

## PORTSMOUTH CITY COUNCIL – HEALTH & SAFETY RISK ASSESSMENT FORM

<b>Site/ Location:</b>	Mayfield	<b>Assessment No:</b>	1	<b>Assessment Date:</b>	16 <sup>th</sup> November 2020	
<b>Section/Department:</b>	School Based Staff	<b>Assessment Type</b> (Delete as appropriate: see Note 1)				
		<b>1. Specific/formal</b>	<b>2. Generic</b>	<b>3. Dynamic Assessment</b>		
<b>Activity/Process:</b> The full operation of the school in Autumn 2020 with Covid secure measures in place. This risk assessment is a live document and will be updated as new information is received by Government or our Covid threat level changes. School managers should feel free to adapt this risk assessment to address the specific requirements of their team's work activities.						
<b>Assessor</b>			<b>Manager Acceptance</b> (See Note 2)			
<b>Name:</b>	<b>Matt Stedman</b>	<b>Name:</b>	<b>David Jeapes</b>			
<b>Job title:</b>	Director of Business Operations	<b>Job title:</b>	Headteacher			
<b>Signature:</b>		<b>Signature:</b>				
<b>Hazards and potential Risks</b>						
(Detail description of activity, identified hazard and persons who can be affected) i.e. <b>there is a risk that .....</b> !		<b>Actions identified to plug Gaps in Controls</b>		<b>Management Plan</b>		
		(Each control measure is to be specific and managed)		<b>Lead Manager</b>	<b>Target Date</b>	<b>Comp Date</b>
Children, staff or visitors coming into school with coronavirus symptoms and spreading the virus.		<ul style="list-style-type: none"> <li>The symptoms of coronavirus and the procedure for getting a test are outlined in our FAQ documents that are on the website and social media.</li> <li>Posters on entrances and the main reception reinforce the stay at home message.</li> <li>Staggered start to the school day to support social distancing including the provision of a "one way" system for drop off and pick up.</li> <li>Additional staff allocated to supervising the drop off and pick up routines in accordance with social distancing guidance.</li> <li>"don't stop for a chat" message shared on Mayfield Messenger and in the parent FAQs with a dedicated email address for parental questions. Parents and visitors encouraged not to come into the school unless absolutely necessary</li> <li>Implement strict handwashing or sanitising regimes to ensure that pupils wash or sanitise their hands as they come into school and at regular intervals throughout the day.</li> <li>Installation of new hand sanitiser points and outdoor sinks at key entrances</li> </ul>		STE		Sep-20
				STE RGR		Sep-20 Sep-20
Children or adults falling ill during the day and spreading the virus.		<ul style="list-style-type: none"> <li>Procedure developed for managing suspected and confirmed cases in line with DfE and PHE guidance</li> <li>Covid drill organised to 'stress test' the procedures for managing a confirmed case and identifying close contacts</li> <li>All staff to be trained in new procedures for Test and Trace.</li> <li>Key staff in Medical Room and Attendance to be provided with additional training on how to manage a suspected case during the day.</li> <li>Additional PPE is available for staff who are waiting with a child with suspected symptoms.</li> <li>All classes to follow a seating plan so that the close contacts of a child returning a positive test can be quickly identified.</li> <li>Interview Room in Main Reception converted into an isolation area with good ventilation and PPE.</li> </ul>		RGR		Sep-20
				JEA		Sep-20
				Head of School OLD		Daily Sept 20
				STE		Sep-20
				STE		Oct-20
				AND		22 <sup>nd</sup> July
AND		Sep-20				
STE		Daily				
All staff		Daily				
STE		Sep-20				

