



## **CORONAVIRUS OUTBREAK RISK ASSESSMENT 13.09.21 VERSION 32**

New information added since the previous version (31) has been underlined.

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.

ALL STAFF MUST READ THIS RISK ASSESSMENT PLEASE

### **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.**

There are a small number of staff who work across the federation. These staff must be extra vigilant in their cleaning and hygiene routines.

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.

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

Risk / Concern	Who?	Actions and System of Controls to Minimise Risk
The virus is a severe risk to our clinically extremely vulnerable (CEV) pupils.	Pupils	All pupils are expected to attend school. Pupils deemed to be CEV have either had vaccinations or received letters from the NHS stating they are safe to attend school.
The virus is a severe risk to our clinically extremely vulnerable (CEV) staff.	Staff	Staff have received both vaccinations and are undertaking regular lateral flow tests.
<b>Potential Spread of the Virus</b>		
General	All	<p>EHT is the named person for keeping abreast of all up to date developments and will act according to this guidance. If required, the EHT can be contacted at any time via email or telephone. In the event of the EHT not being available/becomes ill, a deputy will be nominated.</p> <p><b>NEW GUIDANCE AROUND SELF ISOLATION</b></p> <p><b>When to self-isolate (and contact a member of the SLT immediately):</b>  Self-isolate straight away and get a PCR test as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to your sense of smell or taste</li> </ul> <p>You should also self-isolate straight away if:</p> <ul style="list-style-type: none"> <li>• you've tested positive for COVID-19</li> <li>• someone you live with has symptoms or tested positive (<b>unless you are not required to self-isolate – check below if this applies to you</b>)</li> </ul>

	<ul style="list-style-type: none"> <li>• you've been told to self-isolate following contact with someone who tested positive (<b>unless you are not required to self-isolate – check below if this applies to you</b>)</li> </ul> <p><b>When you do NOT need to self-isolate:</b>  You are not required to self-isolate if you live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, <b>and any of the following apply:</b></p> <ul style="list-style-type: none"> <li>• you are fully vaccinated</li> <li>• you are below the age of 18 years 6 months</li> <li>• you have taken part in, or are currently part of, an approved COVID-19 vaccine trial</li> <li>• you are not able to get vaccinated for medical reasons</li> </ul> <p><b>Even if you do not have symptoms, you should still:</b></p> <ul style="list-style-type: none"> <li>• get a PCR test to check if you have COVID-19</li> <li>• follow advice on how to avoid catching and spreading COVID-19</li> <li>• limit contact with people who are at higher risk from COVID-19</li> </ul> <p><b>STAFF CAN CONTINUE TO ATTEND WORK AS NORMAL WHILST AWAITNG THE PCR TEST AND THE RESULT, AS LONG AS THEY HAVE NO SYMPTOMS AND HAVE HAD A NEGATIVE LATERAL FLOW TEST RESULT.</b></p> <p><b>PUPILS CAN CONTINUE TO ATTEND SCHOOL AS NORMAL WHILST AWAITNG THE PCR TEST AND THE RESULT, AS LONG AS THEY HAVE NO SYMPTOMS.</b></p> <p><b>ANYONE WHO HAS NOT BEEN VACCINATED SHOULD INFORM RACHEL WELDON (ONLY).</b></p>
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	<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>All staff must wear a face mask or face visor for whole school or federation staff meetings.</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>Physical interventions can be used as a last resort; staff/pupil should wash their hands thoroughly for 20 seconds afterwards.</p> <p>Visitors are encouraged to complete a lateral flow test before visiting. Regular visitors ie therapists, medical professionals, social care professionals etc will continue with their own control measures.</p> <p>School admin staff will sign visitors in and out (not the visitors themselves). There is no longer a need to collect mobile numbers for track and trace.</p> <p>Face to face meetings should be minimised and where possible, virtual or telephone meetings should continue. This includes parent/carer and professionals' meetings. (This will be regularly reviewed).</p> <p>Where possible, all communication/forms should continue to be electronic.</p>
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		<p>External/community visits can take place and face masks should be worn in busy communal spaces, such as public transport, supermarkets etc. These will commence 1 – 2 weeks after the start of term.</p> <p>The Federation Site Manager is responsible for ensuring we have sufficient cleaning products, antibacterial wipes and hand sanitiser.</p> <p>The schools are cleaned thoroughly each evening.</p> <p>Each school has two disinfectant fogging machines, which can be used to sanitise specific and whole areas where required. 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. Staff and pupils should continue to sanitise hands regularly, including when they enter and leave the school building.</p> <p><b>ALL ROOMS MUST HAVE FRESH AIR VENTILATION; THEREFORE, A WINDOW(S) MUST BE OPEN IN ALL AREAS AT ALL TIMES.</b></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>Deep suction or the cleaning/changing of a tracheostomy will only be undertaken by fully trained school staff. Staff must wear the appropriate PPE (see Appendix 1).</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>Movement around the site</p>	<p>All</p>	<p>Staff and pupils must use hand gel on arrival and when leaving. Care must be taken when using cards/fobs to gain entry not to touch the electronic reader. <b>Staff must sign in and out using their own pen. PENS MUST NOT BE LEFT FOR OTHERS TO USE.</b> The full range of staff meetings can take place. All staff must wear a face mask or face visor for whole school or federation staff meetings (this does not include federation teacher meetings).</p> <p>Face to face assemblies can take place and classes should sit together as one group. These will commence 1 – 2 weeks after the start of term.</p> <p>No parents, carers and escorts to enter the school building at the beginning and end of the school day (they must wait outside).</p> <p>Drop offs and pickups are back to 9am and 3pm at St Francis and 9.15am and 3.15pm at Heathfield. 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.</p> <p>Staff will meet at and take pupils to their cars/taxis/minibuses or parents/carers. Ideally, class staff should only collect the pupils in their classes; however, this may not be operationally possible.</p> <p>Hands should be sanitised between collections.</p> <p>Handles of pupils’ wheelchairs must be sanitised once in class.</p>
<p>Classroom arrangements</p>	<p>All</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 frequently.</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>Pupils needing support with feeding, see guidance on PPE.</p>
Lunchtime	All	<p>Pupils to return to eating lunch in the dining room.</p> <p>All pupils and staff must wash hands before and after food and drink is consumed as per the guidance.</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>Tables to be thoroughly cleaned afterwards.</p>
Use of specialist rooms/areas e.g, soft play, multi-sensory rooms, ICT suites.	All	<p>All specialist rooms can now be used.</p> <p>Where possible and required (please use your discretion), wipe down equipment after use.</p>

