



## **Herne Bay Junior School:**

### **RISK ASSESSMENT TO MANAGE THE THREAT POSED BY THE CORONA VIRUS KNOWN AS COVID-19**

Due to the decline of infections resulting from national lockdown and the continued vaccination programme ongoing in England, HM Government has ordered the reopening of all schools from 8<sup>th</sup> March 2021.

Covid-19 is a highly infectious and virulent disease, consequently, this must be controlled by preventing it from spreading from one person to another. This is done by a combination of measures that include bi-weekly Lateral Flow Device testing, social distancing, scrupulous hygiene measures and putting barriers between those infected and others. The newly approved vaccinations are beginning to have an impact reducing the likelihood of serious disease, and it is expected that by the end of July 2021 every adult in the UK will have had their 1<sup>st</sup> dose. In the meantime, it is vitally important that measures to curtail the spread of virus are rigorously and universally followed.

Following the advice of scientists and medical professionals, HM Government has issued guidelines through the Department of Education and Science. Further guidelines have been issued from the Local Educational Authority, the Health and Safety Executive (HSE) and Trade Unions representing staff interests. These are continuously updated and the School has referred to all of these guidelines in preparing this risk assessment, which form the basis of the School's measures to ensure staff, children and visitors are kept as safe as possible.

The Governors and Leadership Team fully acknowledge that risk cannot be fully eliminated and that as more is known about Covid-19, the measures in this risk assessment will need to be revised and, in line with any further guidance. Consequently, this is a dynamic document that will be kept under constant review.

The Governors and the Leadership Team, after fully reviewing this risk assessment, are satisfied that, as far as possible, the risks have been properly identified (in line with current knowledge) and that preventative measures have been fully implemented and that staff have undertaken training to familiarise them with the measures and procedures.

## DETAILED RISK ASSESSMENT

| Existing risk -anything which causes harm (activity/task/risk from) | Existing risk level | Hazard                                   | Persons at risk         | Control measures  | Further control measures | Risk level following control measures |
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| Transport and journeys to and from school                           | High                | Transmission of COVID-19 into the school | Pupils/staff/<br>Others | <ul style="list-style-type: none"> <li>• HBSJ encourage pupils to walk or cycle to school when possible</li> <li>• Parents/Carers are notified that if their child needs to be accompanied to the School, only one parent/carer should attend and we strongly recommend the wearing of a face covering whilst dropping off/collecting children.</li> <li>• Drop off and collection times are staggered. Parents/Carers and pupils are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact.</li> <li>• Parents/Carers are reminded that they must not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely); Staff to monitor.</li> <li>• Queue management is in place, including social distancing marking for queues which is supervised by dedicated staff.</li> </ul> |                          | Medium                                |

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|                                   |             |   |                | <ul style="list-style-type: none"> <li>Parents and carers have been advised, if driving, to observe social distancing when dropping off children.</li> </ul>  |   |               |
| <b>Premises entrance and exit</b> | <b>High</b> | <p>Changes to school site may cause confusion.</p> <p>Limit transmission of COVID-19.</p> | Pupils/Parents | <ul style="list-style-type: none"> <li>Pupils enter the school via the side gate or through reception doors, dedicated staff manage social distancing of pupils.</li> <li>Member of the SLT/staff will be present in the front forecourt to supervise arrivals observing social distancing as much as possible and wearing a face mask</li> <li>SLT/Staff wear masks and supervise pupil's arrival into the school.</li> <li>Signing in equipment is cleaned regularly and hand sanitiser is available for site visitors.</li> <li>The School reception area is limited to a one in and one out system with a clear 2m exclusion zone.</li> <li>All parents/visitors/contractors to wear face masks when on site.</li> <li>All visitors, need to have a pre-arranged appointment, preferably outside of school hours, and not during pupil arrival and departure times.</li> <li>Family or friends of staff are not permitted to visit/enter the school building at any time (except in an emergency and only then in agreement with the HT/Site Operations Manager)</li> <li>Pupils and adults are advised to wear face coverings if using public transport. Temporary and reusable face masks must</li> </ul> | <p>Furniture in reception areas has been removed to discourage congregating and limit transmission.</p> <p>Payment are made online, to limit the need to handle money where possible.</p> | <b>Medium</b> |

