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| **Risk** | **Covid 19.** Stockbridge Primary & Pre-School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements. This risk assessment references the following documents specifically:   1. Actions for childcare settings to prepare for wider opening from 1 June 2020 (12 May 2020) 2. Implementing protective measures in education and childcare settings (11 May 2020) 3. Closure of educational settings information for parent and carers 4. Our plan to rebuild; the UK government’s COVID-19 recovery strategy 5. Hampshire County Council’s ‘Discussion tool’; Strategic planning to support the recovery of schools – COVID19 pandemic 6. DFE Guidance for Full Opening: Schools 7 August 2020 7. New process for reporting +ve confirmed cases of COVID-19 in your setting – bulletin 18.09.20 8. New National restrictions from 5 November (online) |

| **What are the hazards?** | **Who might be harmed and how?** | **What are the control measures to limit the hazards?** |
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| *Site – to be read in conjunction with the site risk assessment – this risk assessment supercedes any conflicting measures* | | |
| 1. Children & parents all entering through 2 main entrances for an 8.50am start risk mixing and spreading virus. Unable to social distance. | Staff, students and parents | 1. Staggered start times for families to arrive on site, each within a 10 min window to avoid overlap thus limiting the no. of people on site at any one time 2. Begin school day earlier to allow for wider staggered start time   08:30 – 08:40 children with surnames A-G  08:40 – 08:50 children with surnames H-O  08:50 – 09:00 children with surnames O-Z  Same groupings but within a 5 min window for each group: 08:45, 08:50, 08:55 Define entrances to the school building that the children will use as a drop off and pick up point. These access points take children directly into the school building and, where possibly, directly into their classroom.  S&W – sliding door via the White Hart gate  RBr – Back door to classroom  Kimbridge – Old girl’s entrance by the scooter pod, directly into the cloakroom  Hbr – Back door to classroom  Mft – Main door  Fullerton – Hall door  Cfd – Main door  Fullerton no longer in existence but children still coming in through this door – AL to meet and greet them and their cloakroom to remain in the hall so that there is greater space in the cloakroom.   1. OLR gate and main door will need disinfecting in between each group using it – PG or EJ to be stationed at this entrance or can be held open by member of staff 2. Parents written to with the above information and requested to leave site on drop off to minimise the number of people on site 3. Doors to be secured to the main corridor from all points once time to let children in or out has passed – no doors should be left open which compromise security, even when ventilation is required. Children’s and adult’s safety comes first. |
| 1. Children all rushing in through one door, mixed with some parents and risk spreading virus and passing onto staff | Staff, students and parents | 1. Parents written to and explained about the drop off system as follows: 2. 2m barrier line/physical barrier in place in front of each door – parents not to cross. Person on top gate to stay back by green button rather than at the top of the steps as parents come to the gate to say goodbye. 3. Taping on floor every 2m from each barrier to allow parents and children a specific place to queue from therefore 1 child and parent near the door at any one time, child handed over to teacher on the door 4. Welcome activity available in the classroom for children to get on with whilst teacher is welcoming children in. |
| 1. Rush at the end of the day to collect – parents stood around chatting and close to one another ignoring 2m social distancing risks compromising preventative measures and mixing virus between ‘bubbles’ | Staff, students and parents | 1. Staggered pick up times from exits used in the same way as the entrance ie.   15.00-15.10 children with surnames A-G  15.10-15.20 children with surnames H-O  15.20-15.30 children with surnames O-Z  Same as morning groupings where the surname groups remain the same but timings are narrower; 15:15, 15:20, 15:25  As numbers are limited on site, all children now collected at 15:15.  S&W – sliding door via the White Hart gate  RBr – Back door to classroom  Kimbridge – Old girl’s entrance by the scooter pod, directly into the cloakroom  Hbr – Back door to classroom  Mft – Main door  Fullerton – Hall door  Cfd – Main door  Fullerton to leave via the main door with their respective classes – groupings should make this easier. Year 5 children to get their book bags and coats en masse at 15:10 and bring back to the class so that they are not crossing bubbles with Redbridge or Kimbridge who are at that end of the corridor at the end of the day.   1. OLR gate and main door will need disinfecting in between each group using it – DS or EJ to be stationed at this entrance or can be held open by member of staff 2. Queuing system to be used again on 2m taped lines on floor. 3. Doors to be secured to the main corridor from all points once time to let children in or out has passed – no doors should be left open which compromise security, even when ventilation is required. Children’s and adult’s safety comes first. 4. If the cloakroom area becomes too congested, Redbridge, Mft & Cfd to collect bags at timed intervals so that Kimbridge bubble can get out at the end of the day without crossing over bubbles. |
