

Portico Academy Trust



Number: COV001

School: Hamstel Junior School

Activity:
Risk Assessment

Date: 2.03.21 v11

Review: on going

No.	Hazard Description	Persons Affected	Risk Consequence (Resulting harm)	Current Controls	Severity 1-5	Likelihood 1-5	Risk Rating
1	Prepare site to reopen for March 2021	Staff	Incorrectly prepare could result in a spike of infections at the school for staff and or pupils resulting in the school closing down	<p>Birkin completed a deep cleaning schedule prior to wider opening of all classrooms, shared spaces and communal areas including the swimming pool.</p> <p>School has identified surfaces/equipment and increased levels of cleaning around these areas.</p> <p>Contact suppliers and services have resumed contracts e.g. grounds maintenance whilst maintaining social distancing</p> <p>A sufficient stock of cleaning and janitorial materials, increased amount of soap normally ordered plus sanitising gel where possible</p> <p>Pabulum to ensure there are sufficient stocks of food for hot dinners.</p> <p>Midday cleaning for shared spaces in place.</p> <p>All parents and staff have been informed what and how lunches will be provided by school kitchen if they want to purchase (if normally chargeable)</p> <p>All policies and update induction/staff handbook document are in line with Covid measures</p> <p>Detailed staff briefings have been carried out to ensure all staff are fully aware of changes that have been made. Updated Induction for staff on 24.02.21 and via whole school communication systems. Updates on going as guidance changes or messages need to be enforced.</p> <p>Review Extended Services provisions - before and after school provisions are essential to continue to support key workers the school will be providing before school club for essential workers from 3.11.20 but no afterschool club as yet. The opening of this provision</p>	1	2	Low

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				<p>is dependent on a parent need as to whether the school provides it. Wider protective measures to consider are keeping children within their class groups/bubbles where possible. (Please see Breakfast/After School Club RA)</p> <p>Where possible all unnecessary furniture has been removed from classrooms and offices. Desks are facing the front of the class.</p> <p>All unnecessary equipment that will be difficult to keep clean e.g. soft toys, furnishings and other hard to clean toys will small and intricate pieces have been removed from shared spaces.</p> <p>All equipment kept in classrooms is only used by class group and individual equipment only by that pupil.</p> <p>At all times the appropriate number of staff are available to work with the number of pupils attending school to ensure sufficient supervision is in place depending on the age and needs of the pupils. Staff to wear face coverings if they cannot maintain 2m and use Perspex screens for 1:1 work. Where appropriate Microsoft Teams to be used for group work and 1:1 work.</p>			

2	Access/egress to site	Staff, parents, pupils, visitors	Risk of Covid-19 contamination or spread from external sources into the school	<p>The following has been implemented:</p> <ul style="list-style-type: none"> • Stop all non-essential visitors • LFD testing for all staff at CJA at least once a week • Temperature testing will not be taking place before entry to the building • Introduce staggered start and finish times to reduce congestion and contact at all times • Events barriers in place to avoid parents queuing outside in the street and to enable parents to quickly drop off as they follow around the barriers in one way. • Strongly suggest parents wear face coverings. Spare masks handed out by Hamstel Schools staff at the gate. • All staff to wear face coverings when accessing and leaving the site when parents are also on site. • The school will monitor site access points to enable social distancing . The school is using two access points. The school has moved Year 5 drop up and pick up point to reduce numbers gathering in lower school and affecting HIS pick ups and drop offs. • Car park barriers and gates activated by key pads until 8.30am and after 3.30pm. Inventory system for visitors will be reactivated to support and register those visitors entering the building and to support the Track and Trace programme if required. • Require all workers to wash or clean their hands before entering or leaving site • Allow plenty of space (two metres) between people waiting to enter site and signage to indicate this. • All parents asked to wear face covering unless medical exempt. • Where possible only one parent on site dropping off or collecting. • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks etc. • Corridor barriers in the form of spare furniture and barriers • Classes to have staggered starts and end times to reduce the amount of people leaving the school site. <p>For Year 3 will start 8.50am staggered entry until 9.10am and finish at 3.10pm staggered exit until 3.30pm.</p>	1	2	Low
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				<p>For Year 4 will start 8.50am staggered entry until 9.10am and finish at 3.10pm staggered exit until 3.30pm For Year 5 will start 8.25am staggered entry 8.45am and finish at 2.45pm staggered exit until 3.05pm and now enter and leave from upper school. For Year 6 will start 8.25am staggered entry 8.45am and finish at 2.45pm staggered exit until 3.05pm.</p> <p>Where there are multiple drops off on parents to be advised on one/two drop offs (if Infant siblings) as opposed to being on site longer.</p>			

