

|  |  |                       |
|--|--|-----------------------|
| <b>Risk Assessment – COVID-19 (v3.1)</b> | <b>1.3.2021</b>  | <b>Hanwell Fields</b> |
| <b>Responsible Person</b>                | Caroline Bond  |                       |
| <b>Other Persons Involved</b>            | Steve Rowett ( H & S), Daphne Lock (business manager), Caroline Tomlinson (DH), Andrew Lister (Chair of Gov), Nikki Symington ( First Aid), Virginia Jones (Covid co-ord), Sara Ridgway (AHT LSc) Sophie Trivett (AHT EYFS), Eileen Leigh (NEU Rep)  |                       |
| <b>Guidance Material Considered</b>      | <ul style="list-style-type: none"> <li>• DfE – <a href="#">Schools coronavirus (COVID-19) operational guidance</a> (22 February)</li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a> (22 February)</li> <li>• DfE - DfE - <a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</a> (23 February)</li> <li>• DfE – <a href="#">Face coverings in education</a> (8 January)</li> <li>• DfE - <a href="#">Safe working in education, childcare and children’s social care</a> (14 December)</li> <li>• BEIS - <a href="#">Working safely during coronavirus (COVID-19) Offices and Contact Centres</a> (10 February)</li> <li>• NHS - <a href="#">Test and Trace – How it works</a> (11 January)</li> <li>• PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a> (16 October)</li> <li>• CLEAPSS - <a href="#">COVID-19 guidance</a> re science, design and technology</li> <li>• AfPE – <a href="#">Coronavirus guidance and support</a> re school sport</li> <li>• OEAP – <a href="#">Coronavirus guidance</a> re educational visits</li> <li>• Music Mark – <a href="#">Guidance for Schools and Music Providers</a></li> <li>• DfE Asymptomatic Testing Procedures and Guidance – available through the <a href="#">DfE portal (secondary)</a> and <a href="#">DfE portal (primary)</a></li> </ul> |                       |

Covering staff and pupil H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

**At all times**

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Minimise contact between across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

**In specific circumstances**

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

**In response to any infection**

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
  - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
  - been within 1 metre for 1 minute or longer without face-to-face contact
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
  - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

| Hazard                     | Who is at Risk          | How Can the Hazards Cause Harm | Control Measures Currently in Place  |
|----------------------------|-------------------------|--------------------------------|--|
| Infection Control (people) | Staff, Pupils, Visitors | Staff contracting COVID-19     | <ul style="list-style-type: none"> <li>• An individual RA is available for those who feel they may be at higher risk from infection</li> <li>• Clinically extremely vulnerable staff (CEV) are advised not to attend the workplace</li> <li>• Staff who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> will not come into school</li> <li>• Any other staff who are not required in school and who can continue to work from home will do so</li> <li>• Staff are taking part in asymptomatic testing in line with DfE guidance,</li> <li>• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test.</li> <li>• Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place.</li> <li>• Where the PCR test returns a positive result: <ul style="list-style-type: none"> <li>○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time.</li> <li>○ The staff member must notify the school of the test result immediately</li> <li>○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required</li> <li>○ The school will contact the DfE helpline for advice on any further action required</li> <li>○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate</li> <li>○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.</li> </ul> </li> <li>• If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so.</li> <li>• Where an LFD test returns a positive result: <ul style="list-style-type: none"> <li>○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work</li> <li>○ The school must be notified of the test result in the case of testing from home</li> <li>○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required</li> <li>○ The school contact<u>s</u> the DfE helpline for advice on any further action required</li> <li>○ The school review<u>s</u> the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.</li> </ul> </li> </ul> |
|                            |                         | Pupils contracting COVID-19    | <ul style="list-style-type: none"> <li>• Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. <ul style="list-style-type: none"> <li>○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required .</li> </ul> </li> </ul>   |