| 1. All children come back on the same day with new routines and are not all clear about their approach. Risks confusing parents and children and mixing and spreading virus   New children entering and joining bubbles at points other than the original dates set out here. Won’t know routines or approach. | Staff, students and parents | 1. Letter to parents sent to explain the routines in place and guidelines for children’s return to school (July 2020)   Reminder letter to go to parents just before term begins in January to remind them of the timings and restrictions.   1. Possible need to resend this to parents immediately before starting the new school year? 2. New Year R parents to have a home/school visit in the first 2 weeks of September where the routines will be explained to them   Home visits for pre-school children to be completed in school in the amphitheatre so that parents are not entering the setting, virus transmission reduced outside and staff and parents keep 2m social distance during the visit.   1. Adults (EJ, DS & UR-S) on gates to direct families in through the right way. This will become a feature of arrival and going home and there must be an adult on each gate, each day. |
| 1. Off site visits planned for the Autumn Term | Staff, pupils and parent s | Current advice is against domestic overnight visits  Non-overnight visits can be carried out with additional consideration to the   1. purpose of the visit, 2. if the learning can be achieved closer to home 3. If the children can be kept in their school group 4. If there are reassurances that the destination is COVID secure and that suitable measures are in place to protect children   Residential visits cancelled for this term. |
| 1. Breakfast club and ‘club house’ after school clubs available for all children from different classes | Staff and pupils | 1. Club house and breakfast club will both take place in the hall in an area that is designated for them 2. Where possible the children will be encouraged to be outside as much as possible 3. Children should limit the amount of ‘mixing’ with children from other classes where possible 4. Equipment and resources used should be exclusively for Breakfast and club house and should be cleaned frequently and meticulously and always between uses, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) 5. Children sat at different tables; KS1 on one table, KS2 on another to prevent mixing   Children sat at their bubbles tables at breakfast club and this practice expected for Clubhouse. If there are not enough tables, children should be separated across the table at either end.   1. After observing, changes made to way Clubhouse operates to ensure more limited mixing – see operational procedures. |
| *Classroom organisation – to be read in conjunction with individual classroom risk assessments – this risk assessment supercedes any conflicting measures* | | |
| 1. Children in groups of 30 exceed the Govt. number of children per group (no. 15) and risk rapid spread of virus. | Staff & students | 1. Reduce numbers to no more than 21 (a year group) plus 1 teacher and 1 LSA.   Upper school; Years 4, 5 & 6 to be one bubble but with limited mixing. Year 5 split into 2 groups in Cfd & Mft leading to classes of up to 30 in only 2 classes. Children to have their designated seat as per before Christmas and map made of classroom groupings with changes documented for each day.  During playtimes, children largely play in bubbles and if they do mi, playground tracking to be completed by children on their return to class (see appendix A). This will ease track and trace. |
| 1. Toilets are a pinch point where every child has to go during the day but bubbles will mix. | Staff & students & families | 1. Toilet cards – coloured for each bubble and 2 for the girls, 2 for the boys. When children go to the toilet, they take a bubble card and stick on the wall or door of the toilets that is corridor facing. If they see another colour or bubble other than theirs, they wait outside. Teachers to reinforce throughout the day. 2. Sinks installed in classrooms for handwashing so children should only need to be in the toilet when absolutely necessary. 3. Cleaner hours to be extended to allow for someone to clean after break. Children stick to main toilets – medical office to be used by any isolating child. |
| 1. Peripatetic music teachers, PPA cover teachers on site | Staff and students | 1. Peripatetic music teachers, supply teachers and PPA cover teachers need to follow all of the guidance in the school risk assessment but should ensure that they minimise contact and maintain as much distance as possible from other staff 2. They may wear a facemask if they feel this would offer some protection to others. Children will not be expected to wear a face mask 3. Only guitar teacher in but teaching outside and socially distanced. Under the station is the new location. 4. Cancelled Kev until outbreak is over. |
| 1. Music lessons in school, either peripatetic or as part of the broad and balanced curriculum | Staff and students | 1. There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. This risk can be reduced through physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. 2. Delay piano lessons which are 1:1 and in close proximity to each other until October half term – review then. Piano teacher and HT risk assessed her provision and for now, lessons will remain remote because contact would need to be too close (within the 1m social distancing rule) so until restrictions ease, she will teach remotely, out of school hours 3. Guitar lessons to begin on 14th Sept in groups of no more than 6 with Kev spaced from children where possible. Kev Rees, guitar teacher, can ensure groups keep bubble exclusivity and can remain socially distanced from children so lessons can begin on 16th September. 4. Only guitar teacher in but teaching outside and socially distanced. Under the station is the new location. 5. Cancelled Kev until outbreak is over. |
