



HARDENHUIISH SCHOOL RISK ASSESSMENT (Revised 23.10.20)

(This will be subject to ongoing review and change following updated guidance)

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none">• Staff• Pupils• Contractors• Visitors	<p>Everyone will be instructed not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately. If necessary, they will be isolated until they can be picked up. Staff will be notified of where a symptomatic person can be taken. The symptomatic person will be taken to a room where the door can be closed and windows opened. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who requires supervision before being picked up:</p> <ul style="list-style-type: none">• A distance of 2m should be maintained wherever possible.	<p>The Headteacher and Leadership Team are responsible for communication.</p> <p>The supervising adult is responsible for any symptomatic pupil and ensuring that they are collected in a timely manner and accompanied to the designated room.</p>	Tuesday 1 st September 2020	Following government guidance.

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		<ul style="list-style-type: none"> • Supervising staff will wear a fluid resistant face mask, wear disposable gloves and a disposable apron which will be provided (Covid-19 pack) Covid-19 packs will be available in each faculty office, medial room, site office and in the main school office and will include a surgical (disposable) mask, plastic apron and plastic gloves. • The pupil should wait outside to be collected where possible • Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up. <p>Where appropriate cleaning will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly by site staff, following decontamination guidance.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves, in which case they should arrange a test, or if the symptomatic person subsequently tests positive.</p> <p>If a pupil or a staff member (working with pupils) tests positive for coronavirus, advice will be taken for Public Health Wilts regarding who will be sent home and advised to self-isolate for 14 days (including any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>			

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Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school and warned to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport, they'll be referred to government guidance.</p> <p>If dedicated home to school transport is running (i.e. buses, minivans), the local authority will hold discussions with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>For pupils who need to be dropped off and picked up, parents will be told through messages:</p> <ul style="list-style-type: none"> • Their allocated drop off area, if appropriate • The protocols for minimising adult to adult contact which will include ensuring a distance of 2m wherever possible. • That only one parent should attend site • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>We ask that students wear face coverings when travelling on public and school transport.</p> <p>Anyone wearing non-disposable face coverings when</p>	The Headteacher and Leadership Team are responsible for communication.	Tuesday 1 st September 2020	Following government guidance.

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		<p>arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p>			
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing and hand sanitisation facilities will be provided across the school site. There will be a hand sanitisation station at the entrance to each building (to include the House and dining areas). Wall mounted hand sanitisers will be located throughout the site. Identified members of the site and student supervisor team will ensure these are regularly re-filled.</p> <p>Staff and students will be asked to sanitise their hands on entrance and exit to the classroom, before and after using the toilet and before and after eating. There will be hand sanitiser, tissues and cleaning equipment in each classroom and team/office space. All staff will have hand sanitiser for their personal use during time on site.</p> <p>At the end of each lesson (or use of teaching space) equipment will be cleaned with anti-bacterial cleaning materials. Cleaning materials will be provided. Staff and students will be asked to hand sanitise before and after leaving the classroom in addition to before and after using the toilet and before and after eating.</p> <p>Identified students will have the opportunity to access break time refreshments and this opportunity will be introduced in phases during Term 2.</p> <p>Staff will observe 2m social distancing whilst in any staff rest area wherever possible.</p> <p>Everyone in school will be reminded to:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts 	<p>The Headteacher and Leadership Team responsible for communication.</p> <p>The Site team and Student Supervision team will be responsible for the provision of cleaning materials.</p> <p>The staff member in each classroom/area will be responsible for ensuring that tables are cleaned.</p>	<p>Tuesday 1st September 2020</p>	<p>Following government guidance.</p>

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		<p>of their hands</p> <ul style="list-style-type: none"> • Clean their hands on arrival, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose <p>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste.</p> <p>Pupils will be encouraged to learn and practise these habits in lessons and by signage put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently.</p> <p>Supplies of soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out. All cleaning materials can be located within the Covid-19 store (garage space adjacent to the house).</p> <p>Lidded bins for tissues will be located in each classroom and team/office area.</p> <p>Staff will have the opportunity to reclaim the cost of a flu vaccination.</p>	<p>Identified MDSA Site Team Touch Cleaner Direct Cleaning Team</p>		
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Toilet facilities (including taps and flush buttons) 	<p>Site Team Staff members Direct Cleaning Team MDSA Team</p>	<p>Tuesday 1st September 2020.</p>	<p>Following government guidance.</p>

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		<ul style="list-style-type: none"> • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (incl.keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners <p>A dedicated and full-time touch cleaner has been employed.</p> <p>Areas of the school that are used by staff and students will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Unnecessary items and soft furnishings that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously. Students will be asked to bring their own equipment to school and be asked not to share this equipment with any other student. Any spare stationery given to students will be retained by them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean may take place in the areas that the person</p>			

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		<p>has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash/sanitise their hands and surfaces before and after handling pupils' books.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff in classrooms</p>		<p>Students will be organised into zones to minimise mixing of students during the school day. Students will remain within identified zoned areas across the school site, including during break and lunch times.</p> <p>A one-way system will be in place to minimise mixing of student groups during the school day.</p> <p>Space will be maintained between pupils, where possible, with seats and desks arranged in a front facing pattern.</p> <p>Where front facing seating is not possible sneeze screens will be installed, for example, in some Science and DT classrooms.</p> <p>Classroom layouts will ensure that there is a 2 metre distance between the teacher desk and the first seated student as per government guidance. Guidance will be shared with teaching staff to support social distancing within the classroom.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each year group using it, for example in Science and PE.</p> <p>PE teaching will predominantly take place outdoors. Any</p>	<p>The Headteacher, Leadership Team and Curriculum Leaders.</p>	<p>Tuesday 1st September 2020</p>	<p>Following government guidance.</p>