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3	Movement around site	Staff, pupils	Cross over and bunching could cause social distancing to fail and cross contamination between classes resulting in more potential cases	<p>One-way systems setup to avoid cross over of pupils and staff, where possible physically separation of corridors with screens</p> <p>Toilets to be used are predetermined by the school for year groups and increased cleaning of these areas throughout the day and monitored by school staff to ensure numbers are minimised and cross bubble mixing.</p> <p>Appropriate signage in place where appropriate.</p> <p>All safety protocols are clearly displayed (ideally laminated) in all areas of the school used by pupils/pupils and staff.</p> <p>Clear signposting for adults and children on social distancing in classrooms/corridors/halls/office spaces</p> <p>Flooring tape in place to support teacher safety zone.</p> <p>Events barriers in place to support movement of parents and increased signage.</p> <p>Accessing rooms directly from outside where possible</p> <p>Staff should be on duty to supervise corridors and rest of the site to ensure social distancing is being maintained and wear face coverings.</p>	1	1	Low

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4	Poor hygiene	Staff, parents, pupils	Could result in a rapid spread of virus on surfaces between pupils and staff resulting in whole classes having to self-isolate	<p>All pupils in their school timetable wash their hands thoroughly and regularly. All use soap and water for at least 20 seconds.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</p> <p>Staff and pupils are encouraged to avoid touching their face/eyes/nose/mouth with unwashed hands and cover their cough or sneeze with a tissue then throw it in the bin.</p> <p>Regular cleaning of the hand washing facilities and check soap and sanitiser levels</p> <p>Suitable and sufficient rubbish bins are in place for hand towels with regular removal and disposal (twice daily).</p> <p>Schools to ensure stock levels of general consumables are in place at all times, (soap, hand sanitiser and paper towels, etc.) these should be securely stored.</p> <p>Facilities staff to introduce cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush</p> <p>Ensure adequate supplies (toilet paper, tissues etc.) are available to each class. Each class to be issued with chemical to ensure wipe/spray down to occur during the day</p>	1	2	Low

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5	Canteen - exposure from large numbers of persons	Staff, pupils	Without separation the school could mix with other classes meaning a potential increase of risk of spreading the virus	<p>Lunch times should be staggered and lunch play staggered. Hot dinners will be supplied and served out of the canteen. Packed lunches to be eaten in classrooms and a lunchtime play incorporated into the school day. Hot lunches staggered and only a year group at a sitting, with cleaning between sittings.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by anyone when entering and leaving the area</p> <p>Where possible pupils should be asked to bring refillable drinking bottles from home, these should then be taken to classrooms to be consumed with their class</p> <p>Pupils have access to their water bottles which are in their class base and on their desk and can be refilled. Spare water bottles available for all children to access fresh water.</p> <p>Tables should be cleaned between each use</p> <p>All rubbish should be put straight in the bin, and is emptied twice daily and not left for someone else to clear up</p> <p>MDAs to have full First Aid, H&S briefing and come duty-ready onto the playground/canteen space. MDAs can wear both visors and masks in confined canteen space practising social distancing between each other and good handwashing. All school staff when entering the canteen wear a face covering or mask.</p>	1	2	Low

