

Risk Assessment Coronavirus – COVID-19
For use by schools during reopening in the autumn term

Location / Site	Sholing Infant School
Activity / Procedure	Opening school in autumn term
Assessment date	July 9 th 2020
Assessment serial number	03
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Southampton City Council/Borough of Bournemouth, Christchurch and Poole, Dorset, Portsmouth) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government’s ‘<i>Stay Alert</i>’ campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>	

Identify hazards	Record all hazards that are specific to this task
A. Lack of or poor hygiene and cleanliness across the site.	
B. Inadequate staff ratios.	
C. Poor communication means that staff, parents, pupils or visitors do not follow guidance.	
D. Deliveries and waste collection means outside workers expose the school population to the virus.	
E. Contractors/visitors expose the school population to the virus.	
F. Close contact with others causes virus to spread throughout the staff and pupil population.	
G. Lack of knowledge of the NHS Test and Trace process.	
H. Close contact with others causes virus to spread throughout the staff and pupil population.	
I. Rapidly changing local situation may affect school situation	

J. Lack of PPE (if required).
K. Risk of infection from children and adults with COVID-19 (either asymptomatic or with symptoms)

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk from of injury
	Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).
	School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support, if this cannot be achieved then they will notify the HET immediately.
	The DSL must be available on site or via phone. At Sholing Infant School the DSL is Lisa Houghton and Trevor Steward and Simon Arthur are Deputy DSLs.
	No parent must enter the school site or buildings unless asked to do so or in the event of an emergency. Staff may not use the car park between the hours of 8:20am and 3:45pm. Outside of these times, the gates will be closed to staff.
	All staff are to have their temperature taken before entering the school and any staff or pupils with high readings should be sent home and follow coronavirus guidance. Staff temperatures will be taken and recorded by Annie Wallington after 7:30am. Any member of staff arriving prior to this time, will need to contact the site manager on entry in reception to have their temperature taken. Any pupils suspected of having a high temperature, should be also tested and sent home and follow the guidance.
	Remove or disable entry systems that require skin contact e.g. fingerprint scanners. Internal doors must be wiped with anti-bacterial wipes before and after use and hand sanitiser applied. Where possible, doors will be left open during the day e.g. HT office and classroom doors, to avoid touching of buttons. The exception to this will be the door between the reception area and the KS1 corridor which must be kept closed at all times. Wipes and hand sanitiser will be located at this point and key pads and handles must be wiped after use, with hand sanitiser then applied. Wipes and sanitiser will also be available at the handwashing station on entry through the school gate (this will be open from 7:30am , but staff will need to wipe the keypad and use hand sanitiser should they wish to leave and re-enter the premises at lunchtime)
	All visitors and meetings will be cancelled or significantly reduced unless an emergency. Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit

and strictly followed throughout. All visitors will be asked to wear face coverings and will have their temperature checked before admittance.(1/9/20)

Volunteers/students are permitted to continue to work in school but must , like staff be confined to a specific bubble and follow all health and safety procedures as expected of staff.(1/9/20)

A record of all visitors will be kept (1/9/200)

Classrooms are organised so that pupils are positioned side by side and facing forwards. This includes on carpet spaces where possible.

1-1 contact times should be reduced to avoid staff and pupils being less than 2 metres from each other. Where this is not possible staff and pupils should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Staff and pupils are placed in separate groups (or bubbles) which minimises contacts and mixing between people and reduces transmission of coronavirus across the school. Staff that move across classes, such as those teaching PPA and school leaders, will remain two metres from children and other adults in the group as much as possible. Exceptions will only be made if a child is unsafe or if learning is being hindered. In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact. (Staff moving across bubble may wish to wear visors to protect themselves and the bubble further)

- Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own.
- Any resources, such as PE equipment, that will need to be shared across bubbles, will be dipped in disinfectant at the end of a lesson and left to dry.
- Those staff who have returned from shielding will be allocated their own equipment for their bubble to prevent them handling equipment outside of their own environment. This includes outdoor equipment, subject specific equipment, general stock and library/reading books

Other:

- Stop hand shaking of pupils and visitors;
- Do not use shared cups in class (e.g. using cups for water), replace with disposable cups;
- Inform parents to ensure pupils have water bottles in school, rather than placing these in containers close together ensure they are separate on the side. Use disposable cups where you can.

