pupils can effectively access books across the school	2	2	M	
					2	1	L	
				b) Pupil toilets to be monitored by class teachers to ensure an appropriate number of children access at one time especially in Year 2 and Newt Class where toilet blocks are shared by year group classes. Outdoor and hall toilets to be monitored by relevant staff to ensure numbers accessing are safe.	2	1	L	
				c) Does the school have appropriate signage alerting all staff, pupils/pupils to the need for high standards of hygiene? You can't promote without promotion! - Yes	1	1	L	
				d) Are all safety protocols clearly displayed (ideally laminated) in all areas of the school used by pupils/pupils and staff? Yes	2	1	L	
					1	1	L	
				e) School site plans are reviewed ongoing – (SLT and site staff)	1	1	L	
				f) Determine signage needed and who is the audience e.g. parents, staff or pupils				
				g) Place clear signposting for adults and children on social distancing in classrooms/corridors/halls/office spaces	1	1	L	
					1	1	L	
				h) Determine if marking flooring tape is needed (area specific)				
				i) Determine whether to use spray paint or chalk to mark in playgrounds	1	1	L	
4	Poor hygiene	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	j) Classroom to be accessed directly from outside where possible	1	1	L	
				k) Clear signposting on corridors of social distancing rules	1	1	L	
				l) Staff will be available to supervise specified areas on site when needed to ensure year group bubble social distancing is being maintained				
				a) Wash your hands thoroughly and regularly.	1	2	L	
				b) Use soap and water for at least 20 seconds.	1	2	L	
				c) Use alcohol-based hand sanitizer if soap and water is not available and hand washing technique to be adopted as directed by NHS	1	2	L	
				d) Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.	2	1	L	
				e) Regularly clean the hand washing facilities and check soap and sanitizer levels	2	1	L	
				f) Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	2	1	L	
				g) School to ensure stock levels of general consumables are in place at all times, (soap, hand sanitizer and paper towels, etc.) these should be securely stored.	2	2	M	
				h) Where possible restrict the number of female staff using toilet facilities at any one time – to reduce crossover of staff from different year groups	1	2	L	
				i) Site staff to continue with additional cleaning regimes for toilet facilities, paying particular attention to door handles, locks and the toilet flush	1	1	L	
j) Monitor that adequate supplies (toilet paper, tissues etc.) are available to each class. Each class to continue to be issued with Milton tablets for spray bottles to ensure regular wipe/spray down can occur throughout the day	2	2	M					



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5	Canteen - exposure from other 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	a) The school will adopt year group bubble from September 2020 - which means whole year groups will be in the hall in one sitting	1	2	L
				b) Lunch timings for year groups will be staggered to reduce congestion on the playground and in the hall, which will reduce contact across year groups during lunchtimes - daily monitoring will take place	2	2	M
				c) Hand cleaning facilities or hand sanitiser will be available at the in the dining hall and should be used by anyone when entering and leaving the area	1	1	L
				d) Pupils will continue to wash their hands before and after lunch in class	2	1	L
				e) During full reopening pupils will be asked to use the dining hall facilities and eat a catering team prepared meal, the children will be served whole year group in the hall at tables.	1	1	L
				f) There will be no salad cart for pupil access, the Midday staff will clear and clean tables between year group sittings	2	1	L
				g) Pupils in year group bubbles will use each seat at the dining table whilst eating and staff will serve meal to the pupil at the table. Pupils will remain seated until their class group leaves the dining hall	2	1	L
				h) Drinking water should be provided water fountains will continue not to be used, individual water cups will available in the dining hall	2	1	L
				i) Tables will be cleaned between each year group use	2	1	L
				j) All food remains will be clear by MDA staff who will also clear trays, cutlery and crockery from the table to reduce congestion in groups of pupils	1	1	L
				k) All areas used for eating must be thoroughly cleaned at the end of each year group setting			
6	Use of changing facilities and showers in the swimming pool	Pupils	Without larger spaces or minimising the amount of people within a small space social distancing cannot be observed with the potential of Covid spread higher	a) Swimming lesson to resume in the Autumn term for Year 2 only as group sizes to be determined by Swim teacher based on swim England guidance	1	1	L
				b) When needed introduce staggered start and finish times to reduce congestion and contact across year group at any time times - monitor	2	2	M
				c) Reduced groups sizes of 10 per class at any one time on the pool	1	1	L
				d) Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.	1	1	L
7	Teacher and support staff shortage	Staff, parents, pupils	Without sufficient cover classes won't be able to take place resulting in higher class numbers or students being sent home	a) Ensure all classes are fully staffed, establish with staff that they are all able to attend	2	1	L
				b) Use first call cover arrangements in the case of absences ensuring staff are only in contact classes within year group bubble	2	1	L
				c) Staff that work with individual children to focus on one year group each day to minimise crossing year group bubbles within the day	2	1	L