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|  |                    |   |                                 | <p>be removed and stored following government guidelines.</p> <ul style="list-style-type: none"> <li>• SLT/Staff overseeing home time wear facemasks. 121's, or other staff waiting to speak to parents also wear face masks.</li> </ul>  | <p>Pupils are instructed not to touch the front of their face covering during use or when removing or putting on.</p> <p>Pupils wash their hands before and after removing/putting on face coverings. Face coverings are either disposed of after use into a lidded bin (disposable masks) or placed in a sealed plastic bag (reusable masks) for use later.</p>             |                      |
| <p><b>School day – movement around school/classroom layout/lunch and break</b></p> | <p><b>High</b></p> | <p>Limit the transmission of COV-19<br/>Provide reassurance to pupils/staff and parents</p> | <p>Pupils/staff/<br/>Others</p> | <ul style="list-style-type: none"> <li>• Each year group pod to remain separated from other year group pods.</li> <li>• Cleaning hands more than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly every time children leave the classroom.</li> <li>• Water fountains have been disconnected</li> <li>• Masks are worn by all staff when moving around inside the school buildings.</li> <li>• Cleaners, Canteen Staff, Site Staff wear masks at all times when on site.</li> <li>• Office staff choose whether to wear a mask when sat at their desks. They will wear a mask when talking to other staff or visitors to the school.</li> </ul> | <p>School has made small adaptations to the classroom to support social distancing where possible. This includes seating pupils side by side and facing forwards, rather than face to face or side on.</p> <p>Unnecessary furniture has been moved to make extra space in classrooms.</p> <p>Brief transitory contact such as passing in corridors is deemed as low risk</p> | <p><b>Medium</b></p> |

