



Portico Academy Trust					 HAMSTEL INFANT SCHOOL AND NURSERY	 PORTICO ACADEMY TRUST opening doors, unlocking potential	
Number: COV003		School: Hamstel Infant School and Nursery					
Activity: COVID Risk Assessment (3c)		Date: November 2020	Review: December 2020				
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	Site fully reopened 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) Children are grouped in class bubbles b) Identified surfaces and equipment are cleaned daily by the cleaning team and school staff 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 d) Stock is checked weekly and a sufficient stock of cleaning and caretaking materials are maintained e) Classes use the dining hall at lunch time in class bubble groups f) 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 g) Any updates to lunch provision are updated with staff via email and parents via parentmail h) Regular visitors take part in induction training and follow a visitor risk assessment and make a visitors declaration i) Parentmail is used for communications with parents and staff and staff meeting will take place via Microsoft Teams j) The Main Office team have rearranged the office layout to further increase the distance between the team to 2 mtrs and screens have been ordered to separate the space further k) Soft toys, soft furnishings and other porous hard to clean toys or resources are kept out of classes l) Equipment used in class is sanitized in between uses of groups or of other classes by class teams using Milton spray 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	2	2	L
2	Access/egress to site	Staff, parents, pupils, visitors	Risk of Covid-19 contamination or spread from external sources into the school	The following practices are be in place to monitor families and visitors to the site  a) Site and Office teams monitor all visitors into the main building on a daily basis <ul style="list-style-type: none"><li>Only planned parents, volunteers, students and ITT trainees can attend</li><li>Only planned parents, specialist, maintenance or training visitors will be allowed on site</li></ul> 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 c) Drop off and collection by parents is monitored by senior, nurture and site staff to reduce congestion and decrease contact between parents, d) Staff encourage parents to wear face covering while on any part of the site outside e) Parents that are exempt from wearing a face covering have been identified by staff monitoring the entrances and are asked to use a card, lanyard or phone app to identify	2	2	L

				<ul style="list-style-type: none"> <li>f) 'School gate campaign' is followed and face masks are given to parents who forget to wear a face covering (while stocks are available)</li> <li>g) All staff have a face visor, and Staff whilst on duty at the entrances and on the playground wear either a face visor, face mask or face covering while parents enter and exit the site</li> <li>h) Staff on duty in Year 2 and Nursery and two year 1 classes wear face covering while at the door as parents who want to share a short message may need to come closer to the class door to speak to the class teacher</li> <li>i) Staff on duty for three Year 1 classes wear face coverings at a designated drop off and pick up point on the playground.</li> <li>j) Staff are on duty at each exit point – secret garden, front entrance and Poynings Avenue to monitor the one way track and person traffic, stop and go signage is used on Poynings Avenue and one parent per family is encouraged for families visiting the site</li> <li>k) All staff and visitors wash or sanitize their hands before entering, or entering and on leaving site – staff are reminded at staff meetings</li> <li>l) 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</li> <li>m) Staff regularly clean common contact surfaces in school reception, office, access control areas and delivery areas e.g. screens, telephone handsets, door and cupboard/drawer handles desks etc. –</li> <li>n) Each class uses Milton spray with paper towels and office spaces have additional anti-bac wipes to regularly wipe high contact surfaces</li> <li>o) The I-pad trolley has a dedicated pack of sanitizing technology specific wipes to use to wipe down I-pads before and after between group and class users</li> <li>p) Parents are asked to drop off away from each classroom doors and not allowed to enter the site through class doors</li> <li>q) 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.</li> <li>r) All parents – (unless exempt) are expected to wear a face covering while on site</li> <li>s) Parents only enter the school site by appointment, after school appointments are preferred, and parents are asked to wear a face covering while in the building, or in areas where parents can be social distanced from staff and children e.g playground or classroom without children present. After parents visit staff sanitize any equipment or surfaces tables, chairs that were touched.</li> <li>t) A 30-minute window at each end of the day allows families to access different year groups across the site. One way circuits with separating barriers help families to distance and move around the site for collection and drop off. Outdoors yellow arrows mark 2mtrs to help parents distance from each other.</li> <li>u) The Infant and Junior school share information about collection and drop off arrangements to ensure that movement around the school site is controlled.</li> </ul>			
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	<ul style="list-style-type: none"> <li>a) External class doors to classes are used for entrance and exits during the day, to minimise contact across year groups for pupils and staff,</li> <li>b) Internal corridors are only to be used by Y2 children accessing the toilet (which is limited and monitored by classes), and Reception children in Owl and Kingfisher classes going and returning from PE –</li> <li>c) Pupil toilets in class are monitored by class teachers to ensure an no more than 2 children access at one time</li> <li>d) Outdoor and hall toilets are monitored by site and midday staff to manage the number of children accessing them</li> <li>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</li> </ul>	1	2	L

