

Risk Assessment Coronavirus – COVID-19
For use by schools during reopening in the autumn term

Location / Site	Hollybrook Junior School
Activity / Procedure	Opening school in autumn term
Assessment date	4 th September 2020
Assessment serial number	04
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Southampton City Council/Borough of Bournemouth, Christchurch and Poole, Dorset, Portsmouth) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government's '<i>Stay Alert</i>' campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However, the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>	

Commented [NT1]: This should be the original date you wrote it. The review dates go at the end so it shows its one document from September.

Identify hazards	Record all hazards that are specific to this task
Lack of or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils or visitors do not follow guidance.	
Deliveries and waste collection means outside workers expose the school population to the virus.	
Contractors expose the school population to the virus.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Lack of knowledge of the NHS Test and Trace process.	
Lack of PPE (if required).	
Visitors not following the guidelines	

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Commented [NT2]: Highlight those or delete the No's but not to be blank

Existing control measures	List controls already in place to reduce risk from of injury
	Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).
	School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support, if this cannot be achieved then they will notify the HET immediately.
	The DSL must be available on site or via phone.
	No parent must enter the school buildings unless asked to do so or in the event of an emergency.
	Any pupils suspected of having a high temperature, should be also tested and sent home and follow the guidance.
	Remove or disable entry systems that require skin contact e.g. fingerprint scanners. Unless you ensure anyone using it wipes it after them with available wipes and ensure hand gel is available to use before use.
	All visitors and meetings will be cancelled or significantly reduced unless an emergency. Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout.
	Classrooms are organised so that pupils are positioned side by side and facing forwards. This includes on carpet spaces where possible.
	1-1 contact times should be reduced to avoid staff and pupils being less than 2 metres from each other. Where this is not possible staff and pupils should avoid close face to face contact and minimise time spent within 1 metre of anyone.
	Staff and pupils are placed in separate groups (or bubbles) which minimises contacts and mixing between people and reduces transmission of coronavirus across the school. Staff that move across classes, such as those teaching PPA and school leaders, will remain two metres from children and other adults in the group as much as possible. Exceptions will only be made if a child is unsafe or if learning is being hindered. In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact. (Staff moving across bubble may wish to wear visors to protect the bubble further)
	<ul style="list-style-type: none"> Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own.

Commented [NT3]: I would suggest if they are going across rooms then to protect the other staff & themselves masks are worn when entering another adults room.

<ul style="list-style-type: none"> • Any resources, such as PE equipment, that will need to be shared across bubbles, will be cleaned with disinfectant at the end of a lesson and left to dry. • Those staff who have returned from shielding will be allocated their own equipment for their bubble to prevent them handling equipment outside of their own environment. This includes outdoor equipment, subject specific equipment, general stock and library/reading books <p>Other:</p> <ul style="list-style-type: none"> - Stop hand shaking of pupils and visitors; - Do not use shared cups in class (e.g. using cups for water), replace with disposable cups; - Inform parents to ensure pupils have water bottles in school, rather than placing these in containers close together ensure they are separate on the side. Use disposable cups where you can. -ask parents to use plastic lunchboxes so these can be easily wiped down when they arrive in school -ensure pupils bring minimum equipment to school, by taking measures such as providing stationery in school -choirs and orchestras will not reconvene -peripatetic lessons for any wind instrument will be discussed with the provider to ensure that safety measures and meticulous cleaning of the room takes place between lessons. Where possible, wind instrument lessons will take place in an empty room with a hard floor that can be easily washed where possible
Any existing individual risk assessments (disability, young persons or new/expectant months) to be reviewed.
All staff are aware of what to do should they feel unwell, Notify SLT immediately if you feel unwell at any time during the day and follow guidance.
All staff in school are aware of what to do in the event of a fire and have had appropriate training.
Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.
SLT to ensure pupils with a Behavioural Risk Assessment have their 1-1 support where stated. Ensure an SEN risk assessment is updated for the child to help them adjust to any new expectations so they can continue with their learning.
School to liaise with their catering provider and notify the HET if school meals hot or cold are no longer available for staff and pupils.
As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work at all times. Medicines will be administered in the classroom where possible to prevent too many children coming to an office. Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate.
If a pupil becomes unwell with signs of coronavirus, PPE must be worn by staff caring for the pupil while they await collection if a distance of 2 meters cannot be maintained. Pupils will be moved to a space away from other pupils and a separate area to be allocated for use during that time. Schools will aim to secure three contact numbers for every child in case of this emergency
Staff members are aware of the NHS Test and Trace process and are ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they were to test positive for coronavirus, and self-isolate if they have been in close contact with someone who develops coronavirus.