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8	Cleaning team shortage	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	a) Discuss with facilities manager and cleaning contractor appropriate cover arrangements in good time	1	1	L	
				b) Portico to ensure that regular meetings are carried out with area supervisor Jack and senior managers to ensure levels of staffing are sufficient	1	1	L	
				c) Where needed cleaners to be pulled from other sites to assist in the cleaning effort	1	1	L	
9	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	a) Meet with cleaning supervisors and or Facilities Manager to review cleaning arrangements and make necessary changes	2	1	L	
				b) Continue with focus cleaning on touch points and toilets (redirect from other jobs if necessary, possible increase of hours to cover all aspects (cost implications))	2	1	L	
				c) Advise staff on protocol for staff rooms, hygiene room and toilet facilities, can social distancing be maintained – review if issues present	2	1	L	
				d) Staff should be informed of disinfection procedures throughout the school e.g. staffroom and classroom to ensure they are followed by them, they should contact the appropriate member of SLT or site staff for additional guidance where needed	2	1	L	
10	Classrooms and teaching	Staff, pupils	Normal class numbers will result in larger potential spread of Covid 19 with social distancing impossible to maintain	a) Class sizes to return to 'normal' as before pandemic with all children returned to their new class bases	2	1	L	
				b) Staff to be issue cleaning resources in order to sanitise their rooms during the school day, a full room clean as well as sanitisation will be carried out by the cleaning contractor during their designated cleaning times	2	1	L	
				c) Continue to make use of the outside areas on school site for PE and outdoor learning lessons to discourage transmission from touch surfaces	2	1	L	
				d) Keep the year groups separate from each other each day	2	1	L	
				e) Ensure staff from one year group do not enter another year group bubbles	2	1	L	
				f) Keep the same pupils and staff within the year group each day <ul style="list-style-type: none"> Shared spaces and equipment should be wiped down between uses if space or equipment has to be used by multiple year groups 	2	1	L	
				g) Resources to be cleaned at the end of each day	2	1	L	
				h) Stagger movement around school site using a timetables to ensure year groups do not cross	2	1	L	
				i) Stagger lunch and kilometre a day start and end times so that pupils are not congregating in outdoor areas for, weather permitting pupils to use external class doors to move from class to other areas of the site	2	1	L	
				j) Have PE and take breaks or provide education outdoors, where possible, as this can limit transmission and more easily allow for distance between children and staff	2	1	L	
				k) Year group timetabling of lunch, PE, outdoor learning etc to be coordinated within the day to avoid mixing with other year groups	2	1	1	



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11	Playground – 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	a) Areas to be created using the playground and carpet area to allow for year group social distancing during lunch break playtime	2	1	L
				b) Staff on duty to be extra vigilant of the pupils in their care and ensure that crossing of pupils is prohibited in all cases	2	1	L
				c) Water to be available during the lunch break, staff on hand to distribute water from a jug, cups to be washed out with a Milton solution to sanitize between pupil use, water fountains are to be taped off and not used.	2	1	L
12	Playground equipment – use of	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 increase the spread of the virus	a) Where possible equipment free playground games to be encouraged	2	1	L
				b) Where playground equipment is required but cannot be sufficiently cleaned, it should continue to be taken out of use completely	2	1	L
				c) Supervision to be stepped up to ensure equipment remains unused, should pupils begin to use the equipment tighter measures should be found to stop the use	2	1	L
				d) Fixed playground equipment to be taped up where possible to restrict use	2	1	L
				e) Signage to be displayed if required	2	1	L
13	Working from home	Staff	Exposure to attention from unwanted person, IT viruses, online hacking Risk of mental ill health due to issues around isolation and lack of contact with others	a) If your school is engaged in direct remote teaching (or other platforms), what safeguarding measures are or will be in place? – <ul style="list-style-type: none">Staff encouraged to use Microsoft teams, rather than Zoom for remote meetingsOnline safety guidance shared with staffHome learning shared with pupil via paper based packOnly specified platforms are encouraged, purple mash, my maths, top marks, BBC bite size, oak academyOnline safety tips are shared with families through ParentMail correspondence	2	1	L
				b) Staff who live with or care for critically vulnerable people work from home	3	1	L
				c) Vulnerable staff (those with underlying health conditions and pregnant women) work from home, or attend site but do not engage in class facing activities Most school based roles are not ideally suited to home working and we should expect most staff to return to work. Some roles such as administrative roles may be conducive to home working and this is considered where feasible and appropriate			