				<p>f) Safety protocols are laminated and displayed in main corridor, school office and school reception</p> <p>g) School site plans of one way circuits are reviewed daily and issues that arise are followed up by senior staff</p> <p>h) 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> <p>i) During the day all classrooms are accessed directly from external doors</p>			
4	Poor hygiene	Staff, parents, pupils	<p>Could result in a rapid spread of virus on surfaces between pupils and staff resulting in whole classes having to self-isolate</p>	<p>a) Hand washing facilities are used in each classroom, as well as in pupil and staff toilets, the staff room and the school office. Hand sanitizer dispensers are present in each classroom and at each main staff exit door and are topped up regularly. All classes have Milton spray solution and paper towels to sanitize resources and wipe surfaces. All classes and toilet areas have a supply of hand washing soap and paper towels.</p> <p>b) 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 to cough or sneeze, and use bins for tissue waste</li> </ul> <p>c) Pupils are encouraged to practise these habits in class and posters are in each classroom in school to remind them.</p> <p>Staff will help any pupils who have trouble cleaning their hands independently. All children will be supervised during additional hand washing slots</p> <p>d) Non class bases where hand washing facilities are not available have Milton solution with paper towels and sanitizing wipes for cleaning resources and frequently touched surfaces and hand sanitizer</p> <p>e) Pupils that won't be able to independently maintain good respiratory hygiene, such as pupils who access our ARB additional cleaning measures are supported by the base staff to meet their needs. Cleaning routines and support measures have been put in place for these children and the staff who work with them including additional supplies of gloves, aprons and face coverings (PPE)</p> <p>f) Supplies of soap, hand sanitizer and disposable paper towels and tissues are monitored daily and topped up in school spaces to make sure they do not completely run out.</p> <p>g) Lidded bins are used for hand tissues, and are added to the recycling that is emptied each day</p> <p>h) 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),</p> <p>i) Class staff and site teams regularly clean the hand washing facilities and check soap and sanitizer levels</p> <p>j) The number of staff using the female toilets is restricted to three at a time</p> <p>k) Site staff have a midday cleaning regime for toilet facilities, paying particular attention to door handles, door shuts, coded locks and toilet flushes</p> <p>l) Site staff monitor school supplies (toilet paper, tissues etc.) and refresh order weekly to maintain stocks</p>	2	2	L