Physical Activity

- physical activity is prioritised to outdoor sports where possible and large indoor spaces where not;
- maximising distance between pupils is particularly important due to the way people breath during exercise;
 - pupils are kept in consistent groups (bubbles);
 - sports equipment is thoroughly cleaned between each use by different individual groups by the class teacher who has finished using it;
 - contact sports are avoided.
- the school will closely follow England grassroots guidance.

Children will come into school in their PE kits to avoid the need for getting changed in school

Commented [NT4]: Who cleans it? Is this monitored?

School transport

- pupils where possible are grouped together on transport in the bubbles that are adopted within school;
- hand sanitiser is used upon boarding and/or disembarking of the vehicle;
- additional cleaning of the vehicle takes place;
- organised queuing and boarding is in place;
- distancing of occupants within vehicles should take place where possible;
- pupils over the age of 11 should use face coverings where appropriate i.e. if they come into very close contact with people of their group or who they do not normally meet.

Communication to parents

Children enter and leave at the start and end of the day through different doors

Yr 3 into hall and wait for corridor to clear and Yr 6 to go up

Yr 4 straight into class through back doors

Yr 5 up playground fire escape straight to class adult supervising up and down one at a time

Yr 6 in through fire exit and straight to class

Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.

Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). Drop off time will be 8:45am and collection 3:10pm.

Parents must follow the one way system around the school grounds and are asked to wear masks at all times while on site. SLT are on the gates at the beginning and end of the day to monitor this

Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).

All information needed to be given to parents must be done via text, email or phone call. A frame could be used and positioned by the main doors in use.

Commented [NT5]: Is this monitored? If so how and who does it?

Deliveries/Waste collection

If practicable drivers should wash or clean their hands before unloading goods and materials.

Do not approach delivery staff, allow packages to be left in a safe place.

Hands are to be thoroughly washed after handling all deliveries or waste materials.

Waste to bags and containers - to be kept closed.

Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).

Cleaning & Hygiene

Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.

A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.

Equipment that is shared across bubble must be cleaned meticulously before used by another set of children

Once products begin to run low, notify the estates officer (Graeme Staddon) who will ensure supplies from other schools are shared out/sourced.

Shut off all classrooms and areas that are not in use and ensure staff and pupils do not access the rooms/offices.

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed. If stocks are low, please contact the EO estates officer (Graeme Staddon)

Inform parents of hygiene expectations and discuss with pupils.

Clean surfaces that pupils and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

Ensure that all adults and pupils:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Ensure that bins for tissues are emptied throughout the day.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

Contractors

Only contractors carrying out essential maintenance and statutory testing deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene.

Staff and contractors are to maintain a safe distance between themselves and others (2 metres).

All contractors are to wash their hands upon entering the site.

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- wash hands on entry into individual work areas – or use alcohol-based hand sanitiser;
- repeat the hand washing/sanitising every hour.

The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

Existing level of risk	Consider current level of risk with existing controls in place
Due to the nature of the virus there will be a higher risk compared to other illnesses. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Louise Adams at the Hamwic Education Trust.	

Additional control measures	List any additional control measures that are required
There will be maximum of 4 staff seated in the staffroom only one person at a time to use the hot water facilities	
Staff to ensure that corridors are free when they move classes around the school – be punctual	
Year 3 staff to ensure class bubbles are kept separate in the hall at the start of the day	
Only 2 staff at a time to use the ladies toilet	
Only one member of staff to use the photocopying room at one time	
All staff to wear facemask when outside of their own classroom. This included collecting and releasing children	
Music lessons will be conducted in classrooms for the foreseeable future	
Movement of staff between bubbles will be limited as much as possible. Where movement is essential staff will be required to wear masks at all times when not in their class group bubble	
Staff meetings and morning briefings will be conducted via zoom for the foreseeable future	
Staff will be expected to be off the school site by 4:30	
Staff will be encouraged to take their PPA time at home. Staff that are in school for PPA will be expected to wear a mask and adhere to social distancing	
There will be no bubble assemblies for the foreseeable future	
Only one other member of staff may be in the school office in addition to the office staff at any time	
Staff asked to bring minimal belongings into school.	
Staff can use fridge and microwave	
Staff are asked to socially distance in the staff room – signage reminds them of this and chairs have been removed to encourage this further	
Clinically extremely vulnerable staff will have to work from home	

Commented [NT6]: Where do they eat? Is their distancing in the staffroom? Have chairs been removed to only allow a certain number of people to sit in the room.