|   |                               |  |  |
|---|-------------------------------|--|--|
|   |                               | <ul style="list-style-type: none"> <li>• Where a positive result is obtained, the school will contact the DfE helpline or local Health Protection Team for advice on any further action required.</li> <li>• A negative result means the pupil can return to school.</li> <li>• Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms.</li> <li>• Clinically extremely vulnerable pupils are advised not to attend school at this time.</li> <li>• Pupils/children who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> must not come into school</li> </ul>                                 |  |
|   | Visitors contracting COVID-19 | <ul style="list-style-type: none"> <li>• All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process.</li> <li>• Details of any specific local procedures are communicated to all visitors before they come to site.</li> <li>• Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance.</li> <li>• Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis. <b>Where possible contractors will only access site outside school hours.</b></li> <li>• Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed.</li> </ul> |  |
| <b>Asymptomatic Testing Programme</b>       | Staff,                        | Staff will complete self testing at home   | <p><b>All staff will complete lateral flow tests before returning to work on a Monday and on a Thursday. This will be different for part time staff.</b></p> <p><u>Results</u></p> <ul style="list-style-type: none"> <li>• Those undertaking lateral flow home tests must report their results to Test and Trace <b>and the school (VJo)</b> and in the case of a positive result, self-isolate and arrange a PCR confirmation test</li> </ul>  |
| <b>Suspected / confirmed case in school</b> | Staff/pupils                  | Potential contamination of surfaces and for person to person spread  | <ul style="list-style-type: none"> <li>• Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed.</li> <li>• Pupils with symptoms are isolated in a dedicated room with an open window. Where this is not possible, they are kept at least 2m away from all other persons. This room is the medical room in main corridor.</li> <li>• If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products</li> <li>• <b>Cleaning and disinfection of the area is carried out in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a> . This will be carried out by the cleaning staff on site.</b></li> <li>• Symptomatic pupils will be collected by a family member. Where transport is required the school will have regard to the principles contained in <a href="#">Safe Working in Education Childcare and Children's Social Care Settings</a></li> <li>• Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme.</li> </ul> |

|                                      |                         |  |   |
|--------------------------------------|-------------------------|--|---|
|                                      |                         |  | <ul style="list-style-type: none"> <li>• PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained.</li> </ul>  |
| <b>Infection Control (practices)</b> | Staff, Pupils, Visitors | Operational practices in place to minimise the risk of the spread of infection | <p><u>Face Coverings</u></p> <ul style="list-style-type: none"> <li>• <u>Early years and Primary</u> <ul style="list-style-type: none"> <li>○ Face coverings will be worn by staff and adult visitors when moving around corridors, in communal areas and anywhere that social distancing between adults is not possible (subject to any exemptions)</li> <li>○ Staff who wish to do so can wear a face covering in class but not when it will impede communication</li> <li>○ The school holds a small supply of disposable face coverings</li> <li>○ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene</li> <li>○ Parents and carers are expected to wear a face covering at drop off and pick up and will be asked by SLT on gate duty to comply with this. Face coverings will be available for use. This expectation is communicated through newsletters and signage at the gate.</li> </ul> </li> </ul> |
|                                      |                         |  | <p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> <li>• Soap and running water or hand sanitiser is readily available</li> <li>• Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, before and after eating, before and after PE and after using the bathroom.</li> <li>• Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary</li> <li>• ‘Catch-it, bin-it, kill-it’, promoted throughout school.</li> <li>• The school provides tissues and sufficient bins to support disposal of waste.</li> <li>• The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant and a risk assessment is put in place</li> </ul>  |
|                                      |                         |  | <p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>• A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning, but is available. We employ an additional cleaner between 10 am and 2.00pm to clean classrooms and toilets with a focus on high touch areas.</li> <li>• Cleaning following confirmed/suspected case carried out in accordance with PHE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul>  |

### Grouping and Measures Within Classrooms

- Early Years

- Normal group sizes in place, but mixing between groups minimised wherever possible
- No expectation that young children distance within their groups
- Parents and carers are encouraged to limit the number of settings their child attends
- Focus is on consistent groupings and the robust practising of the other points in the system of controls

- Primary

- Consistent grouping practised as much as possible – children will remain class bubbles with no mixing apart from those children involved in wrap round care. Staff will remain in one bubble. The only exception will be some PE will be taught outside with a class TA responsible for the children and delivery by RTo from a distance.
- Mixing between groups is minimised
- All staff can operate across multiple classes and year groups but will practise social distancing where possible.
- A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups
- In primaries, staff practise distancing from pupils and staff whenever circumstances allow
- Pupils sit side by side and facing forwards where possible.
- Education and care support for those with complex needs is provided as normal.