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	<ul style="list-style-type: none"> <li>a) Children use the dining hall in class bubbles at designated tables</li> <li>b) Each year group has a designated timetable slot to start the lunch service, class bubbles sit on tables separate from other class bubbles.</li> <li>c) Lunch timings for year groups are staggered to reduce/mimimise congestion on the playground and in the hall, and eliminate crossover</li> <li>d) Contact across year groups during lunchtimes is not allowed - daily monitoring by midday staff takes place</li> <li>e) Pupils wait on the playground in class bubbles areas before being admitted to the lunch hall</li> <li>f) Pupils wash their hands before and after lunch in class</li> <li>g) The children have their meal served to them at their tables by midday staff in their class bubbles. Midday staff may also wear a face visor while coming into closer contact while supporting children with cutting up their meal</li> <li>h) Catering kitchen staff wear face visors during the dinner service</li> <li>i) The midday staff wear gloves while serving pupils, and clearing and preparing tables</li> <li>j) Midday staff that administer first aid also wear gloves, face coverings and an apron</li> <li>k) Dinner plates will include salad, midday staff serve bread, desserts, and toppings for pasta and jackets potatoes via a trolley while the children sit at the tables</li> <li>l) Pupils in class bubbles sit on each seat at the dining table whilst eating and staff serve meals to each pupil at the table. Pupils remain seated until their class group is asked to leave the dining hall. On each table the children are grouped according to their meal choice</li> <li>m) Drinking water is provided at the table, playground water fountains are out of use, and taped up, water will be given in individual water cups</li> <li>n) All food remains will be cleared by midday staff who will also clear trays, cutlery and crockery from the table to manage the hall space by reducing congestion of groups of pupils</li> <li>o) All areas used for eating, tables and seats, are thoroughly cleaned after each class has used the table</li> <li>p) For wet play, arrangements are in place for the midday staff to supervise different classes. For effective infection control midday staff wear a face visor while spending time in different class bases</li> </ul>	2	1	L
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	<ul style="list-style-type: none"> <li>a) Swimming lesson have stopped since the 5<sup>th</sup> October until further notice due to staffing ratios required</li> </ul>	0	0	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	<ul style="list-style-type: none"> <li>a) Senior staff monitor staffing daily and ensure all classes are fully staffed,</li> <li>b) Cover supervisors and any other available teaching staff are used to fulfil cover arrangements in the case of absences.</li> <li>c) Staff can enter different class bubbles for the purposes of cover, observation etc.. 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</li> <li>d) Staff that work with individual children in different bubbles minimise close contact with pupils, maintain hand and respiratory hygiene practices. Pupils use individualised resource packs and any shared equipment is sanitized in-between uses</li> <li>e) Where an intervention may require children from different classes to work in a common work space, the work space will be cleaned in between the use of each class group or if sharing the space pupils will be grouped in class groups and will</li> </ul>	2	1	L

				social distance from pupils in other classes. Each child will use items from their personal resource bag when completing work			
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) Green Clean will contact the facilities manager to discuss any arrangements for covering staff in good time 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 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) Cleaning staff, site team and office team and class team regularly sanitize frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and game pieces and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Outdoor play equipment</li> </ul> b) Items that need laundering (e.g. pillow covered, fabric chair covers, soft toys) have been removed from class spaces, and have been replaced with wipeable vinyl covering or put out of reach of pupils. Rugs in classes have been replaced with rubber matting. c) Pupils and parents/carers have been asked to limit the amount of clothes and equipment they bring into school each day to essentials like books, items to take home will be transported in a plastic zip wallet. Pupils wear their PE kits to school d) Each child has a class based plastic zip wallet for the storage of their personal resources, pencil, scissors glue stick etc e) The Library is not open to pupils groups, for intervention RWI f) Any resources shared between groups, such as sports, art and science equipment, are either: <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; the same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and</li> </ul>	2	1	L

				<p>development. Book selections will be class based and managed by class teams.</p> <ul style="list-style-type: none"> <li>Pupils have a named or numbered cup to use in class for water</li> </ul> <p>g) Therapy equipment, such as sensory equipment is cleaned between each use. If this is not possible or practical, it will be restricted to one user;</p> <p>h) Children come to school dressed in their PE kit – no PE bags are brought to school</p> <p>i) If 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> <ul style="list-style-type: none"> <li>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> </ul> <p>j) Green Cleans product supplies are monitored daily and topped up regularly to make sure they're not close to running out.</p> <p>k) Teachers will wash their hands and sanitize surfaces before and after handling pupils' books.</p> <p>l) Senior staff meet cleaning supervisors and or the Facilities Manager to review cleaning arrangements and make necessary changes</p> <p>m) SLT have advised staff on the protocols use of the staff rooms, hygiene room and toilet facilities, to ensure social distancing is followed</p> <p>a) Staff have been informed of disinfection procedures throughout the school e.g. staffroom and classroom to ensure they are followed</p>			
10	Classrooms and teaching	Staff, pupils	Normal class numbers will result in larger potential spread of COVID 19 with social distancing impossible to maintain	<p>a) Class sizes remain at 30 per class</p> <p>b) Staff use cleaning resources to sanitise their rooms during the school day. A full room clean and sanitisation is carried out by Green Clean during their designated cleaning times</p> <p>c) Classes have been directed to continue to make use of the outside areas on school site for PE and outdoor learning lessons</p> <p>d) Pupils from different classes and different year groups are kept separate from each other each day</p> <p>e) Children 'without additional needs' from class bubbles do not mix with other bubbles</p> <p>f) Children with additional needs or who attend a specific intervention may be in the same room with children from another bubble as long as they are following strict hand and respiratory hygiene practices and socially distance within the space they use</p> <p>g) Year groups class staff will mostly remain with one class, but may enter another class base if they remain socially distanced from other staff and pupils within the class</p> <p>h) For non-class based staff, MDA's and staff who need to access children from different classes, maintain strict hand and respiratory hygiene routines and ensure resources and surfaces are sanitized in between uses</p> <p>i) During wet play at lunch time the MDS manages the need for MDA's to enter more than one class bubble, MDA's have a face visor covering available to them.</p>	2	1	L