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6	Use of changing facilities and showers	Pupils	Without larger spaces or minimising the amount of people within a small space social distancing cannot be observed with the potential of Covid spread higher	<p>The school has introduced staggered start and finish times to reduce congestion and contact at all times</p> <p>Shower on poolside will be the only shower used (Please Swimming RA)</p> <p>Children changing for PE in class and only 5 children changing for swimming in the changing room at one time.</p> <p>The school has provided sufficient rubbish bins in these areas with twice daily removal and disposal of rubbish.</p>	1	1	Low
7	Teacher and support staff shortage	Staff, parents, pupils	Without sufficient cover classes won't be able to take place resulting in higher class numbers or students being sent home	Teachers to have the choice of PPA at home. PPA to be conducted by HJS employed part time to reduce external adults coming into school from other schools/organisations.	2	2	Low
8	Cleaning team shortage	Staff, parents, pupils	Without sufficient cover, classes won't be able to take place due to the cleansing needs of the classroom on a daily basis, this could also result in higher class numbers and closure or students being sent home	<p>Discuss with cleaning contractor the new arrangements for cleaning paying particular attention to chairs.</p> <p>Portico to ensure that regular meetings are carried out with area supervisor and senior managers to ensure levels of staffing are sufficient. HJS to contact Facilities Manager if there are staff shortages and for this to be monitored throughout.</p> <p>Where needed cleaners to be pulled from other sites to assist in the cleaning effort</p>	1	2	Low

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9	Cleaning priorities	Staff, parents, pupils	Insufficient approved chemical to clean the school by the cleaning contractor at the start/end of day could have catastrophic consequences on the spread of Covid within the school, resulting in closed classrooms or schools in the extreme cases	<p>Meet with cleaning supervisors to review cleaning arrangements and make necessary changes</p> <p>Increase focus cleaning on touch points and tables (redirect from other jobs if necessary, possible increase of hours to cover all aspects (cost implications))</p> <p>Review staff rooms, shower and toilet facilities, can social distancing be maintained. Staff to have breaks, which are staggered. They are required to bring in their own lunch and drinks, only 4 people in conference or staff room at a time, however the Centenary Hall will be made available for staff for lunch with tables and a microwave available. All staff washes hands before break and after and then wiping down surfaces, handles etc. Doors propped open and when not eating or drinking to wear a face covering.</p> <p>Staff should be informed of disinfection procedures throughout the school e.g. staffroom and classroom to ensure they are followed by them; they should contact the appropriate member of site staff for additional guidance where needed</p>	2	2	Low

10	Classrooms and teaching	Staff, pupils	Normal class numbers will be resumed but adults to ensure 2m apart.	<p>Class sizes to be at 30 pupils per class. Children do not have to maintain 2m distance in classrooms with each other but for pupil: teacher 2m where possible</p> <p>Staff to be issued cleaning equipment in order to sanitise their rooms during the school day, a full room clean as well as sanitisation will be carried out by the cleaning contractor during their designated cleaning times</p> <p>More use of the outside areas on school site for lessons to encourage social distancing. Ventilation encouraged every 15 minutes per 2 hours at least through the day.</p> <p>Keep the same staff with those groups but staff can go between groups. Staff to wear face coverings if 2m cannot be maintained. Staff working 1:1 with SEND children to have sneeze screens and if need be work outside the classroom with the child if there is an issue with space.</p> <p>Reading assistants to work out of the school canteen, use of face coverings and sneeze screens.</p> <p>Pupils to use the same desk, laptop and stationery each day and is wiped down between any pupil change overs or at the end of the school day.</p> <p>The school has introduced stagger movement on timetables</p> <p>The school has introduced staggered breaks/lesson start and end times so that pupils are not congregating on corridors at same time</p> <p>Exercise and take breaks or provide education outdoors, where possible, as this can limit transmission and more easily allow for distance between children and staff</p> <p>Keep groups of pupils together all day, avoid mixing with other groups other than their class group.</p>	1	2	low
11	Playground – mixing of pupils	Pupils	In normal situations pupils will intermix on numerous occasions throughout the time spent outside, making the amount of other	Each area of the schools two playgrounds will be divided up into segments to allow for space between class group to be minimised as much as possible	1	2	Low