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14	Staff & pupils with care plans and pupils with additional needs including SEN or behaviour plans	Staff, pupils	Increased risk of spreading the disease	a) How are you dealing with pupils with SEND? <ul style="list-style-type: none">Weekly Risk assessment – individual based on needsSENCo and DSL Regular calls to familiesTimetabled attendance in small groups to Nurture basesSpecified children able to join Keyworker group or class as indicated by their Risk assessment and individual needs	2	1	L
				b) Ensure care plans are updated as appropriate	3	1	L
				c) Mobile numbers for parents and carers to be added for new admissions, and checked and updated for current attendees for Use of ICE 'in case of emergency'	2	1	L
				d) Ensure all staff care plans are reviewed and updated where applicable	2	1	L
				e) Ensure staff with medical conditions that were not declared previously are recorded and a care plan prepared on their return to school	2	1	L
				f) Ensure pupil with behaviour based needs have a detailed behaviour plan, reflecting school expectations and rules, available support, consequences, sanctions and rewards, staff involved, safe spaces, movement around the setting, etc. The behaviour policy should reflect any changes as a result of COVID RA	2	2	M
15	Transport into school	Staff, parents, pupils	Increased risk from other people on public transport spreading the disease	a) Have staff been reminded about the heightened risk when using fuel stations before attending work? Yes – reminded about using gloves or tissues when filling cars up with fuel can reduce the risk of the spread of Covid19. Use of sanitizer	2	1	L
				b) Consideration has been given to those with transportation difficulties of pupils attending school who usually use buses, with safeguarding being paramount, along with logistical issues? Yes	2	1	L
				c) Encourage staff and pupils that where they may need to use public transport they must wear a face covering or face mask as per government guidance	2	1	L
				d) Consideration to be given to how staff and pupils travel to work/school and this information has been used to work out if they may have issues returning to work.	2	1	L
				e) Possibility of staggered start times	2	1	L
				The Trust is now involved in the Cycle to Work Scheme, employees should speak with their relevant office manager /. Trust HR manager regarding this	2	1	L
16	Fire safety	Staff, pupils	As the building is still active, the alarm may be set off. Regular line ups will not confirm to new regulations on social distancing and could spread the disease between classes	a) Review Fire Evacuation and Fire Drill procedures	2	1	L
				b) Review Assembly Points - at assembly point classes/groups to maintain social distancing of year groups	2	1	L
				c) Review sufficient number of fire marshals/wardens on site each day to coordinate evacuation	2	1	L
				d) Ensure all staff and pupil PEEP are updated with changes to movement around the site included	2	2	M
				e) Carry out fire drill as soon as possible in the Autumn Term to ensure everyone has practiced new procedures.	2	2	M
				f) Classroom and office doors to remain open within the site where possible, however, be aware to not disregard Fire Regulatory Order 2005 and prop fire doors open. Installation of Dorgards to specific doors may be a viable option to some areas of the school this can be installed in-house	2	1	L

