

CORONAVIRUS OUTBREAK RISK ASSESSMENT 22.11.20 VERSION 21

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

New information added since the previous version (20) has been underlined.

This risk assessment has been reviewed and amended following the announcement of a second lockdown and following the isolation periods after confirmed cases in Heathfield School on 05.11.20 and St Francis School on 13.11.20.

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 READ VERSION 20 AND SIGNED TO SAY THEY HAD DONE SO.

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. 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. At this present time, only the Executive Headteacher, the IT Manager and Heathfield's Site Manager will work across the federation. Other federation staff will remain in one school only (staff have been notified).

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

Pupils will not be asked to wear PPE but they may wear it if they wish.

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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
The virus is a severe risk to our clinically extremely vulnerable staff and pupils.	Staff and pupils	<p>Staff and pupil who fall into this category have received notification from the NHS that they must shield during this second lockdown and are not attending work/school.</p> <p><u>Some parents are choosing to send their children in even if they have received a letter. A disclaimer must be completed by them in this case.</u></p>
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>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</p>

	<p>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 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).</p> <p>Apart from when working in classrooms, staff must keep a distance of two metres away from each other at all times.</p> <p>All staff must wear a face mask or face visor at the following times:</p> <ul style="list-style-type: none">• on arrival and leaving school• when they come out of the classroom bubble or office• when moving around the school• when face to face talking to another staff member outside of the class or office eg in the corridor (stand two
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		<p>metres apart where possible and never less than one metre)</p> <ul style="list-style-type: none"> • when collecting from or taking pupils to transport • when talking to parents and visitors inside or outside the school building <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 only deemed as absolutely necessary, such as urgent parent/carer meetings where these cannot be undertaken by telephone or via Zoom, social worker visits, medical clinics and therapy support (a separate risk assessment has been written to manage visitors coming onto site and will be sent to them prior to the visit). School admin staff will sign visitors in and out (not the visitors themselves) and take a mobile number to enable track and trace. All visitors must wear a face covering.</p> <p>Where required, conference calls and telephone calls can be undertaken instead of face to face meetings.</p> <p>Trips/community visits will not take place.</p>
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	<p>Outreach visits to other schools will not take place (meetings can take place via conference calls).</p> <p>Home visits will not take place.</p> <p>Swimming and hydrotherapy will not take place.</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">• staff and pupil toilets• hygiene rooms• staff rooms• highly used touch points <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>Ideally all rooms should have fresh air ventilation; therefore, a window(s) should be open at all times.</p>
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<p>Potential spread of the virus – aerosol generated procedures (AGP)</p>	<p>Staff</p>	<p>All pupils are entitled to return to school unless they have been advised to shield (during the second lockdown).</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 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, wearing a face mask or face visor, 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>Non class based staff should only enter classrooms/rooms if deemed absolutely necessary eg to give medication, to provide therapy, to provide support for behaviour, health and safety, or an unresolved IT issue.</p>

	<p>Apart from when working in classrooms, staff must keep a distance of two metres away from each other at all times.</p> <p>All staff must wear a face mask or face visor at the following times:</p> <ul style="list-style-type: none">• on arrival and leaving school• when they come out of the classroom bubble or office• when moving around the school• when face to face talking to another staff member outside of the class or office eg in the corridor (stand two metres apart where possible and never less than one metre)• when collecting from or taking pupils to transport• when talking to parents and visitors inside or outside the school building <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>Students in JCH and the new mobile at St Francis will use the ramp to access the building.</p> <p>There will be no assemblies for the foreseeable future.</p> <p>Smaller staff meetings can take place (eg teachers, phase). Staff must be two metres apart if meeting for more than 10 minutes. Face masks or face visors must be worn. This does not apply to class team meetings.</p>
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	<p>Whole school meetings can take place for no more than 10 minutes. Staff must be at least one metre apart. Face masks or face visors must be worn.</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. Parents/carers and escorts will be asked to wait in their vehicles until a member of staff arrives. 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. Transport staff already wear face masks and face visors.</p> <p><u>Staff must sanitise their hands after escorting each pupil into school.</u></p> <p><u>Handles of pupils' wheelchairs must be sanitised once in class.</u></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).
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<p>Potential spread of the virus – classroom arrangements</p>	<p>All</p>	<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 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>
<p>Potential spread of the virus – snack time</p>	<p>All</p>	<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>
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 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>
Potential spread of the virus – use of specialist rooms/areas e.g. soft play, multi-sensory rooms, 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, where required, once a week</p>