-ask parents not to send in lunchboxes unless absolutely imperative, if necessary ask parents to use plastic lunch boxes so these can be easily wiped down when they arrive in school

-ensure pupils bring minimum equipment to school, by taking measures such as providing stationery in school and coming in kit on PE days

-choirs will not reconvene

-peripatetic lessons for violin will be discussed with the provider to ensure that safety measures and meticulous cleaning of the room takes place between lessons.

Any existing individual risk assessments (disability, young persons or new/expectant months) to be reviewed.

All staff are aware of what to do should they feel unwell, Notify SLT immediately if you feel unwell at any time during the day and follow guidance.

<p>All staff in school are aware of what to do in the event of a fire and have had appropriate training. A fire evacuation drill will take place within the first half term, using the revised muster point (as per summer 2020)</p> <p>The evacuation point for a major incident remains Sholing Junior School North playground .</p>
<p>Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.</p>
<p>SLT to ensure pupils with a Behavioural Risk Assessment have their 1-1 support where stated. Ensure an SEN risk assessment is updated for the child to help them adjust to any new expectations so they can continue with their learning.</p>
<p>School to liaise with their catering provider and notify the HET if school meals hot or cold are no longer available for staff and pupils.</p>
<p>As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work (Julie Churcher and Owen Southwell) at all times. Medicines will be administered in the classroom where possible to prevent too many children coming to the medical room. Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate.</p>
<p>If a pupil becomes unwell with signs of coronavirus, PPE must be worn by staff caring for the pupil while they await collection if a distance of 2 meters cannot be maintained. Pupils will be moved to a space away from other pupils and a separate area to be allocated for use during that time. Schools will aim to secure three contact numbers for every child in case of this emergency</p>
<p>Staff members are aware of the NHS Test and Trace process and are ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they were to test positive for coronavirus, and self-isolate if they have been in close contact with someone who develops coronavirus.</p>
<p>Physical Activity</p> <ul style="list-style-type: none"> - physical activity is prioritised to outdoor sports where possible and large indoor spaces where not; - maximising distance between pupils is particularly important due to the way people breathe during exercise; - pupils are kept in consistent groups (bubbles); - sports equipment is thoroughly cleaned between each use by different individual groups; - contact sports are avoided. <p>- The school will closely follow England grassroots guidance.</p>
<p>School transport</p> <ul style="list-style-type: none"> - pupils where possible are grouped together on transport in the bubbles that are adopted within school; - hand sanitiser is used upon boarding and/or disembarking of the vehicle; - additional cleaning of the vehicle takes place; - organized queuing and boarding is in place; - distancing of occupants within vehicles should take place where possible; - pupils over the age of 11 should use face coverings where appropriate i.e. if they come into very close contact with people of their group or who they do not normally meet.
<p>Communication to parents</p> <p>When parents drop off and pick up the pupils they must:</p> <p>On entry:</p>

- arrive promptly, at the exact time given for the class bubble.
- arrive on foot-do not bring scooters or bikes
- stand and wait at the required time on the spots outside the school gates, and not congregate in front of the school until the gate is opened for the class bubble to enter.
- allow their child to apply hand sanitiser on entering the premises.
- say goodbye to their child at the gate and not enter the school site.
- leave the site immediately after dropping their child off and not wait on or around the school premises.

When collecting:

- Arrive promptly and stand on a spot outside the school gate.
- wait for your child to be sent to you from their spot on the path.
- leave the premises promptly
- do not distract the teacher from dismissing, email or contact the school in the event of needing to discuss any issues/convey information.

Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.

Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact – times sent home to parents via Parentmail

All information needed to be given to parents must be done via text, email or phone call.

Deliveries/Waste collection

If practicable drivers should wash or clean their hands before unloading goods and materials.

Do not approach delivery staff, allow packages to be left in a safe place.

Hands are to be thoroughly washed after handling all deliveries or waste materials.

Waste to bags and containers - to be kept closed.

Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).

Cleaning & Hygiene

Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.

A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Additional cleaning hours will be maintained into the autumn term and cleaning schedules recorded in key areas eg outside toilets and classrooms.

Equipment shared across bubbles is limited to PE equipment and resources stored in the AA, eg Science resources and these must be cleaned meticulously before used by another set of children. Staff to alert site manager to resources having been used and requiring cleaning.

No resources to be left out in general areas at all.

Staff to continue to use the general areas of the hall and AA for breaks. Disposable packed lunches may be brought in to school as school lunches will not be available for staff from September. No shared use of cutlery/crockery (staff must bring their own) and dishwasher not to be used. Drinks may be made in the staffroom, staff using only their own cup and wiping urn handles using anti bacterial wipes after use. Staff

must be mindful of social distancing when making hot drinks- they may wish to bring a hot flask into school as an alternative. **Staff to wear masks in shared spaces eg toilet, staff room, corridors and halls.(1/9/20)**

All pupils have their own set of essential equipment eg pencils/whiteboards. These will not be touched by any other pupil

Once products begin to run low, notify the estates officer (Graeme Staddon) who will ensure supplies from other schools are shared out/sourced.

Shut off all classrooms and areas that are not in use and ensure staff and pupils do not access the rooms/offices.

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed. If stocks are low, please contact the EO estates officer (Graeme Staddon)

Inform parents of hygiene expectations and discuss with pupils-children to hand wash throughout the day, including on entry/exit and before and after break/lunch as well as after toileting. Boxes of tissues on each desk and children taught to 'catch it bin it kill it'. Sufficient bins in all classroom areas.

Clean surfaces that pupils and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Such items will be bubble specific and not used by those beyond the bubble other than PE equipment.

Ensure that all adults and pupils:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Ensure that bins for tissues are emptied throughout the day.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

Contractors

Only contractors carrying out essential maintenance and statutory testing deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene.

Staff and contractors are to maintain a safe distance between themselves and others (2 metres).

All contractors are to wash their hands upon entering the site.

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- wash hands on entry into individual work areas – or use alcohol-based hand sanitiser;
- repeat the hand washing/sanitising every hour.

The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

Existing level of risk	Consider current level of risk with existing controls in place
Due to the nature of the virus there will be a higher risk compared to other illnesses. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Louise Adams at the Hamwic Education Trust.	

