



The Hampshire School
C H E L S E A

Risk Assessment for operations in school when dealing with Coronavirus

Date: 20 April 2022 **Completed by:** Dr Edmonds (Head) **Review Date:** Will be reviewed in line with government advice and staff recommendations.

In line with government guidance, our priority is for the school to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. This risk assessment sets out the arrangements for the continued educational provision at The Hampshire School Chelsea and risk management to support and maintain staff and children's safety and wellbeing. This document should be read in conjunction with the COVID Outbreak Plan which is available to download from the school website and provided as a hard copy from the school's front office.

With the end of legal restrictions in England, Spring 2022, we are making changes to our Covid-19 risk assessment and protocols - as always, the priority is to keep our community safe and ensure the continuity and quality of education provided.

Testing - adults

We no longer insist that all adults (including staff) test weekly and on entry to the school as a visitor. That said, Lateral Flow Tests (LFTs) are available for adults to test onsite should they, or the school, recommend that course of action.

Face coverings are not compulsory (Summer Term 2022) but all adults and children may continue to wear a face covering if they wish.

Any adult experiencing symptoms of Covid-19 should avoid contact with others. If an adult tests positive, we advise that they test negative before visiting and/or returning to the school site.

Good hygiene and sanitation protocols remain in place.

Children - Testing and Self-isolation

If your child shows symptoms that are typical of Covid-19 we ask that they do not attend school. In the event of a positive test the advice is that children should self-isolate and return on receipt of a negative test and feeling well enough to engage in educational activities. Please be aware that contact tracing has ended, so please inform any friends of your child directly who are known to have been in close contact in the 72 hours preceding symptoms.

Household Cases and Close Contacts

In the event that you have a positive case in your household, or if they have been a close contact, your child is still able to attend school. Where children have a household case or have been in close contact we encourage that the guidance on reducing transmission is followed and will have measures in school to enable this.

Accessing Tests

In the event that you wish to access tests where

- your child is symptomatic
- you have a case in the household
- you child has been in close contact with a case

Please order boxes of tests from the government website [here](#) or collect from a local pharmacy. Schools no longer receive a supply of LFTs from the government (although we do have some supplies which we are happy to share).

Online Learning

We will continue to provide the option of online learning for children who are isolating and who are well enough to participate.

For many of us this will be welcome news, we also understand the changes may cause concern for some members of our community. If you have any questions, please feel welcome to contact me.

Thank you for your ongoing support.

Dr Edmonds

Covid-19 Staff Testing Regime

The school has kept an internal log of test results for staff and Years 7-8. If they test positive for Covid-19 on a LFT whilst at home they will self-isolate.

Parent meetings onsite

Parents are very welcome to attend an appointment with any member of staff onsite assuming that they have arranged a scheduled appointment and do not have symptoms.

Travelling from Overseas

Please follow the government's latest guidance [Guidance and Rules for People Returning from Overseas](#)

Absence

The school must be notified using the info@thehampshireschoolchelsea.co.uk email address, copied to the Form Tutor/Class Teacher and/or a telephone call to the school, if a child is unwell and unable to attend school.

The school's response to a suspected case of Covid-19

- Anyone who becomes unwell with a new, continuous cough or a high temperature in the setting, will be sent home for recuperation.
- If a child is awaiting collection, they will be moved to the medical room.
- PPE will be worn by staff caring for the child while they await collection if a distance of 1 metres cannot be maintained (such as for a very young child or a child with complex needs). PPE may be worn by the member of staff supervising.

The school will remain in daily contact with the symptomatic individual's home to ensure that the test has been arranged/taken and confirmation of the results confirmed and shared with the school.

General checklist for PPE management:

- Children and staff are aware of the risks of wearing face coverings when adjusting the covering on the face. Training by teaching staff has been provided to children on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (in a bin and not left on a desk or other area).

Risk Management - Covid-19 outbreak

Note: Severity (S): 1 = slightly harmful. 2 = harmful. 3 = extremely harmful.
Probability (P): 1 = highly unlikely. 2 = unlikely 3 = likely

Risk Level (RL): = Severity + Probability: 2 = trivial. 3 = tolerable. 4 = moderate. 5 = substantial. 6 = intolerable.

Hazard/Risk	Who is at risk?	Possible harm	S	P	R L	Control Measures	S	P	RL
Spread of Covid-19 through school and wider school community	Pupils	Sickness and contracting the virus	2	2	4	<p>- Soap dispensers and hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply.</p> <p>-Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures.</p> <p>- Classes to teach children hand washing techniques.</p> <p>-Public Health Advice on Covid-19 handwashing – ‘Catch it, Bin it, Kill it’ posters to be created by the children for display around school, and other posters advertising good hygiene.</p> <p>-Pupils with existing medical conditions should already be known to the school: Discuss with parents the initial steps and agree key actions re. isolation/seclusion.</p> <p>- Inform parents of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>- All children wash their hands before coming to school, before going home, during school and when they get home.</p> <p>- Parents may wish to send their hand wipes and sanitisers into school with pupils.</p> <p>- Communicate to parents the importance of the government advice on catch it, bin it kill it, stay alert.</p> <p>Any important meeting will take place remotely.</p> <p>- Any members of staff with underlying health issues or those within vulnerable groups should make their condition known to the Head. We</p>	1	1	2
	Pupils from vulnerable groups		2	2	4		1	1	2
	Staff		2	2	4		1	1	2
	Staff from vulnerable groups		2	2	4		1	1	2
	Wider school community		2	2	4		1	1	2
			2	1	3		1	1	2
			2	1	3		1	1	2
			2	1	3		1	1	2
			1	1	2		1	1	2
			2	2	4		1	1	2

