

Hope View School Coronavirus (COVID 19) Risk Assessment

Educational Setting		Hope View School (Upper) Station Approach Chilham CT4 8EG 01227 738000		Hope View School (Lower) Garlinge Green CT5 4RU	
Assessor:	Mr. A Stokes	Date of Assessment	05/11/2020		
Adults and Children at both Sites	Upper School	23 Adults (Max) 46 Pupils	Lower School	24 Adults (Max) 41 Pupils	

Date of Assessment	05/11/2020	Date of Review	Monthly, New Guidelines Issued or new practise established		
Distribution	Electronically to all staff, link add to notice boards	Signed by Assessor		Signed by Headteacher	

Risk Rating		Likelihood of Occurrence		
High (H), Medium (M), Low (L)		Probable	Possible	Remote
Likely Impact	Major: Cause major illness, hospitalization, Death	H	H	H
	Severe: Causes major illness, and hospitalisation	H	M	L
	Minor: Causes illness leading to isolation	M	L	L

This Risk Assessment has been completed with the relevant and up to date guidance taken into account. This Risk assessment will be reviewed weekly when new guidelines are issued or when new practices are established from following the current guidelines and legislation. It is the responsibility of all staff to ensure the actions/routines in this risk assessment are actions every day. Any concerns that a member of staff is not adhering to this assessment must be reported to the SLT without delay.

This Document will not to be printed for any reason unless permission has been granted from the Headteacher, and only then under exception circumstances (OFSTED etc).

A link will be added to all notice boards, this will include the link to this document and other current Government/Education Authority guidelines.

Please note, latest updates will appear at the bottom of the Risk Assessment as well as the relevant serial being updated.

Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Staff spread Coronavirus to other staff and pupils	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> All staff to be made aware of this document and that it is their duty to implement and monitor. Individual risk assessments for staff who are deemed to be high risk (guidelines for returning to work after lockdown and current guidelines implemented). All staff are briefed on current guidelines and what to look out for, i.e. High temperature, (38) continuous new cough and of loss of taste/smell. Staff to follow sickness reporting policy. If unwell at work report fact to SLT with what the symptoms are and will be sent home to self-isolate. Testing, school holds a number of tests which can be used if it becomes difficult to get a test outside. Test will be sent to home address or sent home with staff falling ill at work. Teaching staff will continue to be paid if they are able to work from home. The extent of this work will be decided/agreed with/by the Headteacher. All staff are to ensure that social distancing is always applied. Staff are also responsible to ensure that bubbles are maintained at all times, 	<p>See latest update at the bottom of this risk assessment</p> <p>Headteacher is responsible for ensuring that all staff who report with symptoms, from home or at work are advised of the current self-isolation period and what to do about obtaining a test.</p> <p>All staff will be made aware if another member of staff is self-isolating or has COVID 19.</p> <p>Staff car sharing are strongly advised to follow current guidelines with the addition of wearing a face covering.</p> <p>All staff responsible for teaching are to ensure that a bank of lessons is available should they not be able to deliver from home (Teams).</p> <p>Staff to ensure that PPE is worn when disinfecting tables/classrooms and when</p>	Medium	All Staff

Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
<p>Pupils spreading Coronavirus to other pupils and staff</p>	<p>Serious respiratory illness which could lead to death.</p>	<p>All staff, pupils, staff and pupil families.</p>	<p>High</p>	<ul style="list-style-type: none"> • All pupils briefed and updated on the guidelines associated with the Coronavirus. • All pupils on arrival will depart taxis/transport one at a time. Phones/devices placed into a box with individual compartments. • Disposable face masks will be placed into the bin, reusable ones will be placed inside a plastic bag, a new face mask must be then worn for the journey home. • Hands will then be sanitized. • They will then make there way straight to their classroom and sit at their own desk. • Pupil will then be served breakfast (Where required by staff wearing PPE). • Pupils are aware that they are not to mix with pupils from other bubbles, with exception of PE, but only with one other bubble which will be kept the same and will be for outdoor only. 	<p>If pupils are using their own hand sanitizer, staff are to ensure that it meets the required standards.</p>	<p>Medium</p>	<p>All Staff</p>

