

## CORONAVIRUS OUTBREAK RISK ASSESSMENT 08.09.20 VERSION 15

This risk assessment is based on the most up to date Government and Public Health England guidance, and will be amended accordingly.

### 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.

**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 confirmed case(s) of coronavirus.**

Each school will operate as a whole school bubble. This will enable each school to operate and function as close to normal as is possible; however, for the vast majority of the time pupils and staff will remain within their class/working groups. 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.

Each class has a box of cleaning materials and each staff member will have access to aprons, gloves, face masks and a face visor. We are following the Government guidance below regarding PPE in school settings (taken from Safe Working in Education, Childcare and Children's Social Care Settings, Including the Use of Personal Protective Equipment (PPE), Updated 21 July 2020):

*Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.*

*PPE is only needed in a very small number of cases if:*

- an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained;*
- a child, young person or learner already has routine intimate care needs that involve the use of PPE.*

As such, aside from if a pupil or staff member becomes unwell with symptoms of coronavirus, full PPE is only required for intimate care, feeding and giving medication to pupils. However, each staff member will have their own face visor that they can use at other times if they need to. It is staff's responsibility to keep this clean and sanitised and they should not be shared with other people.

Pupils will not be asked to wear PPE.

New information has been underlined.

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

Risk / Concern	Who?	Actions to Minimise Risk
Potential spread of the virus – general	All	<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><b>Should there be a suspected or confirmed case of coronavirus the PHE Guidance for Childcare and Educational Settings in the Management of Covid-19 will be followed. See Appendix 2.</b></p> <p>Anyone with a persistent cough and/or high temperature and/or a loss of taste and smell should not attend school, and should stay away for the specified isolation time. <b>The above document will be referred and adhered to.</b></p> <p>Anyone presenting with a persistent cough and/or high temperature and/or a loss of taste and smell will be sent home immediately. They need to be isolated in a ventilated room until</p>

	<p>they are collected and this room and other areas be thoroughly cleaned. One staff member should support this pupil/staff member and wear PPE as described above. <b>The above document will be referred and adhered to.</b></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).</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> <p>External visitors to the school will be limited to those deemed as necessary, such as parent/carer meetings, social worker visits etc (a separate risk assessment has been written to manage visitors coming onto site). 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>Where required, conference calls and telephone calls can be undertaken instead of face to face meetings.</p>
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		<p>No trips/community visits will take place.</p> <p>No outreach visits to other schools will take place (meetings can take place via conference calls) with the exception of the ongoing support being provided by SB to Waterloo School.</p> <p>No home visits will take place.</p> <p>Hydro and swimming will not take place.</p> <p>The schools have been deep cleaned during the summer holiday.</p> <p>The schools are cleaned thoroughly each evening. In addition to this, the following areas will be cleaned at lunchtime each day:</p> <ul style="list-style-type: none"> <li>• staff and pupil toilets</li> <li>• hygiene rooms</li> <li>• staff rooms</li> <li>• highly used touch points</li> </ul> <p>Each school has two disinfectant fogging machines, which can be used to sanitise specific and whole areas where required. These are to be operated by site staff initially.</p>
<p>Potential spread of the virus – aerosol generated procedures (AGP)</p>	<p>Staff</p>	<p>All pupils are entitled to return to school.</p> <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</p>

		<p>2018 and circulated 29.7.2020) states that, '<i>Children requiring Oral 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>Potential spread of the virus – movement around the site</p>	<p>All</p>	<p>Other than site staff, all staff must enter the school building by the front door to enable hand gel to be used immediately. 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.</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>If a pupil requires to move around the school site, they will be accompanied by an adult. Hand washing/hygiene guidance should be applied.</p> <p>Staff and pupils should adopt social distancing whilst moving around the site, where possible.</p> <p>When talking to another staff member staff should adopt social distancing measures and stay at least one metre apart.</p> <p>Students in JCH and the new mobile at St Francis will use the ramp to access the building. There will be no assemblies for the foreseeable future.</p>