- Wrap-around provision/extra-curricular activities

- Wrap round will be offered to all children however numbers will not exceed 15 in a group.
- Children will be in year group bubbles. This is communicated to parents in advance and a daily register of attendance is kept.
- Where possible each group will be led by staff from that year group
- As much as possible children will take part in activities outside
- When children are indoors, year groups will be at least 2 metres apart
- Cleaning will be completed after each session finishes by the staff involved

### Measures Elsewhere

- Groups are kept apart where possible. **Assemblies are held on TEAMS**
- Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible. Children will not visit the library or lunch hall.
- Break and lunch are staggered to minimise mixing of groups
- **All children eat lunch in their classrooms to minimise mixing of groups**
- Staff spaces are reviewed against the guidance on Office and Contact Centres to support distancing and hygiene . **The staffroom is out of bounds and the library is used for breaktimes with the hall for lunchtimes. 2 metre distancing is practised at all times. Use of office spaces is limited to fewest people possible.**

- The school librarian timetables a mobile library for all classes. The library is out of bounds. Returned books are quarantined.
- Phonics groupings are class based.

Other Considerations

- Specific assessments are carried out for those with SEND needs to help with adjustments as necessary
- Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible.
- Specialist staff e.g. therapists work as normal.
- Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates. **A one way system is established and monitored for compliance.**
- All staff and children have their temperature taken on entry to school. A raised temperature means that individuals leave the school site and phone 111.
- 
- Equipment:
  - Personal items, e.g. pens and pencils will remain individual and be cleaned between users where this isn't possible . **All children have a school pencil case with individual equipment.**
  - Classroom resources are used freely within the bubble/group, but are subject to regular cleaning and handwashing after use.
  - Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).
  - Outdoor play equipment is cleaned more frequently
- Pupils are advised to limit the amount of equipment they bring to school. **Children come to school in PE kit on PE days.**
  - Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above.
- Early years:
  - Messy play is carried out either with materials assigned to individual groups or, with materials cleaned or replaced between groups. Hand hygiene is robustly practised in all groups.
  - Parents can settle their children but need to abide by any local rules re face-coverings and the setting's visitor procedures. Their time on site and contact with others should be limited.
  - **Outdoor sandpits are used but children wash hands before and after use**

Dedicated school transport

**No school transport will be used eg pick up, Forest School until Summer term and will then be subject to review**

|   |                               |   |   |
|---|-------------------------------|---|---|
| <b>Infection Control (premises)</b>       | Staff,<br>Pupils,<br>Visitors | Changes to or introduction of physical control measure to minimise the risk of the spread of infection  | <ul style="list-style-type: none"> <li>• Any unnecessary furniture removed to aid distancing between groups</li> <li>• Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage</li> <li>• Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups</li> <li>• The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment.</li> <li>• Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room</li> <li>• Non-fire doors are propped open to support ventilation and to remove need for hand contact</li> </ul>   |
| <b>Delivery of 'higher risk' subjects</b> | Staff,<br>Pupils              | Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection | <ul style="list-style-type: none"> <li>• Subject leads continually review their risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> <li>○ CLEAPSS guidance referred to in planning science, D&amp;T and Art</li> <li>○ AfPE and national governing body guidance referred to in planning physical activities</li> <li>○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama</li> </ul> </li> </ul> <p><b>Music and Drama</b></p> <ul style="list-style-type: none"> <li>• Consistent groupings are maintained wherever possible</li> <li>• Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits.</li> <li>• Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained. <b>Choir is not currently available.</b></li> <li>• Wind players positioned so that air is not blown into another player</li> <li>• Backing tracks/accompanying music operated with volume levels as low as possible.</li> <li>• Microphones used where possible and amplification is required; if shared they are cleaned between each user</li> <li>• Performances with an audience to not take place at this time.</li> <li>• Robust handwashing practised, before and after handling equipment/instruments</li> <li>• Any shared equipment is cleaned regularly and always between users</li> <li>• <b>Oxfordshire Music service have provided a risk assessment for their staff visiting (copy held by SRO and AHa)</b></li> </ul> <p><b>Physical Activity</b></p> <ul style="list-style-type: none"> <li>• Consistent groupings maintained</li> <li>• Equipment thoroughly cleaned between groups</li> <li>• Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised</li> <li>• Use of external facilities is risk assessed on a case-by-case basis</li> </ul> |