Additional control measures	List any additional control measures that are required
<p>Organisation of pupils and staff to minimise contact:</p> <ul style="list-style-type: none"> ● Pupils of infant age do not need to wear masks however some parents may insist upon this. In such cases, masks will be permitted but: Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. (1/9/20) ● Children will be organised into class bubbles and will not move unsupervised from these bubbles. Movement will be restricted to use of the corridor to the toilet (supervised) and into their designated play area (supervised) The size of bubbles will, as per the latest govt guidance (28/8/20) be regularly reviewed and amended if safe to do so, to aid the efficient delivery of the curriculum (1/9/20) ● All staff with the exception of HLTAs/Y2 TAs will be restricted to their bubble groups and will not mix with other children. Each bubble will contain one/two teachers, one /two TAs and a MSA. The HT and DHT may enter any bubble but must maintain a 2m distance if possible, and at the very least a 1m distance. ● All bubbles will be given designated arrival and departure times and will be supervised walking through the gates without parents by SLT. Children will stand on a spot on the path inside the school and taken by their teacher to the classroom. Bubbles will not be allowed in until the previous bubble has vacated the area. Any late pupils will not be admitted if late, until a bubble has been dispersed. ● Break times and lunchtimes will be staggered with only two bubbles using the separated playground at any time (KS1) and one class using the EYFS at any one time. Toys used at these times will be bubble specific. ● Toilet ‘window’ times will enable class bubbles to use the toilet regularly under supervision. ● Use of the outdoor area for EYFS classes will be timetabled, ensuring that classes have both am and pm access. ● Children will sit 2 to a desk in their class bubbles, facing forward. Equipment packs and tissues will be on each desk and additional bins provided in all classrooms. Water bottles will be kept on desks and not put in container boxes next to each other. ● Additional bins in classrooms to restrict movement in classroom as children dispose of used tissues. ● Children will not use the corridors to hang coats etc – children will have designated seating places and coats will be hung on the backs of their chair and book bags underneath desks. Children may take reading books home but these will need to be isolated for 72 hours on return. Children will read school books that remain at school, whilst in school. Children will not bring in PE kits in September, but this will be regularly reviewed. ● Teachers will as far as possible maintain the required social distancing although books will be marked and taken home by staff as long as hands are washed before and after touching them. ● Children will have cold lunches in their class bubbles with their bubble MSA who will supervise throughout. Children will be strongly encouraged to take a school lunch, if this is not possible, eg if a child has SEND and is resistant to some foods, a lunch may be provided with disposable packaging. ● Handwashing will take place in the classroom using soap and water and under supervision. Hand sanitiser is used on entry and exit to school and regularly throughout the day. All class bubbles will have a cleaning kit to enable door handles to be wiped e.g. after playtime. ● For the purposes of PPA, HLTAs will be in Year group bubbles and at other times, working with children in their own work areas, where they will work with individual children and cleansing undertaken after working with each child. 	

- All staff working with pupils with EHCPs will be part of that child's class bubble and will not cross bubbles. Those staff and class teachers may meet outside agencies at a social distance and following hygiene expectations, with any rooms used well ventilated and thoroughly cleaned.
- Windows and doors must be kept open if at all possible to aid ventilation and prevent stagnation of air.
- Alterations to staggered start/leave bubble times may be put in place to allow siblings to be on site before/after their allotted time, to support parents. Should this be required, children in school before/after their class bubble times will be supervised in their bubble classroom by their class teacher and within teachers' directed time.
- All staff to wear masks in shared areas eg toilets, staffroom, corridors and staff spaces where 2m distance cannot be maintained.(1/9/20)
- Teachers should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. Additionally, teachers should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. Pupils should be positioned back-to-back or side-to-side when playing or singing (1/9/20) Singing should not take place in confined areas -only outdoors.

First Aid:

- Two qualified first aiders (either/both) will be in school at all times as well as paediatric first aiders.
- Medicines/creams/Epipens/asthma inhalers will need to be kept in the class bubble, stored in an unlocked but secure location, and contained in a named box. (TSC AG AO NH)
- Any creams applied to pupils must be done in full PPE, in the medical room.
- Minor first aid will be administered by JC/LH/TS at playtime, they will need to be alerted to any incidents via the intercom and will escort and treat pupils in the medical room.
- Intimate care in YR to be undertaken by staff in YR toilet areas using PPE – hazardous waste bins in both areas. Hygiene followed.
- At lunchtime, minor first aid will be undertaken by Sophie Hall – the intercom will be used to alert her to an incident in any bubble. She will be supported by a qualified first aider if required.
- Masks, gloves and aprons will be worn for all first aid and dispensing of medicines- boxes of antibacterial wipes/gloves and masks will be kept in classrooms.
- MB will require catheterisation 2X daily as well as intimate care. This will be undertaken by Sally Knight and witnessed by Julie Churcher. Sally will wear full PPE for all catheterisation/intimate care.
- AW will require intimate care and administration of medicines (controlled drugs) Intimate care will be administered by AWs 1:1 in full PPE. Medicines will be stored in a locked cupboard adjacent to Owls classroom. EVAC chair to be provided for emergency evacuation. (see PEEPs)
- AO to have cream applied by class TA.
- SB (diabetic) child to do own finger prick-monitored by staff member – PPE to be worn for data entry into pump.