		<p>Staff meetings can take place but staff must be at least one metre apart. Whole school briefings will take place in the hall with staff standing one metre apart and will last no longer than 10 minutes.</p> <p>No parents, carers (unless specifically invited to a meeting) and escorts to be allowed on site during the school day including at the beginning and end of the school day (they must wait outside).</p> <p>Staff will meet at and take pupils to their cars/taxis/minibuses or parents/carers. St Francis staff can bring in any pupil. Heathfield will make use of a rota (TBA). Parents/carers and escorts will be asked to wait in their vehicles until a member of staff arrives.</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"> <li>• 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).</li> <li>• 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).</li> </ul>
Potential spread of the virus – classroom arrangements	All	<p>Classes will operate with the same pupils and staff, where possible.</p> <p>Pupils to sit away from each other, where possible, with furniture being arranged to support this.</p> <p>All soft toys/soft furnishings to be removed from the classroom.</p>

		<p>All classrooms will be provided with a box of cleaning and hygiene products, which must be stored safely and away from pupils.</p> <p>Clean resources when moving them between pupils e.g. puzzles, books, communication boards, symbols etc.</p> <p>The computer(s) and telephone should be wiped between uses.</p> <p>Walkie talkies should be wiped between uses.</p>
Potential spread of the virus – snack time	All	<p>Pupils to remain in their allocated class for snack time.</p> <p>All pupils and staff to wash hands before and after food and drink is consumed as per the guidance.</p> <p>Tables to 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>
Potential spread of the virus – lunchtime	All	<p>Pupils to remain in their allocated class for lunch with the exception of Ash and Chestnut classes at Heathfield, who will use the dining hall.</p> <p>All pupils and staff to wash hands before and after food and drink is consumed as per the guidance.</p>

		<p>Tables to be wiped using antibacterial cleaner before and after food and drink are consumed.</p> <p>Pupils needing support with feeding see guidance on PPE. 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>
Potential spread of the virus – use of specialist rooms/areas e.g. soft play, multi-sensory rooms, library, ICT suites.	All	<p>The art room and the Nest classroom at Heathfield will be used and will have individual risk assessments. In addition to daily cleaning, the art room will be sanitised three times a week (Mon, Tues and Thurs) using the disinfectant fogging machine and the Nest classroom will be sanitised once a week using the disinfectant fogging machine. This can be increased if required.</p> <p>Other rooms, including the ICT suites will not be used for the foreseeable future, unless for emergencies. If they are used staff should alert SLT/site staff who will ensure a thorough clean is undertaken.</p> <p>Make use of outside spaces if a ‘time out’ space is required.</p>
Potential spread of the virus – staff room	Staff	The staff room will be provided with a box of cleaning and hygiene products.



		<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 sit at least one metre apart. Staff to clean down afterwards areas used.</p> <p>If the staff room is busy and staff cannot sit one metre apart, alternative rooms will need to be sought. In the first instance this should be the food tech room at Heathfield and the library at St Francis. If these rooms are used the same hygiene routines must be followed.</p>
Potential spread of the virus – staff work room	Staff	<p>This room will be used for photocopying, essential phone calls, for PR at St Francis to base himself and for teachers' PPA. At St Francis only one other staff member can be based in the room (with PR). At Heathfield three staff members can work in this room at any one time.</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>Photocopier and 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 (TBA). These must be fully sanitised before and after each use.</p>