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			pupils and staff they are in contact with far greater, which may result in a larger spread of the virus	Staff on duty to be extra vigilant of the pupils in their care and ensure that crossing of pupils is prohibited in all cases and to stay 2m from pupils where they can. School to make use of MUGA (no more than 30 children at a time), and school field, groups of 30 supervised by adults where appropriate.			
12	Playground equipment – use of	Pupils	Equipment is attractive to the pupils who love to use it many times throughout play times, in order to use this equipment touch is required to climb, crawl etc. resulting in contact with plastic, wood leaving a print on the unit. This has the potential to increase the spread of the virus	Playground equipment which cannot be sufficiently cleaned has been taken out of use and only easily cleaned equipment to be used instead. Hand sanitiser out in both playgrounds for pupils to use at the start and finish of each break. Staff supervise use of playground equipment during breaks. Equipment to be taped up to restrict use Signage to be displayed to support staff and remind pupils of the Covid rules. Playground barriers have been secured with sandbags to ensure stability as weather changes.	1	1	Low
13	Working in school who are vulnerable	Staff		Where needed some direct teaching will be held via Microsoft Teams where staff are fully briefed on safeguarding measures. PEEPS in place for those particular members of staff. Most school-based roles are not suited to home working and schools expect most staff to return to work in settings. Some roles like admin roles may be conducive for home working and school leaders will consider whether this is feasible.	1	1	Low

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14	SEND pupils	Staff, pupils		<p>All SEND children should be in school.</p> <p>Ensure care plans are updated where applicable</p> <p>Use of ICE 'in case of emergency' mobile numbers for parents and carers to be checked and updated</p> <p>ICE database to be readily accessible to all staff and where appropriate PEEPs for staff members.</p> <p>Ensure all staff care plans are reviewed and updated where applicable</p> <p>Pupils with medical conditions that were not declared previously are recorded and a care plan prepared on their return to school particularly those new to HJS and those entering Year 3.</p>	1	1	Low

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15	Transport into school	Staff, parents, pupils	Increased risk from other people on public transport spreading the disease	<p>Staff will be reminded during briefings to be careful of places outside of school e.g. petrol stations regularly, car sharing etc.</p> <p>School will identify pupils who attend school using public transport</p> <p>The school will be operating staggered start and finish times for pupils to aid the use and frequency of public transport where applicable.</p> <p>Staff and pupils not to use public transport where possible or they must wear a face covering or face mask</p> <p>All staff who car share are told to wear masks, with good ventilation.</p> <p>Staff and pupils who travel to work/school are given information to work out if they may have issues travelling to work. This information could be collated on a staff availability document.</p> <p>The Trust is now involved in the Cycle to Work scheme which enables staff to obtain a bike for a reduced rate and staff can go through their office manager for further details.</p>	1	2	Low

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16	Fire safety	Staff, pupils	As the building is still active, the alarm may be set off. Regular line ups will not confirm to new regulations on social distancing and could spread the disease between classes	<p>Fire Evacuation and Fire Drill procedures have been reviewed in light of social distancing and contact.</p> <p>Muster point has been changed from MUGA to school field to allow for appropriate social distancing.</p> <p>Sufficient numbers of fire marshals/wardens on site each day to coordinate evacuation</p> <p>Class bubbles to practice fire evacuation rather than mass evacuation over the Autumn Term. These are to be silent pre-arranged with the YGL to enable teachers and pupils to practice safely.</p> <p>Doors to remain open within the site where possible, however, be aware to not disregard Fire Regulatory Order 2005 and prop fire doors open. Installation of Dorgards to specific doors may be a viable option to some areas of the school (circa £100 a door, see link), this can be installed in-house</p>	1	2	Low
17	Contractors and maintenance	Staff, pupils, contractor	Unsolicited visits could increase the risk of passing on Covid-19 around the school	<p>Only essential maintenance is to take place school specific to the PPM schedule and reactive maintenance if something mechanical occurs or breakdowns.</p> <p>Contractors to ensure that the wash their hands before starting work and that the area worked in is sanitised after completion. All contractors or abide by and understand the school procedures on hygiene and work being carried out in the school. Where possible will work to be carried out, out of school hours. Their details captured on the school Inventory system.</p>	1	1	Low

