

**CORONAVIRUS OUTBREAK RISK ASSESSMENT 07.06.21
VERSION 30**

Our underlying principle is to endeavour to keep our pupils and their families, and the staff and their families safe and well.

This risk assessment has been reviewed and amended following the most up to date guidance provided by the DfE.

New information added since the previous version (29) has been underlined.

GENERAL INFORMATION

Health and safety of self, pupils and others is the responsibility of all staff. The following risk assessment contains actions and guidance but it remains staff's responsibility to act on these.

ALL STAFF MUST READ THIS RISK ASSESSMENT

Please see Appendix 1 for detailed information regarding hygiene, PPE and cleaning/sanitisation.

Please see Appendix 2 for actions to be taken in the event of a suspected or a confirmed case(s) of coronavirus.

Each school will operate as a whole school bubble. For the majority of the time pupils and staff will remain within their class/working groups; however, to enable each school to operate and function as close to normal as is possible, staff may be asked to work in different areas of the school during times of staff shortage.

There are a small number of staff who work across the federation. These staff must be vigilant in their cleaning and hygiene routines, and should limit their movement around each school. Where possible, staff will work half or whole days in each school.

Each class/area has a box of cleaning materials and each staff member has access to all PPE - aprons, gloves, face masks and a face visor.

Summary of Changes from Version 29:

1. Face masks and visors do not need to be worn around school or in classrooms (they need to be worn when collecting or taking pupils to transport).
2. Visitors are permitted as long as a face covering / appropriate PPE is worn by them.
3. Outreach visits can now take place as long as appropriate PPE is worn.
4. Pupils can move around the site independently, where appropriate.
5. Assemblies for key stages may resume with pupils sitting in their class groups socially distanced from another class.
6. Whole staff meetings can take place for less than 10 minutes with staff being a metre apart.
7. SLT meetings can take place face to face as long as two metre social distancing is in place.
8. Soft toys / furniture can be used in classrooms.
9. All pupils can go swimming at Heathfield.

If any part of this risk assessment is unclear or causes concern, please speak directly to Rachel Weldon.

Risk / Concern	Who?	Actions and System of Controls to Minimise Risk
The virus is a severe risk to our clinically extremely vulnerable pupils.	Pupils	Pupils attending have received at least their first dose of the vaccination or parents/carers have requested that their children are in school following discussions with medical professionals.
The virus is a severe risk to our clinically extremely vulnerable staff (those who have been shielding since January 2021).	Staff	Staff have received both vaccinations and are undertaking regular lateral flow tests. Where required, individual risk assessments have been written. Staff in this category will not be asked to work elsewhere other than in their immediate class.
<u>The virus is a risk to pregnant ladies who are over 28 weeks.</u>	<u>Staff</u>	<u>Anyone in this category are working at home.</u>

Potential Spread of the Virus, Including the New, More Transmissible Strain of the Virus