			2	2	4	will consult with PHE for up-to-date information.	1	1	
			2	2	4	- External community users have been notified of the return and expectations.			2
			2	2	4	- Those dealing with personal care and children demonstrating symptoms will be provided with PPE	2	1	3
			2	2	4	- Temperature checks on pupils and staff at the beginning and during the school day will only be used where there is a concern of illness.	1	1	2
			2	2	4	- Increased cleaning program.	1	1	2
			2	3	5	Cleaning agents will be provided in classrooms and cleaning of surfaces, handles and potential contact points will take place throughout the day.	1	2	2
			2	1	3	- Considerations and necessary measures will be taken if there is a need for cross bubble (pod) interaction	1	1	3
			2	1	3	-Staff are briefed and consulted on school procedures and the plans for re-entry of pupils			2
			2	1	3	- Pupils will be directed from the front of school by a teacher and met at the designated classroom door /entrance by an adult;	1	1	2
			2	1	3	- Entrance doors are held open, reducing the number of occupants touching the doors;	1	1	2
			2	1	3	- Exit doors are held open, reducing the number of occupants touching the doors;	1	1	2
			2	2	4	Thomas Franks will provide all snacks and lunches. There will be no self-service.; Tables are wiped clean with appropriate disinfectant before and after lunch			2
						- If visitors need to enter the building, they will only be permitted at their designated time and			2

			2	2	4	must show evidence of a LFT administered within 24 hours prior to their meeting. This also applies to prospective parents' tours.	1	1	
Suspected or confirmed case in school (staff or pupil develop Covid-19 symptoms whilst in school building, or later on that day). Symptoms of Covid-19 are a high temperature or a new, continuous cough.	Pupils	Sickness from contracting the virus.	2	2	4	- Contact relevant agencies e.g. BV, PHE. Follow the document 'Covid Case in School – Response'	1	1	2
	Pupils from vulnerable groups		2	2	4	- Close classroom for a period of 72 hours where the member of staff or pupil has only had restricted access to that area. Cleaning to be completed after 72 hours and before reoccupation of the classroom. - In the case of where the pupil may have spent their school day in a number of classrooms, all rooms will be closed. - BV to support schools in the form of words for communication to the school community. Schools must not name individuals. - Contact any external groups who have access to the building to notify them of any school closure.	1	1	2
	Staff								
	Staff from vulnerable groups								
	Wider school community								

Shortage of staff Teacher Teacher Absence of School Leadership	Pupils		1	2	3	<ul style="list-style-type: none"> - consider combining classes -Where pupil/teacher ratios exceed DFE recommendations– partial closure for certain classes or part time / AM / PM classes. - Alert service to parents to notify them of any exceptional closures due to insufficient staff cover. - explore other options such as remote learning - For pre-school children in Pre-School settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue. Classes should normally be split in half, with no more than 18 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 18. Singing lessons have no more than 15 pupils. 	1	1	2
Shortage of support service staff such as Building Supervisor/Cleaning Admin staff	Pupils Staff		1	2	3	<ul style="list-style-type: none"> - arrange internal cover including the use of teaching assistants - reassign support staff to key health and safety elements of the school 	1	1	2

resulting in non-delivery of essential services									
School meals kitchen closure resulting in no school meals provision.	Pupils	Thomas Franks to provide the catering.	1	2	3	- Communication to parents.	1	1	2
School trips	Pupils Staff Assisting Parents	Contracting the virus	2	2	4	Any visits will be conducted in line with COVID-secure guidelines.	1	1	2
Staff Information	Pupils and staff		1	2	3	<p>- Planning has been in place to ensure that staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-out-break</p> <p>- In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to pupils;</p> <p>- There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</p>	1	1	2
Fire precautions	Pupils Staff	Death / injury	3	1	4	Evacuation plans including the following have been reviewed:	1	1	2

					<ul style="list-style-type: none"> - Safe assembly of occupants following social distancing requirements; - Safe exit via the nearest fire exit; - Training occupants of any changes to evacuation; - Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; - Use of the school has been reduced to enable safe sweeping and evacuation; - All other fire system testing and maintenance has continued as normal. 				
Waste disposal measures			2	1	3	<p>- Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> - Put in a plastic rubbish bag and tied when full; - The plastic bag is placed in a second bin bag and tied; - It is put in a suitable and secure place and marked for storage until the individual's test results are known; - Waste is stored safely and kept away from children; - Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; - If the individual tests negative, this can be put in with the normal waste; 	1	1	2

						- If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;			
Travel from overseas			2	3	5	- Quarantine guidance will be followed.			