

Risk Assessment	<p>Educational Setting Response to COVID-19</p> <p>Hook Infant School is following the latest guidance and information provided by Public Health England and the DfE:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=a20f1402-ed1e-416f-af22-094648719a28&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>https://documents.hants.gov.uk/childrens-services/Recovery-FAQs.pdf</p> <p>This assessment records site specific arrangements.</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
<p>Underlying health conditions</p> <p>Critically vulnerable</p> <p>Clinically vulnerable e.g. diabetes, immune suppressant medication</p> <p>Shielding others at home.</p>	<p>Staff, parents, children</p> <p>Staff members, parents</p> <p>Staff members Children Parents</p>	<p>Following Government and PHE guidelines in response to COVID-19. the majority of staff and pupils will be able to return to school. However-</p> <p>A small number of staff and pupils may still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19)</p> <p>Shielding advice for all adults and children was paused on 1 August 2020 which means that even the small number of staff/pupils who will remain on the shielded patient list can also</p>	<p>If rates of Covid rise in the local area, staff/children may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend school.</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, we</p>	<p>SLT</p> <p>Staff</p>	<p>1st September 2020</p>	

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		<p>return to school, as can those who have family members who were shielding current advice on shielding</p> <p>Staff and pupils no longer required to shield but who generally remain under the care of a specialist health professional should discuss their care with their health professional.</p> <p>All other pupils of compulsory school age must attend school. This may include pupils living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>Where children are not able to attend school as parents and carers are following clinical or public health advice, self-isolation or family isolation, the absence will not be penalised.</p>	<p>will ensure that they will have access to remote education.</p> <p>Where staff are unable to attend school because they are complying with clinical or public health advice, staff are to remain working from home (if possible) and facilitating home learning for pupils not in school.</p> <p>HIS will bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in</p>	<p>SLT</p> <p>SLT</p>		

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			place to address this.			
Infection transfer	Staff, parents, children and visitors	<p>HIS is following Government guidance regarding response to symptoms for COVID-19 and self-isolation and health and safety law, which requires them to assess risks and put in place proportionate control measures.</p> <p>HIS has put in essential measures adapted from the system of protective measures that were in place from the summer term. Essential measures include:</p> <ul style="list-style-type: none"> • a requirement that people who are ill stay at home • robust hand and respiratory hygiene • enhanced cleaning arrangements • active engagement with NHS Test and Trace <p>These measures include</p> <ul style="list-style-type: none"> • Staggered start/finish/breaks and lunchtimes • grouping children together in class group "bubbles" • avoiding contact between groups • staff maintaining distance from pupils and other staff as much as possible <p>When staff work together, try to ensure a 2m distance is kept.</p>	<p>All relevant parties updated with any new guidance-updated as appropriate through Parentmail and appropriate signage.</p>	<p>HT</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p>	1st September 2020	

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	Staff/pupils/visitors	<p>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.</p> <p>Clean hands thoroughly more often than usual. This can be done with soap and running water or hand sanitiser. Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>Enhanced cleaning, including cleaning toilets and frequently touched surfaces.</p> <p>Frequently touched surfaces being cleaned more often than normal</p> <p>Children to be kept as far as possible in consistent 'bubbles' of 30. EYFS bubbles of 60.</p> <p>Children to play outside in one outdoor space away from any other groups.</p>	<p>A staff meeting has been held with all staff including staff that have not been in school to ensure all guidance is understood.</p> <p>Ensure that classrooms have enough tissues and bins.</p> <p>More frequent cleaning of rooms and shared areas that are used by different groups</p> <p>Public Health England has published revised guidance for cleaning non-healthcare settings to advise on general</p>	<p>All Staff/pupils</p> <p>All staff</p> <p>All staff/site staff/YBC</p>	1st September 2020	

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		<p>Work completed in school on paper and to be stuck into books after a minimum of 3 days when there is no risk of infection.</p> <p>Resources kept separate for each group of children. Children reminded not to put resources in their mouths.</p> <p>Play equipment and resources wiped with disinfectant or washed and left to dry overnight.</p> <p>On Fridays there will be a deep clean of resources and classrooms.</p> <p>If children have accidents PPE must be worn i.e. gloves, apron, mask. Children to be changed in their own classrooms or closest toilet if needed, if children cannot easily clean themselves parents will be asked to pick them up. PPE disposed of in a yellow liner after single use.</p> <p>Minimise contact and maintain social distancing wherever possible.</p> <p>Groups should be kept apart, there will be no large gatherings such as assemblies or collective worship with more than one group.</p> <p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve.</p>	<p>cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.</p> <p>All bubbles to have PPE/first aid kit</p> <p>Children will have class assemblies.</p> <p>LR and 1:1 will support SEN pupils</p>	Staff members will be responsible for topping up resources as they are used	1st September 2020	