				<ul style="list-style-type: none"> • Pupils keep their bags and coats with them at all times. Lunch boxes are to remain in bags until required. • See routine for future measures. 			
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Spread of Coronavirus due to poor routine (Staff and Pupils)	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> • All staff and pupils are briefed on the daily routine, arrival, lessons and departure. • Classes to remain within their own class bubbles at all times, this includes class based, practical's and break time. • Playground has been split so bubbles can play without the risk of mixing. This is a Rota system, ensure pupils do not become bored of one area. Bubbles are allowed to use other bubble areas but only when that area is not in use. • Pupils will sanitize their hands on arrival and departure of lessons. • Classroom staff are responsible for ensuring that desks and chairs are disinfected before another class is allowed to enter. • Pupils waiting outside of classrooms will be monitored by a member of staff to ensure social distancing and not mixing with other bubbles. • Pupils and staff are encouraged to wash hands where facilities allow, i.e. Kitchen, Math's, Class 6, Science block and toilets. 	<p>Staff to ensure that bubbles are not mixed.</p> <p>If pupils have to leave the class due to poor behavior, then they are to be sent to the hall and a member of the SLT informed.</p> <p>Caretaker can be used to assist with disinfecting classes where there is a shortage of staff. if</p>	Medium	All Staff
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				<ul style="list-style-type: none">• Staff are to ensure that hands are washed prior to any food being consumed.• Pupils are aware that only one person at a time is allowed to use the toilet. Whilst waiting to use the toilet pupils are to wait in the hall.• Use of toilets during any breaks is to be monitored by staff. Toilets in class 6 and the science block are to be used where practical.• Late Arrivals. Staff are to ensure that any pupils arriving late have completed their arrival routine. Any problems with this being implemented are to be reported to a member of the SLT.• Pupils are to be allocated a desk. This seating arrangement will then not be changed unless agreed with the class teacher.• The teacher is overall responsible for the cleanliness/disinfecting of the classroom. They will be occasions the teacher/member of staff will be alone. They are to ensure that a member of SLT is aware so another member of staff/caretaker can assist in the routine.			
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Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Lack of PPE will spread Coronavirus to Staff and Pupils	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> The caretaker is responsible for ensuring that there are adequate supplies of PPE. Any shortfalls are to be reported to the school secretary for immediate action. The caretaker is responsible for ensuring that all hand sanitizer dispensers are topped up. Class staff also have a responsibility to ensure this are maintained and forms part of their recorded weekly checks. Staff are aware of when PPE is required, i.e. Breakfast, cooking lessons, cleaning and disinfecting. Staff are also to ensure that pupils are wearing face coverings when school transport is used. See transport section for more details. 	<p>SLT to monitor the correct wearing of PPE.</p> <p>All staff have a responsibility to ensure that any shortfalls are reported to the caretaker, ASAP.</p>	Medium	All Staff
Practical cooking lessons and inadequate social distancing will spread Coronavirus.	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> Cooking lessons will take place under strict control of staff. All involved in cooking lessons will where PPE, included, apron, gloves and face mask, staff are to ensure that these items are correctly removed disposed of at the end of the lesson. Items are to be cleaned by way of the dishwasher. Any items that can not be cleaned are to set aside and not used until the quarantine period has lapsed. See school quarantine measures for full details. 	<p>Staff to ensure classes are adequately staffed before leaving to heat food.</p> <p>Pupils are encouraged to bring their own drinks container which can be refilled at school. Juice is not to be provided for the filling of bottles.</p>	Low	All Staff and Pupils

				<ul style="list-style-type: none">• There is to be no sharing of food, staff are to ensure that this is enforced at all times. Any issues with pupil lunches should be reported to the SENCO.• In exceptional circumstances, toast can be provided to a pupil, SLT to be informed so that this can be arranged, and the reason agreed. Eating all food at break time is not an adequate reason.• There is provision to provide one pupil with a packed lunch, this will be supplied by the school and put together by the same member of staff wearing PPE.• Staff are allowed to heat food, it must be in one container and take no more than two minutes to microwave, where possible to food will be consumed from the same container. Pupils are not allowed hot food, any food cooked during a cooking lesson will be sent home with the pupils.			
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Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
<p>Social distancing measures not following, allowing bubbles to be mixed.</p>	<p>Serious respiratory illness which could lead to death.</p>	<p>All staff, pupils, staff and pupil families.</p>	<p>High</p>	<ul style="list-style-type: none"> • Classes placed into bubbles, on arrival pupils go direct to Class/bubble. On departure one taxi is called at a time. Staff to ensure that boys do not leave class together. • Those on taxi duty to ensure that social distancing is followed when collecting phones and gadgets from the box. Taxi staff are also responsible for ensuring face masks are work and hands are sanitized. • Classes change round in their bubbles, staff are aware that fire doors can be used for this purpose, this reduces the likelihood of bubbles mixing. • At the end of any break period, classes will go to their allocated area where they will wait to be called forward to class. Staff are to ensure that the most appropriate door is used. Little pint coming through the hall if a fire door can be used. • Desks in class are where possible are two meters apart, all desks are forward facing. Staff have been advised not to conduct activities where pupils have to face each other. 	<p>Staff are to set the example and ensure that social distancing is maintained between staff. Staff are also expected to maintain social distancing when pupil are not onsite. This includes before and afterwork.</p> <p>Special consideration should be given to staff meets. SLT are responsible for ensure the appropriate space is used.</p> <p>Staff supervision sessions are to be held in the hall. There is no adequate classroom for this purpose as staff are expected to form a circle. Its is appropriate for staff not involved in the session to be allowed to go home early, allowing for confidentiality.</p>	<p>Low</p>	<p>All Staff and Pupils</p>