<p>General</p>	<p>All</p>	<p>In order to keep our federation community as safe as is possible, staff and families are expected to strictly adhere to the Government National restrictions when they are not in school.</p> <p>EHT is the named person for keeping abreast of all up to date developments and will act according to this guidance. The EHT can be contacted at any time (phone numbers given out previously). In the event of the EHT not being available/becomes ill, a deputy will be nominated.</p> <p>Should there be a CONFIRMED case of coronavirus a member of the Senior Leadership Team will ring PHE on 0344 225 3861 (0844 967 0082 out of hours). See Appendix 2 for further information and actions to take.</p> <p>Anyone with a persistent cough and/or high temperature and/or a loss of taste and smell must not attend school. This is a suspected case. They must notify a senior leader immediately and book a test. They should stay away for the specified isolation period if confirmed positive or until a negative result has been confirmed. See Appendix 2 for further information and actions to take.</p> <p>Anyone presenting in school with a persistent cough and/or high temperature and/or a loss of taste and smell must notify a senior leader immediately (or in the case of a pupil, a staff member will). They will be sent home immediately. This is a suspected case. In the case of a pupil or if staff member cannot take themselves home, they must be isolated in a ventilated room</p>
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	<p>until they are collected and this room and other areas must be thoroughly cleaned and fogged afterwards. Only one staff member should support the pupil/staff member and they must wear PPE as detailed in Appendix 1. See Appendix 2 for further information and actions to take.</p> <p>All staff and pupils to follow the hand washing/hygiene guidance (in Appendix 1). Where pupils cannot do this independently, they will be supported to do so.</p> <p>All staff and pupils to follow the PPE guidance (in Appendix 1). Apart from when working in classrooms, staff must keep a distance of two metres away from each other at all times.</p> <p><u>All staff must wear a face mask or face visor at the following times:</u></p> <ul style="list-style-type: none">• <u>when collecting from or taking pupils to transport</u> <p><u>Staff may wear a face mask or visor around school, in the classroom and when meeting/working with visitors if they wish.</u></p> <p>Where required, teachers should complete individual risk assessments for pupils whose behaviour poses a greater risk for managing infection control. This should be discussed with SLT in the first instance.</p> <p>Where possible, staff to avoid holding pupils' and students' hands and instead should use 'caring C's' to guide.</p> <p>Physical interventions can be used as a last resort; staff/pupil should wash their hands thoroughly for 20 seconds afterwards.</p>
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	<p><u>External visitors and parents and carers visits to the school are permitted but they must wear a face covering / appropriate PPE (if therapist/medical professional).</u></p> <p><u>The office must be alerted to any visitors to the site beforehand, including therapists/medical professionals where they are not routinely coming into school.</u></p> <p>A separate risk assessment has been written to manage visitors coming onto site and will be sent to them prior to the visit.</p> <p>School admin staff will sign visitors in and out (not the visitors themselves) and take a mobile number to enable track and trace.</p> <p><u>Conference calls and telephone calls can still be undertaken instead of face to face meetings eg annual review meetings.</u></p> <p>Where possible, all communication/forms should be electronic.</p> <p>Trips/community visits will not take place with the exception of St Francis pupils accessing The Nest at Heathfield.</p> <p><u>Outreach visits to other schools can take place as long as appropriate PPE is worn.</u></p> <p>Home visits will not take place.</p> <p>The Federation Site Manager is responsible for ensuring we have sufficient cleaning products, antibacterial wipes and hand sanitiser.</p>
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		<p>The schools are cleaned thoroughly each evening. In addition to this, the following areas are cleaned at lunchtime each day:</p> <ul style="list-style-type: none"> • staff and pupil toilets • hygiene rooms • staff rooms • highly used touch points <p>This will be undertaken by SLT in the absence of a daily cleaner.</p> <p>Each school has two disinfectant fogging machines, which can be used to sanitise specific and whole areas where required. In addition, a daily programme of fogging is in place. Only trained staff can use the fogging machines and full PPE must be worn, including goggles and specified face mask.</p> <p>Hand sanitising stations are strategically placed around both schools.</p> <p>Posters reminding about social distancing and hand sanitisation are strategically placed around both schools.</p> <p>Smaller rooms have a capacity limit displayed on the door. These numbers must be adhered to.</p> <p>ALL ROOMS MUST HAVE FRESH AIR VENTILATION; THEREFORE, A WINDOW(S) MUST BE OPEN AT ALL TIMES.</p>
Aerosol generated procedures (AGP)	Staff	<p>Pupils who have the need for procedures that are aerosol generating have a risk assessment written (please see separate risk assessment).</p> <p>Oral suction is not classed as an AGP (the most up to date Risk Assessment document produced by NHS Solent Trust dated January 2018 and circulated 29.7.2020) states that, '<i>Children requiring Oral</i></p>

		<p><i>suction reassessed as non-AGP'</i>); therefore, this can be performed by staff wearing appropriate PPE (see Appendix 1).</p> <p>Deep suction or the cleaning/changing of a tracheostomy will not be undertaken by school staff.</p>
<p>Movement around the site</p>	<p>All</p>	<p><u>Staff must use hand gel on arrival.</u> Care must be taken when using cards/fobs to gain entry not to touch the electronic reader. At St Francis all staff must sign in and out using their own pen. PENS MUST NOT BE LEFT FOR OTHERS TO USE.</p> <p>Movement around the school site should be kept to a minimum and staff and pupils should remain within their classes/working groups as much as is possible.</p> <p><u>Apart from when working in classrooms, staff should try keep a distance of two metres away from each other at all times.</u></p> <p><u>All staff must wear a face mask or face visor at the following times:</u></p> <ul style="list-style-type: none"> • <u>when collecting from or taking pupils to transport</u> <p>Students in JCH and the new mobile at St Francis will use the ramp to access the building.</p> <p><u>Key Stage assemblies only will take place with pupils sitting in their class groups socially distanced from another class.</u></p> <p><u>Staff meetings can take place. Staff should try to be two metres apart if meeting for more than 10 minutes. This does not apply to class team meetings.</u></p>