The virus spreading through the air, e.g. through coughing.	<ul style="list-style-type: none"> <li>• Where possible and appropriate, classrooms reconfigured in rows with maximum possible spacing between rows so that pupils are not facing each other in accordance with 1m plus guidance</li> <li>• Where possible, a 2m gap is left between the teacher and the pupils</li> <li>• Children and adults reminded to follow the golden rules of hygiene as outlined in FAQs</li> <li>• Senior Section pupils and staff have to wear face coverings when arriving on the school site, in corridors and communal areas.</li> <li>• Posters and signage in place to support key messages, e.g. catch it, bin it, kill it</li> <li>• Ensure that classroom windows and doors are left open to improve ventilation</li> <li>• Ensure that corridor windows are open to support ventilation of communal areas</li> <li>• Good supply of tissues throughout the school which are topped up regularly</li> <li>• Installation of protective screens in General Office, Reflection Room, Aspire, Library and Medical Room</li> </ul>	<p>OLD</p> <p>OLD All staff All staff</p> <p>STE All staff OLD All staff STE</p>		<p>Sep-20</p> <p>Sep-20 Daily Daily</p> <p>Sep-20 Daily Oct-20 Daily Oct-20</p>
The virus falling on surfaces.	<ul style="list-style-type: none"> <li>• Children and adults reminded to follow the golden rules of hygiene as outlined in FAQs.</li> <li>• Enhanced cleaning rota put in place with four cleaners working around the school throughout the day.</li> <li>• Cleaning station available in each classroom with disinfectant, gloves and antibacterial wipes.</li> <li>• Staff to alert site team where stocks of hand sanitizer are low so that these can be quickly replenished</li> <li>• Soft furnishing and other harder to clean surfaces removed from classrooms, Reception and offices.</li> <li>• Classroom surfaces to be kept free of clutter to support enhanced cleaning rota</li> <li>• Site team to disinfect outdoor areas daily.</li> <li>• Site and Cleaning Team to use disinfectant fogging machines to clean high-usage areas that are shared by different bubbles, e.g. toilets and canteens</li> <li>• Classroom and office doors to be left open to reduce the number of times that handles are touched.</li> <li>• Where possible, staff to use 'COVID friendly' marking strategies.</li> </ul>	<p>H of School STE</p> <p>STE</p> <p>All staff</p> <p>OLD</p> <p>All staff OLD</p> <p>Old</p> <p>All staff</p> <p>All staff</p>		<p>Daily Daily</p> <p>Jun-20</p> <p>Daily</p> <p>Jun-20</p> <p>Daily Daily</p> <p>Nov-20</p> <p>Daily</p> <p>Ongoing</p>
The virus being transmitted through the sharing of equipment.	<ul style="list-style-type: none"> <li>• Children and adults reminded to follow the golden rules of hygiene as outlined in FAQs</li> <li>• Each Primary pupil provided with their own named equipment pack to be kept on their desk</li> <li>• Each Senior pupil to bring their own equipment packs to be checked visually on the gate</li> <li>• Additional resources provided in classrooms to minimise sharing</li> <li>• Any shared resources to be wiped and cleaned before being put back</li> <li>• Provision of quarantine trays where used equipment can be stored before it is cleaned and able to be used again</li> <li>• Ensure that any loaned school uniform or PE kit is washed at a high temperature before being used again.</li> <li>• Wherever possible, staff should not share desks in offices, phones or walkie talkies. Where equipment is shared, ensure that it is wiped down after use.</li> </ul>	<p>H of School H of School</p> <p>H of School All staff All staff</p> <p>H of School</p> <p>All staff</p> <p>All staff</p>		<p>Daily Daily</p> <p>Daily Daily Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>
The virus spreading within and between 'bubbles'	<ul style="list-style-type: none"> <li>• Children and adults reminded to follow the golden rules of hygiene as outlined in FAQs.</li> <li>• Maintain the staggered start and end to the school day</li> <li>• Temporarily reorganise our tutor groups so that these are based on 'bubbles' and not 'vertical' within the Senior Section</li> <li>• Introduce a split lunch so that pupils in Years 7, 8 and 10 have a different lunch time to pupils in Years 9 and 11, each using their own dedicated area</li> <li>• Implement a new lunch rota for Primary to ensure that mixing between 'bubbles' is limited</li> </ul>	<p>All staff JEA H of School</p> <p>H of School H of School</p>		<p>Daily Sep-20 Sep-20</p> <p>Sep-20 Sep-20</p>

