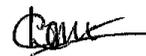


Hope View School Coronavirus (COVID 19) Risk Assessment

Educational Setting		Hope View School (Upper) Station Approach Chilham CT4 8EG 01227 738000	Hope View School (Lower) Perry Court Garlinge Green Chartham – CT4 5RU 01227 738163
Assessor:	Mr. A Stokes	Date Assessment Originally created	
		25 May 2020 – Following external audit	
Adults and Children at both Sites	Upper School	24 Adults (Max) 55 Pupils	20 Adults (Max) 43 Pupils

Date of Amendment	01st Sept 2021	Date of Review	Biweekly, New Guidelines Issued or new practise established	
Distribution	Stored on staff shared area, all staff have access whilst in school – Not to be printed.	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 divided into two sections. Section one being the current risk assessment as of the 09 Sept 2021. Section two the Out Break Management Risk Assessment. Section two will be split into phases. Dependant on outbreak advice (Public Health England) will depend on which phase of section two will be implemented.

Outbreak Management Plan – Delta (B1.617.2) Variant. As of the 08 June 2021 the Government and the Education Authority (Daily briefings) have directed that all secondary schools have an Outbreak Management Plan in place. All staff can be confident that any additional measures will be met.

Any relation to testing refers to the Upper school Pupils only, as per previous risk assessment, any mention of testing relates to all staff

Any updates for either section will be highlighted in yellow – A brief outline of the update will be highlighted below:

Update:

Section One – Current Risk Assessment as of 09 Sept 2021 – Restrictions for schools have been lifted, further guidelines are expected to be issued at the end of Sept. Listed below is the current risk assessment which should be adhered too.

Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Risk of Spreading COVID 19 and other infections as a result of poor hygiene	Serious respiratory illness which could lead to death.	Staff, Pupils, Visitors and Parents	High	<ul style="list-style-type: none"> Students will have been used to high levels of hand sanitization, either by way of hand washing or sanitizer. All classrooms will have hand sanitizer available. Staff are to ensure that all pupils wash their hands prior to any eating of food, both at break and lunch. Staff are to ensure that stunts use tissues to Catch It, Bin it, Kill it. Caretaking staff will continue to clean and toilets regular intervals (no requirement for hourly). This will be recorded on the sheet as before. Kitchen and other communal areas will revert to the normal cleaning routine. 	Caretaker to ensure that all levels of sanitizer, hand towels and tissues are maintaining in all areas. Staff to ensure levels are checked and recorded on the & S weekly check sheet.	Med	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
COVID 19 passed from person to person.	Serious respiratory illness which could lead to death.	Staff, Pupils, Visitors and Parents	High	<ul style="list-style-type: none"> As per current guidelines students should take two in house lateral flow tests on return to school. Tests will be conducted on Monday and Thursday of the first week. Until further guidelines have been issued staff and pupils should take twice weekly lateral flow tests at home. Any positive results 	<p>Permission forms have been sent home, only those with permission will be tested.</p> <p>Staff and pupils have been issued with sufficient lateral flow tests to see them</p>	Med	All Staff and Pupils

				<p>reported to Head – Deputy Head Teacher.</p> <ul style="list-style-type: none"> Staff are to be mindful of the symptoms of COVID 19 and report any concerns in the first instance to a member of the SLT. If a member of the SLT (Mr. Brett) is not readily available then the staff member should act and the pupil concerned isolated in the staff cabin, ensuring adequate ventilation in the room. Mr. Brett/Mr. Johnson will then assess what is required. 	<p>thought to at least the end of Sept.</p> <p>Should a pupil require to be sent home the parent is to be called in the first instance. If the parent cannot facilitate the collection school transport maybe available to take the pupil home. This will depend on the time of the day.</p>		
Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Coming into close contact with confirmed case of COVID 19	Serious respiratory illness which could lead to death.	Staff, Pupils, Visitors and Parents	High	<ul style="list-style-type: none"> Under current guidelines there is no requirement for close contacts with confirmed cases to self-isolate. Close contacts should continue to come to school and work/study as normal. Close contacts advised by NHS Test and Trace should take a PCR test but can still come to school whilst await the result. All Positive tests are to be reported to the head/deputy head teacher. (LFD and PCR) 	<p>Any pupils sent home are to be issued with a PCR test.</p> <p>NHS Test and Trace will be responsible for advising all those who have come into close contact.</p>	Med	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

