

COVID-19 RISK ASSESSMENT: FULL SCHOOL OPERATION (6th January - 12th February 2021)

SEPTEMBER 2020



Name of School	Hamilton School
Completed By	Jane Straw
Date	06/01/2021

This risk assessment should be completed by all Maiden Erlegh Trust schools with specific reference to issues and risks that may materialise as a result of the COVID-19 pandemic.

Risk Score Criteria:

LIKELIHOOD	
Very High	The issue will occur (and reoccur) in most circumstances
High	The issue is expected to occur
Medium	The issue may occur at some time
Low	The issue could potentially occur
Very Low	The issue is unlikely to occur

IMPACT	
Very High	Critical impact to staff and students and/or critical threat
High	Significant impact to staff and students and/or significant threat
Medium	Moderate impact to staff and students and/or moderate threat
Low	Manageable impact – within acceptable boundaries
Very Low	Negligible

Risk Score	
15-25	Urgent remedial action required
5-14	Close monitoring of risk required; ensure mitigation plan in place
1-4	Risk noted and stakeholders aware; mitigation plan in place

Date	Version	Summary of Adjustments	Who
13/07/20	Draft	Initial Draft	SLT
24/08/20	Harmonised HS 0920 RA	Harmonised across the Trust. Updated for minor changes.	SBM/Lisa Saunders
07/09/20	Harmonised HS 0920 RA v2	Reviewed. No updates required.	SLT
14/09/20	Harmonised HS 0920 RA v2	Reviewed. No updates required.	SLT
28/09/20	Harmonised HS 0920 RA v2	Reviewed. No updates required.	SLT
12/10/20	Harmonised HS 0920 RA v3	Additional signage in place, Track & Trace QR code use, Trust visitor protocol, Catch Up Funding Strategy	SLT
04/11/20	Harmonised HS 0920 RA v4	Updated visitor protocol, staff & students encouraged to wear masks around the building (with awareness that Hamilton students are less	SLT

		IMPACT				
		Very Low	Low	Medium	High	Very High
LIKELIHOOD	Very High	5	10	15	20	25
	High	4	8	12	16	20
	Medium	3	6	9	12	15
	Low	2	4	6	8	10
	Very Low	1	2	3	4	5

		likely to comply), Additional signage in place. Move of office spaces/rearrange furniture.	
18/11/20	Harmonised HS 0920 RA v4	Reviewed. No updates required.	SLT
02/12/20	Harmonised HS 0920 RA v5	School within Tier 2 of new Gov guidelines. Encourage comms of Hands, Face, Space following return to school after closure.	SLT
06/01/2021	Harmonised HS 0920 RA v6	New National Lockdown. LFD testing on site.	SLT

This risk assessment has been produced with the information and knowledge available at this time. The Controls and Ratings are appropriate at the present time, however this Risk Assessment will be reviewed at the end of week one of opening and periodically after that or in the event of new information and guidance.

Guidance:
https://www.gov.uk/coronavirus
https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings
https://www.gov.uk/coronavirus/education-and-childcare
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-extension-of-self-isolation-period-30-july-2020
https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Due to the 'impact' score remaining static, residual scores in the risk assessment often remain yellow. The school has attempted to mitigate risks to reduce the 'likelihood' scores to acceptable levels though the residual scores remain at level that requires the school to monitor the risks closely and respond swiftly to the changing situation.



