



## Risk Assessment for Autumn Opening under Covid-19 Restrictions

Location / Site	Chichester Free School
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Activity / Procedure	Prevention of Covid 19 on site
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Assessment date	18 <sup>th</sup> August 2020
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Assessment serial number	tbc
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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>
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- 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
- Long period of shut down

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

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


## Common Control Measures – Reducing the Level of Risk (Full Method Statement also available)

- 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.
- Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.
- Equipment to only be used by one child, to be named and allocated, any shared equipment to be cleaned after use.
- Consider the types of teaching activities and make changes as necessary (e.g. those that may lead to close contact / touch points), especially in EYFS.
- Review Core Control Measures and make changes as necessary - daily review of the situation by SBM and Site Manager.
- Removal of the following contact situations: carpet time; some school events; busy drop off and pick up situations through enforcing Primary/Secondary staggered day times; busy break and lunch time situations through staggered canteen timings and varied locations in pupil hubs.
- 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.
- Adaptation of classrooms – pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.
- Pupils grouped into hubs in designated site specific areas for learning and recreation (outlined in full method statement document), and where possible social distanced actively encouraged within the hubs.
- Clear routes to enter and leave the building to avoid groups mixing (outlined in full method statement document).
- Therapy equipment, such as sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be restricted to one user, or rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals.
- Dining areas will have touch points cleaned between different groups using them, Assembly chairs, changing areas libraries will be fogged after use.
- 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.
- Markers to be placed around the perimeter to encourage parents to keep to social distancing measures and signage to reinforce this.
- Staff to be allocated spaces for breaks to ensure mixing of staff between groups is not allowed.
- All staff meetings to fully comply with strict 2 metres social distancing measures.
- Parent Protocol for pick up and drop off and revised home school agreement issued to parents and pupils
- Onsite training with all relevant members of staff before pupils arrive.
- Comprehensive communication of procedures to parents and pupils prior to the start of term. Allocated time on the first day of term to support pupils in adapting to new procedures.
- Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies. Any equipment used will be sanitised /fogged after use.
- For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible. All equipment to be sanitised/fogged after use between different bubbles.




- Enforce the following approach to face masks: We are actively encouraging the wearing of masks in communal areas (corridors, break time spaces) by all staff, visitors and Secondary/Sixth Form pupils, and request that this is complied with unless there is a medical need that prevents the wearing of a mask. At present we are not making this compulsory, but it is actively encouraged wherever possible and Secondary pupils will be prompted and reminded to wear masks throughout the day. There will be no disciplinary action, though, against a pupil who does not feel able to wear a mask. However, with how rapidly the situation around masks is changing, please be aware that this approach may change, but we will let you know in good time. Masks may also be worn by staff, visitors and Secondary/Sixth Form pupils in classrooms, although this is not actively encouraged. Staff will be provided with a face shield for use in the classrooms as an alternative, as this can provide suitable protection in a more static environment whilst still allowing pupils to see the teacher's mouth clearly and therefore not hinder learning. The wearing of masks by Primary pupils in communal areas or classrooms is not being actively encouraged by the School, but also not prohibited. If you wish for your child to wear a mask you will need to request permission from the School in writing. Permission will be granted if your child is able to put on and remove the mask correctly and independently. We will respond to any altered guidance in the case of a local lockdown, where it is likely that masks will become compulsory in communal spaces, certainly for Secondary pupils and staff.
- 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 – social distancing measure not enforced at this time.
- Risk Assessment tested against WSCC Aide Memoire – available alongside full method statement.

Additional control measures	<i>List any additional control measures that are required in the event of the common hazard occurring</i>
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Inform staff.</li> <li>• Core reminders of hygiene.</li> <li>• 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.</li> <li>• Children in the family to remain at home for a fixed period.</li> <li>• Deep clean of the classroom and school. Follow guidance provided.</li> <li>• 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.</li> <li>• Where staffing levels are too low, consider partial closure for certain classes or part time / AM / PM classes will be considered.</li> <li>• Identify children and staff who are particularly vulnerable e.g. underlying health conditions that may be affected by the current threat and ensure they are shielding and being supported. Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing individual risk assessment to be completed in these circumstances.</li> <li>• Continue remote learning activities in the case of school closure – staff follow procedure used on SMHW.</li> </ul>

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

<b>Assessor's comments</b>	<i>Insert comments relevant to findings as appropriate</i>	
<p>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.</p> <p>Thoughts will be gathered from all stakeholders, including parents and staff.</p> <p>This risk assessment will be monitored daily and will be adjusted with Government guidelines.</p>		
<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Mrs Gay Grimwood (School Business Manager)		18 <sup>th</sup> August 2020

<b>Manager's comments</b>	<i>Insert comments relevant to assessment as appropriate</i>	
<p>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.</p> <p>Supplementary documents outlining our <b>full method statement</b> and exact processes. These can all be found via <a href="#">this link</a>.</p>		
<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
Mrs Louise New (Principal)		18 <sup>th</sup> August 2020

Risk assessment reviews		<i>Log future review dates &amp; sign/comment upon completion</i>	
Review date	Reviewed by	Reviewer signature	Remarks
10 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> September.
7 <sup>th</sup> 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.