				<p>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</p> <p>j) Specific staff limit the number of classes attended and manage their hygiene when entering more than one bubble and in situations where:</p> <ul style="list-style-type: none"> <li>a) SEN pupils need to access nurture bases as well as a class bubble during the day</li> <li>b) Intervention staff need to access children from various class bubbles during the school day</li> <li>c) Cover staff who may cover reduced portions of the day in different class spaces</li> </ul> <p>k) These specific staff observe strict hand and respiratory hygiene regimes before and after entering each class base</p> <p>l) They ensure that they maintain an appropriate social distance from the children</p> <p>m) Pupils use individual resources from their resource pack if needed during their intervention time</p> <p>n) Any shared space or shared equipment is disinfected between uses by the intervention staff</p> <p>o) All resources in each class that are used are to be cleaned or wiped at the end of each day</p> <p>p) Staff move from class to a class base using external doors where appropriate or limit their use of the corridor</p> <p>q) In all weathers whole class groups use external class doors to move to other areas of the site</p>			
11	Playground – mixing of year group pupils	Pupils	<p>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>	<p>a) Pupils remain in their class group during the day and kept separate from other groups. (except in the case of specific pupils with SEN or children attending intervention activities)</p> <p>b) For specialist teaching, intervention or access to sunshine, welcome or starlight nurture bases, children can leave their class bubble and be in a group with children from other bubbles. Social distancing alongside hand and respiratory hygiene practices are followed and surfaces and resources are cleaned in between pupil uses</p> <p>c) All Class teachers who have contact with parents where they may get closer than 2 metres with a visitor wear a visor or face covering when greeting parents at their designated playground or out of class collection points.</p> <p>d) Staff who are based inside a classroom or are exempt do not need to wear a face covering, staff do not need to wear a face covering during the day in class</p> <p>e) Support staff will also wear face coverings in areas of the school where social distancing isn't possible, such as at drop off and collection points. Any parents and visitors are asked to wear a face covering when arriving at the school reception and moving around the site, unless they're exempt from wearing one.</p> <p>f) Pupils will be supervised by class or midday staff to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>g) All shared rooms, that pupils access such as sport halls and dining areas, will be cleaned between each class group use.</p> <p>h) Pupil toilet areas will be monitored to avoid crowding. Children will be directed to use the area one at a time</p> <p>i) Child attending breakfast are placed in class bubbles in the hall so that class bubbles are established each day</p> <p>j) Children attending after school club are grouped in class bubbles,</p>	2	1	L



