Risk Assessment – COVID-19 (v3)	27th April 2021	Hill View Primary School
Responsible Person	Mrs Claire Ferens - Headteacher	
Other Persons Involved	Senior Leadership Team, Governing Body.	
Guidance Material Considered	• DfE – Schools coronavirus (COVID-19) operational guidance (6th April) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (13th April) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (7th April) • DfE – Face coverings in education (6th April) • DfE - Safe working in education, childcare and children's social care (1st March) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (15th April) • NHS - Test and Trace – How it works (2nd April) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary)	

Details	DFE Coronavirus Helpline 0800 046 8687

Covering staff and pupil H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

At all times

1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
2) Ensure face coverings are used in recommended circumstances
3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
6) Minimise contact between across the setting/site and maintain social distancing wherever possible
7) Keep occupied spaces well ventilated

In specific circumstances

8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
9) Promote and engage in asymptomatic testing, where available

In response to any infection

10) Promote and engage with the NHS Test and Trace process
11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
12) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
    - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
    - been within 1 metre for 1 minute or longer without face-to-face contact
    - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
    - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place

Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	• An individual RA is available for those who feel they may be at higher risk from infection
			• Clinically extremely vulnerable staff (CEV) are advised not to attend the workplace
			• Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school
			• Any other staff who are not required in school and who can continue to work from home will do so
			• Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out.
			• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test.
			• Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place.
			• Where the PCR test returns a positive result:
			  ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time.
			  ○ The staff member must notify the school of the test result immediately
			  ○ The school will contact the DfE helpline for advice on any further action required
			  ○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate
			  ○ The school will review the case against the Group guidance on *COVID-19 and ARMS* to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.
			• If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so.
			• Where an LFD test returns a positive result:
			  ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work
			  ○ The school must be notified of the test result in the case of testing from home
			  ○ The school contacts the DfE helpline for advice on any further action required
			  ○ The school reviews the case against the Group guidance on *COVID-19 and ARMS* to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.

		Pupils contracting COVID-19	• Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Where a positive result is obtained, the school will contact the DfE helpline or local Health Protection Team for advice on any further action required. • A negative result means the pupil can return to school.

			• Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. • Clinically extremely vulnerable pupils are advised not to attend school at this time. • Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school

		Visitors contracting COVID-19	• All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process.
			• Details of any specific local procedures are communicated to all visitors before they come to site.
			• Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance.
			• Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis.
			  ○ Green Scythe
			  ○ Turn it on
			  ○ Caterlink
			  ○ PHS
			  ○ Grundon (external access via carpark)
			  ○ Barker & Evans
			  ○ Darke & Taylor
			• Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed.

Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	• Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. • Pupils with symptoms are isolated in a dedicated room with an open window. Where this is not possible, they are kept at least 2m away from all other persons. • If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products • Cleaning and disinfection of the area is carried out in accordance with DfE guidance *COVID-19: cleaning of non-healthcare settings* • Symptomatic pupils should either be collected by a family member or walk, cycle or scoot home. Where transport is required the school will have regard to the principles contained in *Safe Working in Education Childcare and Children's Social Care Settings* • Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. • PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained.

Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	Face Coverings
			• Early years and Primary
			  ○ Face coverings will be worn by staff and adult visitors when moving around corridors, in communal areas and anywhere that social distancing between adults is not possible (subject to any exemptions)
			• All
			  ○ Face coverings are required by law for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these
			  ○ The school holds a small supply of disposable face coverings
			  ○ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene

			Good Hand and Respiratory Hygiene • Soap and running water or hand sanitiser is readily available • Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. • Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary • '*Catch-it, bin-it, kill-it'*, promoted throughout school. • The school provides tissues and sufficient bins to support disposal of waste. • The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.
			Cleaning • A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning. • Cleaning following confirmed/suspected case carried out in accordance with PHE guidance *COVID-19: cleaning of non-healthcare settings*

			Grouping and Measures Within Classrooms
			• Early Years
			  ○ Normal group sizes in place, but mixing between groups minimised wherever possible
			  ○ No expectation that young children distance within their groups
			  ○ Parents and carers are encouraged to limit the number of settings their child attends
			  ○ Focus is on consistent groupings and the robust practising of the other points in the system of controls
			• Years 1-6
			  ○ Bubbles are operating as year group bubbles for the purposes of break time, interventions and specialist support.
			  ○ Consistent grouping practised as much as possible
			  ○ Mixing between groups is minimised
			  ○ Mixing in wider groups for specialist subjects, wraparound care, on transport is managed
			  ○ A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups
			  ○ Staff practise distancing from pupils and staff outside of their bubble whenever circumstances allow
			  ○ Pupils sit side by side and facing forwards where possible (excluding Year 1 and 2 classes where group tables are being used)
			  ○ Children to be provided with individual stationary packs that are not shared between pupils.
			  ○ Controlled process around out-of-classroom activities e.g. changing books to ensure that children remain distanced from other bubbles.
			  ○ Children to access classrooms from outside doors where possible.

			Measures Elsewhere • Groups are kept apart where possible. Assemblies are held one group at a time or virtually. • Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible. • Break and lunch are staggered as year groups. • Staff spaces are reviewed against the guidance on *Office and Contact Centres* to support distancing and hygiene • Staff room use is minimised except where social distancing and enhanced cleaning can be reliably practised. • Music lessons are taught in the lower hall with the teacher socially distanced and wearing a mask. • PE and Games are taught by HR, outdoors whilst socially distancing.
			Other Considerations • Specific assessments are carried out for those with SEND needs to help with adjustments as necessary • Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible. • Specialist staff e.g. therapists work as normal.

- Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates

Morning Drop Off

Year Group	Doors Open	Door Closes	Late Mark	Unauthorised Mark
Little Acorns AM	8.30am	8.35am	N/A	N/A
Year 5 and 6	8.30am	8.45am	8.46am - 9.10am	After 9.11am
FSR, Year 2 and 4	8.40am	8.45am	8.46am - 9.10am	After 9.11am
Year 1, 3 and Willow Hazel	8.45am	8.50am	8.51am - 9.15am	After 9.16am
Little Acorns PM	12.30pm	12.35pm	N/A	N/A

Pupils arriving after the doors close, as set out above for each year group will be required to sign in at the school office and complete the late arrivals book.

Afternoon Collection

Year Group	Collect
Little Acorns AM	11.30am
Year 5 and 6	2.55pm
FSR	3.00pm
Year 2 and 4	3.05pm
Year 1, 3 and Willow Hazel	3.10pm
Little Acorn PM	3.30pm

If the individual family has any concern regarding the staggered arrival or collection times, then please contact the school office on 01295 251205 so that we can support you and your child's attendance.

- Dual registered children can attend, but the two settings will liaise to agree controls.
- Equipment:
  - Children will store their own personal equipment in a pencil case provided by school
  - Classroom resources are used freely within the bubble/group, but are subject to regular cleaning
  - Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).
  - Outdoor play equipment is cleaned more frequently.
  - Pupils are advised to limit the amount of equipment they bring to school
  - Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above.
- <u>Early years:</u>
  - Messy play is carried out either with materials assigned to individual groups or, with materials cleaned or replaced between groups. Hand hygiene is robustly practised in all groups.
  - School staff will settle any children who are distressed.

			<u>Dedicated school transport</u> • Consistent grouping applied where possible • No one with symptoms or a close contact is to travel • Social distancing practised as far as possible • Children sit within their groups/bubbles as far as possible • Ventilation of fresh air maximised • Hands cleaned before boarding and again on disembarking • School vehicles cleaned more frequently • Those over 11 years old must wear face coverings
			<u>Arrival and drop off to school</u> • Steps are taken to depress demand at peak times (Stagger start/finish times) • Walking, cycling, scooting to and from school are all promoted
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	• Any unnecessary furniture removed to aid distancing between groups • Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage • Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Single room ventilation systems continue to operate as normal • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact

Delivery of 'higher risk' subjects	Staff, Pupils	Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection	• Phase/Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly.
			  ○ CLEAPSS guidance referred to in planning science, D&T and Art
			  ○ AfPE and national governing body guidance referred to in planning physical activities
			  ○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama
			
			Music and Drama
			• Consistent groupings are maintained wherever possible

			• Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits. • Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained • Wind players positioned so that air is not blown into another player • Backing tracks/accompanying music operated with volume levels as low as possible. • Microphones used where possible and amplification is required; if shared they are cleaned between each user • Performances with an audience to not take place at this time. • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly and always between users **Physical Activity** • Consistent groupings maintained • Equipment thoroughly cleaned between groups • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised • Use of external facilities is risk assessed on a case-by-case basis • Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented • Inter-school sport to not take place • Physical activity is encouraged at break and lunch time where it can be carried out within existing groupings. **Educational Visits** • Early Years – Trips to outdoor spaces for the purposes of exercise are managed in line with the principles contained in the sector specific guidance • Years 1-6– Trips will not take place at this time. • Year 4 and Year 6 residential visits will take place in line with Government Guidance. **Parent and Child Groups** • Will take place with a limit of up to 15 participants and are individually risk assessed with the system of controls rigorously applied
Anxiety, stress and worry	Staff, pupils (parents	Those coming to work or school may be anxious, worried our stressed	• The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures • This risk assessment and its findings have been shared with staff and published on the school website. • Staff have access to Group's occupational health and counselling service • Staff – Adult Mental Health First Aiders are on call to support when needed

	indirectly)		• Pupils – Welfare Team on hand to support pupils and parents • Pupils – MHST sessions already underway for some parents and children
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	• Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs • No specific PPE is required unless the child in question is symptomatic (see *Suspected/confirmed case in school* section).
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	• Risk assessment developed in collaboration with staff and Union reps and shared with all parties • All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner • Transgressions will be escalated through existing behaviour/disciplinary arrangements
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	• Central office to ensure that Coronavirus pages on the Hub are kept updated • Important updates/changes included in CEO's Heads Bulletins • Regular key guidance updates issued by Group H&S Manager • Headteacher to ensure that all relevant guidance is followed and communicated to staff • Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • The LGB is kept informed on changes in guidance and school approach

Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	• Extra-curricular provision/wraparound care is carried out line with the principles outlined in this risk assessment
			  ○ Breakfast club will operate using the two hall spaces, EYFS and KS1 in the upper hall, KS2 in the lower hall. Each year group will be socially distanced at all times to minimise contact. Staff will wear face coverings at all times.
			  ○ Tea Club will operate as one bubble (as before due to numbers)
			• Fire safety procedures have been amended to support COVID-19 infection control arrangements
			• Staff training schedule monitored and any slippage identified and managed

Temporary Home Workers	Staff	Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues	**DSE** • Staff are allowed to take home peripherals and chairs from office • Guidance on setting up a suitable workstation provided on HSE website • Additional equipment needs are reviewed on a case-by-case basis **First Aid/Accidents** • Any accidents to be logged onto ARMS and line manager to be notified **Wellbeing/Stress** • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Managers to maintain regular contact with their employees, preferably by video link.

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	**Claire Ferens**	**Date:**	01.03.21	**Date of next review:**	09.03.21
					19.04.21
					27.04.21
					07.06.21