				<ul style="list-style-type: none"> Staff are responsible for ensuring that social distancing is maintained on the playground, irrelevant what activity is being played. Any pupils who fails to heed warnings and refuse to socially distance is to be sent into the hall with a member of staff and handed over to SLT. Two bubbles will mix during periods of PE, these two bubbles will always remain the same and will only be allowed to mix as one bubble in an outdoor setting. 			
Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Visitors to the school could spread the Coronavirus to staff and pupils.	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> Taxi drivers are not permitted to use the school's toilets (under any circumstances). Taxi drivers and parents dropping off are expecting to a follow a well-established routine for arrival and drop off. Visitors to the school will not generally be allowed. Anyone seeking a visit to the school will only be permitted via the Headteacher. Permitted visitors will be expected to socially distance, wear a face covering and sanitize hands. Any construction or repair work will only take place out of normal school hours. There will be exceptions to this but contact with 	<p>Weekly shopping is delivered by TESCO, driver remains outside, and caretaker brings in the shopping in boxes, where it is unpacked on the table in the kitchen. Where practical these items should be disinfected.</p> <p>Under no circumstances should pupils be allowed to assist in the unpacking of the shopping.</p> <p>Taxi drivers refusing to follow routine will be reported to the SENCO or SLT in his absence, this</p>	Low	All Staff

				<p>staff and pupils will not be permitted. Where this is impractical and room with pupils in must be vacated and disinfected following any work.</p> <ul style="list-style-type: none"> • There is a telecommunications mast in the upper school playground. Repair/maintenance staff are only permitted on site if they have booked to do so via the Headteacher and only outside of normal school hours. They get to the mast via a side gate and go directly to the mast, Mast staff are not permitted to go into the school buildings, there is no reason they should need to. • There could be an occasion under exceptional circumstances that visitors or outsiders will use the toilets, these has to be agreed with SLT and then the area disinfected by the caretaker. • All visitors are to report to the reception where those expected will be directed and those not expected can be directed once the Headteacher/SLT has been contacted. 	includes the wearing of face coverings.		
Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Fire and other emergency plans and	Staff will not know what is expected	All staff, pupils.	High	<ul style="list-style-type: none"> • A real fire is a genuine risk to life, although all Coronavirus policies should be followed, it is more 	Under the evacuation plans, those classes based outside of the main building would	Low	All Staff

<p>Risk Assessments</p>	<p>of them in an emergency.</p> <p>Fire/smoke could spread due to fire doors being used and or being left open.</p>			<p>important to evacuate the school in a calm and timely manner.</p> <ul style="list-style-type: none"> • Fire risk assessment has been updated considering the Coronavirus. • The school evacuation plan has been updated considering the coronavirus. • The schools fire alarms are test weekly (Friday) any false alarms are counted as a test and the evacuation continues as normal. No member of staff is to call a false alarm, although they should report a reason, they think it is a false activation i.e. burning the toast. • There is no person at the school that requires PPE. • Headteacher is responsible to ensure that there are sufficient fire wardens on site. • A fire at the school is very unlikely but the spread of Coronavirus due to poor cleaning and lack of fresh air is more likely. In agreement with the Headteacher external fire doors can be used to change round class, (Bubbles not mixing) and internal class fire doors can remain open when class in situ, however, when the class is not in use fire doors must remain closed at all times. Air conditioning is not currently being used and is turned off at the isolator switch. 	<p>have to come into the hall, this would mean mixing of bubbles. All staff and pupils will be reminded on what action to take once alarm has been sounded (Air Horn).</p> <p>SLT (AS) will always know where abouts of one pupil (OP, upper school) who has severe anxiety of the fire alarms. He must not be informed of any fire drill.</p> <p>Staff to ensure that external fire doors are shut when not required for class change round, they should not be left open when the class is unoccupied.</p> <p>Where there is a requirement to use mobile heaters, staff are to ensure that there are turned off when not in use. Caretaker to check at the end of the day.</p> <p>More fire wardens required at lower school.</p>		
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				<ul style="list-style-type: none"> Where relevant risk assessments have been updated to take this risk assessment into account. 	The Health and Safety Policy, the Coronavirus risk assessment and class/activity risk assessments are all relevant.		
Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Shortage of staff and shortage of SLT	Safeguarding issues being missed. Lack of trained first aiders/fire wardens and staff to effectively run classes	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> The Headteacher and the Assistant Headteacher are overall responsible for maintaining staff levels at both school sites. All staff have been briefed of what action to take in the absence of DSL, reporting via IRIS. Staff are to highlight to SLT if there aware of any shortfalls. SLT will ensure that effective ratio of staff in classes is maintained, some classes for some lessons will only require one member of staff. Staff must flag up to SLT any concerns of being left with pupils. Team Teach restrictions must still apply. 		Low	All Staff
Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Pupils medical needs are not addressed	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> Any pupils displaying or report Coronavirus systems will be sent to the cabin, where they will be monitored by staff. 	Staff to ensure that the room and any transport used is thoroughly disinfected.	Medium	All Staff