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17	Contractors and maintenance	Staff, pupils, contractor	Unsolicited visits could increase the risk of passing on Covid-19 around the school	a) Only approved maintenance individuals to be authorised onsite from either the PPM schedule or reactive works from the Trust or school.	2	1	L
				b) All contractors to understand and abide by the schools procedures on hygiene and work being carried out during their time at school.	2	1	L
				c) Contractors to ensure that they wash their hands before starting work and that a measured area of exclusion is created to minimise contact with staff and pupils, at the end of the works the area worked in must be sanitised after completion	2	1	L
				d) Where possible all works to be carried out, out of hours	2	1	L
18	Communal and shared spaces or resources	Staff pupils	Increased risk from other people spreading the disease on surfaces or items	a) Use halls, dining areas and internal and external sports facilities for lunch and exercise at single class capacity for lessons, year group sized capacity for assembly events.	2	1	L
				b) Large gatherings such as assemblies are to be avoided	2	1	L
				c) If year groups have staggered daily kilometre a day access to the playground between lessons, these areas can be shared as long as different year groups do not mix (and especially do not play sports or games together) and adequate cleaning of equipment is in between groups is in place ,	2	1	L
				d) If during extra-curricular provision it is not possible to maintain bubbles used during the school day then small consistent groups should be used	2	1	L
				e) Instruct staff to be sensible when using shared areas like the staff room and offices to limit occupancy, eliminate face to face seating and reduce numbers in the space based on the space available to distance	2	1	L
				f) Equipment or classrooms can be shared by pupils within the bubble if can be cleaned thoroughly or wiped down with sanitizer during the day or if an alternative year group needs it.	2	1	L
				g) There may be an additional risk in environments where you or others are singing, chanting, playing wind instruments or shouting. We would consider smaller groups of no more than 15. All sharing of instruments to be avoided with items cleaned down both before and after use.	2	1	L
				h) Continue to clean surfaces that staff and pupils are touching, such as equipment, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal	2	1	L
<ul style="list-style-type: none">• Midday schedule of cleaning of staff and pupils toilets established with site staff• Classroom surfaces to be sanitizer wiped between sessions by class staff							

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19	Suspected case whilst working at school	Staff, parents, pupils	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	If a pupil or employee develops a high temperature or a persistent cough while at work, they should be sent home as soon and possible:	3	1	L
				Within school;			
				a) The designated Isolation Room – Welcome Room – is in place in addition to the usual medical room. Yes	3	1	L
				b) Provide PPE for staff dealing with pupils in close proximity with masks, gloves and aprons while treating first aid and for intimate care	3	1	L
				c) Pupils should be brought to the attention of the office first aid team and be directed to the dedicated Isolation room which has been identified as the Welcome Room, where the individual will wait until picked up for parent or carer.	2	1	L
				d) If possible, the pupil may be better suited sitting outside with a member of staff maintaining social distancing	2	1	L
				e) Avoid touching anything	2	1	L
				f) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.	2	1	L
20	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	g) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.	3	1	L
				h) Ensure first aid staff are fully supported emotionally as they may be anxious dealing with pupils and parents in close proximity on a daily basis	2	1	L
				a) Offices/PPA areas - staff need to ensure appropriate social distancing (1 mtr +) continue with set up of desks eliminate face to face seating	2	1	L
				b) A cough screen has been installed in the outward reception area	1	1	L
				c) Main Offices - inform visitors and contractors to maintain social distance and signpost location of hand washing facilities /sanitizer to ensure it is used before work commences	1	1	L
				d) Parent and practitioner to be allowed to meet in office spaces where a 1 mtr+ distance can be maintained, tissues, sanitizer and anti-bac wipes to be available for during the meeting	1	1	L
e) Visitors to be asked not to attend if they have any symptoms, or have been in contact with anyone at home that has symptoms	3	1	L				

21	Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	Staff, pupils	Infection of Covid-19 with serious cases resulting in death	a) To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers'	2	1	L
				b) Any existing individual risk assessments (BAME, disability, young persons or new/expectant mothers) to be reviewed	2	1	L
				c) Maintain contact with line management and Human Resources (HR) and to follow company policy/guidance.	2	1	L
				d) To continue following ongoing government guidance	2	1	L
				e) Stay alert and only attend hospital or GP in an emergency. Use remote appointment where available and phone NHS line (111) if further advice is required	2	1	L
				f) Follow good NHS hygiene measures at all times	2	1	L
				g) Maintain appropriate hygiene and cleaning regime when in contact with all visitors to your home following current government guidance	2	1	L
				h) Do not approach delivery staff, allow packages to be left on the doorstep	2	1	L
				i) Do not take any antibiotics as they do not work against viruses.	2	1	L
				j) Identify any children who are the most vulnerable that have returned to school and discuss with parents the initial steps and agree key actions i.e. risk assessment, reduced timetable	2	1	L
				k) Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (1m+ clearance from persons where possible, with 2m being the aim)	2	1	L
				Schools must ensure that they understand the NHS Test and Trace process, and staff members and parents/carers understand that they will need to be ready and willing to:	2	1	L
				<ul style="list-style-type: none"> book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit 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 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) To continue following ongoing government guidance – schools to be provided a small number of home testing kits, the number of these is unconfirmed currently 	2	1	L
				Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required	2		L
				Schools should keep a record of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups		1	
22	Clinically vulnerable at school	Staff, pupils	Serious effects of Covid-19, which could result in hospitalisation and potential death	a) All shielding has been paused from August 1st, if there is an outbreak within the local area this pause may be stopped with vulnerable/clinically vulnerable asked to shield once more	2	2	M
				b) Identify any clinically vulnerable staff or pupils that have returned to school setting and develop individual PEEP or risk assessment for the person	2	1	L
				c) Should staff or pupils fall into this category they must abide by appropriate social distancing procedures, if this means they need to change what they do in their working day this will need to happen to avoid crossing year group bubbles	2	2	M
				a) Vulnerable and critically vulnerable can attend the workplace setting, this includes any pregnant members of staff, click here for link for pregnancy advise	2	1	L