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		indoor teaching will follow best practice guidance and will ensure demonstration of natural ventilation, robust cleaning and social distancing.			
Spreading infection due to excessive contact and mixing between pupils and staff around the school		<p>Students will be kept in zoned areas during the school day.</p> <p>Students will have staggered lunch times.</p> <p>Assemblies will be held remotely via Teams to avoid too many students being in one place at the same time.</p> <p>Students will be supervised whenever possible to ensure that mixing between groups is minimised and that students remain within their identified zones, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned regularly. Students will have designated dining areas within identified zones.</p> <p>Staff and students will be asked to avoid crowding within toilet areas and to use alternative toilets when required. Signage can be used to identify expectation of appropriate behaviour.</p> <p>Staff use of rest rooms and offices will be limited in order to minimise occupancy.</p> <p>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from</p>	<p>The Headteacher, Leadership Team and Curriculum Leaders will be responsible for identifying appropriate class organisation.</p> <p>Site Team.</p> <p>Catering Team.</p> <p>MDSA Team</p>	Tuesday 1 st September 2020	Following government guidance.

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		<p>pupils wherever possible.</p> <p>In PE students will change in and out of their PE kit in identified areas to ensure there is no crowding of students within one indoor area.</p> <p>PPE will be used by staff who are unable to safely maintain a 2 metre distance within the classroom, the Learning Support Centre and the Key Centre.</p> <p>All staff and peripatetic music teachers have been issued with their own personal visor.</p> <p>The school community, will be issued with a face covering to wear in indoor communal areas such as corridors and common rooms.</p> <p>Pupils unable to wear a face covering will have a sticker on their Smartcard to confirm this.</p>			
Spreading infection due to the school environment		<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding are not compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>Full PPE will be provided to the Medical Officer and for other staff as appropriate.</p>	School Business Manager. Site Team Staff members	Tuesday 1 st September 2020 and ongoing	Following government guidance.

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		<p>Premises lettings will commence in Term 2. All lettings will be individually risk assessed to ensure Covid-19 measures are in place. Risk assessments will be retained by the Officer Manager.</p> <p>Risk assessments will be updated to incorporate any changes to government or professional guidance.</p>	Business Manager & Officer Manager		
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using Teams. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>When staff need to speak to office based staff, such as the HR Manager/Finance Manager, discussion should be conducted by telephone or a Teams call wherever possible. If this is not possible, an appointment should be made with the relevant staff member. Staff will be asked not to visit any offices without advance notice in order to support social distancing and avoid crowding within indoor spaces.</p> <p>Students will only visit the Medical Officer with prior adult agreement. Students visiting the Medical Officer during break and lunch periods will form a socially distanced queue outside. Students will be called by the Medical Officer one at a time to ensure appropriate social distancing and avoid crowding. Students will be asked to wear a face covering when visiting the Medical Officer.</p> <p>Teaching staff are able to complete PPA time at home where appropriate and will sign out when they leave the site.</p>	The Headteacher and Leadership Team are responsible for communication of expectation to all staff.	Tuesday 1 st September 2020	To support mitigation of excessive contact and increased risk with regard to transmission of infection.

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		<p>During term time, support staff are able to work at home where appropriate and with prior agreement from the Headteacher.</p> <p>During Academy holiday periods support staff are able to work at home where appropriate and with prior agreement from the Headteacher or School Business Manager.</p>			
Individuals vulnerable to serious infection coming into school		<p>Clinically vulnerable and clinically extremely vulnerable staff will be able to attend school providing the appropriate and recommended control measures are in place, and an individual risk assessment has been completed. Those in the shielding category can return to school provided they can maintain social distancing.</p> <p>Pregnant staff will complete an individual risk assessment before their return and reasonable adjustments made if appropriate.</p> <p>Staff and students who live with those who are in the clinically vulnerable and clinically extremely vulnerable groups can return to school provided the recommended control measures are in place.</p> <p>Clinically extremely vulnerable people may include:</p> <p>Solid organ transplant recipients.</p> <p>People with specific cancers:</p> <ul style="list-style-type: none"> • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment 	The Headteacher and Leadership Team are responsible for communication and liaison with appropriate staff.	Tuesday 1 st September 2020	Following government guidance.

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		<ul style="list-style-type: none"> • people having immunotherapy or other continuing antibody treatments for cancer • people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs <p>People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD).</p> <p>People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).</p> <p>People on immunosuppression therapies sufficient to significantly increase risk of infection.</p> <p>Women who are pregnant with significant heart disease, congenital or acquired.</p> <p>Other people have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions.</p> <p>More information about who has been classed as clinically extremely vulnerable is available on the NHS Digital website</p>			

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		<p>Clinically vulnerable people are those who are:</p> <ul style="list-style-type: none"> • aged 70 or older (regardless of medical conditions) • under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): • chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis • chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy • diabetes • a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) • being seriously overweight (a body mass index (BMI) of 40 or above) • pregnant women 			