		<p><u>Whole school meetings can take place for no more than 10 minutes. Staff must be at least one metre apart.</u></p> <p>No parents, carers and escorts to be allowed on site at the beginning and end of the school day (they must wait outside). Staff will meet at and take pupils to their cars/taxis/minibuses or parents/carers. As much as is possible, class staff should only collect the pupils in their classes.</p> <p>If a parent or carer needs to get out of their car or is picking their child up in person, a face mask or face visor must be worn by them.</p> <p>Drop offs and pickups have been staggered. Staff will manage the flow of traffic at either ends of the day. All vehicles must queue and wait to be directed by staff members. Times:</p> <ul style="list-style-type: none"> • Taxis/minibuses – arrival normal school time (Heathfield – 9.15am; St Francis – 9.00am) and pick up 15 minutes early (Heathfield – 3.00pm; St Francis 2.45pm). • Parents/carers – arrival 15 minutes later (Heathfield – 9.30am; St Francis – 9.15am) and pick up normal time (Heathfield – 3.15pm; St Francis – 3.00pm). <p>Staff must sanitise their hands after escorting each pupil into school.</p> <p>Handles of pupils’ wheelchairs must be sanitised once in class.</p>
Classroom arrangements	All	<p>Classes will operate with the same pupils and staff as much as is possible.</p> <p>Staff may wear a face mask or visor in the classroom, if they wish.</p>

		<p>Pupils to sit away from each other, where possible, with furniture being arranged to support this.</p> <p>All classrooms are provided with a box of cleaning and hygiene products, which must be stored safely and away from pupils.</p> <p>Clean all resources when moving them between pupils e.g. puzzles, books, communication boards, symbols etc.</p> <p>The computer(s) and telephone must be wiped between uses.</p> <p>Walkie talkies must be wiped between uses.</p>
Snack time	All	<p>Pupils to remain in their allocated class for snack time.</p> <p>All pupils and staff must wash hands before and after food and drink is consumed as per the guidance.</p> <p>Tables must be wiped using antibacterial cleaner before and after food and drink are consumed.</p> <p>Snack to be brought to the pupils allowing them to remain seated.</p> <p>Pupils needing support with feeding, see guidance on PPE.</p> <p>Staff to collect rubbish, cups etc. allowing pupils to remain seated.</p> <p>Staff to wash up ensuring cups etc are cleaned thoroughly.</p>

Lunchtime	All	<p>Pupils to remain in their allocated class for lunch.</p> <p>All pupils and staff must wash hands before and after food and drink is consumed as per the guidance.</p> <p>Tables must be wiped using antibacterial cleaner before and after food and drink are consumed.</p> <p>Pupils needing support with feeding, see guidance on PPE.</p> <p>Lunch to be brought to the pupils allowing them to remain seated.</p> <p>Staff to collect rubbish, cutlery etc allowing pupils to remain seated.</p> <p>All dinner crockery and cutlery etc to be taken back to the kitchen to ensure it is cleaned thoroughly.</p>
Use of specialist rooms/areas e.g, soft play, multi-sensory rooms, ICT suites.	All	<p><u>Specialist rooms are used for emergencies or for identified pupils following a discussion with SLT.</u> If they are used staff should alert SLT/site staff who will ensure a thorough clean and/or fogging is undertaken.</p> <p>Make use of outside spaces if a 'time out' space is required.</p>
Swimming / hydrotherapy	All	Swimming for all pupils at Heathfield can resume (in class bubbles only).