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
R1	Transmission of COVID-19 virus in school setting – reopening school preparation, full attendance of students from September 2020	4	5	20	<p>Reintegration of pupils</p> <ul style="list-style-type: none"> Virtual tour of school including introductions to staff; student handbook sent to all new starters; September timetable available to students before 17/7; on-site visits offered to prospective students and 1 parent during July, when no other students present; liaison with feeder primaries; separate and then joint transition days in September for new KS3 & KS4; gradual re-integration of existing students <p>Learning</p> <ul style="list-style-type: none"> 1:1 face to face tutorials available 2pm daily; remote learning via Google Classroom; digital Science curriculum is accessible from home; hard copy work packs with feedback given; contact with teachers as well as pastoral staff. <p>Classroom/Staff Room/Offices</p> <ul style="list-style-type: none"> Classrooms to be organised to provide distanced seating spaces for students wherever possible, 1M apart; Social distancing signage in staff room displayed Soft furnishings removed Resources cleaned after use Student packs provided to limit sharing of equipment Windows and doors opened where possible to maximise ventilation Staff to regularly remind students about social distancing, handwashing etc. Where possible, those in offices limited and other work areas set up. E.g. site working in store office, admin team split with upstairs office. Current maximum class size is 6 students. <p>Communication</p> <ul style="list-style-type: none"> Letter to parents details all measures being taken re H&S of students on site. Updated communication RE wearing of face masks has been sent to parents. Tutors and staff to regularly remind students about the importance of hand washing/hand sanitising/mask wearing. Staff to prepare themselves for students who due to the SEMH are less likely to comply. <p>Remote Learning</p> <ul style="list-style-type: none"> Prompting via pastoral calls to complete work; 	2	5	10	SLT/HT



					<ul style="list-style-type: none"> robust remote learning curriculum plan covering aims and strategies to ensure success; emphasis on literacy and numeracy skills; remote learning <p>Alternative Provision</p> <ul style="list-style-type: none"> Obtain risk assessments from AP sites before sending students; seek parental approval; RAs to be collated and checked/updated invite AP students for 1:1 tutorials pm, when other students not on site (2pm daily) <p>Catering</p> <ul style="list-style-type: none"> Catering Assistant to collect food from MER and serve in hall; Limited service, and Hamilton staff serve food – no transfer of catering staff between schools. <p>Testing</p> <p>Please view specific testing Risk Assessment - 'MET Risk Assessment Mass Testing V3 amended based on DfE template'.</p>				
R2	The ability to ensure physical distancing between groups of children and staff as far as possible, and provide sufficient staff for operation	4	4	16	<ul style="list-style-type: none"> Minimise number of students on site in line with staff availability Social distancing recommendations reinforced; marking tape on GF corridor floor, hall floor; staff on duty at break & lunchtimes; staff on call Comms to parents before students return; encourage use of Hands, Face, Space Classrooms to be organised to provide distanced seating spaces for students wherever possible, 1M apart; Social distancing signage in staff room displayed Largest class is currently 6 students allowing plenty of room for distancing within rooms. 	3	4	12	SBM/HT
R3	Staff wellbeing including workload consideration	4	4	16	<ul style="list-style-type: none"> Positive comms at all times Covid-ready measures e.g. marking on floors/posters; medical room; SCO to attend CIN/CP meetings via Zoom/Teams; PE/Art/Music/Food room equipment/computer keyboards/dining tables etc. cleaned after use Any staff who have been advised to continue to shield and have received a letter from the NHS (for themselves or a member of their household) will not be asked to come in; We will carry out personalised risk assessments for those staff who request this in order to provide reassurance and agree additional measures for them to be in school. These discussions will be managed by the SBM, in consultation with the Headteacher; Staff will be encouraged to speak to their line managers with any concerns; Updated information is available within the staff room. 	3	3	9	SLT