		<p>using the disinfectant fogging machine. This can be increased if required.</p> <p>Other rooms, including those listed across, 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 and/or fogging is undertaken.</p> <p>Make use of outside spaces if a 'time out' space is required.</p>
<p>Potential spread of the virus – staff room</p>	<p>Staff</p>	<p>The capacity numbers must be adhered to:</p> <ul style="list-style-type: none"> • Heathfield staff room – 6 • St Francis staff room – 11 <p>The staff room is provided with a box of 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>Only one staff member can make a drink at a time.</p> <p>Staff to clean down afterwards any areas used.</p> <p>If the staff room is at capacity, alternative rooms/areas need to be sought. In the first instance this should be own</p>

		classroom/office space, the food tech room at Heathfield and the library at St Francis. If these rooms are used the same hygiene routines and social distancing rules must be followed.
Potential spread of the virus – 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 three staff members can work in this room at any one time. Staff must be two metres apart at all times. Face masks and face visors must be used when using the room for photocopying. Face masks and face visors do not need to be worn by those working at computers/on the phone as long as two metres is adhered to. Face to face conversation must not take place. 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>
Potential spread of the virus – main office	All	<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 two people in the office. Social distancing of two metres must be adhered to.</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).</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>
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 two metres. Face mask or face visors must be worn.</p> <p>Staff must use hand sanitiser before using the photocopier.</p>

<p>Potential spread of the virus – playtime/breaks and time on the playground/outside spaces</p>	<p>All</p>	<p>Staff do not need to wear face masks or face visors outside unless mixing with pupils or staff from other classes.</p> <p>Staff must not have face to face conversations with staff from other classes/areas unless two metres is adhered to and/or face masks or face visors worn.</p> <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>
<p>Managing with reduced staffing levels should staff become ill or have to isolate</p>	<p>All</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); • other (please be specific as to what this is).

		<p>As we are operating as whole school bubbles staff can work in other classes if required.</p> <p>Should staffing levels reduce to a point at which we are unsafe, as a last resort, the EHT will make a decision about closing classes. In the first instance, pupils who have two parents/carers at home (not working) will be asked to stay at home. Thereafter, it will be pupils with one parent/carer at home (not working).</p>
Managing with reduced senior leaders should they become ill or have to isolate	Senior Leaders	<p>A separate risk assessment has been written to manage the period 5.11.20 – 17.11.20</p> <p>Senior leaders will work in separate offices.</p> <p>Whole SLT meetings will take place via Zoom.</p> <p>Meetings of three senior leaders can take place as long as face masks or face visors are worn and staff sit at a distance of two metres of each other.</p> <p>Staff members must be two metres away when talking to a senior leader (as with all staff). If this is not possible, face masks or face visors must be worn.</p> <p>EHT will limit contact with individual staff and pupils.</p>
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>Formal learning observations will resume in the second half of the autumn term if staffing levels are returned to normal.</p> <p>Staff isolating and therefore working at home will be given specific tasks to complete.</p>
Managing the well-being of our children and their families	All	<p>Parents and carers will be kept fully informed of any confirmed cases of the virus.</p> <p>Information, including well-being information, is updated regularly on the schools' websites. 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>
Managing the well-being of our 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>Staff who received notification from the NHS that they must shield during this second lockdown are not attending work. A nominated senior leader will keep in touch with them.</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> <p>Staff should be mindful of the time they come in and leave work to ensure they maintain a healthy work/life balance.</p> <p><u>Ideally all staff to have left the school site by 4.30pm on Friday, with the exception of site staff.</u></p>
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Rachel Weldon 22.11.20

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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 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
Arriving and leaving school; moving around the school; talking to other staff outside of class bubbles; 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

	<ul style="list-style-type: none"> • Face visor or disposable face mask (both if required)
Wiping a pupils nose/supporting cleaning of saliva/bodily fluids	<ul style="list-style-type: none"> • Disposable gloves • PVC Apron where required • Disposable apron • 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

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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

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)