				<ul style="list-style-type: none"> • Where required temperatures will be checked, and symptoms confirmed. If Coronavirus related, pupils to remain in the room, monitored by staff and Assistant Headteacher informed. • The likely outcome is that the pupil will be sent home. Contact with home to be made so that parent/carer can collect the pupil. In exceptional circumstances the Assistant Headteacher will nominate a member of staff to take the pupil home. • In the absence of the Assistant Headteacher, the Headteacher must be contacted before sending any pupils' home. • The same actions are applied to any pupils arriving at school reporting or display symptoms. • Pupils who report feeling unwell and not Coronavirus related will be dealt with by the school's first aiders. • Pupils are not to return to school until they have had a COVID 19 test. They are not required to provide proof of a negative test. • Staff who have dealt with a pupil's showing symptoms are not required to self-isolate. • Staff who are in the high-risk category should not deal with a pupil's displaying symptoms; they 	<p>Staff to wear full PPE when dealing with sick pupils.</p> <p>Staff are to monitor pupils at all times for symptoms of the Coronavirus.</p> <p>Staff are to ensure that pupils catch sneezes and coughs in tissues and that tissue are disposed of correctly.</p> <p>Private cars are not to be used for taking pupils home. The best vehicle for this is the school minibus, as this allows for best distancing between staff and pupil. The Volvo can be used, if the pupil sits at the back. In both cases windows must be open and face coverings worn.</p> <p>The driver of the vehicle is responsible for ensuring that the vehicle is full disinfected. This can be done by the caretaker.</p>		
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Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
				should not be the ones taking pupils home.			
Unrestricted use of school transport will spread the Coronavirus.	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> • Currently the school transport is used for Forest school and transporting Class two to the farm. • For future use if the minibus is to be used, they are used for the same bubbles and on alternate days. Face covering to be worn by all. • Face coverings to be provided by the school so not to impact on the pupils going home without a new mask. • The transport must be disinfected after use. • The vehicle transport log must be completed with all details but will also include what class the transport has been used for. • School transport should not be used outside of the school bubble (staff family). 	<p>Staff to ensure face coverings are available before going to the transport.</p> <p>The Coronavirus does not change the requirement for the driver to have the correct license to drive the relevant vehicle. The Volvo is only to be used by SLT, unless authorized by Head/Assistant Headteacher.</p> <p>Minibuses should not be used for Forest School, pupils to walk to location.</p>	Medium	All Staff
Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Inadequate cleaning will assist in the spreading of	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<ul style="list-style-type: none"> • As outlined, the class teachers are responsible for the disinfecting of desks and tables at the end of every period. 	Staff to monitor for reactions to cleaning/disinfecting products. Any reaction must be reported directly	Low	All Staff