					<ul style="list-style-type: none"> Directed time information and the annual calendar will be shared with staff in advance to support planning and workload management. Trust mental health first aiders offered as support. 				
R4	Potential transmission of COVID-19 in school environment	4	5	20	<ul style="list-style-type: none"> distancing between students and staff– site team to set up before 1st September 2020 Staff & students are encouraged to wear masks when moving around the building. Ensure each room has the desks set up facing the front Ensure there is hand sanitiser, tissues and anti -bacterial wipes in each teaching space Teaching areas are cleaned at the end of each session by teacher and students Wherever possible windows and doors are opened to encourage ventilation All specialist room teaching to be given training on risk management before the end of term Anti- Bac wipes to be available next to all photocopiers for touch screen Inventry screen on Reception only to be used by staff using hand sanitiser Teacher workspace to be wiped down at start of each lesson by teacher if new to the room Where possible students use their own equipment and do not share. School equipment is not shared between classes, or when necessary, it is thoroughly cleaned before use. Controlled access of all external contractors & visitors and H&S briefings given on arrival All works limited to essential only. Staff & visitors scan NHS Track & Trace QR code on entry to the school. 	2	5	10	SLT/HT
R5	Cross contamination: Journey, arrival at and departure from school.	4	5	20	<ul style="list-style-type: none"> Staggered and staffed student arrival time over ½ hour; Wash basin to wash hands at main entrance for all staff and students. Temperature taken prior to entry. staff manage individual student departure times; walkie talkies enable staff to share information about taxi arrivals with staff in classrooms/hall/garden Parents to be encouraged to transport children; taxi providers to be confirmed Covid-safe; students asked to wear masks if using taxis or public transport; masks provided to Pupil Premium students if required staff on duty to meet students arriving 	2	5	10	SLT/HT



					<ul style="list-style-type: none"> staggered departure, managed with walkie talkies Parents to be made aware of the symptoms of Covid-19 and advised not to send them in if they are symptomatic; As advised to do so by PHE, known cases of Covid-19 will be notified to parents and they will be encouraged to isolate their child if they have been in direct contact with the staff member or student. The rest of the family will only need to self-isolate if the child subsequently develops symptoms; Parents will be made aware of how to access tests for students eligible to attend school. They will be advised how to report the result to the school and the Test and Trace system Staff & visitors scan NHS Track & Trace QR code on entry to the school. Please view specific testing Risk Assessment - 'MET Risk Assessment Mass Testing V3 amended based on DfE template'. 				
R6	Student wellbeing – COVID-19 impact Including Safeguarding/Attendance & Behaviour	4	5	20	<ul style="list-style-type: none"> School's normal attendance policy will apply from September with the following clarifications: <ul style="list-style-type: none"> A small number of pupils will be unable to attend due to self-isolating/symptomatic or close contact with someone that has coronavirus. If rates of disease rise locally some pupils may be advised to shield and therefore maybe temporarily absent Some pupils no longer required to shield but may to need discuss their care with a specialist health professional before returning to school Pupils who are unable to attend due to complying with clinical / Public Health advice will be offered access to remote education. Class teachers are responsible for monitoring engagement in this activity, providing remote education resources for pupils and providing feedback on work submitted Please view specific testing Risk Assessment - 'MET Risk Assessment Mass Testing V3 amended based on DfE template'. <p>Wellbeing</p> <ul style="list-style-type: none"> Pastoral Support provided on site by all staff, esp. SR, SB, GS, MW, ST, JB & RB. Pastoral calls x 2 weekly by SCO; remote learning; AP if available inc. transport; laptops; CPOMS; SCO to attend virtual CIN/CP meetings PPE available to staff and students; support for students' mental health and wellbeing leading to reduced anxiety; 'we are a bubble' mindset reinforced with staff <p>Behaviour</p> <ul style="list-style-type: none"> therapeutic schools approach leading to positive behaviours; 	2	4	8	SLT/SCO