| 1. Children bring in objects from home: PE kits, teddies, toys for show and tell, bulky coats, book bags, many of which are fabric which may harbour virus for longer and bring germs from home. | Staff, students & parents | 1. School book bags will be stored in class, not in central areas. Large plastic boxes are available for this purpose. 2. Jumpers worn into school and kept in individual child’s trays so that they do not touch others. 3. Children’s transitional objects eg. a comfy may be brought in but immediately placed in a sealed container or zippy bag until the end of the morning. Containers and bags provided for each YR and Y1 bubble. This is clearly communicated to parents and children. 4. A comprehensive list of acceptable equipment sent to parents  * School book bag * Packed lunch box * PE kit * Sun hat and cream   Equipment provided by school for personal use – to be named clearly and kept in the classroom   * Water bottle * Pencil case * Waterproofs * Wellies  1. All equipment from home must be only used and accessed by that child, it is to be named and taken home at the end of the day (PE Kits to remain at school) 2. Transitional objects to be shared on Dojo limiting the number of things coming into school. Spare tubs are in the staff room if things are brought in. 3. Kit taken home over the holidays for thorough clean and from Monday 4th Jan, should not go home unless very wet and until Feb half term. |
| 1. Reading corners & books may carry virus and are passed and shared between homes and school. | Staff, parents, students and wider family members at home | 1. Book corners to be reinstated in classes for children to read 2. Reading books and library books can be taken home and shared – **quarantine on return using the 72 hour quarantine boxes – EJ to take sole charge of moving these on every day.** 3. Teachers now set up on Libresoft and all children scanned in. Bar code readers in each class so books can be returned to the quarantine boxes and then new, quarantined ones taken out from the stash in the corridor. 4. Library in hall re-established and quarantine boxes set up here too. Librarians manage this system and use gloves to move books between boxes. Wash hands immediately after touching books. Clear rota for each day so we can trace children who might have been in contact with books. |
| 1. Children play in sand. Sand cannot be sterilised | Staff, students | 1. No sand allowed in either of the Year R play areas or indoors or used for handwriting practice. 2. No use of sandpaper letters or numbers to teach formation 3. Sand can be used in each of the pre-school and Year R bubbles respectively as long as it is only children from those bubbles using it. 4. Large sandpit in pre-school out of use. |
| 1. Children play with playdough. This cannot be sterilised | Staff, students | 1. Playdough can be used in class/Pre-School but only when a child has their own individually named pot. They should work on the table surface and this should be thoroughly cleaned with wipes or spray after use, making sure that all remains of the playdough are collected up and put back in the pot. 2. If a group are working at a table, where possible, they should have a different colour than their neighbour so it’s easy to identify at clean up time. |
| 1. Use of laptops and tablets and cameras is shared. | Staff & Students | 1. Each week 2 classes have allocated ICT time – the laptops and tablets are for their use and can be stored in their classroom 2. The laptops and tablets must be wiped over and sprayed between uses 3. Once cleaned, returned to central storage to be used by others. 4. 5 laptops allocated to classrooms each day but then returned to the charging trolley cleaned at the end of the day. 5. Tablets and chromebooks given to families that request them should home learning be necessary. 6. If a child needs to borrow a notebook from school, their parents will be asked to sign a loan agreement and they will need to clean and spray it before returning. School will then quarantine the resource after use for 72hrs |
| 1. Practical resources are used by the wider group and therefore risk spreading virus | Staff & Students | 1. Limit access to shared resources where practicable eg. Pens, scissors, glue etc. 2. Provide individual pencil cases for each child with relevant resources already in them. 3. Where resources remain out, they should be capable of being sterilised by Milton tablets at least once per week or subject to dishwashing at over 60 degrees or machine washing at over 60 degrees. |
| 1. Children to remain in their ‘class bubbles’ and not to mix in larger groups | Staff & students | 1. No indoor whole school assemblies which require children to be sat in rows or close to each other. Outdoor assemblies used only when dry and groups can be socially distanced. 2. No whole school lunches; classes eat lunch in classrooms except for Year R and 1 who eat in the hall. 3. Buddy system not in use until further guidance. 4. At play & lunchtimes, children remain in their bubbles for play and for eating. They are brought into the hall in their bubble group and this bubble must have cleared the hall before another is allowed in. Time to wipe the serving surface down. 5. Year 5 children now remain in their class bubbles. Year 5/6 to eat FIRST 12.00noon onwards then Year 4/5 to eat from 12.30pm. This will fulfil the promise of children playing together but for a reduced time. |