Commented [NT7]: As per guidance its advised they do, if they want to come in a RA can be put in place do you have any?

Clinically extremely vulnerable children to discuss situation with school and follow guidance from medical professionals about attending school. If medical professionals agree child is in this category, child is not to attend school and school must provide for the child's education at home

Wrap around care to continue to ensure parents/carers can go to work

Packed lunches and hot meals will be eaten in the places indicated in the table below. Hot meals and school packed lunches will be delivered to the year group lunch rooms

Lunchtime staff will cover lunchtimes following the rota for eating and playtimes.

12:10 – 12:35				12:35 – 1:00			
Year group	Dinner lady	Where	Wet	Year group	Dinner lady	Where	Wet
3	Tracy / Androulla	Eat in class		3	Tracy / Androulla	Playground	In class Paula
4	Anna	Playground	In class Tracy	4	Anna	Eat in class	
5	Mel	Eat in hall		5	Mel	Playground	In class Mel and SLT
6	Harriet	Playground	In class Harriet and Androulla	6	Harriet	Eat in hall	

Staff will be moved to the staffroom so they have a safe place away from the children, although this will be carefully set out with chairs one metres apart and with controlled guidelines for making tea and eating.

Children eating hot meals in the hall will sit 3 to a table with children from just their class

Playtime areas will be contained to bubbles to reduce the crossing of areas. Each year group will be allocated half the playground and in class will then have half of that space to keep classes apart

	Monday	Tuesday	Wednesday	Thursday	Friday
3 and 6 10:15 – 10:30	Fam Harriet	Maria Anna T	Annette Anna B	Joe Kate	Lisa Lucy
4 and 5 10:45 - 11	Barbara Lisa	Emma Gina	Krista Tracy	Sarah Suzy	Josh Ali

Marcella – emergency cover

Outdoor area spaces will be:

Outdoor PE has been timetabled so that only one year group is outside per day

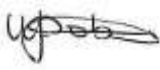
Staff and children code of conduct – Charters to be drawn up so all feel comfortable to point out something that may make them uncomfortable or to feel unsafe

All soft furnishing will be removed from classrooms as much as possible

All small toys that are difficult to clean will be removed or not used within the classrooms
All children to be provided with one pencil, one whiteboard pen, one whiteboard, a set of colouring pencils each and own books to record work in
Children can bring in book bag along with a coat and lunchbox
Staff meetings will be held in school halls and all staff will be socially distanced. When staff are expected to discuss all staff must be forward facing and stay 2m apart
Surgical mask should be worn instead of material ones where possible
<p>Medicines Epipens/inhalers and medication will be stored in each classroom in a clearly labelled box kept out of the way of pupils, so that the pupil won't have to leave the bubble.</p> <p>First Aid There are two types of first aid room across the schools - a room for possible coronavirus symptoms and a room for bumps/scrapes etc. Main office for bumps/scrapes and Medical room for possible coronavirus as it is a closed room with a door to limit any spreading of the virus. Accident reporting procedures remain the same. Low risk first aid equipment is available in each bubble group (e.g. sick bowls, plasters)</p>
<p>Fire All staff in school are aware of what to do in the event of a fire and have had appropriate training Fire drills will be practised straight away (as pupils may be in a new classroom and will need to know where to go)- this will be done without the main alarm having to be sounded at first. All staff to practice the evacuation and think about where they will stand outside Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.</p>
<p>Prevention is still the best approach:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p>



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School leader's comments	Insert comments relevant to findings as appropriate

Name of school leader	Signature of school leader	Date
Marcella Dobson		23/11/20

Commented [NT8]: Can this be signed please.

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
9 th November	Lisa Alderslade Marcella Dobson		
23 rd November	Lisa Alderslade Marcella Dobson		In light of positive case in a child

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SEVERITY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable – Monitor. See note 1 below.
Moderate Risk	Acceptable - subject to guidance. See note 2 below.
High Risk	Unacceptable. Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **'so far as is reasonable practical'**

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **'so far as is reasonable practicable'** and must be reduced to a minimum commensurate with the needs of the task.