Swimming / hydrotherapy	All	Swimming and hydrotherapy will fully resume. Please see the separate risk assessment for hydrotherapy at St Francis.
Staff room	Staff	Each staff room is provided with cleaning and hygiene products. All staff <b>must</b> sanitise or wash their hands before entering and on leaving the staff room.  Staff to clean down any areas used.
Staff work room	Staff	Computers must be wiped down before and after use.  The telephone must be wiped down before and after use.  Staff must use hand sanitiser before using the photocopier.
Main offices	All	A Perspex screen is in place between the office and the entrance (instead of having the sliding glass window open or closed).  Walkie talkies and telephones must be wiped between uses (if shared).  All admin forms such as time sheets, incident forms, leave of absence forms etc to be submitted electronically.  Where possible, all money, including dinner money for staff and pupils, should be in a cheque or notes only.  Petty cash will be managed by the Federation Business Manager or the Federation Finance Assistant only.



		<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.</p> <p>Registers will be in plastic wallets and class staff need to collect them on their way in, in the morning. Pupils may bring registers back to the office but they <b>must</b> sanitise/wash their hands before doing so.</p>
Use of photocopiers	Staff	Staff must use hand sanitiser before using the photocopier.
Playtime/breaks and time on the playground/outside spaces	All	<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 undertake twice weekly home lateral flow testing. These are asymptomatic tests. <b>On returning in September, staff must undertake a test on the day or the day before they return.</b></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.</p> <p>If a positive test result is received, the staff member must not come into school and must organise a PCR test.</p>
Covid-19 Vaccinations	All staff	<p>The vast majority of staff have had both vaccinations.</p> <p>The EHT maintains a confidential list.</p>