18	Communal and shared spaces or resources			<p>Use halls, dining areas and internal and external sports facilities for lunch and exercise within year groups only.</p> <p>If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning in between groups is in place,</p> <p>Stagger the use of staff rooms and offices to limit occupancy eliminate face to face seating. (see point 8) and when not eating or drinking to wear a face covering.</p> <p>Equipment or classrooms can be shared by pupils, however classroom-based recourse can be shared within the bubble if it is cleaned thoroughly before and after each use.</p> <p>Large gathering such as assemblies will not take place instead assemblies will be conducted on Microsoft Stream.</p> <p>All singing, chanting, playing of musical instruments would be avoided or for 1:1 music lessons cleaned down either before or after.</p> <p>Clean surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. An additional member of staff will be redeployed to assist with this regularly cleaning throughout the school day. Ventilation encouraged every 15 minutes per 2 hours at least through the day.</p> <p>Current Covid-19 promotional posters have been placed in shared spaces for adults to have continued information.</p> <p>All shared office space desks have been assessed to ensure 2.5m apart and therefore not considered a close contact. For those who are too close they have been relocated around the school.</p>	1	2	Low
19	Suspected case whilst working at school	Staff, parents, pupils	Increased risk of infection to the person dealing with the potential Covid case, along with the class in which the Covid case was discovered.	<p>If a pupil or employee develops a high temperature or a persistent cough while at work, they should:</p> <p>Space should be identified as an isolation room in addition to the usual medical room. This room is the Intervention Room.</p>	2	2	Low

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			<p>Serious cases have led to death</p>	<p>Provide PPE for staff dealing with pupils in close proximity with masks, visors, gloves and aprons while treating first aid and for intimate care</p> <p>Present themselves to staff, and be directed to the dedicated COVID room which has been identified as Intervention classroom (old learning mentor room) which has a sink. This is where the case will wait until picked up for parent or carer. The school's disabled toilet is the dedicated Covid toilet.</p> <p>If possible, pupil may be better suited sitting outside with a member of staff maintaining social distancing</p> <p>Avoid touching anything</p> <p>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</p> <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>Ensure first aid staff are fully supported emotionally as they may be anxious dealing with pupils and parents in close proximity on a daily basis</p> <p>Appropriate support in place for First Aiders to support more than one child at a time during the school day.</p>			
20	Reception and shared office spaces	Staff, parents, pupils, visitors	Infection of Covid-19 between people working in a small space with serious cases resulting in death	<p>Offices/PPA areas - staff need to ensure social distancing review set up of desks eliminate face to face seating or work from home.</p> <p>Main Offices - inform visitors and contractors to maintain social distance and signpost location of handwashing facilities. Only 4 people in the main office at one time (3 people work in the office)</p>	1	2	Low

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21	Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	Staff, pupils	Infection of Covid-19 with serious cases resulting in death	<p>To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise; and for essential works including those deemed 'key workers'</p> <p>Any existing individual risk assessments (disability, young persons or new/expectant mothers) to be reviewed</p> <p>Maintain contact with line management and Human Resources (HR) and to follow company policy/guidance.</p> <p>Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (1m+ clearance from persons where possible, with 2m being the aim).</p> <p>The school to follow ongoing government guidance-schools to be provided with a small number of home testing kits, and able to order where appropriate.</p> <p>Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required.</p> <p>Schools should keep a record of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups.</p> <p>Follow good NHS hygiene measures at all times</p> <p>Identify any children who are the most vulnerable that have returned to school and discuss with parents the initial steps and agree key actions.</p>	1	2	Low