					HT will ensure that Class teachers are aware that some pupils will return to school being exposed to some adversity and trauma, this is to be supported but behaviour and conduct expectations must remain high at all times; prevent not react				
R7	Potential transmission of COVID-19 in school environment through coughs and sneezes	4	4	16	<ul style="list-style-type: none"> All staff and pupils understand routines for good respiratory hygiene e.g.: the 'catch it, bin it, kill it': <ul style="list-style-type: none"> All pupils to receive a consistent message through classroom staff. Provide guidance / training to all staff before return. Provide classrooms and staff rooms with boxes of tissues. Ensure each classroom and main entrance has a bin (with a lid operated by foot). Ensure the bins are emptied regularly and double-bagged as appropriate. 	3	4	12	HT/SLT
R8	Attendance of clinically vulnerable pupils https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults	4	3	12	<ul style="list-style-type: none"> Attendance will be mandatory from September 2020 unless advised to continue to shield or told to self-isolate through the Test and Trace system; The curriculum will be available to students online as well as in school to ensure that these students are able to continue their learning; We will communicate with anxious parents the safety measures we have taken to encourage attendance; We will publish our re-opening risk assessment on the website for parents to review; The DSL will report any non-attendance of students to their social workers as applicable; Attendance policy to be revised and communicated with parents 	3	3	9	SLT/HT
R9	Providing First Aid Non-COVID Possibly symptomatic person. Link: Training for First Aid – COVID-19	4	5	20	<ul style="list-style-type: none"> First aid trained staff to be risk assessed to consider whether it is appropriate for them to provide this; PPE to be provided given that social distancing is unlikely. This will include the use of a visor; First aid staff to be trained in use and disposal of PPE; First aiders to be informed about the following guidance: https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/; Protocol re action to be taken if a child is suspected to be symptomatic to be created and communicated. This will include thorough cleaning of Medical Room once child has been collected; Number of first aid trained to be determined as part of 'core staff' assessment; Medical Room to be used for Covid 19 waiting area, additional first aid space available in the kitchen (when out of catering hours) and to be used for other matters; 	2	5	10	SLT/HT



					<ul style="list-style-type: none"> • Protocol re engagement with the Test and Trace system to be developed and shared with staff. Interaction with the system will principally be managed by the SBM. Information will be shared in accordance with guidance from PHE; Staff & visitors scan NHS Track & Trace QR code on entry to the school. • First aid staff to be made aware of reporting requirements in respect of suspected Covid 19 cases and follow up to be carried out; • First aid staff to be made aware of accessibility of tests for staff and parents of children eligible to attend school to be able to inform; • Staff to be trained re the Trust protocol in respect of home testing kits that will be made available to the school. • First Aid training completed 14 & 15/7 				
R10	<p>Staff PPE PPE is not available to protect staff from an increased risk of exposure to the virus</p> <p>Link: Training for First Aid – COVID-19</p>	3	5	15	<ul style="list-style-type: none"> • Certain PPE (gloves, masks, aprons) focussed on certain roles in the school (first aid, site, catering, reception) in line with DfE guidance; • Any requests from staff for PPE will be subject to a personalised risk assessment and Headteacher approval and will include a consideration of the impact on students; Staff must provide their own masks for moving around the building. • PPE requirements to be co-ordinated by Site Manager/SBM • Sanitiser will be available across the school; • Disinfectant wipes will be available to all staff; • Site & Cleaning team to ensure that soap, tissues and sanitiser supplies are topped up every day; • Regular audit of PPE, sanitiser and wipes to be conducted; • Additional PPE has been provided by Government. • Guidance to be provided to staff re the safe usage of PPE; • Face masks must: <ul style="list-style-type: none"> ○ Cover both nose and mouth ○ Not be allowed to dangle around the neck ○ Not be touched once put on, except when carefully removed before disposal. Hands must then be cleaned. ○ Be changed when they become moist or damaged. ○ Signage provided by the Trust to be displayed across the school. ○ Be encouraged whilst moving throughout the building 	2	5	10	SITE/SLT
R11	<p>COVID-19 cleaning Enhanced cleaning requirements</p>	4	5	20	<ul style="list-style-type: none"> • Staff rota to be established for clearing/cleaning staff room worktop daily; • teachers/students to clean desk tops/shared equipment at end of lessons; • cleaners attend at lunchtime and clean toilets/door handles 	2	5	10	SITE/BM