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		<p>When necessary, wear appropriate personal protective equipment (PPE) (Visor, mask, gloves, apron).</p> <p>No parents/carers allowed in school. Parents/carers to be told to telephone or email the school during normal school office hours</p> <p>Parents to be directed to keep 2m distance when dropping off and collecting.</p>				
Hygiene	Staff	<p>Shared staff spaces should be set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <p>All staff to wash hands on entry to school</p> <p>Staff briefed and to observe recommended hygiene guidelines at all times</p> <p>All staff to wash their hands before entering staff room and to observe social distancing at all times.</p> <p>Food and beverage utensils to be adult specific and dish washed at end of day at home or school dishwasher.</p> <p>Staff to wash their hands after handling reading books. Also, after any equipment has been handled.</p>	Hygiene Posters to be displayed in critical school areas: Kitchen, toilets, classrooms, front desk	All Staff	1st September 2020	

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Hygiene	Pupils	<p>Staff to try not to touch their face when at school</p> <p>If a child sneezes immediately clean the nearby area and get the child to wash their hands. Children to be reminded 'Catch it, bin it'.</p> <p>Children to be reminded of the normal emergency evacuation procedure with 2 metre social distancing when walking out and lining up Staff to be reminded of social distancing procedures during this process e.g. walking out, lining up, distance between other 'bubble'.</p> <p>Pupils to be reminded daily of safe hygiene practice and to wash hands at critical time points:</p> <ul style="list-style-type: none"> • on entry and before exit from school • before eating or drinking • after playtimes or being outside • as frequently as is sensible • After blowing their nose or sneezing. <p>Children will use sinks in classrooms and sent in intervals to toilets</p> <p>Classrooms to have accessible tissues, soap and paper towels.</p> <p>Bins to be emptied regularly, wear gloves</p>	<p>Enough tissues on site</p> <p>We will encourage children to line up in their bubbles alphabetically at least arm length apart</p> <p>Child friendly signage around the school</p>	<p>All Staff</p> <p>Admin</p>	1st September 2020	

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Hygiene	Visitors/Contractors	<p>Visitors/Contractors only to be allowed on site by prior permission.</p> <p>All visitors /contractors to wash /hand gel hands on entry to school</p> <p>All Visitors /contractors to sign in adhering to usual Safeguarding requirements.</p> <p>Visitors/contractors briefed and to observe recommended hygiene guidelines at all times</p> <p>All visitors/contractors to observe social distancing at all times.</p> <p>All visitors/contractors other than HCC Education staff to wear facemasks while attending site.</p>		Visitors/Contractors	1st September 2020	
Cleaning	Staff, pupils and Cleaners	<p>Cleaning by YBC cleaning company daily including:</p> <ul style="list-style-type: none"> • entry and exit points • door handles and panels • taps and toilet cubicles handles and locks • disinfect of key areas in functional classrooms and staff areas in use <p>These are the areas highlighted in the Gov guidance</p>	PPE equipment available i.e. gloves, materials to clean (kept out of children's reach)	Admin	1st September 2020	

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		<ul style="list-style-type: none"> Disinfect Desks and Shared Surfaces. Dust Cabinets and Bookshelves. Vacuum Carpeted Floors and Mop Laminate Floors. Clean and Dry Sinks and Surrounding Areas Daily. Wipe Down Doorknobs and Other Common Touch Points Daily <p>Deep clean by YBC Friday pm</p> <ul style="list-style-type: none"> In classrooms, Staff to wipe down surfaces, door handles, keyboards and other areas where the children have been frequently 		YBC	Daily	
<p>Lunchtime</p> <p>HCC3S are part of Hampshire County Council and as such are covered by HCC compliance.</p>		<p>Food prepared by HCC3S in line with government guidance.</p> <p>Lunchtime supervisor to bring lunch to classrooms. KS1 children to eat in classrooms. EYFS to eat in hall in bubbles</p> <p>Lunchtime supervisor to wear hygiene gloves when assisting pupils</p> <p>Lunchtime supervisor to remain in same 'bubble.'</p> <p>Tables and chairs to be wiped down with disinfectant after lunch</p>		<p>HCC3S</p> <p>Lunchtime supervisors</p> <p>Lunchtime supervisors</p>	1st September 2020	

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In event of a person showing symptoms.	Staff, pupils, visitors	<p>We will engage with the NHS Test and Trace process.</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>HIS has been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. These are located in the meeting room. JL is attending a PHE Webinar regarding the distribution of the tests.</p> <p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <p>If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for</p>		All staff	1st September onwards	