				<ul style="list-style-type: none"> <li>a) The playground has been zoned into 6 bubble areas to allow for class group social distancing during lunch break playtime</li> <li>b) Staff on duty to be extra vigilant of the pupils in their care and ensure that crossing of pupils is limited in all cases</li> <li>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.</li> </ul>			
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	<ul style="list-style-type: none"> <li>a) During lunch play ‘equipment free’ playground games are encouraged</li> <li>b) The adventure trail is cleaned in between class use, and is only used with supervising staff</li> </ul>	2	2	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	<ul style="list-style-type: none"> <li>a. Staff use Microsoft Teams, and Zoom for remote meetings</li> <li>b. Online safety tips and guidance are shared with staff and parents via Parent mail</li> <li>c. Staff who live with or care for critically vulnerable people may be asked to work from home if feasible for all or part of the day</li> <li>d. In the event of a rise in COVID cases vulnerable staff (those with suppressed immune systems, other underlying health conditions and pregnant women) will have an individual risk assessment of their needs, actions based on their needs will be put in place and shared with Senior leadership and the Office manager – if required a staff member may work from home for all or part of the day</li> <li>e. Some roles such as administrative roles may be conducive to home working and this is considered where feasible and appropriate in individual cases</li> </ul>	3	1	L
14	Staff attending hospital procedure appointments	Staff	Exposure to COVID symptomatic individuals	<ul style="list-style-type: none"> <li>a. Staff that have to attend planned hospital procedures are to inform the school and follow self-isolation guidance from the hospital.</li> <li>b. Staff returning to work post procedure are to be individual risk assessed based on the discharge advice from the hospital</li> <li>c.</li> </ul>	2	2	L
15	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) Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school have been placed in the safest possible on-site roles where it's possible to maintain social distancing. <a href="#">Individual risk assessments</a> have been carried out to support with this.</li> <li>c)</li> <li>d) SEND children are supported in the nurture bases or in class</li> <li>e) A risk assessment is carried out where necessary to identify the individual needs of pupils and staff who attend or work in school</li> <li>f) The DHT, SENCo and DSL regularly contact staff or families to update and revise plans in place in school</li> <li>g) The office have updated individual care plans for the pupils in school</li> <li>h) Staff care plans have been reviewed and updated where applicable and</li> <li>i) 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</li> </ul>	2	1	L



				setting, etc. The behaviour policy reflects changes that have been put in place as a result of COVID RA			
16	Transport into school	Staff, parents, pupils	Increased risk from other people on public transport spreading the disease	<p>a) Parents and pupils have been encouraged to walk or cycle into school, and have been asked to follow government guidance on wearing a face covering if they have to take public transport</p> <p>b) Staff who needs to take public transport have been referred to <a href="#">government guidance</a>. They have been reminded to wear a face covering while using public transport and have been asked to follow hand hygiene guidance once they have entered the site</p> <p>c) For sporting competition events where school transport (i.e. coach or minivans) is used only to carry pupils and where they do not mix with the general public the staff and pupils will:</p> <ul style="list-style-type: none"> <li>Follow hygiene rules using sanitizer on arrival at the venue and before leaving the venue and on arrival at school</li> <li>Not attend school if they or a member of their household are displaying coronavirus symptoms or have accessed testing</li> </ul> <p>d) When Parents/Carers drop off and pick they have been informed that</p> <ul style="list-style-type: none"> <li>1 adult from each family is requested on site</li> <li>They are expected to use the one-way track, and follow guidance from staff monitoring each exit</li> <li>Parents and staff that are present during drop off or pick up from outside of the classroom are expected to wear a face covering,</li> <li>Parents are discouraged from waiting for friends and family at the school gate, on the exit route or in the school reception foyer – unless they have a specific arrangement with staff</li> </ul> <p>e) Staff and pupils are not expected to wear face coverings when moving around areas within the school building or in the playground where there are no parents present.</p> <p>f) Anyone 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 double bagged nappy bag and placed in the designated bin.</p> <p>g) 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.</p> <p>h) 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 cease.</p>	2	1	L
17	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	<p>a) The fire Evacuation and Fire Drill procedures have been reviewed and a silent practice will take place in November 2020</p> <p>b) Staff and pupil have updated PEEP's</p>	2	2	L

18	Contractors and maintenance	Staff, pupils, contractor	Unsolicited visits could increase the risk of passing on Covid-19 around the school	<ul style="list-style-type: none"> <li>a) All works will be considered for whether they can be carried out, during an out of hours' time slot</li> <li>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.</li> <li>c) All contractors will be consulted the 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.</li> <li>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</li> <li>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</li> <li>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</li> </ul>	2	1	L
19	Communal and shared spaces or resources	Staff pupils	Increased risk from other people spreading the disease on surfaces or items	<ul style="list-style-type: none"> <li>a) The hall, dining areas and external sports facilities are the main areas that are used by distanced bubble groups of children</li> <li>b) There will be no large gatherings such as assemblies until further notice</li> <li>c) Class groups have staggered morning break daily kilometre a day access to the playground to control class bubbles mixing,</li> <li>d) During extra-curricular provision at breakfast club and after school club groups of pupils will be kept to class bubbles within the hall and Nursery space</li> <li>e) 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.</li> <li>f) 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</li> <li>g) In the office seating of more than 2 metres has been introduced</li> <li>h) 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</li> <li>i) No music activities including singing, chanting, playing wind instruments or shouting should take place inside. All sharing of wind instruments is not allowed</li> <li>j) Any percussion instrument will be cleaned down both before and after use.</li> <li>k) Staff use of staff rooms and offices is monitored, staff are encouraged to use a variety of areas to ensure the occupancy of each area is limited. Staff room, conference room, mezzanine balcony, classrooms, outside space</li> <li>l) All meetings including Staff meetings and INSET training to take place via Microsoft Teams</li> <li>m) 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</li> </ul>	2	1	L
20	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>• If a pupil or employee develops a high temperature or a persistent cough or loses their sense of taste or smell while at work, they will be sent home as soon and possible:</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> </ul>	3	3	M