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|  |  |  |  | <ul style="list-style-type: none"> <li>• Teaching/teaching support staff are advised by the government not to wear a mask when teaching/in the classroom.</li> <li>• All staff wear a mask and follow social distancing protocols if attending a meeting with anyone from outside of the school community (including parents)</li> <li>• Staff assist and monitor pupils through the school on arrival and departure</li> <li>• All external doors are used as exits, accessing of classrooms directly from outside where possible.</li> <li>• Site is well ventilated by opening doors (ensuring all fire doors are closed once rooms are vacated) and windows</li> <li>• Teaching area in class cordoned off to ensure 2 metre distance in maintained whilst teaching</li> <li>• <b>Adults must maintain 2 metre distancing from pupils and other adults as much as possible</b></li> <li>• While strict social distancing measures are in place, children are unable to engage in group activities that require them to work in close physical proximity to others in a different pod</li> <li>• Each pod has a designated teaching team, with specialist and peripatetic teaching staff mixing into the wider groups when required.</li> <li>• Most of the learning takes place at desks so that movement around rooms and contact with others is limited.</li> </ul> | <p>Signs around the school remind staff and pupils about social distancing, increased cleaning and hygiene routines.</p> <p>The HSE advice that the spread of COVID-19 when using air conditioning or mobile fans is extremely low, and use of fans and air conditioning (as only serving individual rooms) is permitted.</p> |  |
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|  |  |  |  | <ul style="list-style-type: none"> <li>• Use of green registration folders stopped and a folder will be placed outside each classroom ready for collection by the Office team.</li> <li>• Where staff need to move between classes and year group pods they keep a 2 metre distance from pupils and other staff, and move around site via outside as much as possible.</li> <li>• Communal areas in corridors can be used for teaching/interventions in each pod year group only. Members of staff ensure they are 2 metres away from pupils.</li> <li>• Staggered break and lunch times are managed by year group pods</li> <li>• Classroom based resources such as sports, art, science, books and games can be used and shared within a pod; They should be regularly cleaned.</li> <li>• Resources shared <b>between</b> pods, such as sports, art and science equipment are cleaned frequently and meticulously and always between pods or rotated to allow them to be left unused and out of reach for a period of 72 hours if plastic between use by different pods.</li> <li>• PE equipment use and rotation of PE equipment is managed by Steve Hobbs only in line with the PE timetable and requirements.</li> <li>• Staggered PE sessions are be in place</li> </ul> | <p>timetables and a selection of classrooms or learning environments adjusted to reduce movement around the building</p> <p>Resources that are shared between pods are meticulously cleaned or rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different pods.</p> <p>lessons or classrooms activities are encouraged to take place outside</p> <p>PE kits are brought to school as usual. Pupils</p> |  |
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|  |  |  |  | <ul style="list-style-type: none"> <li>• PE takes place outside where possible and be timetabled ensuring pods remain separate (<b>see Sports/PE risk assessment</b>)</li> <li>• PE store remains locked and out of bounds at all times.</li> <li>• Different pods do not play sports or games together</li> <li>• PE kits and coats are hung on individual labelled pegs.</li> <li>• The playground has been segregated into pods.</li> <li>• The quiet area is available</li> <li>• Play equipment is taped off on the playground and school field (see play equipment risk assessment)</li> <li>• Staff are available at break and lunchtime to monitor and support pupils with social distancing</li> <li>• Each Year group pod has been allocated a toilet depending on where their pod is located</li> <li>• Children are encouraged to go to the toilet at break and lunchtimes.</li> <li>• If necessary during lessons times, pupils will go to the toilet one at a time.</li> <li>• The staff room is open for making drinks and storing/heating food.</li> <li>• A maximum of 5 socially distanced people is allowed in the staff room at any one time, additional seating/tables are available in the Old School Block hall</li> <li>• Staff reminded to maintain social distancing in WC's.</li> </ul> | <p>change for PE in their designated classrooms. No gym equipment is used.</p> <p>Team games are allowed following current government guidelines and PE Risk Assessment. Individualised PE activities encouraged as much as possible</p> <p>Fixed play equipment is not used</p> |  |
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|   |      |   |              | <ul style="list-style-type: none"> <li>• Staff use their own lidded drinking cups or water bottles, which are taken home at the end of each day.</li> <li>• Kitchen staff wear face masks when serving</li> <li>• Meals are served canteen style.</li> <li>• Packed lunches are eaten in the Frances Nation Hall in year group pods.</li> <li>• Messages to the office via year group telephone (wiped with alcohol wipes before and after use)</li> <li>• All meetings with staff/adults outside of your pod/area take place on TEAMS unless they are essential, are less than 15 minutes and with 2 metre distance observed. Adults must not enter another pod area unless their job role requires them to do so.</li> <li>• Virtual assemblies continue.</li> </ul> |   |        |
| <b>Pupils and staff with prior medical conditions deemed as “Clinically extremely vulnerable”. (inc. pregnancy)</b> | High | Persons with prescribed medical conditions and deemed as “clinically extremely vulnerable” are more at risk from COVID-19 effects | Pupils/staff | <ul style="list-style-type: none"> <li>• Pupils and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions, are allowed to attend school unless they have received a letter from the NHS stating they should continue shielding.</li> <li>• A pupil or member of staff who lives with someone who is clinically extremely vulnerable can attend their school/work settings.</li> </ul>  | School can make reasonable further adjustments so staff with medical conditions who are not shielding can have less contact with staff or pupils.<br><br>Separate risk assessments carried out for all clinically extremely vulnerable staff. | Low    |
| <b>Pupil with medical conditions and protocols in</b>   | High | Possibly more vulnerable to COVID-10  | Pupils       | <ul style="list-style-type: none"> <li>• All current medical protocols are reviewed in line with government guidelines.</li> </ul>   | Medical Officer to regularly check stock of first aid supplies and ensures first  | Medium |