		<u>Hydrotherapy at St Francis will not take place. Plans will be put in place to resume in September 2021. Parents and carers have been notified via a letter.</u>
Staff room	Staff	<p>Staff rooms have been identified as follows:</p> <p>Heathfield (three rotations over lunch)</p> <ul style="list-style-type: none"> • Main staff room – 6 places • Children’s kitchen – 4 places • The hall <p>St Francis (two rotations over lunch):</p> <ul style="list-style-type: none"> • Main staff room – 8 places • The hall <p>The capacity numbers for each room must be adhered to.</p> <p>Each staff room is provided with cleaning and hygiene products.</p> <p>All staff must sanitise or wash their hands before entering and on leaving the staff room.</p> <p>Staff to take responsibility for social distancing when accessing the staff room and must sit at least two metres apart. Face masks and face visors do not need to be worn when eating and drinking.</p> <p>Staff to clean down afterwards any areas used.</p>
Staff work room	Staff	<p>This room will be used for photocopying, essential phone calls and for teachers’ PPA. At St Francis two and at Heathfield four staff members can work in this room at any one time. Staff must be two metres apart at all times.</p>

		<p>Close proximity face to face conversation must not take place.</p> <p>Lunches must not be eaten in these rooms.</p> <p>Computers must be thoroughly sanitised before and after use and ideally, staff should use own laptops (teachers) or classroom computers where possible.</p> <p>The telephone should be wiped down before and after use with antibacterial wipes provided.</p> <p>Additional computers will be set up in specified areas for staff to use, if required. These must be fully sanitised before and after each use.</p> <p>Staff must use hand sanitiser before using the photocopier.</p>
Main offices	All	<p>A Perspex screen is in place between the office and the entrance (instead of having the sliding glass window open or closed). No pupils to go into the offices.</p> <p>Staff should avoid entering the office, where possible. If this cannot be avoided only one staff member to go into the office at a time i.e. no more than two people in the office. Social distancing of two metres must be adhered to. Heathfield's office must not be used as a cut through.</p> <p>Walkie talkies and telephones must be wiped between uses (if shared).</p>

		<p>At St Francis all admin forms such as time sheets, incident forms, leave of absence forms etc to be submitted electronically. (Heathfield continue as current but use electronic where possible).</p> <p>Where possible, all money, including dinner money for staff and pupils, must be in a cheque or notes only. Any money coming into school will not be touched for 48 hours.</p> <p>Petty cash will be managed by the Federation Business Manager or the Federation Finance Assistant only.</p> <p>Class registers will be taken in the morning with the office completing the lunchtime register. Any attendance changes throughout the day must be given to the office by 1.00pm. Registers will be in plastic wallets and class staff need to collect them on their way in, in the morning. The office receptionists will come to classrooms (leave outside) to collect all registers. The plastic wallets need to be sanitised daily.</p>
Use of photocopiers	Staff	<p>One staff member at a time using the photocopier and if waiting, maintain social distance of two metres.</p> <p>Staff must use hand sanitiser before using the photocopier.</p>
Playtime/breaks and time on the playground/outside spaces	All	<p>Play times to be staggered; TLR leaders to arrange this for their phases if required.</p> <p>If any pupils use the equipment e.g. swings, bikes and scooters they must be wiped down using antibacterial wipes before another pupil uses them.</p>

		<p>Pupils to be encouraged to socially distance with staff support, where appropriate/possible.</p> <p>All pupils and staff to wash their hands on returning to their class base.</p> <p>In the event of wet play pupils to remain within their class base.</p>
Rapid lateral flow testing for Covid-19 (optional)	All staff	<p>Staff are undertaking twice weekly home lateral flow testing. These are asymptomatic tests.</p> <p>Staff have been provided with all required information, including a GDPR notice and how to self-administer the test.</p> <p>Test are administered at home and staff are responsible for logging the results on the NHS site and for notifying the school.</p> <p>If a positive test result is received, the staff member must not come into school and must organise a PCR test. They must then isolate for the specified time.</p>
Covid-19 Vaccinations	All staff	<p>Staff have been offered left over vaccinations at nearby vaccinations centres.</p> <p><u>To date 134 (92%) staff have had the vaccination across the federation – this is all staff that want it.</u></p> <p>The EHT maintains a comprehensive list.</p> <p>STAFF MUST CONTINUE TO FOLLOW THE MEASURES IN THIS RISK ASSESSMENT IRRESPECTIVE OF HAVING HAD THE VACCINATION.</p>