	<ul style="list-style-type: none"> <li>'Bubbles' have their own designated outdoor spaces for play</li> <li>'Bubbles' to have designated toilet facilities and handwash areas</li> <li>Implement a strict walk on the left policy for lesson changeovers</li> <li>Staff are encouraged to not mix indoors at social and break times</li> <li>Staffroom to be reconfigured to support social distancing in line with 1m+ guidance</li> <li>Wherever possible, avoid large gatherings of pupils</li> <li>Assemblies to take place virtually in Autumn term</li> <li>Ensure that strict social distancing can be enforced in spaces where pupils from different 'bubbles' may meet, e.g. Refocus Room, Aspire, Medical Room</li> <li>Extra-Curricular Clubs to be organised via 'bubbles'</li> <li>Breakfast Club and Teatime Club to be reconfigured to keep children in 'bubbles' where possible</li> <li>All staff meetings, Parents Evenings and briefings to be cancelled or held virtually for Autumn 2</li> </ul>	<p>H of School H of School All staff All staff STE/OLD All staff H of School All staff FIR</p> <p>STE</p> <p>JEA</p>		<p>Sep-20 Sep-20 Daily Daily Oct-20 Daily Weekly Daily Half-termly</p> <p>Sep-20</p> <p>Nov-20</p>
Some areas of the school curriculum have been identified as carrying a higher risk of transmitting the virus.	<ul style="list-style-type: none"> <li>Ensure that DfE and CLEAPSS guidance is implemented in Early Years, PE, Music and Performing Arts</li> <li>These subjects to undertake a Risk Assessment of their curriculum in line with DfE guidance.</li> </ul>	<p>H of School</p> <p>SL</p>		<p>Sep-20</p> <p>Sep-20</p>
Some staff are clinically extremely vulnerable or clinically vulnerable and are at risk of a more severe outcome if they become infected.	<ul style="list-style-type: none"> <li>Staff who are identified in these categories or live with people in these categories to discuss their individual circumstances with STE</li> <li>Occupational Health and HR advice to be taken to support individual risk assessment and adaptations</li> <li>Ensure that Individual Risk Assessments are reviewed routinely</li> </ul>	<p>STE</p> <p>STE</p> <p>STE</p>		<p>As required</p> <p>As required</p> <p>3 weekly</p>
Visitors bringing the virus into school	<ul style="list-style-type: none"> <li>Posters on all entrances reinforce the stay at home message if visitors have symptoms</li> <li>Only essential visits to the school are allowed. Where possible, meetings with external agencies or visitors should take place using MS Team or over the phone.</li> <li>All visitors are required to leave contact details and complete a track and trace document prior to leaving the building</li> <li>External organisations who use evening and weekend lettings to provide the school with their COVID-19 Risk Assessment</li> <li>Register with NHS Track and Trace and ensure visitors and hirers scan QR codes to check-in</li> <li>Hirers to provide a list of people who have used the school site for each session. Hirers to contact the school immediately if anyone shows symptoms or tests positive</li> <li>Ensure that spaces used by hirers are thoroughly cleaned before and after use</li> </ul>	<p>STE</p> <p>All staff</p> <p>Office staff</p> <p>S Manns</p> <p>Office staff/ Site Team</p> <p>S Manns/ Site Team</p> <p>OLD</p>		<p>Jun-20</p> <p>Daily</p> <p>Daily</p> <p>Half-termly</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>
Staff or pupils are exposed to the virus during work related travel	<ul style="list-style-type: none"> <li>Staff and pupils are encouraged to walk or cycle to school where possible</li> <li>Where staff or pupils have to use public transport, face coverings should be worn at all times</li> </ul>	<p>All staff</p> <p>All staff</p>		<p>Daily</p> <p>Daily</p>
Providing intimate care to very young children, e.g. changing after an accident.	<ul style="list-style-type: none"> <li>Additional PPE is available in each classroom for times when social distancing cannot be enforced</li> <li>Staff to use gloves, aprons and face masks/visors when appropriate</li> </ul>	<p>STE</p> <p>H of Infants</p>		<p>Daily</p> <p>As required</p>
Some staff work in roles that could involve considerable face-to-face interactions with other adults and home visits	<ul style="list-style-type: none"> <li>Where possible, meetings should take place virtually or over the phone.</li> <li>Additional mobile phones made available to support remote working</li> <li>Offices and meeting rooms reconfigured to ensure that social distancing can be strictly maintained</li> <li>Ensure that meeting rooms are well ventilated or hold the meetings in an outdoor confidential space</li> <li>Additional PPE to be made available for home visits</li> </ul>	<p>All staff</p> <p>STE</p> <p>STE</p> <p>All staff</p> <p>STE</p>		<p>Daily</p> <p>Jun-20</p> <p>Jun-20</p> <p>Daily</p> <p>Daily</p>