| 1. Children move chairs and seats in the classroom according to groupings in different subjects | Staff & students | 1. Children all have their own named chair in the class and retain that chair even if they have to move around the room. 2. Tables and other surfaces wiped down if children are moving areas so that they arrive in a new area which is clean. Use hand sanitiser as they arrive at new seating area. 3. Staff take time to allocate seats on our return after January for Upper School. |
| *Staff wellbeing & workload – to be read in conjunction with stress risk assessment – this risk assessment supercedes any conflicting measures* | | |
| 1. Staff require 10% PPA time each week – this will require additional adults to cover classes and move between groups | Staff, students & families. | 1. Class LSAs to support in class cover to minimise the amount of movement between groups 2. Sports coach to cover PE element of PPA cover – separate risk assessment has been agreed between HT and Coach. 3. Staff who need to move between groups to cover PPA (CB, SP) eg should try and keep their distance from pupils and other staff where possible, ideally this will be 2 metres from other members of staff. 4. PPA can be taken at home as there may be nowhere to work in school which allows you to distance 2m from others 5. If using the ticket office, desk, chair and anything touched in the room should be wiped and sprayed down ready for use by next person. 6. Staff entering another bubble should endeavour to keep 2m social distance from the children. Children should be reminded of this when that member of staff starts working with them EACH TIME. 7. Timetable for PPA from January onwards puts LMc in 5 of 6 classes. SP in 2 classes (S&W & RBr) and JHa in 1 class – JHa has vulnerable criteria must does not meet critera for a VERA so this is a preventative measure. |
| 1. LMc in 5 of 6 classes | LMc, other children and staff in classes she works across | 1. Ventilation key in each class she works in – windows and doors must be open. 2. Option to wear a face shield or mask for LMc when working in class. 3. Tape an area at the front of each class for LMc to work within, children should not gather on the carpet when LMc is teaching or, where they do, they should be outside of the box for her to work in. 4. Resources given to children to handout or be on tables. 5. If there is any case of COVID or symptoms whilst LMc working with them, she too should isolate until results are known to restrict spread to others. |
| 1. Children returning from lockdown having had different experiences after a significant time away from school   There may be some degree of anxiety for children and parents | Staff, students & families. | 1. Children in the autumn term will be in single year groups of no more than 20 2. Each class to have an LSA to support learning 3. INSET days to deliver THRIVE training to all staff 4. The first 2 weeks of the autumn term to have a whole school topic to give opportunities for children to settle back into routines 5. Child who has returned with diabetes has their own kit that transfers between home and school each day. When using this, the member of staff will wear double gloves and encourage the child to handle it themselves with support available when they need it. 6. Children who are self-isolating because of a positive test, whilst they’re waiting for a test or if a member of their household has tested positive, should be planned for on a teacher’s daily plan and work set on Google classroom 7. In the event of a lockdown of a bubble or whole school, the HT and any teachers should, if at all possible, be visible on a zoom assembly or recorded video within 24hrs of shutdown to reassure children and calm anxiety. |
| 1. Classrooms will be used for lunch, staffroom use should be minimised and support staff are occasionally required to cover classes in the afternoon | staff | 1. Teaching Staff to ensure they have a break at lunchtime whilst MDSAs support lunch. 2. MDSAs to take a break after lunch 3. Lunchtimes for staff to be taken outside where possible or in classrooms leaving the staff room clear for those preparing lunch. 4. No sitting in the staff room 5. Chairs removed from staff room. 6. Only 3 people in the staff room maximum and one should be behind the island unit on the whiteboard side. Otherwise, only 2. 7. Staff room moved to the hall to allow social distancing for staff. Key electrical elements also moved but not cooker. Coats and bags to be kept in classrooms that the member of staff usually works in. 8. Photocopier moved to a more central location (hall or corridor) to alleviate pinch point in the admin corridor. Printer established for DS in the office and EJ in hers. |
| *PPE & Infection control – major linked document guiding risk assessment of this section is:* [*COVID-19: Implementing protective measures in education and childcare settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) | | |
| 1. Children mix and mingle at lunchtimes when they meet in the hall for lunch | Staff and students | 1. Students from years 2-6 to stay in their bubbles for lunch along with the member of staff who usually works in that bubble. Children in years R and 1 to eat in ‘shifts’ in the hall 2. Lunch bags to be carried to classes in a plastic box which can then be returned to the kitchen and sterilised. 3. Children should not go to the hatch to collect packed lunch, thus minimizing risk to SW who is in the clinically vulnerable category. 4. Children to have staggered lunchtimes to minimise the number of children at play at a time – see timetable on my wall in my office. Year 2 children come in a little earlier than Years 5 & 6 to get their lunch as soon as Year 1 are seated and eating. 5. Year R eat in hall at 12noon then Year 1 eat at 12.30pm so hall seating and tables can be cleaned. 6. Cfd and HBr eat at 12noon then Mft and KBr eat at 12.30pm. This breaks up numbers and demand on kitchen and queuing. 7. SW and KA to wear masks when serving as well as when working in the kitchen to reduce risk to themselves when serving multiple children. |