Staffing		
Managing with reduced staffing levels should staff become ill or have to isolate	All	<p>99% of staff are available to work in school.</p> <p>Staff must follow the usual protocol for managing absence from school. The reason for not attending needs to be clear i.e.:</p> <ul style="list-style-type: none"> • you are ill (please give specific reason and timescale if you can); • someone in your household has coronavirus symptoms so you need to self-isolate for the specified time (until clarification received following a test); • you have been directed to isolate by track and trace; • other (please be specific as to what this is). <p>Should overall staffing levels reduce to a point at which we are unsafe due to illness or having to isolate, as a last resort, the EHT will make the decision to reduce pupil numbers (criteria for places will be pupils who have parents who are critical workers or pupils who are deemed to be vulnerable) or close classes.</p>
Managing with reduced senior leaders should they become ill or have to isolate	Senior Leaders	<p>Senior leaders will work in separate offices as much as is possible.</p> <p><u>Senior leader meetings can take place as long as staff sit at a distance of two metres from each other.</u></p> <p>Staff members must be two metres away when talking to a senior leader (as with all staff).</p>

Quality of Provision, School Improvement and Remote Learning		
Impact on the quality of provision, school improvement and remote learning	Staff	<p>All staff must be able to access their work email and must check them regularly, at least once a day.</p> <p>Staff working at home and/or isolating will be given specific tasks to complete. It is staff's responsibility to liaise regularly with their direct line manager to ensure sufficient work is provided.</p> <p>School improvement priorities and statutory requirements have been allocated to SLT.</p> <p>Remote learning will be offered to any pupils who have to isolate or whose class has had to close or reduce its numbers.</p> <p>A Remote Learning Policy and has been written and shared with Governors and teachers, which outlines expectations for remote learning.</p> <p>A Remote Learning Information Guide for parents and carers has been published on the website.</p> <p>New technologies to support remote learning have been set up (Google Classroom).</p> <p>IT equipment can be distributed to identified families to support remote learning.</p>
Well-Being		
Pupils and their families	All	Parents and carers will be kept fully informed of any confirmed cases of the virus.

	<p>An individual risk assessment has been written for each pupil, which can be used to prioritise provision if pupil numbers need to reduce due to staff shortages.</p> <p>Teachers and/or pastoral staff will phone families at least once a week if their children are isolating or not in school due to staff shortages and will write brief notes of the conversations (held centrally for SLT to check). Where appropriate, staff will also speak to the pupils.</p> <p>Information, including well-being information, is updated regularly on the schools' websites.</p> <p>A fortnightly federation newsletter is written containing positive information for parents/carers and pupils.</p> <p>Parents and carers are encouraged to phone into school if they are worried, concerned or simply want to talk to someone.</p> <p>SLT discuss vulnerable children and families in their regular meetings and allocate additional support, where required.</p> <p>School is able to arrange for additional food parcels to be delivered to families via a local charity (Jacob's Well). Staff should alert SLT if they feel a family would benefit from this.</p> <p>A small discretionary grant (Winter Covid grant) has been used to support families in need. The EHT made decisions on how this was distributed following discussions with staff/SLT.</p>
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		<p><u>Food vouchers are sent to eligible families in school holiday periods.</u></p> <p>CPOMS continues to be used as the method by which we record and share safeguarding concerns. These are read daily by the safeguarding leads and appropriate action taken.</p>
Staff	Staff	<p>The EHT has overall responsibility for staff well-being.</p> <p>A Governor has been nominated to oversee staff well-being.</p> <p>SLT discuss staff well-being in their regular meetings and allocate additional support, where required.</p> <p>Should it be required, all staff can access support and counselling via the OH Service Level Agreement. An information leaflet has been sent to all staff, which includes the contact details.</p> <p>Email cessation is in place for all weekends to allow staff to have a break from work and to spend quality time with their families.</p> <p>Staff should be mindful of the time they come in and leave work to ensure they maintain a healthy work/life balance.</p>

Rachel Weldon 27.05.21

REW 27.05.21

APPENDIX 1

Hand Hygiene Guidance for Pupils and Staff

Hands free hand sanitisers are placed around the school for ease.