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| <b>place (not clinically extremely vulnerable)</b>   |      |  |                     | <ul style="list-style-type: none"> <li>• Medical Officer reviews prescribed medication currently held on school site for individual pupils and ensure it is adequate and in date.</li> <li>• Medical Officer contacts parents to discuss pupil with medical needs attending school and any adjustments that may be needed to the protocol/prescribed medication.</li> </ul>   | aid bags/kits/first aid stations are adequately stocked.  |        |
| <b>Clinically Vulnerable (Inc pregnancy)</b>   | High |  |                     | <ul style="list-style-type: none"> <li>• Staff classed as clinically vulnerable (but not clinically extremely vulnerable) are at a higher risk from COVID-19 but are not required to shield.</li> <li>• Staff in this category are advised to take care in observing stringent social distancing</li> <li>• Working arrangements will be discussed and agreed on an individual basis, with the support of SPS.</li> <li>• Pregnant women should only be in the work place if their individual risk assessment deems it safe for them</li> </ul> | Pregnant women are in the clinically vulnerable category unless they have an underlying medical condition which places them under the clinically extremely vulnerable guidelines. | medium |
| <b>Staff with family members who are clinically extremely vulnerable or clinically vulnerable (Inc. pregnancy)</b> | High | Staff  |                     | <ul style="list-style-type: none"> <li>• Staff living with someone who is extremely vulnerable or clinically vulnerable can attend work</li> <li>• Normal social distancing rules should be observed</li> </ul>   |   | Medium |
| <b>Persons entering the site with COVID-19 symptoms</b>  | High | Transmission of COVID-19 to the school community | Pupils/staff/others | <ul style="list-style-type: none"> <li>• Pupils and staff must not enter if they have symptoms or are self-isolating due to symptoms in their household.</li> </ul>   | The aim is to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have                                       | Medium |

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|   |                    |  |                             | <ul style="list-style-type: none"> <li>• Temperatures to be taken by TA in the class should a child present as unwell.</li> </ul>  | <p>someone in their household who does, do not attend school.</p> <p>Parents and staff reminded that the 10-day self-isolation period for people displaying symptoms is still current.</p> <p>Household members need to isolate for 10 days</p>   |                      |
| <p><b>COVID-19 virus being accidentally brought onto the site</b></p> | <p><b>High</b></p> | <p>Transmission of COVID-19 to the school community</p> <p>Some BAME staff and pupils are statistically at higher risk</p> | <p>Pupils/staff/ Others</p> | <ul style="list-style-type: none"> <li>• Reducing the amount of time in face to face contact to lower risk of transmission.</li> <li>• Use of consistent year group pods reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</li> <li>• Pupils and staff wash their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Peripheral music staff to follow schools Covid-19 procedures and 'dynamic risk assessments' and schools 'Covid-19 music risk assessment'</li> <li>• Ensure good respiratory hygiene utilising "Catch it, bin it, kill it".</li> <li>• Lidded pedal bins are available in all classrooms and key areas</li> <li>• Site Operations Manager checks bins regularly and empties as necessary throughout the day.</li> </ul> | <p>Detergent spray is available in each class/office to enable more cleaning of surfaces should it be required.</p> <p>Designated staff clean the classrooms hard surfaces, door handles etc. during lunchtime</p> <p>Lidded bins for tissues to be emptied throughout the day and rubbish bag sealed</p> <p>Alcohol wipes are available where staff use items communally e.g. photocopiers</p> | <p><b>Medium</b></p> |