Portico Academy Trust							
Number: COV002		School: Hamstel Infant School and Nursery					
Activity: COVID Risk Assessment (2)		Date: September 2020	Review: October 2020				
No.	Hazard Description	Persons Affected	Risk Consequence (Resulting harm)	Current Controls	Severity 1-3	Likelihood 1-3	Risk Rating L = low M = Medium H = high
				<div>b) Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools are to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity</div> <div>c) Extremely vulnerable should only return to school if they have been medically cleared to do so, – individual risk assessments should be completed and pupils RA's shared with all necessary departments e.g. Office and staff RA's with Portico HR –</div> <div>d) additional training from medical professionals should be sourced to support class and related staff teams, office, midday, pool etc ... if available</div>	<div>2</div> <div>2</div> <div>2</div>	<div>1</div> <div>1</div> <div>1</div>	<div>L</div> <div>M</div> <div>L</div>
23	Induction and training including staff well-being	Staff, pupils	Staff unaware with the new procedures may have an increased risk of spreading the virus between different YEAR groups	a) Once all changes have been made ensure all staff and pupils are inducted into the new changes as soon as they return to school.	2	1	L
				b) Training or information for staff/children/parents on procedures/times for arrival at school and departure from school, and on correct use of masks shared	2	1	L
				c) From the 20 th July EYFS children will not be required to socially distance in school. From the 2 nd September children in one year group will not be required to strictly socially distance in school	2	1	L
				d) Educate pupils before they return about the need to stay apart from others in other year groups until further relaxation of the government guidance is issued across year groups the children are to follow social distancing rules while they are at school.	2	1	L
				e) Ensure pupils are reminded of the behaviour policy and expectations of their behaviour in school.	2	1	L
				f) Review training needs of staff to carry out their role e.g. first aid, fire marshal, asthma, anaphylaxis, ... ensure appropriate training is sourced and attended	2	2	M
				The trust and schools have a duty of care to their employees wellbeing and this extends to their mental health			
g) Staff are free to visit MindED which is free to access, this contains materials on peer support, stress, fear, trauma and bereavement	2	1	L				
24	Staff taking leave (annual leave)	Staff, pupils	The increased risk of having to self-isolate for 14 days if an outbreak occurs in either a local area or different country	<p>All leave to be approved by a senior member of staff, with destination requested to ensure staff are abiding by the most recent government advice</p> <p>Where an incident has occurred school leaders should consider, where possible, to temporarily amend working arrangement to enable them to work from home</p>			

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25	Educational visits	Staff, pupils, visitors	Possible for an unannounced 14-day quarantine should travel abroad occur, travelling to a different country may have high infection rate allow the virus to spread further.	No overnight or overseas educational visits shall take place until further notice	1	1	L
26	Physical education including external coaching	Staff, pupils, visitors	Normally all pupils interested in an activity would participate, however, this would break the schools bubble conditions with further spread of the virus possible	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene (cleaning down of equipment before or after use). This will include any external activity that the school wants to operate</p>	2	1	L
27	Contingency planning for outbreaks	Staff, pupils, parents	Under the guidance remote learning is required to be picked up immediately after a lockdown, should necessary procedures not be put in place, this will have a negative and detrimental effect on the students consistent learning	<p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The schools must abide by what information is released by the local authority within the specified timeframe</p> <p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</p> <p>Schools will need to have the capacity to ensure that immediate remote education is possible if the local authority put these measures in place</p>	2	1	M
Completed by: L Clark				Position: Headteacher	Date: 24/08/2020		
Authorised by: L Clark				Position: Headteacher	Date: 24/08/2020		