Hands can be washed in either hot or cold soapy water; both are equally effective.

When	What
On arrival to school	Use hand sanitiser station in reception (and JCH at St Francis) Wash hands when in allocated class using soapy water for 20 seconds
Mid-morning break	Before eating snack wash hands using soapy water for 20 seconds After eating snack wash hands using soapy water for 20 seconds
Lunchtime	Before eating lunch wash hands using soapy water for 20 seconds After eating lunch wash hands using soapy water for 20 seconds
Lunchtime, coming in from play	On arrival in allocated class wash hands using soapy water for 20 seconds
At the end of the school day	Wash hands using soapy water for 20 seconds

If a child coughs or sneezes practise the 'Catch it, Bin it, Kill it' protocol. Wipe down the nearby surfaces and ensure they wash their hands. Nearby pupils could use hand sanitiser if necessary.

Use of PPE Guidance for Staff

All staff members have access to the full range of PPE and are provided with their own visor. Staff are responsible for cleaning/wiping the visor with antibacterial wipes and/or spray after each wearing.

Aprons, gloves and disposable face masks need to be disposed of in yellow bags after each use, and placed in the bins in the hygiene rooms.

Context / activity	PPE required
Collecting and taking pupils to transport	<ul style="list-style-type: none"> • Face visor or fabric / disposable face mask
Supporting a suspected case in school	<ul style="list-style-type: none"> • Disposable gloves • Disposable apron • Face Visor and disposable face mask
Personal care	<ul style="list-style-type: none"> • Disposable gloves • PVC Apron where required • Disposable apron • Face visor or disposable face mask (both if required)
Administering medicines/liquids via gastrostomy	<ul style="list-style-type: none"> • Disposable gloves • PVC Apron where required • Disposable apron • Face visor or fabric / disposable face mask
Undertaking oral only suction (each pupil has a risk assessment)	<ul style="list-style-type: none"> • Disposable gloves • PVC Apron where required • Disposable apron • Face visor and disposable face mask
Feeding a pupil orally	<ul style="list-style-type: none"> • Disposable gloves • PVC Apron where required • Disposable apron • Face visor or disposable face mask (both if required)
Wiping a pupils nose/supporting	<ul style="list-style-type: none"> • Disposable gloves • PVC Apron where required • Disposable apron

cleaning of saliva/bodily fluids	<ul style="list-style-type: none"> • Face visor or disposable face mask (both if required)
Using the disinfectant fogging machine	<ul style="list-style-type: none"> • Specialist face mask • Goggles • Hazmat suit

Cleaning / Sanitisation Kits for Classrooms / Rooms (please replace on a Friday ready for the following week)

Each kit contains:

- Antibacterial wipes
- Disposable gloves
- Antibacterial spray
- Paper towels
- Face masks
- Aprons

These are placed in all used classrooms, the main office and medical rooms.

The staffroom contains:

- Antibacterial wipes
- Disposable gloves
- Antibacterial spray
- Paper towels

Hand sanitiser is placed near to each photocopier.

Antibacterial wipes are placed next to the phones that are used by a range of people.

APPENDIX 2 (NB: isolation periods have reduced to 10 days. Document amended by REW)

**PHE South East Health Protection Team:
Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings**

Version 4.1 Date 23/9/2020

****Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces.****

- To notify of 2+ confirmed cases or for advice about a potential outbreak situation, call **Hampshire & Isle of Wight Health Protection Team (HPT) on 0344 225 3861** (0844 967 0082 out of hours). If the matter is not urgent you can email HIOW@phe.gov.uk
- For general queries about COVID-19 in educational settings, or to notify of a single confirmed case, contact the **DfE Helpline on 0800 046 8687** (option 1 for confirmed cases). The line is open Monday-Friday 8am-6pm and Saturday-Sunday 10am-4pm.
- For detailed COVID-19 guidance for educational settings, see www.gov.uk/coronavirus/education-and-childcare
- To book a coronavirus test, see www.nhs.uk/ask-for-a-coronavirus-test (call 119 if you don't have internet access)