		<ul style="list-style-type: none"> <li>Visitors reminded to use hand sanitizer on arrival and departure from the school site.</li> </ul>	Office staff		Daily		
There is a small number of children who will find social distancing difficult.		<ul style="list-style-type: none"> <li>School Behaviour Policy has been adapted with new guidance for the current pandemic</li> <li>Additional SEN provision to be opened for September. Staff to discuss provision for individual children with SENCO</li> <li>Separate risk assessments have been written for children where 1 to 1 support is required</li> <li>In situations where restraint needs to be applied, this will be undertaken by a member of the Leadership or Behaviour Team</li> </ul>	RGR AND BUC/AND RGR		May-20 As required As required As required		
<b>Manager Assessment Review</b>							
<b>Review Date:</b>	<b>29<sup>th</sup> May 2020</b>	<b>Review Date:</b>	<b>5<sup>th</sup> June 2020</b>	<b>Review Date:</b>	<b>25<sup>th</sup> June</b>	<b>Review Date:</b>	<b>17<sup>th</sup> July</b>
<b>Name/Job Title:</b>	Director of Business Operations	<b>Name/Job Title:</b>	Director of Business Operations	<b>Name/Job Title:</b>	Director of Business Operations	<b>Name/Job Title:</b>	Director of Business Operations with Andy Kill from PCC
<b>Signature:</b>	M. Stedman	<b>Signature:</b>	M. Stedman	<b>Signature:</b>	M Stedman	<b>Signature:</b>	M Stedman
<b>Review Date:</b>	<b>18<sup>th</sup> August 2020</b>	<b>Review Date:</b>	8 <sup>th</sup> September 2020	<b>Review Date:</b>		<b>Review Date:</b>	
<b>Name/Job Title:</b>	Director of Business Operations	<b>Name/Job Title:</b>	Director of Business Operations	<b>Name/Job Title:</b>		<b>Name/Job Title:</b>	
<b>Signature:</b>	M. Stedman	<b>Signature:</b>	M. Stedman	<b>Signature:</b>		<b>Signature:</b>	

**Links to other key Mayfield Documents:**

Mayfield FAQs for staff

**Links to Government Guidance:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

## **PCC HEALTH & SAFETY RISK ASSESSMENT FORM – ADDITIONAL GUIDANCE NOTES**

### **Notes:**

1. Clearly identify which type of assessment is recorded. If completing a 'Generic' risk assessment, assessors are to satisfy themselves that the assessment is valid for the task and conditions and that all foreseeable hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the generic assessment or a formal/specific assessment can be documented.
2. Managers are responsible for the production of 'work activity' risk assessments and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the identified risk ratings and any associated action plans to be acceptable and adequate.