Action Plan

Name of Person Preparing the Plan: Lisa Clark						Date Plan Prepared: 24/08/2020		
			Revised Risk Rating			Person responsible	Target date	Completion date
No.	Short-term controls	Long-term controls	Severity 1-3	Likelihood 1-3	Risk Rating			
1	1c Ensure towards the end of the summer break all equipment that has not been used for a while is checked	Work to site schedule end of long holiday check of equipment	2	1	L	Site team	Wk beginning 24.08.2020	
2	1e Ensure sufficient stock of cleaning materials is available	Put in place additional stock on regular orders to build up excess supply in the event of a second spike	2	1	L	SLT /facilities manager/clean green	21.08.20 21/09/20	
3	1p Year group bubble information to be shared with wider school community, parents middays, site staff,	Continue with YG bubble until government guidance changes, revert back to ½ class model if second spike happens	2	1	L	SLT/ Office team	24/08/.2020	
4	1q Daily review of staffing in the light of reported absences to ensure classes are fully covered each day	Ongoing daily review	2	2	M	SLT/ Office team	Ongoing daily	
5	2a 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	1	L	SLT/ Office team	Ongoing daily	
6	2b Ensure all visitors coming on to site have been asked to ensure their contractor are free of symptoms and have not been in contact with those with symptoms	Continue to be COVID aware and remind visitors of the need to be alert and follow school protocol	2	1	L	SLT/ Office team	Ongoing daily	
7	2b Monitor one way circuit around main entrance staff to be on call, stop and go to continue	Ongoing monitoring	2	2	M	SLT/ support staff	01/09/2020	
8	3a Continue to restrict corridor use by classes	Ongoing monitoring, weather permitting some corridor use may be timetabled for year 2 and Rec in extremely bad weather	2	1	L	Class teachers	01/09/2020	
9	3a Review the use of the library, how best to resume borrowing or use of library space	Library to be out of bounds for pupils until an in library borrowing system can be established	2	1	L	SLT. YGLs	01/09/2020	
10	4g & j Ensure pupils and staff have appropriate stock of soap, Milton tablets for spray bottles, paper towels	Alternative supply options may need to be sourced if regular suppliers start to run low due to a second spike or extreme demand	2	2	M	SLT /Site Team	22.09.2020	
11	5b Revise lunchtime arrangements to accommodate year group bubbles and MDA staffing	Ongoing monitoring based on numbers of pupils, weather, cater staff availability menu choice etc	2	1	L	SLT/MDS	24/08/2020	

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No.	Short-term controls	Long-term controls	Severity 1-3	Likelihood 1-3	Risk Rating			
12	6b Liaise with swimming teachers to establish Swim Eng expectations on swimming groups for the Spring term	<ul style="list-style-type: none"> Year group to introduce an extra PE session in place of swimming session 3 week rota for groups of 10 per class to be put in place while group size restriction may be put in place. Resume ½ class sized group every week when instructed we can 	1	1	L	SLT HIS/HJS Swim Team	01/09/2020	
13	14f to ensure all children that require additional support due to behaviour need have a Behaviour plan devised	Termly review	2	1	L	SLT/Inclusion team	01.09.2020	
14	16d – arrange autumn term fire drill with HJS with year group distancing as a factor	Teachers to practice with new classes in September new arrangement before actual drill as part of class induction info	2	1	L	SLT HIS/HJS	Autumn first half term	
15	22a & 16d ensure all staff and pupils that require a PEEP have an updated plan that factors any	September update as all pupils return, September review for staff. All new pupils with this requirement to have relevant additional assessments RA, PEEP, etc	2	1	L	DHT/ SENCO	Ongoing	
16	22c Continue to risk assess any vulnerable children	Ongoing RA as and well the need arises	2	2	M	DHT/ SENCO	Ongoing	
17	23f ensure appropriate training on first aid and health and safety are sourced and attended	Cycle of training established to ensure all staff have relevant and updated certification and refreshers	2	1	L	DHT	Ongoing	
Authorised by: Lisa Clark			Position: Headteacher				Date: 24/08//2020	