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22	Clinically vulnerable at school	Staff, pupils	Serious effects of Covid-19, which could result in hospitalisation and potential death	<p>All clinically vulnerable staff or pupils that have returned to school setting and develop individual PEEP for the person</p> <p>Any staff or pupils who fall into this category must abide by strict social distancing procedures, if this means they need to change what they do in their working day this will need to happen</p> <p>Extremely vulnerable should be risk assessed and supported on their return to school and work within school with all relevant supportive measures in place. Those shielding will be ascertained by the attendance officer when wider school opens and contacted directly and a Remote Education Plan (REP) put in place either via year groups or class teacher.</p>	1	1	Low

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23	Induction and training, including staff wellbeing.	Staff, pupils	Staff unaware with the new procedures may have an increased risk of spreading the virus between different groups	<p>Once all changes have been made ensure all staff and pupils are informed of the new changes in school before 8.03.21 and opportunities for staff to give feedback. Any guidance released through the subsequent weeks and to be reviewed by SLT.</p> <p>Training for staff/children/parents on procedures/times for arrival at school and departure from school, and hand washing. This is particularly for those children who have not returned to school.</p> <p>Educate pupils before they return about the need to stay apart from others.</p> <p>Ensure pupils are reminded of amended behaviour policy and expectations of their behaviour to follow social distancing rules while they are at school.</p> <p>Review training needs of staff to carry out their role e.g. first aid</p> <p>The Trust and school have a duty care to their employee's wellbeing and mental health. Staff are free to visit MindEd which is free to access, and contains materials on peer support, stress, fear, trauma and bereavement.</p>	1	1	Low

24	Staff taking leave (annual leave)	Staff, pupils	The increased risk of having to self-isolate for 14 days if an outbreak occurs in either a local area or different country	All leave to be approved by a senior member of staff, with destination requested to ensure staff are abiding by the most recent government advice Where an incident has occurred school leaders should consider, where possible, to temporarily amend working arrangement to enable them to work from home	1	1	Low
25	Educational visits	Staff, pupils, visitors	Possible for an unannounced 14-day quarantine should travel abroad occur, travelling to a different country may have high infection rate allow the virus to spread further. Classes taken away may need to mix bubbles overnight with no possibility of staggered eating or cleaning regime	No overnight or overseas educational visits shall take place until further notice Any non-overnight domestic educational trip can recommence; however, a risk assessment must be completed on Evolve to demonstrate COVID security during the trip	1	1	Low
26	Physical education including external coaching	Staff, pupils, visitors	Normally all pupils interested in an activity would participate, however, this would break the schools bubble conditions with further spread of the virus possible	Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene (cleaning down of equipment before or after use). This will include any external activity that the school wants to operate	1	1	Low

27	Contingency planning for outbreaks	Staff, pupils, parents	Under the guidance remote learning is required to be picked up immediately after a lockdown, should necessary procedures not be put in place, this will have a negative and detrimental effect on the students consistent learning	<p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The schools must abide by what information is released by the local authority within the specified timeframe</p> <p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</p> <p>Schools will need to have the capacity to ensure that immediate remote education is possible if the local authority put these measures in place</p>	3	2	Med
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Completed by: Chris Farrell and SLT of HJS	Position: Headteacher	Date: 2.03.21
Authorised by: Russ Sampson	Position: Portico Facilities Manager	Date: 2.02.21

Eight key documents to support the whole school risk assessment:

- Whole school opening arrangements (March 2021)
- Child protection and Safeguarding addendum
- Attendance- Covid addendum
- First aid in school- Covid addendum
- Feeling unwell in school-Covid addendum
- Health & Safety-Covid addendum
- Handwashing guidance
- Swimming risk assessment –Covid addendum
- Essential key worker before school club provision RA

Action Plan