					<ul style="list-style-type: none"> • Site staff management of cleaning contractors to ensure high quality, reliable daily service • All toilets/sinks to be cleaned twice daily; additional signage in place to remind users to close the lid before flushing. • hand sanitiser in classrooms and public spaces; • We will ensure that the cleaning contractor is aware of the latest DfE guidance in respect of cleaning contaminated areas, including the requirements in respect of the wearing and disposal of aprons and gloves and the disposal of cloths and mops used. This includes the requirement to double bag waste/ used PPE/ items used in cleaning and storing for 72 hours before putting in the general waste; • Waste requiring storage will be stored in a secure area only accessible to site staff; • Cleaning contractor has confirmed that they have a plentiful supply of appropriate cleaning materials to adhere to government guidance; • daily checks on soap dispensers; cleaning materials on site and stocks maintained • Alternative deep clean to be undertaken if and when positive COVID case occurs. Certificate of clean to be available on request. 				
R12	Cross contamination: Accessing school site at main school reception area.	4	5	20	<ul style="list-style-type: none"> • Visitors discouraged – maximum 2 at any time • Parents to be asked not to come to reception but to call or email the school with their queries; • Reception to advise visitors to wait outside and to only admit 1 person at a time; • virtual meetings wherever possible; e.g. Annual Reviews, and parent meetings to be electronic where possible. • hand sanitiser and PPE for all visitors • sign in (Inventory) contains Covid safety reminder • School to follow updated Trust's visitor protocol. Signage displayed at main Reception. • Numbers of staff in the main office limited, and one admin staff member to be relocated to another admin space upstairs. • Staff & Students to have temperature check prior to accessing the main part of the building 	2	5	10	SLT/BM
R13	Fire Drills / Lock downs/ H&S compliance	3	5	15	<p>Fire drills/Lockdowns</p> <ul style="list-style-type: none"> • New fire evacuation protocol to include additional assembly point in car park; • fire drill took place Summer 2 & Autumn 1; Fire Marshall training 13.7;; Fire Exits, escape routes & equipment have been updated & replaced. Fire Officer action plan has been completed. <p>H & S Compliance</p> <ul style="list-style-type: none"> • Essential health and safety procedures have been maintained throughout the lockdown period; • Ventilation system to be set to full fresh air; checked by RA on 1/12/20. 	2	5	10	SITE/BM



					<ul style="list-style-type: none"> All toilets will be flushed through with the lid down where possible – signage has been put in place. 				
R14	Local Lockdown – Enforced School Closure	3	5	15	<p>Logistics</p> <ul style="list-style-type: none"> The Trust would be informed in the event of us receiving a notification to close; Staff and students would be notified of a closure. The website would also be updated to reflect this; SBM would notify catering, cleaning and site staff as soon as possible; Learning would switch to an online provision, which has been planned and is available in advance; All remote access granted to staff will not be removed for the foreseeable future; Laptops would be made available to staff as required; A local lockdown plan including communications templates will be created and shared with staff as appropriate. Prior to re-opening BM will ask whether staff wish to re-visit individual risk assessments. Guidance to be taken for those classed as CEV. <p>Staffing and Wellbeing</p> <ul style="list-style-type: none"> Line managers would be asked to contact their teams virtually to update and identify issues or concerns Whole staff meeting to be held at least weekly. 	2	5	10	TRUST/S LT
R15	Identification/Treatment of symptomatic member of school community Including measures, actions & communication	5	5	25	<p>If a confirmed case is identified then HT will:</p> <ul style="list-style-type: none"> Contact PHE who will provide definitive advice on who must be sent home and provide template letters on latest guidance Send all staff and parents of the 'group/bubble' communication of positive result and actions thereafter Communicate to Chair of LAB, Trust Director of Operations, CFOO and CEO and Local Authority Link Headteacher will following guidance from PHE send home those people in close contact with person who tested positive and they must self-isolate for 14 days. If 2 or more confirmed cases within 14 days or the overall rise in sickness where coronavirus with suspected, the school will work with PHE and may require larger numbers of pupils to self-isolate as directed <p>If a child or member of staff is sent home with symptoms or the school is informed of by absence due to symptoms, then:</p> <ul style="list-style-type: none"> The BM will inform parents/staff member to follow testing protocol The BM will inform via email all parents of class members and any other children who have met with them of a suspected case. No further update will be provided unless test results confirmed as positive 	3	4	12	SLT/HT