| 1. Staff meet in the staff room before and after school as well as in admin corridor. Space here is tight and cannot be guaranteed to be 2m socially distanced. | Staff | 1. Staff not to congregate in the staff room – if meeting then it should be in a classroom or outside eg. staff meetings The room should be ventilated as much as possible 2. Staff should be mindful of the protection of a bubble and not meet unnecessarily. 3. No more than 4 3 members of staff in the staff room at once and where possible, should be socially distanced – this means one person at a time at the work counter, 1 at the island area and 1 at the water cooler. 4. Only 1 person near the photocopier with a person allowed to go through this space to the toilet but not to linger in that space if there is another person there. 5. Photocopier to be moved to alleviate pinch point. 6. Restrictions on numbers in each room clearly demarcated on each doorway and rainbow tape on the floor as a reminder to not cross or at least to check. |
| 1. Children and staff bring in virus from home   DIRECT & INDIRECT TRANSMISSION | Staff, students, parents & visitors | 1. Automatic hand sanitisers at every door point and all users must use before entering the building. 2. Limited resources to be brought to school eg. laptop bags, bags with resources, especially cloth based bags, resources for learning, etc. **If brought in, they should be quarantined for 72hrs before use.** 3. School cleared of home resources prior to opening. 4. Following PHE advice, changes of uniform and clothing are not recommended for anyone outside NHS sector – if this changes, risk assessment changes. 5. Books should not be taken home for marking under any circumstance. 6. Children come to school in their PE kits ready for Monday PE. NO PE bags are therefore brought into school. |
| 1. Respiratory hygiene is poor eg. children and staff not covering mouths when coughing, sneezing and we are returning in prime hayfever season so all of this is higher risk as are breathing problems with high pollen counts.   DIRECT TRANSMISSION | Staff, students, parents & visitors | 1. Staff to promote and actively model the ‘Catch it, bin it, kill it’ method 2. Poster to be displayed around the school, in bathrooms, in classrooms and on playground. 3. ‘Clean me’ stations in each class with a dedicated space for hand sanitiser (80% proof), tissues and a pedal bin always in stock and cleaned down regularly. Staff to take joint responsibility with caretakers and cleaners to keep this topped up as they are likely to have more knowledge about what is running out. 4. Children will asthma have inhalers in medical bag on their classroom hook and to hand on the playground also. 5. Those with hayfever to take medication either over the counter or prescribed where appropriate. This to be self-administered but all parents reminded to do this with their children prior to coming in each day. 6. Face masks NOT to be worn in day to day situations as they increase the risk of fiddling with your face and may not be used appropriately. 7. Staff to wear face masks when greeting parents or visitors or meeting with them, even when outside. 8. Any parent meetings should happen outside and be only 1 parent from each family with no siblings around. 9. All staff to wear facemasks when in communal areas or when meeting if they cannot be sat 2m apart. |
| 1. Child needs personal care (in cases of illness or young age) which negates the 2m social distance rule significantly and puts member of staff and child at high risk.   DIRECT TRANSMISSION | Staff and students | 1. No child requiring routine day to day personal care is currently on roll so risk is low. 2. PPE kit in each bubble in case of this need will contain: non-contact thermometer, sterile face masks, aprons, gloves of various sizes, bin bags for double bagging any waste and disposable equipment. 3. Face shields available in case of splatter from bodily fluids as these protect a broader area of face. 4. If changing a child who has wet themselves, this should be done with full PPE including face shield because of the increase of bodily fluids. Where possible, children should do this independently. All PPE once used, should be double bagged and discarded in the PHE bin in the medical room. Children’s clothes should be double bagged if wet and sent home – store in the toilets until end of the day. At no point should this bag of wet clothes go into the main classroom. |
| 1. Child or member of staff becomes unwell with symptoms of COVID-19 or has a positive COVID-19 test | Staff and students | 1. Any member of the school population who has COVID-19 symptoms or who has had a positive test must self-isolate for 10 days and only return to school after this time only if they no longer have a high temperature, other symptoms may persist 2. Other members of their family must self-isolate for 14 days 3. If they have a positive test, those people who have been in close contact with the person who has tested positive will be sent home, to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:  * direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) * proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual * travelling in a small vehicle, like a car, with an infected person  1. HT to liaise with PHE using the most uptodate flowchart available on the COVID hub from Hampshire. |