Lack of ventilation could assist in the spread of COVID 19	Serious respiratory illness which could lead to death.	Staff, Pupils, Visitors and Parents	High	<ul style="list-style-type: none"> Public Health England state that there is still a requirement to ensure that sufficient ventilation is provided in all occupied spaces. This should be balanced with the need for fresh air and keeping warm. The government is currently seeking the procurement of carbon dioxide detectors. Special settings will receive these as a priority. These should start to be issued as of the 06 Sept 2021. The program will provide sufficient monitors to take readings from across the indoor spaces in your setting, providing reassurance that existing ventilation measures are working, and helping balance the need for good ventilation with keeping classrooms warm. Further information will be added once the detectors have been issued. 		Med	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
Not wearing a face covering could assist in the spread of COVID 19	Serious respiratory illness which could lead to death.	Staff, Pupils, Visitors and Parents	High	<ul style="list-style-type: none"> There is no requirement to wear a face covering under normal circumstance within school. 	The advice from Public health England is that they should be worn when in a confined space with other people outside of normal contacts.	Med	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
			High	•		Med	All Staff

The following areas have little or no restrictions. All pre pandemic procedures and school procedures apply.

- Inadequate Cleaning.** No restrictions although all toilets will be cleaning, and fact recorded a t a more frequent level. Caretaking staff to ensure plentiful supply of soap and hand towels where required.
- Lack of PPE.** N/A although the school retails a plentiful stock should circumstances change. Face coverings can be made available to staff and pupils where required. There is no requirement to wear face covering son school transport. Staff and pupils who use public transport should wear a face covering.
- Shared Desks.** No restrictions although disinfect will be available if required. Surface wipes will only be available in the ICT room.
- Practical Cooking Lessons.** No restrictions.
- Shouting and singing.** No restrictions although more ventilation should be planned for.
- Social distancing.** No restrictions.
- Poor Classroom Management.** As per school policies and expectations.
- Visitors/Parents.** No restrictions. All must be booked into school.
- Contractors.** No restrictions although must be booked in and monitored.
- Fire and Other Emergency Plans.** No restrictions.
- Pupils' Medical Needs.** No restrictions.
- School Transport.** No restrictions although windows should be opened to allow adequate ventilation and as per pre pandemic pupils and staff must use the same sets for return journeys. Face coverings will be made available in all vehicles should they be required.

Section Two – Out Break Management Risk Assessment

Hazard	Risk	Those at Risk	Risk Rating	Current Control Measures Doing now to reduce the risk	Additional Control Measures	Residual Risk	Action by who
Contracting and or Transmitting the Delta	Serious respiratory illness which could lead to death.	Serious respiratory illness which could lead to death.	High	<ul style="list-style-type: none"> Lateral Flow tests are completed by all staff and pupils. Results are reported online and to designated staff by e-mail. Students are asked if they have been tested if an e 	<ul style="list-style-type: none"> All staff and upper school pupils will complete supervised lateral flow tests at the upper school site. The test site will be class eight. Staff will be 	Med	All Staff

<p>Variant (B1.617.2)</p> <p>Phase One</p>				<p>mail has not been received. All results are recorded on a spreadsheet.</p> <ul style="list-style-type: none"> • Staff should follow the instructions issued with LFD, currently a void result will require another test to be taken. • Staff who retire from work with symptoms are to go home and self-isolate until a PCR test has been taken. PCR tests are available at upper and lower schools if a PCR test can't be booked. • Face coverings are worn by all upper school staff and pupils when moving around the school. This includes visitors to the upper school. 	<p>tested prior to the pupils arriving at school.</p> <ul style="list-style-type: none"> • Test staff will report pupil results online. • Pupils are to remain within their class until result is known. Classes will be permitted to go outside but strict supervision to prevent bubbles from mixing. • Lower School SLT are to have a plan in place so that staff can be tested at the upper school testing facility. • Pupils will not be permitted off site until result is known, Farm and Catch 22 etc. 		
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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>Contracting and or Transmitting Corona Virus by way of Lower Sch pupils on transition to the Upper Sch.</p> <p>Phase Two</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"> • Although lower school pupils are not taking twice weekly lateral flow checks, all the staff at the lower school are. • All lower school staff are fully briefed and know what signs to look for and what actions to take. • Lower School Pupils will wear a face covering whilst traveling to the upper school as they do in taxis. 	<ul style="list-style-type: none"> • Lower School pupils will be briefed prior to departure and once again once they arrive at the upper school: Routine, remaining in class bubbles, use of the toilet (queuing), eating and sharing of food/drink. • Lower school pupils and accompanying staff will be expected to wear a face covering when moving around the school (indoors). 	<p>Med</p>	<p>All staff</p>