<p>the Coronavirus.</p>				<ul style="list-style-type: none"> • Staff are to ensure that equipment is not to be shared or mixed between bubbles. • The caretaker at both school sites is responsible for the cleaning of the remainder of the school, this includes all toilets, kitchen, halls and the main hall. • Caretaker is responsible for ensuring that all surfaces are cleaned/disinfected. In the morning, after break, before and after lunch and at the end of the day. • To minimize surfaces touched, where possible doors are to remain open. • Only products used by the school are to be used to clean/disinfect. A residual safety data Sheet and its associated risk assessment are available in the staff shared area. 	<p>to the caretaker so that the product can be taken out of use. The health and safety rep (AS) must also be informed at the earliest opportunity, he will ensure that the incident is investigated and recoded.</p> <p>Caretakers at both sites are to ensure the cleaning log in the communal areas and toilets is kept up to date.</p> <p>The Assistant Headteacher or SLT will nominate what actions to take in the absence of the caretaker.</p>		
<p>Hazard</p>	<p>Risk</p>	<p>Those at Risk</p>	<p>Risk Rating</p>	<p>Current Control Measures Doing now to reduce the risk</p>	<p>Additional Control Measures</p>	<p>Residual Risk</p>	<p>Action by who</p>
<p>Shared work desk/facilities could spread the Coronavirus.</p>	<p>Serious respiratory illness which could lead to death.</p>	<p>All staff, pupils, staff and pupil families.</p>	<p>High</p>	<ul style="list-style-type: none"> • Staff should avoid using each other's work areas. Where the space has to be used the will be disinfected before and after use and the member of staff made aware that the area has been used. • Staff should not share laptops/computers, the exception to this is the ICT teaching point, 	<p>Look into ways the keyboard can be covered, eventually the disinfectant will clog up the keys.</p>	<p>Medium</p>	<p>All Staff And Mr. Alex</p>

				<p>only then to be shared with ICT TA or history teacher.</p> <ul style="list-style-type: none"> • Pupils will have to share computers outside of their bubble. It is down to the class staff to ensure that the keyboard and mouse are also disinfected after use. • The school computers are not to be used by the pupils outside of lessons except for a wet break. 			
<p>Lack of ventilation in occupied rooms will spread the Coronavirus.</p>	<p>Serious respiratory illness which could lead to death.</p>	<p>All staff, pupils, staff, and pupil families.</p>	<p>High</p>	<ul style="list-style-type: none"> • Staff are to ensure that occupied classes always have ventilation. • Fire doors will not be used to provide ventilation (except purging) • The air conditioning is not ventilation as it is not mixed with fresh air. • Staff should purge classrooms with fresh air after each class. This can be done by opening the windows wider or by use of the external door. • Under no circumstances should a room be occupied without ventilation. 	<p>Staff are to be mindful that staff and pupils will feel the cold/heat different to others and should allow students/staff to wear coats as appropriate. This could be particularly appropriate after a room has been purged.</p>	<p>Medium</p>	
<p>Shouting and singing will increase the likelihood of droplets and aerosols being released into the air.</p>	<p>Serious respiratory illness which could lead to death.</p>	<p>All staff, pupils, staff, and pupil families.</p>	<p>High</p>	<ul style="list-style-type: none"> • Recent research has shown that shouting and singing significantly releases Coronavirus Droplets and Aerosols into the air, with the aerosols hanging around in the air for a long period of time. • The school ethos does not allow for shouting, the only time staff should shout is in an emergency. 	<ul style="list-style-type: none"> • Staff to continue to monitor and be robust and not allow shouting or singing. 	<p>Medium</p>	

				<ul style="list-style-type: none"> • Pupils that tend to go around shouting in the playground must be challenged by staff. • There is no requirement for singing in any of the classrooms. 			
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Latest Updates to coincide with the Lockdown period from the 5th November 2020 to the 2nd December 2020.

Masks - pupils in year 6 and below are not required to wear masks. Those in year 7 and above are recommended to do so in communal areas and corridors if social distancing cannot easily be maintained. Special schools can bring in this procedure at their discretion based on their own setting and needs of pupils. After consultation with NASS and reference to guidance for special schools, we will not require pupils in Year 7 and above to wear masks. Our systems and procedures at both sites ensure that social distancing is maintained at all times when pupils move around the school site. Removing and putting on masks constantly throughout the day also gives cause for concern regarding hygiene and transmission if pupils are unable to do this correctly. There is also the potential for communication/anxiety issues to arise if faces cannot be seen. Thus said, if any parent/carer wants their child to wear a mask then we will respect that equally so for staff members. Masks must be worn for all cooking lessons and taxi journeys as before. (06/11/2020).

Forest School/Use of Minibus. Forest School - continue as normal but minibuses are to be used minimally. Preference is for walking to planned destination. (06/11/2020)

Ventilation and use of Fire Doors. Ventilation - fire doors must be kept closed at all times. Windows should be open to allow ventilation of rooms and internal doors may be opened. Do not get cold unnecessarily! Use common sense in terms of how wide windows are open please. (06/11/2020)

Staff interaction and car sharing. Staff interaction outside of school hours - please keep this to a minimum as much as you can during the lockdown period. Be mindful of ventilation/disinfecting/mask wearing if you are car sharing and try to share with the same people.