



The Hampshire School
C H E L S E A

Risk Assessment for operations in school when dealing with Coronavirus

Date: 20 August 2021 **Completed by:** Dr Edmonds (Head) **Review Date:** Will be reviewed in line with government advice and staff recommendations.

Autumn Term 2021 (6 September 2021).

This document sets out the arrangements for the continued educational provision of The Hampshire School Chelsea and the risk assessment 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.

The school is still mindful of the need to return to full onsite learning safely and we continue to monitor the latest UK Government guidance as we move into Step 4, and past the key date of the 19 August 2021. We will maintain our emphasis on the importance of good hand hygiene and ventilation in classrooms, as well as asking the children and staff to exercise good judgement and take responsibility for their behaviour in light of COVID guidance. While face masks are no longer mandatory, children and staff who wish to wear a face covering may of course continue to do so.

In the event that a staff member or child presents with COVID symptoms they should remain at home pending a PCR result and in the event of a positive test the staff member or child will need to continue to quarantine in line with Public Health England (PHE) guidance. There will be no expectation for other children or adults to isolate unless they are part of the same household, and the school will not be sending close contacts home. There is still the possibility that PHE will identify close contacts and will contact you separately; we request that you advise the school if your child is undertaking a PCR as a consequence of this. Where a child is absent from school as a consequence of COVID directives, the school will make provision for the child to engage with education remotely.

Staff who have been working onsite during the holiday period have been testing twice a week and teaching staff will be conducting tests twice in the week before their return to School.

Prevention

All children should wash their hands immediately before leaving home. There are hand sanitisation stations on entry to the school building and all parents are kindly requested to drop off and collect their child from the designated points. The school's cleaners have been appropriately briefed regarding the cleaning standards required with regular cleansing of frequently-touched surfaces including: hand basins, toilets, door handles, handrails, table tops, toys, play equipment and electronic devices. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), must not be brought to school. Children who carry epi-pens and auto-injectors must carry them as normal.

All visitors to the school are requested to take a Lateral Flow Test (LFT) within 48 -72 hours (as advised) prior to attending the site. Parents who have arranged a meeting with staff in school, or who are entering the school building for other reasons are also requested to provide evidence of a lateral flow test within 48 hours prior to their meeting, parents dropping outside school buildings do not need to test.

Covid-19 Staff Testing Regime

The staff who have been onsite during the summer break have been tested twice weekly and all staff test twice weekly in the two weeks leading up to the start of the new academic year. The pattern of testing will continue during the month of September to ensure the safety of the community. The school keeps an internal log of test results. If they test positive for Covid-19 on a LFT whilst at home they will self-isolate immediately, use a PCR test to confirm the result and continue to isolate until they test negative.

Year 7 and Year 8 Testing

Year 7 and Year 8 will continue to test twice weekly. The school has provided home testing kits to pupils in Year 7 and Year 8 and offered guidance to parents and children on the administration of test. If they test positive for Covid-19 on a LFT whilst at home they must self-isolate immediately, use a PCR test to confirm the result and continue to isolate until they test negative.

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, are able to show evidence of a recent Covid-19 negative test (within 48 hours of the visit). Parents can be tested at school with a LFT prior to their scheduled appointment. Otherwise, virtual meetings will continue.

Travelling from Overseas

We are making the right decisions in light of the children's and our community's safety and a successful return to school. Consequently, we will be following the government's [Guidance and Rules for People Returning from Overseas](#)

Virtual Learning

We understand that some pupils will not be able to return to onsite learning due to isolating after returning from overseas. For these children we will provide virtual access to the 'live' lessons in school and, where feasible, resources on Google Classroom including reference to homework tasks. For some PE lessons, and children in Pre-School, a pre-recorded lesson may be provided to further support their learning.

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 and advised to take a Covid-19 test. A PCR Test must be booked within the first 24 hours after developing symptoms.
- 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 will 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.

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

- If the child or staff member tests positive, they should follow the government guidance 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.
- They 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 a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The ten-day period starts from the day when they first become ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

General checklist for PPE management:

- Children and staff must be made aware of the risks of wearing face coverings when adjusting the covering on the face. Training by teaching staff must be 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).

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	RL	Control Measures	S	P	RL
Spread of Covid-19 through school and wider school community	Pupils	Sickness and contracting the virus	2	2	4	- 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. -Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures. - Classes to teach children hand washing techniques. -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. -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.	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	1	3	-Staff are briefed and consulted on school procedures and the plans for re-entry of pupils	1	1	
						- Pupils will be directed from the front of school by a teacher and met at the designated classroom door /entrance by an adult;			2
			2	1	3	- Entrance doors are held open, reducing the number of occupants touching the doors;	1	1	
						- Exit doors are held open, reducing the number of occupants touching the doors;			2
			2	1	3	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	1	1	
									2
			2	2	4	- If visitors need to enter the building, they will only be permitted at their designated time and must show evidence of a LFT administered within 48 hours prior to their meeting.	1	1	
						This also applies to prospective parents' tours.			2

Absence of School Leadership					<ul style="list-style-type: none"> - 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 to have no more than 15 pupils. 	1	1	2
Shortage of support service staff such as Building Supervisor/Cleaning Admin staff resulting in non-delivery of essential services	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
School meals kitchen closure resulting in no school meals provision.	Pupils	Thomas Franks to provide the catering.	1	2	3 <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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-outbreak - 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; - There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; 	1	1	2
Fire precautions	Pupils Staff	Death / injury	3	1	4	<p>Evacuation plans including the following have been reviewed:</p> <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; 	1	1	2

					<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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: <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; - If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; 	1	1	2
Travel from overseas			2	3	5	<ul style="list-style-type: none"> - Quarantine guidance will be followed. 			

Signed: Dr Edmonds