

Risk Assessment for Full Opening under Stage 4 of the Covid-19 Roadmap

Location / Site	Chichester Free School
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Activity / Procedure	Prevention of Covid 19 on site
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Assessment date	18 th August 2020, revised on 28 th February 2021, revised on 29 th April 2021, revised on 11 th May 2021, revised on 1 st September 2021
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Common hazards	Potential for the infection of Covid 19 to school occupants leading to respiratory issues and potential for sickness or severe sickness
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Identify additional hazards	<i>Record all other hazards that are specific to this task</i>
<ul style="list-style-type: none"> • Suspected case in school (staff or pupil) • Confirmed case in school • Suspected case in a family of staff or pupil • Confirmed case in a family of staff or pupil • Teacher shortage • Protection for most vulnerable children • Staff with underlying health conditions • Staff with symptoms • Pregnant staff • Cleaning team shortage • Leadership shortage • Admin shortage • Spreading infection due to excessive contact and mixing between pupils and staff in lessons 	

Identify people at risk	<i>Identify where persons may be affected by hazards</i>	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing level of risk	<i>Consider current level of risk</i>		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Common Control Measures – Reducing the Level of Risk

- Increase hygiene procedure.
- All stakeholders to wash hands/sanitise each time they enter the building and before breaks and lunch, in addition to when they have been to the toilet.
- Pupils wearing any sort of face covering when arriving to school will wash/sanitise their hands on arrival (as all pupils will), dispose of/store the covering, and wash/sanitise their hands again before going to their classroom, if they are not continuing to wear the mask in school.
- Procedures and actions are communicated with key people including key information (staff, pupils and families, other users of the site).
- Specific hygiene lessons in class (hand washing, distancing, use of equipment).
- Enforce 48hr quarantine after symptoms have stopped for all non-covid related fever, sickness, diarrhea etc.
- Review Core Control Measures and make changes as necessary - daily review of the situation by SBM and Site Manager.
- Screening measures in place for pupils who appear unwell e.g. use of a thermometer in school.
- Send children or staff home with any symptoms relating to Covid-19.
- Additional daily cleaning, including on call cleaner and weekly deep cleans using Covid-19 tested anti viral detergent.
- Minimize attendance of non-essential visitors and contractors.
- Parents to not be allowed to enter the building without an appointment, unless to the main reception area following signed rules.
- Mask wearing will be permitted where being worn appropriately; the School will continue to follow national guidance on when masks should be worn.
- Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.
- Site to be maintained continuing with statutory procedures e.g. Legionella, fire procedures.
- Highlight relevant parts of behaviour policy to staff, parents, and pupils.
- Health and Safety procedures provided to all external visitors, including parents. No one with Covid-19 symptoms will be permitted on site.
- Fire procedures unaltered.
- Staff and Secondary pupils who have consent provided with home testing kits to test twice weekly. Visitors are allowed on site if they have evidence of a negative lateral flow or PCR test within 24 hours of visit or provide company RAM's and follow School covid protocol on site.
- Maintain increased air ventilation, through air flow system or keeping windows and doors open wherever possible.

Additional control measures

List any additional control measures that are required in the event of the common hazard occurring

- Contact relevant agencies in the event of a confirmed case, or an overall rise in sickness absence where coronavirus is suspected; the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.
- Pupils self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. All staff must be tested if self-isolating with symptoms.
- Inform staff.
- Follow NHS instructions for self isolation. School Track and trace of close contacts no longer needed, however we will support parents and NHS track and trace with this.
- Core reminders of hygiene.
- Contact parents where advised by external agencies – general information about sickness etc. and the key next steps e.g. closure of a group/ school/ or carry on etc.
- Children in the family to remain at home for a fixed period.
- If there are staff shortages, then they will be replaced with Cover Supervisors / SLT or supply agency staff if necessary. All replacement staff will be instructed on procedures and actions.
- Where staffing levels are too low, consider partial closure for certain classes or part time / AM / PM classes will be considered.
- Continue remote learning activities in the case of school closure – staff follow procedure used on Google Education.

Remaining level of risk	<i>Consider level of risk following use of control measures</i>		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Assessor's comments	<i>Insert comments relevant to findings as appropriate</i>
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The risk assessment will be tested on site prior to opening beginning. Many aspects were seen in practice, successfully, during June and July partial reopening and key worker provision throughout lockdown.

Thoughts will be gathered from all stakeholders, including parents and staff.

This risk assessment will be monitored daily and will be adjusted with Government guidelines.

Name of assessor	Signature of assessor	Date
Mrs Gay Grimwood (School Business Manager)		18 th August 2020

Manager's comments	<i>Insert comments relevant to assessment as appropriate</i>
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Constant reflection, monitoring and if necessary adaption of the methods outlined will occur to ensure the safety of all staff and pupils is maximised at all times.

Name of manager	Signature of manager	Date
Mrs Louise New (Principal)		18 th August 2020

Having spoken with staff, Governors, Health and Safety, other schools and exploring the latest guidance, and I am confident in the alterations being made at the start of May in regard to our systems of control inside the Secondary side of the building.

Mrs Louise New (Principal)		29 th April 2021
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Significant changes made inline with Stage 4 Roadmap changes and altered Department for Education Guidance from 1st September. Whilst there is a notion of things being 'back to normal' in this guidance, as this risk assessment shows there will still be significant long term measures in place to minimise the spread of Covid-19 as infections are still currently high.

Mrs Louise New (Principal)		1 st September 2021
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Risk assessment reviews		Log future review dates & sign/comment upon completion	
Review date	Reviewed by	Reviewer signature	Remarks
10 th July 2020	Principal		Previous risk assessment for June partial reopening was constantly monitored and actioned successfully – with no Covid-19 outbreaks in school during this time. The fundamental approach to the risk to be continued in the autumn, although full method statement will be adapted for the return of all pupils.
26 th August 2020	Principal and Governors		Both the Principal and Governing Board are satisfied that all aspects of the risk assessment are in place, ready for autumn opening on 7 th September.
7 th October 2020	Headship and Health and Safety Manager		The Principal, Headship team and the Health and Safety Manager have reviewed the risk assessment and are satisfied that it remains fit for purpose and the measures are working well.
28 th February 2021	Principal		Risk Assessment and method statement reviewed in light of new guidance for the full reopening of schools from 8 th March 2021. Alterations made in terms of mask wearing and testing. Effectiveness of risk assessment in autumn term considered strong – as evidenced by the successful containment of any Covid-19 cases and no outbreaks – resulting in very few alterations to ongoing Method statement.
2 nd March 2021	Health and Safety Governor	R. Matthews	Read through and content with risk assessment as outlined. Note that a separate risk assessment for the testing centre will be reviewed also.
28 th April 2021	Principal, Health and Safety Manager and Health and Safety Governor	R. Matthews 	Reviewing the altered context and enhanced systems of control through lateral flow testing and mask wearing, the risk assessment and method statement has been adapted in respect of the inside areas of the Secondary phase only.
11 th May 2021	Principal		Amendments made to mask policy, in line with National Roadmap and altered DfE guidance.
1 st September 2021	Principal, Health and Safety Manager and Health and Safety Governor	R. Matthews 	Amendments made in line with Stage 4 guidance.