				<ul style="list-style-type: none"> Lower school pupils will join their new class (existing bubble) and this will remain that class for all transition days (Tuesdays). Pupils will sit in their class where a minimum distance of one meter is maintained and all desks are forward facing. 	<ul style="list-style-type: none"> The windows of the bus will also be opened to maximize fresh air. 		
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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
Staff spread Coronavirus to other staff and pupils Phase Three	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 for updates. (any update will be advised by e mail. Individual risk assessments for staff who are deemed to be high risk have been completed and guidelines for returning to work after lockdown and current guidelines implemented. Risk assessments have also been conducted for all staff who have a secondary employment or other outside activity, Scouts, cubs etc. 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. Those who have COVID 19 symptoms at work will be sent home to complete PCT test, if a test is going to 	<p>Any staff member in school who has been in contact with a confirmed case will be sent home to self-isolate. Headteacher/Assistant Head Teacher are 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 advised if they have been in close contact with another member of staff/Student who has tested positive (not Named)</p> <p>Staff car sharing are strongly advised to follow current guidelines with the addition</p>	Med	All Staff

				<p>be delayed due to availability then a PCR test can be obtained from school.</p> <ul style="list-style-type: none"> • Testing, all staff as of the 01 March will have the ability to take lateral flow tests at home. It has been requested that two test per week are carried out, Monday and Thursday. Results are recorded as per national guidelines (NHS) and given to Mr. Daaim (Upper school) and Miss Tina (Lower School). External staff Counselors and music teacher will be requested to take the home test and reported as per guidelines. External staff do have access to LFD's, they can also be obtained from the school. • As of the 09/03 if a Lateral flow test conducted at home returns a positive test then this must be confirmed by way of PCR which can be booked by calling 119. (Within two days) Whilst waiting for the confirmatory PCR you must self-isolate along with your close contacts and inform the school as normal, Mr. James and Miss Tina. If not available a member of the SLT must be advised as soon as possible following a positive lateral flow test. • The instructions with the LFD are to be followed currently (25/06) a void test should be repeated. Staff and pupils are required to continue test over half term breaks. Reporting of results as already briefed. 	<p>of wearing a face covering and opening windows.</p> <p>All staff responsible for teaching are to ensure that a bank of lessons is available. Staff to ensure that PPE is worn when disinfecting tables/classrooms and when dealing with food (Breakfast).</p> <p>Upper school staff and pupils should wear face coverings when moving around the school</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
<p>Pupils spreading Coronavirus to other pupils and staff</p> <p>Phase Four</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. • Students at the upper school SHOULD wear a face covering when moving around the school. • Students where permission has been given will be issued Lateral flow tests. The expectation is that they will complete two tests, Monday, and Thursday. Due to some students being in taxis early they can complete the test the night before. All results are reported to Track and Trace and to a member of staff (Currently Miss Faith) • Follow instructions on the leaflet contained within the LFD kit. • All pupils on arrival will exit vehicles one vehicle at a time. • Staff are to monitor the wearing face coverings in taxis. 	<p>Any pupil who has been in contact with a confirmed Positive will be sent home to self-isolate. Pupils will be sent home with a PCR test.</p> <p>If pupils are using their own hand sanitizer, staff are to ensure that it meets the required standards. If in doubt, ask.</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)</p>	<p>Med</p>	<p>All Staff</p>