			<ul style="list-style-type: none"> <li>• Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</li> <li>• If a symptomatic person 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, please see <a href="#">HIS Protocol for a person with COVID symptoms</a> for help with this.</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>• Tissues that have been coughed or sneezed into are double bagged using nappy bags and disposed of into a dedicated wheelie bin. Tissues along with any other waste from the clean up are to be held in a designated limited-access area for a minimum of 72 hrs before being placed into general waste for disposal</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 school will consider all circumstances and the latest public health advice when making this decision.</li> </ul> <p>Within school;</p> <ul style="list-style-type: none"> <li>• The designated Isolation Room is the Welcome Room –</li> <li>• Staff supporting pupils must be provided with PPE for dealing with pupils in close proximity - masks, shields, gloves and aprons</li> <li>• Staff dealing with personal care for a pupil with no COVID symptoms must wear gloves, if there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting staff should also wear an apron or and a face mask</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 outside space with a member of staff maintaining social distancing</li> <li>• Pupils must avoid touching anything</li> <li>• If the pupils 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> </ul>			
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				<ul style="list-style-type: none"> <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>A deep clean will take place in the areas that the symptomatic person has been in, and the PPE worn by the cleaning staff will be disposed of properly, following <a href="#">decontamination guidance</a>. Please refer to the HIS protocol</li> <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 email. <b>This email is for designated Education and Early Years Leaders to report positive COVID cases within their setting and any related enquiries.</b> A senior officer will prioritise a same day response to the enquiry when received during the hours of 8am and 5pm. The inbox will be monitored by Senior Managers from Public health, Education and Early Years. Please direct emails to <a href="mailto:sbceducationcovid@southend.gov.uk">sbceducationcovid@southend.gov.uk</a> If the enquiry is outside of these hours we will call 01702 215000 Option 3, to speak to the duty officer</li> <li>There is also a DfE helpline who can be contacted on <b>0800 046 8687</b> then select option 1 for advice. If necessary the call will be transferred to the <a href="#">local health protection team</a>, who'll carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious. The school will ask (using a template letter from the local health protection team) these people to self-isolate for <b>14 days</b> from the day they were last in close contact.</li> </ul> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>The pupils and staff in each group</li> <li>Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means either :</p> <ul style="list-style-type: none"> <li><b>Direct close contact</b> – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>Being coughed, sneezed, spat or vomited on,</li> <li>A face-to-face conversation, or</li> <li>Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li><b>Proximity contacts</b> – <ul style="list-style-type: none"> <li>extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>Travelling in a small car with an infected person</li> </ul> </li> <li>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</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>			
21	Reception and shared office spaces	Staff, parents, pupils, visitors	Infection of Covid-19 between people working in a small space with	<p>a) In offices and the conference room appropriate social distancing (1 mtr +) has been established where chosen seating spaces eliminate face to face seating, additional chairs have been removed from the staffroom to support this</p> <p>b) Sneeze screens have been installed in the school reception area</p>	2	1	L