| 1. Child or member of staff becomes unwell with symptoms of COVID-19 whilst still at school | Staff & students | 1. As soon as concerns begin, staff must wear PPE to protect themselves as above. PPE kits in each classroom. 2. Temperature taken immediately using the non-contact thermometers in each PPE kit bag. Recorded on symptoms sheet but it does not need to taken again as it is not seen to be a reliable method for identifying coronavirus. 3. Parents contacted and asked to collect child immediately. Required to test them at an approved COVID test centre or via a home testing kit. 4. Child isolated into ticket office which has been cleared of non-essential items. This includes pre-school children who will come into the ticket office with a named member of staff. PPE can be used from within the room and a box of age appropriate toys which can be sterilised can be left in the ticket office and cleaned after use. 5. One member of staff only to deal with them. This member of staff should not be someone who is in the clinically vulnerable category. 6. All surfaces the child or member of staff has touched thoroughly cleaned immediately. 7. If symptoms result in a negative test, child or member of staff can return to the setting and all isolation ends if they feel well enough, they could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. 8. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. 9. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. 10. NEW national system for reporting positive cases from 19.09.20 is to call the NHS on the DfE existing helpline of: 0800 046 8687 option 1. We will then follow risk assessments and guidance provided as a result of this phone call. Update flow chart available on COVID hub |
| 1. Two or more positive cases of COVID-19 are confirmed within 14 days | Staff, students, visitors, contractors and parents | 1. Two or more confirmed cases of COVID-19 in 14 days is considered an outbreak. In this situation the Health Protection Team will advise the school on the level of closure and isolation required. |
| 1. Ineffective hand hygiene leads to the spreading of the virus throughout the school. | Staff, students, visitors, contractors and parents | 1. Children & staff to sanitise hands on entry to school and wash hands when in school. 2. Handwashing to be done routinely when changing areas, before and after eating and play. 3. Handwashing songs and routines to become taught and embedded by children and staff in the day to day routine of the school. 4. Use of e-bug and PHE resources to teach effective hand hygiene part of RSHE curriculum and shared with children at least once a week both in school and online learning. 5. Sufficient anti-bac wash and soap in bathrooms 6. Hot water in each of the bubbles; hot water supply added to Redbridge, Clatford, Mottisfont and Horsebridge before reopening. 7. Young children must be supervised in the use of hand sanitiser to minimise the risk of ingestion. |
| 1. Staff or children who have underlying health conditions on the ‘clinically extremely vulnerable’ list or live with, in their immediate household, someone with these conditions ie. Someone who received a text or letter from the NHS. | Staff, students, parents & family members in the immediate household | 1. From 1st August shielding measures were paused. Staff or children who have been shielding can return to school and follow the guidelines on handwashing and social distancing 2. All staff completed a VERA (Vulnerable Employee Risk Assessment) and more detailed risk assessments undertaken if they are likely to fall into the vulnerable category and need to shield or isolate. 3. No member of staff has received an NHS letter to isolate. 4. KE has clinically vulnerable husband and herself has pneumonia. Work from home once well enough to for any period of lockdown. Sick note needs to be sought and then doctor visit to OK her back to work once we resume face to face learning after the national lockdown. OH referral where appropriate |
| 1. Pregnant members of staff | Staff | * 1. From 1st August shielding measures were paused and pregnant members of staff are able to return to school following guidance on handwashing and social distancing. Individual risk assessments for pregnant members of staff will be in place following the Management of Health and Safety at Work Regulations 1999 (MHSW).   AS FAR AS LEADERS ARE AWARE, THIS DOES NOT APPLY TO ANY CURRENT MEMBER OF STAFF. |
| 1. Based on knowledge of child’s situation or staff situation, we feel they may be at risk of not being tested even though symptoms are being displayed | Staff, children, families | 1. School can issue a test kit to the parent/carer of the child in accordance with guidance on DfE bulletin issue to schools on Thursday 27 August 2020. Specifically, test kits should only be offered in the exceptional circumstance that we believe a pupil or student may have barriers to accessing testing elsewhere. 2. Parents are asked to ensure their child is tested within 24hrs of being sent home and staff who have suspected COVID are asked to do the same within the same time period. 3. The ‘Priority postbox’ for posting home test kits is on Stockbridge High Street outside the old police station and outside the CO-OP. |
| *Cleaning regime & COSHH – to be read in conjunction with cleaning risk assessment and individual COSHH risk assessments – this risk assessment supercedes any conflicting measures* | | |