				<ul style="list-style-type: none"> • Phones/devices placed into a box with individual compartments. • Pupils will then sanitise hands. • Those pupils wearing face coverings are to keep them on until in the classroom, staff are to ensure that face coverings are correctly removed and disposed of or stored correctly. Those wearing reusable face coverings are to ensure a new face covering is worn for the journey home. • Pupils 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. • Pupils always keep their bags and coats with them. Lunch boxes are to remain in bags until required. • There is to be no sharing of food, staff are to ensure that this is always enforced. Any issues with pupil lunches should be reported to the SENCO. 	<p>Preventing unnecessary movement.</p> <p>Pupils have been briefed on the one-way system in use. This ensures that pupils changing classes do not mix. Staff are to ensure that one-way systems are adhered to. Pupils should wear face coverings when moving around the school and between lessons. (Upper School only). Face coverings are not required to be worn outside (Social distancing to be adhered to)</p> <p>Pupils are not to share any items of food or drink.</p> <p>In exceptional circumstances, toast can be provided to a pupil, (Other than breakfast) SLT to be informed so that this can be arranged, and the reason agreed. The eating of all food at break time is not an adequate reason.</p>		
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. • The playground has been split so bubbles can play without mixing. This is a Rota system, ensuring pupils do not 	<p>Staff to ensure that bubbles are not mixed.</p> <p>If pupils must leave the class due to poor behavior, then they are to be sent to the hall</p>	Med	All Staff

<p>Phase Five</p>				<p>become board of one area. Bubbles can use other bubble areas but only when that area is not in use. Equipment is not to be shared.</p> <ul style="list-style-type: none"> • Pupils will sanitize their hands on arrival and departure of lessons. • Staff are responsible for ensuring that the classroom/rooms are purged with fresh air at the end of each period. This can be done by opening external fire door for 5mins. It must not be left open with no one in the class. Internal doors and windows will not allow sufficient air to purge to rooms. Staff to ensure that all doors are closed when the room is not occupied. • Pupils and staff are to wash hands where facilities allow. • Staff are to ensure that hands are washed prior to any food being consumed. • Pupils are aware that only one person at a time can 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 are to be monitored by staff. Toilets in class 6 and the Science block are to be used where practical. (Upper School) (Pupils only) • Late Arrivals. Staff are to ensure that any pupils arriving late have completed their arrival routine. Any problems with this being completed are to be reported to a member of the SLT. 	<p>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.</p> <p>The teacher is overall responsible for the cleanliness/disinfecting of the classroom. They will be times the teacher/member of staff will be alone. They are to ensure that a member of SLT is aware so the caretaker can assist in the disinfecting routine.</p> <p>A system of checks has been introduced to ensure all aspects of this risk assessment are being adhered to. These are random checks conducted at both sites by a member of SLT. All findings are recorded on the weekly H & S checklist (Staff Shared). Any issues are to be addressed at the point they are identified. The SLT H & S rep will also be informed at the earliest opportunity.</p>		
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				<ul style="list-style-type: none"> Pupils are to be allocated a desk. This seating arrangement will not be changed unless agreed with the class teacher. Upper school PE will resume outside of school (Local Area) as of Monday 08th March. Pupils will remain in their bubbles to/from and during PE. Transport is not to be used. Any pupils staying behind will be allocated work to complete, bubbles will be maintained. 	<p>All staff have a responsibility under the Health and Safety at Work Act to report and concerns. Staff are to ensure that any concerns are addressed and reported to the SLT H & S rep.</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>		
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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>Lack of PPE and disinfectant/sanitizer will spread Coronavirus to Staff and Pupils</p> <p>Phase Six</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"> The caretaker is responsible for ensuring that there are adequate supplies of PPE. Any shortfalls will be reported by the Caretaker. 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 and when moving around the school. 	<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> <p>Staff and students are responsible for providing their own face coverings. The school has been issued with sufficient stock so no one should be without a face-mask.</p>	<p>Med</p>	<p>All Staff</p>