			serious cases resulting in death	c) 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 d) Parents and practitioner are allowed to meet in the school reception seating area or in an office spaces where a 2 mtr distance can be maintained, paper towels, tissues, sanitizer and anti-bac wipes are available in each room to sanitize the space after the visit e) Visitors will be reminded not to attend if they have any symptoms, or have been in contact with anyone that has symptoms			
22	<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	Staff, pupils, parents , visitors	Infection of Covid-19 with serious cases resulting in death	a) Staff and pupils must follow government guidance of self-isolation b) Individual risk assessments (BAME, disability, young persons or new/expectant mothers) have been reviewed c) Senior leadership must maintain contact with line management and Human Resources (HR) and follow Trust policy/guidance. d) The school must continue to follow ongoing government guidance e) Staff must stay alert and inform SLT if they need to attend hospital or the GP for specific booked appointments. f) Staff must follow hospital guidance on self-isolation and inform senior leadership of how this may affect their attendance at school g) Where possible staff must access a remote appointment where available and phone NHS line (111) if further advice is required h) All staff should follow NHS hygiene measures at all times i) All staff must maintain appropriate hygiene and cleaning regime when in contact with all visitors to their homes following current government guidance j) All staff must make use of contactless delivery options where possible, they should not approach delivery staff, and should allow packages to be left on the doorstep k) 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>book a test if they or their child are displaying symptoms.</li> <li>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</li> <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>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>To continue following ongoing government guidance –</li> <li>The School has been provided with 10 emergency test kits by the Government</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 in different groups</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>	2	1	L
23	Introduction of Students and volunteers to the school site	Staff , pupils	Infection control regarding visitors to the school	All students and volunteers must <ul style="list-style-type: none"> <li>a. Have a school induction session highlighting the school health and safety, safeguarding and COVID risk assessment guidance</li> <li>b. Sign in each day at the school front office and complete a visitor declaration indicating their current COVID contact disclosure information</li> </ul>			

				<ul style="list-style-type: none"> <li>c. Follow school guidelines on hand and respiratory hygiene while in school</li> <li>d. Follow government guidance of wearing a face covering and following hand and respiratory hygiene practices outside of school</li> <li>e. follow government guidance self-isolation if they have come in to close contact with a symptomatic person</li> <li>f. not attend site if they or a person in their household has symptoms of COVID</li> <li>g. not attend site and inform the school if within the 48 hrs before last attending school they have been contacted as a close contact of a positive COVID case or a suspected symptomatic COVID case</li> </ul> <p>All students must not attend the site and need to;</p> <ul style="list-style-type: none"> <li>h. inform the school that they have developed COVID symptoms on the days after they last attended site</li> <li>i. inform the school that a person in their household has COVID symptoms</li> <li>j. inform the school that as soon as they find out that a person in their household is currently awaiting a test, or test results</li> <li>k. inform the school that a person in their household is self-isolating due to symptoms or being contacted as a close contact of someone with symptoms and follow guidance from the school about their own need to self-isolate.</li> </ul>			
24	Clinically vulnerable at school	Staff, pupils	Serious effects of Covid-19, which could result in hospitalisation and potential death	<ul style="list-style-type: none"> <li>a) The school is aware that all shielding has been paused from August 1<sup>st</sup> 2020, if there is an outbreak within the local area this pause may be stopped with the vulnerable or the clinically vulnerable asked to shield once more</li> <li>b) Vulnerable staff or pupils that have returned to school setting have a written individual PEEP or risk assessment where applicable</li> <li>c) Should staff or pupils fall into this category they must abide by appropriate social distancing procedures, changes to what they do during the school day are indicated in their risk assessments</li> <li>a) Vulnerable and critically vulnerable can attend the workplace setting, this includes any pregnant members of staff, <a href="#">click here</a> for link for pregnancy advice</li> <li>b) 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>c) Extremely vulnerable pupils or staff should only return to school if they have been medically cleared to do so, – individual risk assessments will updated and pupils RA's will be shared with all necessary departments</li> <li>d) If indicated additional training from medical professionals will be sourced to support class and related staff teams</li> </ul>	2	2	L
25	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	<ul style="list-style-type: none"> <li>a) Staff and pupils are inducted into the new changes as soon as they are applied in school, via parentmail, email or staff meeting</li> <li>b) Pupils are regularly reminded to maintain social distancing from other class groups until further relaxation of the government guidance is issued across class groups the children follow social distancing rules while they are at school.</li> <li>c) Pupils are reminded of the behaviour policy and expectations of their behaviour in school.</li> <li>d) The trust and schools continue to exercise their duty of care to their employees wellbeing and this extends to their mental health</li> <li>e) 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	1	L
26	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	<ul style="list-style-type: none"> <li>a) All leave is approved by a senior member of staff, monitoring the destinations that required quarantine on arrival back in the UK are monitored to ensure staff are abiding by the most recent government advice</li> </ul>	3	2	M