					<ul style="list-style-type: none"> The BM will inform school staff via all school email of a suspected case. No further update will be provided unless test results confirmed as positive <p>BM will inform parents / staff that the other members of the class should continue as normal</p> <p>Engagement with NHS Test and Trace</p> <ul style="list-style-type: none"> Business Manager to ensure school community to understand the Test and Trace process through Training and comms BM to understand how to contact the PHE team and ensure that systems are in place to enable this in their absence BM to ensure that staff and parents understand they will need to be willing to: <ul style="list-style-type: none"> Book a test Provide details of close contacts Self-isolate as required BM to ensure that parents and staff inform school of test results <ul style="list-style-type: none"> Negative result = once feeling well can stop self-isolating and return to work/school <p>Positive result = follow stay at home guidance and remain in isolation for 10 days since onset of symptoms. Can return only if they do not have symptoms apart from cough / loss of smell and/or taste. Other members of the household (including siblings) self-isolate for 14 days</p> <ul style="list-style-type: none"> BM to ensure cases and updates are logged on MET spreadsheet. 				
R16	The school will not be prepared for an Ofsted visit	5	5	25	<ul style="list-style-type: none"> Additional guidance in respect of nature of visits to be released late September; Likely to involve a consideration of safeguarding, action taken against previous points and how we are improving our practice); Ensure ghost plan is reviewed regularly Ensure SCR is reviewed and audited regularly <p>School will need to maintain their preparation for these inspections and ensure there is rigour in their SEF and SIP/PP Strategy review processes.</p> <p>Ofsted readiness plan to be created at SLT level to consider the approach and information required.</p>	3	3	9	SLT
R17	Use of Catch-up Funding Recovery Curriculum and Gap Analysis	4	5	20	See separated contingency plan.	3	4	12	SLT
R18	Risk Assessment is not fit for purpose.	3	4	12	<ul style="list-style-type: none"> RA Informed by DfE advice and guidance; RA to be reviewed by Trust leadership; RA to be reviewed by Trustees (audit/risk committee); 	2	3	6	SLT/HT



					<ul style="list-style-type: none"> RA to be circulated to Staff for consultation; RA is dynamically reviewed, adjustments made and circulated as appropriate; <p>Business Manager and Headteacher to ensure that they are up to date with the latest DfE and PHE guidance and that the risk assessment is updated in the light of this as required.</p>				
R19	Consultation of RA	3	4	12	<p>RA will be shared with the following for consultation purposes and feedback:</p> <ul style="list-style-type: none"> Any named trade union Representatives All members of staff particularly those not part of a TU <p>HT will provide an outline letter to parents explaining our RA strategy. A copy of the RA will be made available on request and will be published on the website to provide transparency of approach to parents, carers and pupils</p> <p>Staff sent RA version 4 via email, and hard copy placed in the staff room.</p>	2	3	6	HT
R20	Onsite testing for asymptomatic staff & students.	3	4	12	<p>Please view specific testing Risk Assessment - 'MET Risk Assessment Mass Testing V3 amended based on DfE template'.</p>	2	3	6	SLT

FORMAL REVIEW

THE RISK ASSESSMENT WILL BE REVIEWED FORMALLY BY BM & HT, AND ANY AMENDMENTS NOTIFIED TO THE TRUST:

- DRAFT FOR CONSULTATION 13th July 2020
- SUBMISSION TO TRUST 15th July 2020
- REVIEW 20th July 2020
- FULL REVIEW 31st August 2020
- WEEKLY for the first 2 weeks of the Autumn term
- FORTNIGHTLY for the remainder of the Autumn term
- FULL REVIEW 31st December 2020
- FULL REVIEW 06th January 2021

Signed by:

Headteacher

Date: 06/01/2021