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|  |  |  |  | <ul style="list-style-type: none"> <li>• Cleaning frequently touched surfaces e.g. keyboards, desks, chairs, desks, doors, sinks, toilets, light switches, door and window handles more regularly than usual.</li> <li>• Any interaction with children outside of your working space must only take place if it is essential, you observe a 2-metre distance and it takes less than 15 minutes.</li> <li>• Specialist therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual, however, it is agreed that there may be times when interaction with children will be longer than 15 minutes.</li> <li>• LEADERSHIP TEAM/NF<br/>MK/CT/REC/KH – ALL meetings are held remotely. Interactions with staff to observe 2 metre distance and be less than 15 minutes. There is no face to face meetings with individuals; these will now take place via TEAMS.</li> <li>• SB/HE – Meetings are held remotely where possible. Where face to face meetings of a sensitive nature are required, the 2 metre distance should be observed with additional PPE being used.</li> <li>• <u>Any</u> meeting lasting longer than 15 minutes is personally recorded.</li> <li>• Pupils have their own stationery/pens/pencils, which must not to be shared (glue sticks can be shared between two and wiped between uses).</li> </ul> | <p><b>(individual stylus pens will be given to staff when using the photocopying),</b><br/>telephones, walkie-talkie, hot water and cold water drink taps are wiped down after each use</p> |  |
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|  |  |  |  | <ul style="list-style-type: none"> <li>• Pupils limit the amount of equipment they bring into school to essentials such as lunch boxes, hats, coats, books, stationary and mobile phones. Bags are allowed</li> <li>• In the School reception area, a 2-metre exclusion zone is in place.</li> <li>• PPA continues to run using virtual platform where possible, or PPA rooms (07 block, rooms 1.003 and 1.009) with strict social distancing measures being adhered to</li> <li>• Pupils and teachers take books and other shared resources home, ensuring hand washing routines are followed. (see library risk assessment)</li> <li>• Staff wash hands before and after handling pupils' books</li> <li>• Water bottles are taken home every night by all pupils</li> <li>• If a pupil becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A facemask is worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask is worn by the supervising adult</li> <li>• All adults and pupils are aware to:<br/>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Clean their hands on arrival at the School, before and after eating, and after sneezing or coughing; Children are encouraged not</li> </ul> |  |  |
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|   |      |  |                        | <p>to touch their mouth, eyes and nose; Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); Help is available for pupils who have trouble cleaning their hands independently;</p> <ul style="list-style-type: none"> <li>• Use contactless deliveries.</li> <li>• Staff to carry out twice weekly 'Lateral Flow Device' home testing from 27/01/2021 to help reduce the risk of asymptomatic transmission/contraction</li> </ul>   |  |        |
| <b>Breakfast Club and After School Club</b>                             | High | Transmission of COVID-19 to the school community | Pupils/Staff/Community | <ul style="list-style-type: none"> <li>• See After School Club and Breakfast Club Risk Assessment</li> </ul>   |  |        |
| <b>Pupil/child or adult displays COVID-19 symptoms whilst at school</b> | High | Transmission of COVID-19 to the school community |                        | <ul style="list-style-type: none"> <li>• If anyone develops one or more of the main coronavirus symptoms (high temperature, continuous cough or a loss or change of their sense of smell) whilst on the school site, they must be sent home and advised to take a COVID-19 test.</li> <li>• If a child is awaiting collection, they are moved to the isolation room (YR6 photocopying room has been repurposed) where they will be isolated behind a closed door, with appropriate adult supervision. Open the window for ventilation.</li> <li>• If they need to go to the bathroom while waiting to be collected, they use the 2007 block disabled toilets. The bathroom should be cleaned and disinfected by accompanying adult or Site Operations</li> </ul> | <p>Education settings as employers can book tests through an online digital portal. Please see <b>school day procedure for staff with suspected COVID-19</b></p> <p>If a child, young person or member of staff becomes unwell with symptoms of COVID-19 while in their school or setting:</p> <p>Report positive results to Department for Education coronavirus (COVID-19)</p> | Medium |