				<ul style="list-style-type: none"> Staff are also to ensure that pupils are wearing face coverings when school transport is used. See transport section for more details. 	Staff are also to ensure that all levels of cleaning equipment/disinfectant/sanitizer are checked at the beginning of the week and issues reported on the weekly Health and Safety check sheet (Staff Shared)		
Practical cooking lessons and inadequate social distancing will spread Coronavirus. Phase Seven	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. (Upper and Lower Schools) 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 cannot be cleaned are to set aside and not used until the quarantine period has lapsed. See school quarantine measures for full details. 	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 can heat food, it must be in one container and take no more than two minutes to microwave, where possible the 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.	Med	All Staff and Pupils

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 followed,	Serious respiratory illness which	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 	Staff are to set the example and ensure that social distancing is maintained between staff. Staff are also	Med	All Staff and Pupils

<p>allowing bubbles to be mixed.</p> <p>Phase Eight</p>	<p>could lead to death.</p>			<p>that students have had the opportunity to use the toilet before taxis are called. Staff are to check those wearing face coverings have them fitted correctly.</p> <p>Those on taxi duty to ensure that social distancing is followed when collecting phones and gadgets from the box. Taxi staff are also to monitor taxi drivers and escorts for the wearing of face coverings. Any concerns are to be reported to the SENCO.</p> <ul style="list-style-type: none"> • Students where possible are to be seated at least one meter apart, all desks are forward facing. Staff have been advised not to conduct activities where pupils must face each other. • Staff are to ensure that pupils are not seated across from each other, this includes any time board games are played. 	<p>expected to maintain social distancing when pupils are not onsite. This includes before and afterwork.</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> <p>Staff are responsible for ensuring that social distancing is maintained on the playground, irrelevant what activity is being played. Any pupil 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.</p>		
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>Visitors to the school could spread the Coronavirus to staff and pupils.</p> <p>Phase Nine</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"> • Taxi drivers are not permitted to use the school's toilets (under any circumstances). • Taxi drivers and parents dropping off are expected to follow a well-established routine for arrival and drop off. This is overseen by a member of staff. 	<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>Med</p>	<p>All Staff</p>

				<ul style="list-style-type: none"> • Visitors to the school will not generally be allowed. Anyone seeking a visit to the school will only be permitted with permission of 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 staff and pupils will not be permitted. Where this is impractical a 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 into the school buildings. 	<p>Under no circumstances should pupils be allowed to assist in the unpacking of the shopping.</p> <p>There could be an occasion under exceptional circumstances that visitors or outsiders will use the toilets, this must be agreed with SLT and then the area disinfected by the caretaker.</p> <p>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.</p>		
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	Staff will not know what is expected of them in	All staff, pupils.	High	<ul style="list-style-type: none"> • A real fire is a genuine risk to life, although all Corona Virus policies should be followed, it is more important to evacuate the school in a calm and timely manner. 	Under the evacuation plan those classes based outside of the main building would have to come into the hall. This would mean mixing of	Med	All Staff

Phase Ten	an emergency.			<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. • 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 purge classrooms. This is to be done for approx. five minutes at the end of the lesson. All unoccupied classrooms/rooms will have all doors closed • Relevant risk assessments have been updated to take this risk assessment and the Corona Virus risk assessment into account. 	<p>bubbles. All staff and pupils will be reminded on what action to take once alarm has been sounded (Air Horn).</p> <p>No practice will take place under current restrictions.</p> <p>Staff are to ensure that fire doors do not remain open, they can be used to purge the classroom.</p> <p>In the event of an activation staff are to ensure social distancing on the way to and in the assembly point.</p>		
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 Phase Eleven	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, 	<p>Hope View School work within Team Teach, 95% or higher de-escalation, 5% or less intervention.</p> <p>Any staff member who is not team teach trained will not be left alone.</p>	Med	All Staff

				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 still applies.			
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 Phase Twelve	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 reporting Coronavirus symptoms will be sent to the designated room, where they will be monitored by staff. Temperature will be checked, and any 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. (Minibus) 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 displaying symptoms. 	<p>Staff to ensure that the room and any transport used is thoroughly disinfected.</p> <p>Staff to wear full PPE when dealing with sick pupils.</p> <p>Staff are always to monitor pupils 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</p>	Med	All Staff