| 1. Shared equipment eg PE equipment and resources used at playtime | Staff and pupils | 1. PE equipment for PPA cover provided by sports coach. PE planned for Autumn term will use the minimum amount of equipment and any equipment used will be sterilised in Milton between classes using them 2. Resources that are shared between classes such as sports, art and science, games equipment should be cleaned frequently and meticulously and always between uses, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes. (This is particularly relevant for Breakfast club and after school club where children from different classes will be mixing) |
| 1. Cleaning will be required at unusual hours (ie. during school time) which may lie outside those normally worked by the cleaner and caretaker. | Caretaker, cleaner, staff and students | 1. Caretaker/Cleaner hours to be adjusted through until summer holidays beginning at 7.45am and remaining onsite until 11am. 2. Returning after 3pm to do a full school clean as usual. 3. Morning hours to take into account the arrival time for children in Years R, 1 & 6 who arrive through the main gate and this will require cleaning in between uses as will hand rails and gate latches. 4. Morning hours to also include a clean of toilets in between groups using them for breaktimes and after break so that it is ready for lunch. 5. PPE to be worn by cleaner during these times – apron and gloves and she is trained in how to wear and use these adhering to maximum safety guidance following her work in a care home – ie. changing after doing each of the toilets so as not to cross contaminate. 6. Additional cleaner advertised for Autumn start has started and there are now 2 evening cleaners which enables all of school to be thoroughly cleaned each day. 7. Enviroclean have been procured to spray school each month with long lasting effective chemicals that are safe but prevent COVID. |
| 1. General, more regular and specific cleaning of objects children have used in class will be required to keep on top of infection. | Caretaker, cleaner, staff and students | 1. Staff in class to train children to use their own equipment in pencil cases. 2. If requiring specific equipment for a task eg. paintbrushes, laptops, maths resources, then where practicable, these to be assigned to each child and then Milton-ed after use. 3. Support staff to undertake basic cleaning tasks in classrooms at the end of the day especially: 4. Crayons and felt pens, 5. Chairs 6. Tables 7. Laptops and tablets 8. Door handles 9. Clean me station 10. In Year R & pre-school, resource cleaning to be undertaken by staff and focus on the above with weekly sterilisation of all resources. 11. Books coming back in from home on the weekly swap are quarantined for 3 days before putting back in rotation. |
| 1. Children in Sprat & Winkle all use the same toilet. | Staff and students | 1. Cleaning bucket and PPE (gloves and bin bags) to be kept in the toilet area so it is to hand. 2. Sprayed with One Spray regularly throughout day. |
| 1. Staff toilet is only 1 toilet for all staff. Risk of spreading bubble germs. | Staff and students | 1. Staff use toilet as and when needed and wipes or spray and tissues on hand to clean it down and then dispose of in sanitary bin because this is more protected in terms of keeping germs in. 2. Pack of toilet wipes & gloves in toilet and toilet to be wiped down by each person using it after each use. 3. Medical room toilet is also designated for adults – same cleaning equipment in there. |
| 1. Children from different classes use the same toilets during the time they are in school (outside of break times when use can be more controlled) but if a child wants to go mid-lesson | Students | 1. Each class has a colour and there are 4 coloured cards in class; 2 for boys, 2 for girls. 2. When they want to use the toilet, child takes a coloured card and blu-tacks it onto the outside, corridor facing toilet door. If a child from another bubble goes to the toilet and there is a different coloured card on the door (meaning a child from another bubble is there), they have to wait until that person is out of the toilets – they should wait behind the line in the corridor to allow that person a 2m gap when leaving the bathroom. |
| 1. Cleaning by non-cleaners will require products and these may be touched by others | Staff | 1. Cleaning bucket given to each bubble with matching equipment. 2. New chemicals eg. diluted Zoflora, Dettol spray and Dettol All in One COSHH assessed and these assessments shared with staff so that they are used safely. 3. Cloths to be discarded after 1 use. 4. Gloves to be in buckets and replenished from medical room supplies when necessary by bubble staff. |
| *Visitors* | | |
| 1. Visitors enter the site at any time and may mix with children or staff in the office area. | Staff and students. | 1. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual and adhere to all safety measures on site. Masks may must be worn by visiting staff. 2. If a visitor turns up during the morning drop off, they are asked to come back to site after 9.30am – anyone calling to arrange a visit should be put off until after this time. 3. When a visitor signs in, they should sanitise their hands using the auto dispensers before entering the building, use the ipad and then the office staff wipe it clean using a wipe provided next to the ipad. 4. Visitor protocol in place for washing hands and checks on their health. 5. Warning signs on all entrances make clear that they should not enter if they have any symptoms. 6. Visitors or contractors may NOT enter the classrooms when children are in them and may NOT undertake works in areas where children will be due to visit eg, playground. Works to these areas, unless an emergency, will need to be carried out after 15:00. Where this is not possible, they should be clearly cordoned off so that they cannot mix with children or staff and therefore limit risk to others and themselves. 7. All visitors will complete a COVID visitor sheet, preferably prior to entering the site and will be required to wear masks as of 21.09.20. 8. Parents are unable to stay for stay and play or settling sessions or busy bees in pre-school under the new restrictions from 5 November. This remains in place from Jan 4th. |