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|  |  |  |  | <p>Manager, using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> <li>• PPE should be worn by staff caring for the child while they await collection, if a distance of 2 metres cannot be maintained</li> <li>• 999 is called if they are seriously ill or injured or their life is at risk. The person will not visit the GP, pharmacy, urgent care centre or a hospital;</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, <b><u>do not need to go home to self-isolate unless they develop symptoms themselves</u></b> (and in which case, a test is available) or if the symptomatic person subsequently tests positive or they are requested to by NHS Test and Trace.</li> <li>• They wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</li> <li>• All staff and pupils who are attending a school setting have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</li> <li>• Where the pupil or staff member tests negative, they return to their setting and the fellow household members can end their self-isolation.</li> </ul> | <p>helpline on 0800 046 8687 and selecting option 1</p> <p>Also report results to KCC via online form</p> <p>Kent health protection team: In hours: 0344 225 3861 (option 0 then option 1) Out of hours: 0844 967 0085<br/>Email: KPU-Kent@phe.gov.uk</p> |  |
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|                                       |        |  |                                  | <ul style="list-style-type: none"> <li>Where the pupil or staff member tests positive they should follow <a href="#">‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and self-isolate for at least 10 days from the onset of their symptoms. NHS test and trace will advise the pupil/staff member on what actions are needed to be taken. Schools Advice Line 0800 046 8687 (option 1) to be contacted immediately by the Site Operations Manager or JB for advice and guidance on how to manage the situation.</li> </ul> |  |        |
| <b>Contingency plans for outbreak</b> | High   | Localised spike in infection rates         | Pupils/staff and wider community | <ul style="list-style-type: none"> <li>DfE decide at a local or national level in the event of a local outbreak</li> <li>Remote educational plans are in place through use of Google Classroom</li> <li>Communication with parents is clear, consistent and timely</li> <li>Implement partial school opening lockdown risk assessment and ways of working</li> </ul>  | School to remain open for critical workers and vulnerable pupils.      | Medium |
| <b>Safeguarding</b>                   | Medium | Pupils are with different teachers or TA’s | Pupils                           | <ul style="list-style-type: none"> <li>Safeguarding remains priority. Urgent issues are reported to a DSL, without delay.</li> <li>A minimum of two DSLs on site during the school day.</li> <li>All concerns are recorded on CPOMS</li> <li>Staff know which children in their care have a social worker and how to contact them</li> <li>Staff know which children in their care are subject to CP, CHiN etc.</li> </ul>  | Please also see:<br><br><b>HBJS Phased return safeguarding toolkit</b> | Low    |

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|   |        |   |  | <ul style="list-style-type: none"> <li>Individual pupil risk assessments are completed where appropriate, taking in to account new routines and medical conditions</li> <li>Vulnerable families who are not attending school or engaging in online learning are continually contacted</li> <li>All staff received updated safeguarding training on 1<sup>st</sup> September in line with the updated KCSIE 2020 document</li> </ul> |   |     |
| <b>Special Educational Needs &amp; Disabled (SEND) pupils</b> | Medium | Pupils/staff                            |  | <ul style="list-style-type: none"> <li>Visual timetable display prepared beforehand by class adults</li> <li>If required, pupils are given individual labelled SEN resources.</li> <li>Class sensory items/bags in classrooms are cleaned regularly.</li> <li>Sensory items are not shared between children.</li> </ul>   |   | Low |
| <b>Transport for school trips</b>                             | Medium | Pupils/staff                            |  | <ul style="list-style-type: none"> <li>Decisions on the use of the minibus are reviewed in line with KCC and DfE guidelines and approved by the Site Operations manager/Head Teacher</li> <li>No overnight trips to be undertaken until further notice</li> <li>Domestic trips to be thoroughly risk assessed (in accordance to current CoVID-19 guidelines)</li> </ul>   | Review of feasibility of overnight trips to be undertaken end of spring term 2021.            | Low |
| <b>PPE and cleaning supplies</b>                              | Medium | Increased demand and possible shortages |  | <ul style="list-style-type: none"> <li>Stocks are checked regularly and at least 1 weeks supply of materials are always on site</li> <li>Other suppliers identified in case one supplier is unable to meet demand</li> </ul>  | The requirement for PPE is reviewed and adjusted as required in line with government guidance | Low |

