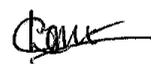


Hope View School Coronavirus (COVID 19) Risk Assessment

Educational Setting		Hope View School (Upper) Station Approach Chilham CT4 8EG 01227 738000	
Assessor:	Mr. A Stokes	Date of Assessment/Ammendment	02/01/2021
Adults and Children at both Sites	Upper School	23 Adults (Max) 46 Pupils	

Date of Assessment	28/10/2020	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	

A separate risk assessment has been produced for Class 8 and asymptomatic testing. A copy of which will be sent to all those involved in the testing. This can also be made available to other staff on request.

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 and or 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).

Please note, latest updates will be highlighted in yellow

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 	<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</p>	Medium	All Staff

				are also responsible to ensure that bubbles are maintained at all times, with exception or outdoor pe lessons where two bubbles become one, with social distancing maintained.	tables/classrooms and when dealing with food (Breakfast).		
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 spreading Coronavirus to other pupils and staff	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<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. Pupils will keep face coverings on until they have reached their classroom/own desk and only then will the face covering be removed. Pupils will be further briefed on what is to happen to the face covering as face coverings will be required when pupils move around the school. Hands will then be sanitized. 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 	<p>If pupils are using their own hand sanitizer, staff are to ensure that it meets the required standards.</p> <p>Staff are to ensure that students comply with all instructions re the removal and disposal of face coverings. Staff are to also ensure that hand sanitizer is available in the classroom (over and above what is on the outside of the room) Preventing unnecessary movement.</p>	Medium	All Staff

				<p>the same and will be for outdoor only.</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, 	<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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i.e. Kitchen, Math's, Class 6, Science block and toilets.

- 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, not in the corridor.
- 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.

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 	<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

				<p>has lapsed. See school quarantine measures for full details.</p> <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
Social distancing measures not following, allowing bubbles to be mixed.	Serious respiratory illness which could lead to death.	All staff, pupils, staff and pupil families.	High	<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. Class staff are to ensure that students have had the opportunity to use the toilet before taxis are called. Staff are also to ensure that face coverings are worn, and hands sanitized before leaving the classroom to go to their taxi. 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 worn 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. Fire door must be secured when room is not in use. 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 point coming 	<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 meetings. SLT are responsible for ensure the appropriate space is used.</p> <p>Those responsible for staff supervisions sessions are responsible for ensuring an adequate spaces is used. Allowing for social distancing and ventilation.</p>	Low	All Staff and Pupils

				<p>through the hall if a fire door can be used.</p> <ul style="list-style-type: none"> • 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. • 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 	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. Under no circumstances should pupils be allowed to	Low	All Staff

				<p>Headteacher. Permitted visitors will be expected to socially distance, wear a face covering and sanitize hands.</p> <ul style="list-style-type: none">• Any construction or repair work will only take place out of normal school hours. There will be exceptions to this but contact with staff and pupils will not be permitted. Where this is impractical and room with pupils in must be vacated and disinfected following any work.• 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	<p>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 includes the wearing of face coverings.</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
Fire and other emergency plans and Risk Assessments	<p>Staff will not know what is expected of them in an emergency.</p> <p>Fire/smoke could spread due to fire doors being used and or being left open.</p>	<p>All staff, pupils.</p>	<p>High</p>	<p>Headteacher/SLT has been contacted.</p> <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 important to evacuate the school in a calm and timely manner. 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 are two members of staff that require a PEEP. A PEEP Fire Marshall has been nominated and part of his duties is to be aware of those individuals at all times. The individuals concerned also know they have to let the PER Fire Marshall know if they are not going to be in their planned place of work. Both individuals have 	<p>Under the evacuation plans, those classes based outside of the main building would 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</p>	<p>Low</p>	<p>All Staff</p>

permission to retain their mobile phone (emergency use only).

- 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. There may also be times when the external fire door is left open (hot weather).
- Recent communication would indicate the use of air conditioning is low risk, however it also states that air conditioning that does not bring in fresh air can only be used if adequate ventilation is provided by other means, i.e., opening windows. At this time of year, the only reason to use the air conditioning would be to heat the room, little point with open windows.
- Class 8 is an exception as there is no fixed heating, the air conditioning can be used to bring the room to temperature at the

when not in use. Caretaker to check at the end of the day.

More fire wardens required at lower school.

The Health and Safety Policy, the Coronavirus risk assessment and class/activity risk assessments are all relevant.

				<p>start of the day, the heat must then be maintained with mobile heaters. A separate risk assessment will be completed for class 8 as this will be used for the asymptomatic testing.</p> <ul style="list-style-type: none"> Where relevant risk assessments have been updated to take this risk assessment into account. 			
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	Serious respiratory illness which	All staff, pupils, staff	High	<ul style="list-style-type: none"> Any pupils displaying or report Coronavirus systems will be sent to 	Staff to ensure that the room and any transport	Medium	All Staff

<p>needs are not addressed</p>	<p>could lead to death.</p>	<p>and pupil families.</p>		<p>the cabin, where they will be monitor by staff.</p> <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 test. • Staff who have dealt with a pupil's showing symptoms are not required to self-isolate. 	<p>used is thoroughly disinfected.</p> <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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				<ul style="list-style-type: none"> Staff who are in the high-risk category should not deal with a pupil's displaying symptoms; they should not be the ones taking pupils home. 			
Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
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 minibus/s are only to be used to transport class two to the farm. Any other use outside of this is to be authorised by the SLT 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 Forrest 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 other staffs 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 are not to share computers/desks, the only time this could be an issue as the ICT room facilitates other lessons. A 	<p>Look into ways the keyboard can be covered by a disable means, eventually the disinfected will clog up the keys.</p>	<p>Medium</p>	<p>All Staff And Mr. Alex</p>

				<p>wireless keyboard and mouse linked to the teacher's PC is available at the front of the class so there is no requirement for any member of staff to share the teachers desk, computer, keyboard or mouse.</p> <ul style="list-style-type: none"> • Due to the difficulty in disinfecting computer headphones, they will be removed. Pupils will be allowed to use there own headphones. • 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 as shown that shouting and singing significantly releases Corona Virus 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. • 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. 	<ul style="list-style-type: none"> • Staff to continue to monitor and be robust and not allow shouting or singing. 	<p>Medium</p>	
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Latest Updates:

Please see serials highlighted in yell for current updates.