|   |                                    |   |   |
|---|------------------------------------|---|---|
|   |                                    |   | <ul style="list-style-type: none"> <li>• Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented</li> <li>• Inter-school sport to not take place</li> <li>• Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any equipment provided being regularly cleaned</li> </ul> <p><b>Educational Visits</b></p> <ul style="list-style-type: none"> <li>• Trips will not take place at this time.</li> </ul>   |
| <b>Anxiety, stress and worry</b>  | Staff, pupils (parents indirectly) | Those coming to work or school may be anxious, worried or stressed  | <ul style="list-style-type: none"> <li>• The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures</li> <li>• This risk assessment and its findings have been shared with staff and published on the school website.</li> <li>• Staff have access to Group's <a href="#">occupational health and counselling service</a></li> </ul>  |
| <b>Intimate Care/Higher Dependency Pupils</b>                               | Staff, Pupils                      | Intimate care brings people within close proximity of each other thereby increasing the risk of infection | <ul style="list-style-type: none"> <li>• Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs</li> <li>• No specific PPE is required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).</li> </ul> <p>Individual children with additional needs have their own risk assessments in place</p>   |
| <b>Failure to follow local rules</b>  | Staff, Pupil, Visitors             | Persons fail to follow local rules due to lack of awareness or persons who violate local rules            | <ul style="list-style-type: none"> <li>• Risk assessment developed in collaboration with staff and Union reps and shared with all parties</li> <li>• All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner</li> <li>• Transgressions will be escalated through existing behaviour/disciplinary arrangements</li> </ul>   |
| <b>The school lapses in following national/ group guidelines and advice</b> | Staff, Pupil, Visitors             | Lack of awareness leads to failure to follow required controls  | <ul style="list-style-type: none"> <li>• Central office to ensure that Coronavirus pages on the Hub are kept updated</li> <li>• Important updates/changes included in CEO's Heads Bulletins</li> <li>• Regular key guidance updates issued by Group H&amp;S Manager</li> <li>• Headteacher to ensure that all relevant guidance is followed and communicated to staff</li> <li>• Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly</li> <li>• The LGB is kept informed on changes in guidance and school approach</li> </ul> |

|                               |               |  |   |
|-------------------------------|---------------|--|---|
| <b>Other Risk Assessments</b> | Staff, Pupils | Other risk assessment that aren't updated and therefore become invalid                       | <ul style="list-style-type: none"> <li>• Wraparound care is carried out line with the principles outlined in this risk assessment. This will resume from Wednesday 10<sup>th</sup> March. Child care will be provided in year groupings which will remain stable and consistent for both staff and children. The school will review introducing after school clubs in the Summer Term.</li> <li>• Fire safety procedures have been amended to support COVID-19 infection control arrangements</li> <li>• Staff training schedule monitored and any slippage identified and managed</li> </ul>   |
| <b>Temporary Home Workers</b> | Staff         | Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues | <p><b>DSE</b></p> <ul style="list-style-type: none"> <li>• Staff are allowed to take home peripherals and chairs from office</li> <li>• Guidance on setting up a suitable workstation provided on <a href="#">HSE website</a></li> <li>• Additional equipment needs are reviewed on a case-by-case basis</li> </ul> <p><b>First Aid/Accidents</b></p> <ul style="list-style-type: none"> <li>• Any accidents to be logged onto ARMS and line manager to be notified</li> </ul> <p><b>Wellbeing/Stress</b></p> <ul style="list-style-type: none"> <li>• Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section</li> <li>• Managers to maintain regular contact with their employees, preferably by video link.</li> </ul> |

| Details of any additional control measures for consideration | Target for completion | Date of completion | Completed By |
|--|-----------------------|--------------------|--------------|
|  |                       |                    |              |

|                                 |               |              |          |                             |          |
|---------------------------------|---------------|--------------|----------|-----------------------------|----------|
| <b>Assessment completed by:</b> | Caroline Bond | <b>Date:</b> | 1.3.2021 | <b>Date of next review:</b> | 9.3.2021 |
|---------------------------------|---------------|--------------|----------|-----------------------------|----------|