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|                 |               |              |  | <ul style="list-style-type: none"> <li>• PPE is supplied for staff holding a valid 3 day first aid certificate plus Behaviour Mentor and 121's.</li> <li>• PPE is available in the isolation suite</li> </ul>   | <p>The guidance from HM Government states that based on current evidence, there is very little scientific evidence of widespread benefit from PPE. Instead, practising good hand hygiene and social distancing is key to minimising the risk of infection.</p>   |            |
| <b>Cleaning</b> | <b>Medium</b> | Staff/pupils |  | <ul style="list-style-type: none"> <li>• Increased cleaning routines by the cleaning staff has been introduced across the wider school (except for closed off areas/classrooms)</li> <li>• Cleaning staff wear washing-up style gloves and aprons, as supplied by the school.</li> <li>• Particular attention is be paid to frequently touched areas and surfaces, such as bathrooms, grab- rails in corridors and stairwells and door handles.</li> <li>• Particular attention is be paid on touch areas such as bannisters, door handles, grab rails, taps and toilet handles.</li> <li>• Class staff maintain their class cleaning throughout the day</li> <li>• Disinfectant spray is available for classroom staff to clean desk, door handles, window handles, light switches etc. throughout the day</li> <li>• Cleaning should be administered using a disposable cloth.</li> </ul> | <p><b>Please see:</b></p> <p><b><u>PHE School Cleaning Advice</u></b></p> <p><u>Cleaning in non-health care setting guidance</u><br/> <u>HBJS COSHH risk assessment</u></p> <p>HBJS cleaning risk assessment</p> <p>The use of games etc should be restricted to pods.</p> <p>Training delivered to classrooms staff when the school opened on using spray disinfectant, COSHH</p> | <b>Low</b> |

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|   |               |                  |  | <ul style="list-style-type: none"> <li>Surfaces are cleaned with disinfectant products normally used.</li> </ul>  | for spray disinfectant and cleaning techniques etc.                              |               |
| <b>Cleaning following a suspected case of COVID-19</b>      | <b>High</b>   | Staff and pupils |  | <ul style="list-style-type: none"> <li>If an area is believed to be at risk of more heavy contamination from a person with COVID-19 (such as an isolation room, the teaching room where the child was learning, circulations spaces, etc.), cleaners use a higher level of cleaning PPE, which includes a face mask, disposable apron and gloves and eye protection, such as goggles or a visor.</li> <li>Surfaces are be cleaned with warm soapy water and then disinfected with disinfectant products normally used.</li> <li>Particular attention paid to frequently touched areas and surfaces, such as bathrooms, grab- rails in corridors and stairwells and door handles</li> <li>Immediately after cleaning has finished, the PPE is disposed by being double-bagged, secured with hazard tape, labelled with the date, and stored securely in the locked cleaners' cupboard for 72 hours. After which is it is thrown away in the regular rubbish.</li> <li>Cleaning staff wash their hands after they have disposed of their used PPE.</li> </ul> |  | <b>Medium</b> |
| <b>Contractors on site for repairs and statutory checks</b> | <b>Medium</b> |                  |  | <ul style="list-style-type: none"> <li>Essential checks – legionella, fire, alarm and emergency lighting checks etc. are carried out by site staff (in line with current best practice and requirements)</li> </ul>   | If repairs will increase the risk, works are postponed where possible to outside | <b>Low</b>    |

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|   |        |   |                     | <ul style="list-style-type: none"> <li>Repairs and contractor checks are completed and social distancing is observed</li> <li>Contractors observe schools hand hygiene/face covering rules, monitored by Site Operations Manager and Office staff</li> <li>Signing in system is wiped after use.</li> </ul>  | <p>school hours or in the holidays.</p> <p>Also see:<br/> HBJS asbestos risk assessment<br/> HBJS Legionella risk assessment<br/> HBJS Fire safety and evacuation risk assessment<br/> HBJS Business Continuity and emergency plan</p> |     |
| <b>Fire drill</b>   | Medium | Transmission of COVID-19 to the school  | Pupils/staff/others | <ul style="list-style-type: none"> <li>In an emergency such as a fire or an accident people do not have to stay 2 metres apart if it would be unsafe to do so.</li> <li>Fire drills frequency to be reduced to a minimum to mitigate risks.</li> </ul>   |  | Low |
| <b>Teacher workload -<br/>In the case of partial lockdown</b> | Medium | Stress and workload   | Staff               | <ul style="list-style-type: none"> <li>Teachers who are in school are not expected to provide home learning</li> <li>Staffs that are working from home, shielding, vulnerable, not on a rota, self-isolating but not ill will provide home learning for the pupils.</li> </ul>   |  | Low |
| <b>Staff wellbeing</b>  | Medium | Change in role<br><br>Increased parental demands on staff<br>Stress of returning to work and changes to | Staff               | <ul style="list-style-type: none"> <li>It is acknowledged that staff may experience stress and anxiety</li> <li>Hold virtual staff orientation day for staff to ensure they receive the same message and are fully aware of guidelines, updated policies and proposed changes to ways of working</li> <li>Staff are kept informed of developments before pupils and the community</li> </ul> | <p>Only essential contact made with staff outside of working hours.</p> <p>Support available from<br/> OH/Employee Assistance Programmes/SPS<br/> Workplace Wellbeing Services</p>   | Low |