		<b>ANYONE WHO HAS NOT BEEN VACCINATED SHOULD INFORM RACHEL WELDON (ONLY).</b>
<b>Staffing</b>		
Managing with reduced staffing levels should staff become ill or have to isolate	All	<p>All staff are available to work in school.</p> <p>Isolation guidance has changed (see above on pages 2-3).</p> <p>Staff must follow the usual protocol for managing absence from school.</p> <p>Should overall staffing levels reduce to a point at which we are unsafe, as a last resort, the EHT will make the decision to reduce pupil numbers (criteria for places will be: pupils who have working parents/carers; or pupils who are deemed to be vulnerable).</p> <p>There are six senior leaders across the federation, spread across the two schools.</p> <p>There are three Designated Safeguarding Leads and two Deputy Designated Safeguarding Leads across the federation.</p>
<b>Quality of Provision, School Improvement and Remote Learning</b>		
Impact on the quality of provision, school improvement and remote learning	Staff	<p><b>All staff must be able to access their work emails and must check them regularly, at least once a day.</b></p> <p>Staff 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>Remote learning will be offered to any pupils who have to isolate or have been asked not to attend school due to staff shortages.</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 websites.</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, if and where required.</p>
<b>Well-Being</b>		
Pupils and their families	All	<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>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>

		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.
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>
<b>Management Outbreak Plan</b>		
There are a number of cases of COVID-19		<p>The EHT (or nominated deputy) will contact <u>Naomi Carter, the School Improvement Manager</u> and seek support from public health (0800 046 8687), <a href="mailto:hcc.healthprotection@hants.gov.uk">hcc.healthprotection@hants.gov.uk</a> if the threshold below is reached for either school:</p> <ul style="list-style-type: none"> <li>• <u>2 pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</u></li> </ul> <p>Actions which may be taken in the event of an outbreak:</p>

		<ul style="list-style-type: none"><li>• Reintroduce class or group bubbles</li><li>• Reintroduce face coverings when not within the classroom</li><li>• Reintroduce social distancing</li><li>• Reintroduce room capacity limits</li><li>• <u>Reintroduce daily disinfectant fogging</u></li><li>• <u>Increase lateral flow testing</u></li><li>• Cease all educational visits / community visits</li><li>• Restrict visitors to the schools</li><li>• Increased cleaning, especially touch points and busy areas</li><li>• Consider shielding for our CEV staff and pupils</li><li>• <u>The federation has three DSLs and two DDSLs. All can lead safeguarding if required. In the event of all five safeguarding leads being incapacitated, the EHT (or nominated deputy) will alert Naomi Carter, the School Improvement Manager.</u></li></ul>
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Rachel Weldon 12.09.21

## 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.

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
Whole school or federation staff meetings (not teacher meetings)	<ul style="list-style-type: none"> <li>• Face visor or fabric / disposable face mask</li> </ul>
Supporting a suspected case in school (case must be isolated in a well ventilated room)	<ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Disposable apron</li> <li>• Face visor and disposable face mask</li> </ul>
Personal care	<ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• PVC Apron where required</li> <li>• Disposable apron</li> <li>• Face visor or disposable face mask (both if required)</li> </ul>
Administering medicines/liquids 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 fabric / disposable face mask</li> </ul>
Undertaking oral suction	<ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• PVC Apron where required</li> <li>• Disposable apron</li> <li>• Face visor and disposable face mask</li> </ul>
Deep suction or the cleaning/changing of a tracheostomy (fully trained staff only)	<ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• PVC Apron where required</li> <li>• Disposable apron</li> <li>• FFP3 fit tested mask</li> </ul>
Feeding a pupil orally	<ul style="list-style-type: none"> <li>• Disposable gloves</li> </ul>

	<ul style="list-style-type: none"> <li>• PVC Apron where required</li> <li>• Disposable apron</li> <li>• Face visor or disposable 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 disposable face mask (both if required)</li> </ul>
Using the disinfectant fogging machine	<ul style="list-style-type: none"> <li>• Specialist face mask</li> <li>• Goggles</li> <li>• Hazmat suit</li> </ul>

**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

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.

REW 12.09.21