				b) Where an incident has occurred and staff are required to quarantine, school leaders consider, where possible, to temporarily amend working arrangement to enable staff to adapt working practices or work from home			
27	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	0	0	L
28	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	Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.  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	2	1	L
29	Contingency planning for outbreaks	Staff, pupils, parents	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	a) 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  b) 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.  c) The school will use Microsoft teams alongside online platforms to ensure that immediate remote education is possible if the local authority put a closure in place for a class, a year group or the whole school	2	2	L
30	Spreading infection due to excessive contact and mixing in meetings	Staff	The increased risk of having to self-isolate for 14 days if an outbreak occurs in the school	a) All Staff meetings will be conducted via TEAM. Other meetings with outside settings will be conducted by telephone or using video conferencing. This includes meetings with MAT staff, parents/carers, visitors and governors.  b) Where this isn't possible, the number of staff needing to attend the meeting will be considered and essential meetings will be conducted in a space that is large enough to allow for social distancing.	2	2	L
Completed by: D Morris				Position: Deputy Headteacher	Date: 28/10/2020		
Authorised by: L Clark				Position: Headteacher	Date: 28/10/2020		



### Action Plan

Name of Person Preparing the Plan: Debbie Morris						Date Plan Prepared: 28/10/2020 Reviewed : 29/10/2020		
			Revised Risk Rating			Person responsible	Target date	Completion date
No.	Short-term controls	Long-term controls	Severity 1-5	Likelihood 1-5	Risk Rating			
1	Ensure sufficient stock of cleaning materials is available in all appropriate school areas- soap, Milton tablets for spray bottles, paper towels	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	Ongoing	Ongoing weekly
2	Class group bubble information to be shared with wider school community, parents middays, site staff,	Continue with class bubbles in YG bubble until government guidance changes, revert back to ½ class model if second spike happens	2	1	L	SLT/ Office team	07/09/.2020	Ongoing
3	Daily review of staffing in the light of reported absences to ensure classes are fully covered each day	Ongoing daily review	2	2	L	SLT/ Office team	Ongoing daily	ongoing
4	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	Ongoing
5	Ensure all visitors coming on to site have been asked to ensure they 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	Ongoing
6	Monitor one way circuit around main entrance staff to be on call, stop and go to continue	Ongoing monitoring	3	2	L	SLT/ support staff	01/09/2020	Ongoing
7	Review the use of the library, how best to resume borrowing or use of library space	Library to be available for small group work for pupils books can be borrowed in monitored sets that are sanitized after class use	2	3	M	SLT. YGLs	28/10/2020	Ongoing
8	Arrange autumn term fire drill as a silent drill for individual classes Autumn 2	Teachers to practice with new classes in October	2	1	L	SLT	02/11/2020	All classes By 13 <sup>th</sup> Nov
9	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	Feb 2021
10	Ensure that all new students and volunteers are inducted regarding COVID awareness and contact disclosure information is source efficiently	Gradually introduce Students to the site and monitor their attendance	3	2	M	DHT/ Office team	Ongoing	Dec 2020
Authorised by: Debbie Morris			Position: Deputy Headteacher				Date: 28/10/2020	
Reviewed : Lisa Clark			Position: Headteacher				Date: 02/11/2020	

## 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.

#### Box 1 – Rate Severity

- 1. Minor injury** – Insignificant damage to property, equipment
- 2. Non reportable injury** – Minor loss of process, slight damage to property
- 3. Reportable injury** – Moderate loss of process, limited damage
- 4. Major injury, single fatality** – Critical loss of process/business
- 5. Multiple fatalities** – Catastrophic loss of business

#### Box 2 – Rate Likelihood

- 1.** Extremely unlikely
- 2.** Remote possibility
- 3.** Possible occurrence
- 4.** Will probably occur
- 5.** Almost certain

Likelihood	5	M	M	H	H	H
	4	L	M	M	H	H
	3	L	M	M	M	H
	2	L	L	M	M	M
	1	L	L	L	L	M
	0	1	2	3	4	5
Severity						

### 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