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|  |        | <p>work environment and ways of working</p> <p>Anxiety about health and COVID-19</p> <p>Stress and pressure may be exerted on staff members from other sources e.g. family members classed as vulnerable or isolated</p> |                  | <ul style="list-style-type: none"> <li>Governing Body support the Head teacher and Leadership Team</li> <li>The Director of Mental Health will continue with mental health support /training and staff supervision</li> <li>Regular contact with staff working off site maintained to ensure they receive the latest information</li> <li>Virtual staff meetings to be held</li> <li>There is clearly published guidelines for staff to follow should they have concerns/anxiety</li> <li>The Head Teacher and the SLT, together with staff representatives regularly review practice.</li> </ul> | It remains the case that wider government policy advises those who can work from home to do so.                                    |        |
| <b>Staff taking leave during school holidays</b> | High   | Staffing levels become unsafe  | Staff and pupils | <ul style="list-style-type: none"> <li>Staff make themselves aware of the current Government guidelines about travelling abroad and quarantine requirements</li> <li>Staff will need to be available to work in school from the start of the new term.</li> </ul>   | <a href="#">coronavirus (COVID-19): how to self-isolate when you travel to the UK.</a>   | Low    |
| <b>Staff illness</b>                             | High   | Staffing levels become unsafe  | Pupils and staff | <ul style="list-style-type: none"> <li>Staff redeployed within pod to cover groups, if appropriate</li> <li>Pupils put on a part-time timetable until staffing levels increase to an appropriate level</li> </ul>   | If staffing levels fall to an unsafe level, priority will be given to maintaining school provision for the children of keyworkers. | Medium |
| <b>Communication with parents</b>                | Medium | Mixed messages   |                  | <ul style="list-style-type: none"> <li>Communication needs is clear and concise</li> </ul>  |  | Low    |

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|  |        |                      |                         | <ul style="list-style-type: none"> <li>• There is a consistent message to parents including the fact that advice may change as the situation changes.</li> <li>• The school website is up to date with latest information and guidance.</li> </ul>  |  |     |
| <b>Wider community access to school building</b> | Medium | Risk of transmission | Pupils and staff/others | <ul style="list-style-type: none"> <li>• All Governor meetings are held via Microsoft Teams</li> <li>• No Governor monitoring takes place onsite.</li> <li>• Governor monitoring and SIP reviews are held via telephone/Microsoft Teams</li> <li>• Parents requiring support from the Inclusion team/SENCo are contacted via telephone</li> </ul>   | <p>Face to face meetings only take place in exceptional circumstances with agreement from SLT and Site Operations Manager</p> <p>Face to Face meetings are booked in advance.<br/>Review feasibility of resuming lettings to be undertaken end of Spring Term 2021</p> | Low |
| <b>Behaviour policy</b>                          | Medium | Risk of transmission | Pupils and staff        | <ul style="list-style-type: none"> <li>• Behaviour policy updated with COVID-19 appropriate steps and sanctions following full opening of school</li> <li>• Children are managed in pods and not sent to SLT for time out/moving to red.</li> <li>• Parents are contacted by phone</li> <li>• Meetings with parents/outside agencies are held via telephone or virtual platforms and NOT on school premises except in exceptional circumstances and agreed by SLT and Site Operations Manager.</li> </ul> | <p>Staff have received training on new behaviour policy and expectations</p> <p>Policy headlines are shared with parents</p>   | Low |

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| Recruitment | Medium | Staff replacement needed |  | <ul style="list-style-type: none"> <li>• Robust virtual interviews are held via “Teams” if possible. Face to face interviews to be held following government guidelines.</li> <li>• Referees are contacted via telephone.</li> </ul> |  | Low |
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