				<ul style="list-style-type: none"> • 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 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. • If the pupil goes on to test positive, that member of staff and close contacts will then isolate for the required period. • Staff who are in the high-risk category should not deal with a pupil's displaying symptoms and will not be the ones taking pupils home. 	<p>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 fully disinfected. This can be done by the caretaker.</p>		
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>Unrestricted use of school transport will spread the Coronavirus.</p> <p>Phase Thirteen</p>	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 and Forrest School activities only. • Any other use outside of this is to be authorized 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. 	<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>	Med	All Staff

				<ul style="list-style-type: none"> The vehicle transport log must be completed with all details but will also include what class the transport has been used for. 	School transport must not be used outside of the school bubble (family).		
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>Inadequate cleaning will assist in the spreading of the Corona-virus.</p> <p>Phase Fifteen</p>	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 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 and 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 or in the Health and Safety folder at both sites. (Upper Sch ICT room, Lower Sch reception). 	<p>Staff to monitor for reactions to cleaning/disinfecting products. Any reaction must be reported directly 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 are kept up to date.</p> <p>The Assistant Headteacher or SLT will nominate what actions to take in the absence of the caretaker.</p>	Med	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>Shared work desk/facilities could spread the Corona-virus.</p> <p>Phase Sixteen</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"> • The only classroom where facilities are shared is the ICT room. Workstations will be disinfected at the end of the lesson. Incoming students will be given a disinfectant wipe to clean their own keyboard and mouse. • Staff should avoid using other staffs work areas. Where the space must be used it will be disinfected before and after use and the member of staff made aware that the area has been used. Disinfectant wipes are to be used to clean keyboards and mouse. • Staff should not share computers/desks, the only time this could be an issue is in the ICT room. A wireless keyboard and mouse linked to the teacher's PC is available at the front of the class. Only the ICT teacher should need to use the teacher's desk/computer. • Should pupils 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 and 	<p>Only disinfectant wipes are to be used for keyboards. Caretaker holds spares.</p>	<p>Med</p>	<p>All Staff And Mr. Alex</p>

				only when that bubble has an ICT lesson before the break.			
<p>Lack of ventilation in occupied rooms will spread the Corona-virus.</p> <p>Phase Seventeen</p>	Serious respiratory illness which could lead to death.	All staff, pupils, staff, and pupil families.	High	<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) Air condition can be used if there is fresh air coming into the room. Not to be used for heating rooms with closed windows. Staff must purge classrooms with fresh air at the end of every period, last 5 minutes. This can be done by opening the windows wider or by use of the external door/fire door. The fire door MUST be closed at the end of purging. 	<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>Under no circumstances should a room be occupied without ventilation.</p>	Med	
<p>Shouting and singing will increase the likelihood of droplets and aerosols being released into the air.</p> <p>Phase Eighteen</p>	Serious respiratory illness which could lead to death.	All staff, pupils, staff, and pupil families.	High	<ul style="list-style-type: none"> 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. 	<p>Staff to continue to monitor and must be robust and not allow shouting or singing.</p> <p>Staff to consider if there is a need to conduct an activity in a classroom which will result in excitement and or raised voices.</p>	Med	
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>Poor classroom management 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"> • Staff are aware of how certain activities would create more risk, examples are playing board games where students must face each other or the sharing of equipment such as pool or throwing of bean bags. 	<p>If the activity cannot be completed outside (Inclement weather) and it must take place, all those in the classroom are to wear face coverings, comply with social distancing and more ventilation allowed into the room.</p>	<p>Med</p>	
<p>Parents coming into school could bring in the Virus. Parents Evening Phase Nineteen</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"> • Parents evening will be limited to two classes and will take place in the main hall. • All those involved in the parents evening will be requested to wear a face covering for the duration of their time in the school. • All parents will be expected to use hand sanitizer on entry, hand sanitizer will also be available at each station. Staff will clean the table and chairs before meeting other parents. • Students waiting for parents will be occupied outside in the playground and only be called in when parents arrive in the hall. • Consultation time with teachers is limited to ten minutes, this will be strictly controlled. • Refreshments, tea, coffee or biscuits will not be available. 	<p>Following the parents evening the caretaker will ensure that all tables and chairs used for the meeting have been disinfected, along with, hall, kitchen, toilets, and reception.</p>	<p>Med</p>	