<p>Potential spread of the virus – main office</p>	<p>All</p>	<p>A Perspex screen is in place between the office and the entrance (instead of having the sliding glass window open or closed).</p> <p>VT at St Francis has a Perspex screen around her desk.</p> <p>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 three people in the office. Social distancing of at least one metre must be adhered to.</p> <p>Walkie talkies and telephones should 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).</p> <p>All money, including dinner money for staff and pupils, must be in a cheque or notes only.</p> <p>Petty cash will be managed by Finance Officers 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 (NS and AB) will come to classrooms to collect all registers. The plastic wallets need to be sanitised daily.</p>
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Potential spread of the virus – use of photocopiers	Staff	<p>One staff member at a time using the photocopier and if waiting, maintain social distance of at least one metre.</p> <p>Photocopiers should be wiped down before and after use with antibacterial wipes provided.</p>
Potential spread of the virus – playtime/breaks and time on the playground/outside spaces	All	<p>Play times to be staggered; TLR leaders to arrange this for their phases.</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>
Managing with reduced staffing levels should staff become ill or have to isolate	All	<p>All staff are able to return to work in September as shielding has ceased.</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"> <li>• you are ill (please give specific reason and timescale if you can);</li> <li>• someone in your household has coronavirus symptoms so you need to self-isolate for the specified time (until clarification received following a test);</li> <li>• other (please be specific as to what this is).</li> </ul>

		Should staffing levels reduced to a point at which we are unsafe, as a last resort, the EHT will make a decision about closing classes.
Impact on the quality of provision and school improvement	Staff	<p>The Recovery Curriculum will be used/implemented to ease pupils back into school learning.</p> <p>As far as possible, teaching should return to normal, including planning, marking and feedback, and ongoing assessment.</p> <p>No formal lesson observations or formal learning scrutiny will take place for the first half term; however, informal monitoring will take place, such as learning walks (socially distanced), looking at pupil's books/EFL etc.</p> <p>There is an expectation that pupils' behaviour may be more challenging for the first few weeks; therefore, teachers should plan to manage this by being flexible with systems, routines and activities. SLT and pastoral staff will support as far as possible.</p>
Managing the well-being of our children and their families	All	<p>Information, including well-being information, is updated regularly on the schools' websites.</p> <p>A fortnightly federation newsletter will be 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 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>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>
<p>Managing the well-being of our staff</p>	<p>Staff</p>	<p>The EHT has overall responsibility for staff well-being.</p> <p>A Governor has been nominated to oversee staff well-being.</p> <p>Previous Team C staff provided with supportive information to ease their return to working in school.</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 to be in place for all weekends to allow staff to have a break from work and to spend quality time with their families.</p>

Rachel Weldon 10.09.20

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## 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 will be provided with their own visor and all staff are responsible for cleaning/wiping with antibacterial wipes and or spray after each wearing.

Aprons, gloves and face masks need to be disposed of in yellow bags after each use.

Context / activity	PPE required
Personal care	<ul style="list-style-type: none"><li>• Disposable gloves</li><li>• PVC Apron where required</li><li>• Disposable apron</li></ul>

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	<ul style="list-style-type: none"> <li>• Face visor or face mask (both if required)</li> </ul>
Administering medicines via gastrostomy	<ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• PVC Apron where required</li> <li>• Disposable apron</li> <li>• Face visor or face mask (both if required)</li> </ul>
Undertaking oral only suction (each pupil has a risk assessment)	<ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• PVC Apron where required</li> <li>• Disposable apron</li> <li>• Face visor and face mask</li> </ul>
Feeding a pupil orally	<ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• PVC Apron where required</li> <li>• Disposable apron</li> <li>• Face visor or face mask (both if required)</li> </ul>
Wiping a pupils nose/supporting cleaning of saliva/bodily fluids	<ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• PVC Apron where required</li> <li>• Disposable apron</li> <li>• Face visor or face mask (both if required)</li> </ul>

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

Each kit will contain:

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

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

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The staffroom will contain:

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

A pack of antibacterial wipes will be placed near to each photocopier.



## APPENDIX 2

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

Version 3.0 Date 2/9/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in educational settings, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Hampshire and Isle of Wight Health Protection Team on 03442253861 (0844 967 0082 out of hours). If the matter is not urgent you can also email [HIOW@phe.gov.uk](mailto:HIOW@phe.gov.uk)

GUIDANCE: Visit [gov.uk/coronavirus](http://gov.uk/coronavirus) for detailed schools guidance and other guidance

TESTING: Visit [nhs.uk/ask-for-a-coronavirus-test](http://nhs.uk/ask-for-a-coronavirus-test)

