



The Hampshire School  
C H E L S E A

**Risk Assessment for operations in school when dealing with Coronavirus**

**Date:** 3 January 2022    **Completed by:** Dr Edmonds (Head)    **Review Date:** Will be reviewed in line with government advice and staff recommendations.

This risk assessment has been updated to reflect the latest government guidance Schools Covid-19 Operational Guidance January 2022 [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1044530/Schools\\_guidance\\_Jan\\_22.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044530/Schools_guidance_Jan_22.pdf)

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. It 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.

**What has changed (January 2022)**

**An update with regard to the Face coverings**

Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19. Face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. In addition, from January 4th 2022, the government recommends that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure. Pupils in these schools must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school. We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers. In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. See Circumstances where people are not able to wear

face coverings for exceptions to this. Face coverings do not need to be worn when outdoors. Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. They also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully. No pupil should be denied education on the grounds that they are not wearing a face covering.

### **Self-isolation**

It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day. If you have COVID-19 [symptoms](#) you should stay at home and self-isolate immediately.

Those with Covid-19 symptoms should **arrange to have a PCR test** as soon as possible.

- Face coverings are compulsory for Year Seven, Year Eight and all adults (staff and visitors) to wear in classrooms, school corridors, buses and communal areas.
- All visitors to show a negative LFT taken within 24 hours of their visit.
- Year Seven, Year Eight and Staff LFT twice per week and must show a negative test results before returning to school on 6 January 2022.
- The ventilation of all rooms will continue to be promoted alongside regular washing of hands.
- Cleaning regimes for the school will be maintained.
- Keeping children in consistent groups ('bubbles') is no longer recommended.
- All contacts of suspected Omicron cases must self-isolate, regardless of their age or vaccination status. They will be contacted by NHS Test and Trace.

### **Tracing close contacts and isolation.**

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of children who would be most at risk of contracting COVID-19 due to the nature of the close contact. Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons

- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please see SEND guidance. Further information is available in NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.

### **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 24 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 24 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 24 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](mailto: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'.

### **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	R L	Control Measures	S	P	RL
<b>Spread of Covid-19 through school and wider school community</b>	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. - Inform parents of hygiene expectations and for the need to communicate this message in the home environment. - All children wash their hands before coming to school, before going home, during school and when they get home.	1	1	2
	Pupils from vulnerable groups		2	2	4		1	1	2
	Staff		2	2	4		1	1	
	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		1	1	2
			2	1	3		1	1	2

			2	1	3	- Parents may wish to send their hand wipes and sanitisers into school with pupils.	1	1	2
			1	1	2	- Communicate to parents the importance of the government advice on catch it, bin it kill it, stay alert. Any important meeting will take place remotely.	1	1	2
			2	2	4	- Any members of staff with underlying health issues or those within vulnerable groups should make their condition known to the Head. We will consult with PHE for up-to-date information.	1	1	2
			2	2	4	- External community users have been notified of the return and expectations.	1	1	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	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	1	1	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	2	4	- Exit doors are held open, reducing the number of occupants touching the doors; 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
			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 24 hours prior to their meeting. This also applies to prospective parents' tours.	1	1	2



<b>Absence of School Leadership</b>					<ul style="list-style-type: none"> <li>- Alert service to parents to notify them of any exceptional closures due to insufficient staff cover.</li> <li>- explore other options such as remote learning</li> <li>- 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.</li> </ul>	1	1	2
<b>Shortage of support service staff such as Building Supervisor/Cleaning Admin staff resulting in non-delivery of essential services</b>	Pupils Staff		1	2	3 <ul style="list-style-type: none"> <li>- arrange internal cover including the use of teaching assistants</li> <li>- reassign support staff to key health and safety elements of the school</li> </ul>	1	1	2
<b>School meals kitchen closure resulting in no school meals provision.</b>	Pupils	Thomas Franks to provide the catering.	1	2	3 <ul style="list-style-type: none"> <li>- Communication to parents.</li> </ul>	1	1	2

<b>School trips</b>	Pupils Staff Assisting Parents	Contracting the virus	2	2	4	Any visits will be conducted in line with COVID-secure guidelines.	1	1	2
<b>Staff Information</b>	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:  <a href="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">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</a></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
<b>Fire precautions</b>	Pupils Staff	Death / injury	3	1	4	<p>Evacuation plans including the following have been reviewed:</p> <ul style="list-style-type: none"> <li>- Safe assembly of occupants following social distancing requirements;</li> <li>- Safe exit via the nearest fire exit;</li> <li>- Training occupants of any changes to evacuation;</li> <li>- Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> </ul>	1	1	2

						<ul style="list-style-type: none"> <li>- Use of the school has been reduced to enable safe sweeping and evacuation;</li> <li>- All other fire system testing and maintenance has continued as normal.</li> </ul>			
<b>Waste disposal measures</b>			2	1	3	<ul style="list-style-type: none"> <li>- 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"> <li>- Put in a plastic rubbish bag and tied when full;</li> <li>- The plastic bag is placed in a second bin bag and tied;</li> <li>- It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>- Waste is stored safely and kept away from children;</li> <li>- 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;</li> <li>- If the individual tests negative, this can be put in with the normal waste;</li> <li>- If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> </ul> </li> </ul>	1	1	2
<b>Travel from overseas</b>			2	3	5	<ul style="list-style-type: none"> <li>- Quarantine guidance will be followed.</li> </ul>			