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		<p>several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>Hook Infant School will contact the local health protection team if they become aware that someone who has attended has tested positive for coronavirus (COVID-19). This team will also contact Hook Infant school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will provide definitive advice on who must be sent home.</p> <p>HIS will maintain registers. Koosa will maintain records of pupils attending Breakfast and After School Club.</p> <p>HIS is not allowed to request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>HIS hope that their ongoing positive and collaborative relationship with parents will ensure that parents consider carefully and adhere to current public health advice.</p>				

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		<p>In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19).</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>The government is not recommending universal use of face coverings in primary schools.</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the staying at home guidance.</p> <p>Staff to phone the office on mobiles and remove child outside PPE must be worn by staff caring for the child while they await collection. More information on PPE use can be found in the safe working in education, childcare and children's social care</p>	<p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy or a hospital.</p>			

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		<p>settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Child to be taken around the outside of school, if weather permitting child to be sat in quiet area on the playground. In the case of inclement weather, the child should be taken into the meeting room through the external door where they can be isolated with appropriate adult supervision if required. The window should be opened for ventilation.</p> <p>The meeting room should then be locked and thoroughly cleaned by YBC at the end of the day.</p> <p>If they need to go to the toilet while waiting to be collected, they should use the disabled toilet by the office. The toilet will then be locked until it can be cleaned and disinfected by YBC using standard cleaning products before being used by anyone else. PPE to be double bagged and stored in the metal shed for 72 hours, after which it can be disposed of normally.</p> <p>In the event another child becomes ill, repeat procedure above but use new PPE.</p>				
Safeguarding	<p>Pupils</p> <p>Vulnerable families</p>	<p>DSL or DDSL present on site If the DSL and Deputy DSL both became ill we would use the DSL and Deputy DSL at HJS. If these were unavailable the Hampshire Safeguarding Team would be contacted.</p> <p>The definition of vulnerable has not changed and all staff are aware of vulnerable children, MW/LH will ensure that staff know</p>	<p>All staff to be aware of pupils meeting criteria and remain vigilant to any safeguarding needs</p>	HT/DHT		

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		of vulnerable pupils in their bubble. Any concerns to be logged on CPOMS as normal				
Staff well-being	Staff	<p>Continual staff feedback to check on suitability of procedures and make changes where needed to ensure further safety of all stakeholders</p> <p>SLT to relay information to their teams to ensure all staff kept in the loop.</p> <p>Staff reminded to use the Employee Support Line, SLT for support when needed.</p> <p>https://www.hants.gov.uk/educationandlearning/schools-resilience</p>		SLT	Ongoing	

Hook Infant School

Sept 2020

Risk Assessor JL	Signature	Date
Responsible Manager MW	Signature	Date
Date Reviewed	Signature	Role
1 st Sept 2020		

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status [Where's the guidance that enables accurate assessment of RAG status?]	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.	Following Government and PHE guidelines in response to COVID-19. the majority of staff and pupils will be able to return to school.	Medium	If rates of Covid rise in the local area, staff/children may be advised to shield. Follow Government guidance.	HT	1 st September 2020 onwards	
2.	Infection Transfer Staff /Staff	Medium	Staff reminded to follow PHE/school risk assessment for social distancing measures around the school building, outside and in classrooms.	All Staff	1 st September 2020 onwards	
	Staff /Parents	Low	Parents and staff to follow identified	All Staff		
	Staff/Children	Medium	Staff to remind children of social distancing and hygiene. Staff only working within their own bubble	All Staff		

	Children/children	Low	Children in small groups with the same staff and children. Reminded to keep 2 m apart. Separate play areas, outside learning. All staff to remind children.	All Staff	1 st September 2020 onwards	
3.	Hygiene Staff Pupils	Low Medium	Staff to remember good hygiene guidelines from PHE. Constant reminders regarding hand washing, use of tissues etc.	All Staff All Staff	1 st September 2020 onwards	
4.	Cleaning	Medium	YBC own risk assessment completed. Staff to wear gloves/mask for cleaning classrooms and resources.	YBC All Staff	1 st September 2020 onwards	
5.	Lunchtime	Low	Lunchtime staff to wear gloves. HCC3S to follow government guidance	Lunch staff HCC3S	1 st September 2020 onwards	
6.	Illness	Medium	Follow isolation procedures and government guidance	All Staff, pupils	1 st September 2020 onwards	
7.	Safeguarding	Low	DSL and staff to remain vigilant and record concerns on CPOMS	DSL All Staff	1 st September 2020 onwards	
8.	Well- Being	Medium-medium	Staff reminded of support available.	All Staff	1 st September 2020 onwards	

Hook Infant School

Sept 2020

Responsible Manager	Signature	Date
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