| *Meeting statutory need – to be read in conjunction with the following policies and where this guidance is more rigorous or topical, it will supercede advice in the policy document:*   * *Child Protection* * *Safeguarding* * *First Aid and illness and first aid risk assessment* * *Administering medicines* * *Fire risk assessment* | | |
| 1. DSL or Deputy DSL not around to answer queries or report concerns to. | Staff and students. | 1. Must ensure at least one is on site at any given time. 2. The other must be contactable at all times. Poster in the staff toilet gives link to the Chair of Governors who can also take safeguarding concerns. 3. Staff can use CPOMS at any time to record but must adhere to the guidance set out in the Child Protection policy and in their training relating to quality of recording, deadlines for entry (ie. within 24hrs) and necessary follow up by themselves or a DSL. 4. 3 weekly meetings for DSLs ensure they meet regularly in the event that 1 is off, the others have knowledge of current concerns. |
| 1. Paediatric first aider on site at all times | Staff and students | 1. CK, SP, NH, SMc and CB are all Paed. 1st aid trained so at least one will be on site at all times 2. Early Years staff are both Paed, first aid trained and with their groups directly. 3. All other members of staff hold Schools’ first aid 4. LC holds Full first aid qualification. 5. Pre-School staff all Paed. 1st aid trained |
| 1. First aid will be needed for children who hurt themselves and we all use one central book to record and locate the red slips. | Staff and students | 1. Each class to have their own first aid recording folder and set of red slips and where possible, wristbands to administer. 2. EJ to check and monitor weekly. |
| 1. SENDCO is a statutory function. Will need 1 in or on hand. | Staff, students | 1. SENDCo given PPA time which can be taken in school, if needed or at home to get work done. |
| 1. When lining up for fire drill, children line up in year groups | Staff, students & visitors | 1. Children told to line up in year groups. 2. Marks provided on the ground to remind them where to line up. 3. Marks will be at least 2.5m apart so that the bubble protection remains intact. 4. Undertake a fire drill when all year groups are in to support children’s training in this and ensure they are prepared should there be a real life incident. 5. Clear waiting area for visitors and kitchen staff that is separate to the children. |
| 1. Children will have been at heightened risk of domestic violence, abuse and neglect during the period of lockdown | Staff, students | 1. Staff training in first week back to focus on signs and symptoms of domestic abuse and domestic violence and neglect. Reminders of how to deal with these situations and looking at case studies where indicators of this abuse is evident. 2. Planning and activities related to ‘here we are’ accommodates the time and approach required to encourage children to talk about their experiences within first 2 weeks back. |
| *Local lockdown* | | |
| 1. COVID cases rise in the local area and we are instructed to lockdown 2. Hampshire is in Tier 4 – very high risk | Staff and students, families and neighbours. | 1. Face masks to be worn by all adults in school in communal areas where social distancing cannot be safely managed, unless they meet the guidance on those who should not wear masks. 2. Staff directed, as of 4th Jan to wear masks in all communal areas other than when seated and eating snack or lunch or working in their own classroom – they may wear them in their classrooms if they choose. 3. Children may wear masks in school if they or their families believe that is right in their particular circumstance. 4. Google classroom to resume immediately if children sent home. The success of this will depend on teachers using Google classroom in normal term time to ensure children can log on and know their way around – including Year 1. 5. Key worker bubble system to work in same paired way as before where staff do 2 days on a 2 week rolling rota. EJ & KT not in that rota but in each day for leadership & KT overseeing Google classroom for teacher who is in teaching. Pre-school continues to function but respond to limited numbers with same priority as previously ie. older children and key workers have priority then down to youngest children. Pairs of staff and order to be:   WEEK 1: Chloe & Natalie then Sarah & Jo  WEEK 2: Laura & Amanda then Helen & Cat  WEEK 3: Kerry & Sarah Mc then Lois & Shayla  PRE-SCHOOL staff to be in as everyday.  Julie Hanham likely to have to isolate |

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| Risk Assessor | Signature | Date  29.05.2020 |
| Responsible Manager  Emma Jefferies | Signature | Date  29.08.20 |

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| **Date Reviewed** | **Signature** | **Role** |
| 29.08.2020 | Emma Jefferies  Karen Tregunna | Head  Deputy |
| 05.11.20 | Emma Jefferies | Head |
| 03.01.21 | Emma Jefferies | Head |