SEND

- Teachers and TAs in Otters and Squirrels to be equipped with full PPE for immediate use.
- Securicare training for all staff as required.
- Risk Assessment for KB and JH
- RG to provide ELSA for JH
- PPE for all staff as required- individual packs for staff who may have children in their class who may spit.

Fire:

- All staff to complete statutory fire training –September 2020
- JR to update PEEPs and share with all staff.
- Fire procedures for evacuation have been updated and shared with staff-evacuation will be to the front carpark of Oasis Sholing.
- Half termly fire drills to be carried out.
- All statutory checks carried out and recorded as per HAMWIC requirements.
- Fire warden training as required.

HOW WILL THE SCHOOL GROUP PUPILS IN EACH CLASS AND YEAR? HOW TRANSITIONS WILL WORK AND WHAT CHANGES WILL BE IMPLEMENTED DURING BREAK AND LUNCHTIMES?

Pupil groupings:

- Year groups assigned their own toilet block/staggered bubble use of toilets and all supervised.
- Pupils will be grouped in class bubbles of 30/31
- Pupils will be taught in those bubbles at all times with the exception of a small group of pupils in Y1 with SEND who will be taught by the PPG champion –RG in the mornings and back in the class bubble in the afternoons. No split class phonics groups etc.
- HLTAs who may cross class bubbles to work within year groups robustly follow hand hygiene and respiratory hygiene expectations.

Transitions: (see attached plan)

- Staggered entry/exit times
- Playtimes will be staggered with only two classes outside at any one time (KS1) and one class in EYFS. In KS1 the two areas will include a 'buffer zone' to ensure full separation of groups.
- Lunchtimes will be similarly staggered.
- Pupils will eat lunch in their classrooms, with tables cleaned afterwards. They will be supervised throughout lunch time by their bubble MSA.
- Pupils will not use corridor areas independently-items kept in class bubble eg coats and bags, and children only permitted to use corridor supervised to access the toilet or the medical room.
- One MSA will be available for minor first aid, not allocated to a bubble at all and not entering a bubble. She will administer first aid at lunchtime, wearing PPE in the medical room. Intercom used to alert her.
- One HLTA will undertake this role at playtimes.

Breakfast/After school club:

- The junior school risk assessment on before/after school provision will be published for parents via the Junior School website. Infant school staff employed to walk pupils to the junior school after school will collect children from the outside area in front of reception and will escort at the required distance, in the open air at all times.
- The junior school will aim to maintain year group bubbles within the extended provision groups 1/9/20
- A qualified first aider will (as now) walk the group up to the junior school
- Pupils using the before/after school club will arrive/leave the school at a time agreed by both schools and pupils will go directly to their bubble on arrival. In the morning, pupils will arrive before the first bubble arrives and will leave after the last bubble departs ensuring no mixing.
- All respiratory/hand hygiene requirements will be adhered to, with breakfast /after school groups washing hands before entering/leaving the school.

Prevention is still the best approach:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

School leader's comments	Insert comments relevant to findings as appropriate
This risk assessment will be reviewed on a weekly basis	

Name of school leader	Signature of school leader	Date
Lisa Houghton	<i>L.Houghton</i>	10/7/20

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD					
5	Fatalities	SE VE RI TY	5	10	15	20	25
4	Major		4	8	12	16	20
3	Serious		3	6	9	12	15
2	Minor		2	4	6	8	10
1	Negligible		1	2	3	4	5
			1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable – Monitor. See note 1 below.
Moderate Risk	Acceptable - subject to guidance. See note 2 below.
High Risk	Unacceptable. Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **‘so far as is reasonable practical’**

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **‘so far as is reasonable practicable’** and must be reduced to a minimum commensurate with the needs of the task.