

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

<b>Site/ Location:</b>	Mayfield	<b>Assessment No:</b>	1	<b>Assessment Date:</b>	11 <sup>th</sup> January 2021
<b>Section/Department:</b>	School Based Staff	<b>Assessment Type</b> (Delete as appropriate: see Note 1)			
		1. Specific/formal	<b>2. Generic</b>	3. Dynamic Assessment	
<b>Activity/Process:</b> The on-site operation of the school in the Spring Term 2021 with only the children of Key Workers and vulnerable pupils in attendance. This risk assessment is a live document and will be updated as new information is received by Government or our Covid threat level changes.					
<b>Assessor</b>			<b>Manager Acceptance</b> (See Note 2)		
<b>Name:</b>	Matt Stedman	<b>Name:</b>	David Jeapes		
<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> (Each control measure is to be specific and managed)			<b>Management Plan</b>	
		<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. 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> <li>Implementation of routine rapid testing protocols to identify asymptomatic cases and ensure that these isolate in line with PHE guidelines</li> </ul>	STE  STE RGR  RGR  JEA  Head of School OLD STE	          	Sep-20  Sep-20 Sep-20  Sep-20  Daily  Sept 20 6 <sup>th</sup> Jan	
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, revised in line with rapid testing procedures</li> <li>Key staff in Medical Room, Rapid Testing Facility 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>Interview Room in Main Reception converted into an isolation area with good ventilation and PPE.</li> <li>Ensure that there is a seating plan for all lessons and extra-curricular activities so that the close contacts of a child returning a positive test can be quickly identified.</li> <li>Track and Trace procedures implemented to track the contacts of visitors and external lettings</li> </ul>	STE  STE  STE  STE  All staff  STE	          	11 <sup>th</sup> Jan  11 <sup>th</sup> Jan  Jun-20  Jun-20  Daily  Sep-20	

The virus spreading through the air, e.g. through coughing.	<ul style="list-style-type: none"> <li>All 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>Wherever possible, staff to ensure that social distancing of 2m is maintained in all indoor spaces</li> <li>Where social distancing is not possible (e.g. with younger children or vulnerable children with SEN), limit the amount of time spent at less than 2m and work side-by-side with the pupil rather than face-on</li> <li>When working at less than 2m with a pupil, a face covering or visor must be worn</li> <li>Perspex screens installed in all smaller classrooms and offices where social distancing is more difficult.</li> <li>Capacity limits implemented for all offices and workrooms</li> <li>Children and adults reminded to follow the golden rules of hygiene</li> <li>Senior Section pupils and all staff including Primary 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 and offices are well ventilated. In colder weather, doors and windows can be opened at break times and lunchtimes to refresh the air.</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> </ul>	<p>OLD</p> <p>All staff</p> <p>All staff All staff</p> <p>All staff OLD</p> <p>STE All staff</p> <p>All All</p> <p>All</p> <p>OLD All staff</p>		<p>Jan-21</p> <p>Jan-21</p> <p>Jan-21 Jan-21</p> <p>Jan-21 Nov-20</p> <p>Nov-20 Daily</p> <p>Daily Daily</p> <p>Daily</p> <p>Daily Daily</p>
The virus falling on surfaces.	<ul style="list-style-type: none"> <li>Children and adults reminded to follow the golden rules of hygiene.</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 hand sanitiser, disinfectant, gloves and antibacterial wipes.</li> <li>Daily checks of classroom cleaning stations by cleaning team to identify where stocks of hand sanitizer are low so that these can be quickly replenished.</li> <li>Routine fogging of classrooms and high usage areas by Site Team</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>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>Cleaning Team OLD</p> <p>OLD All staff OLD</p> <p>All staff</p> <p>All staff</p>		<p>Daily Daily</p> <p>Jun-20</p> <p>Daily</p> <p>Daily</p> <p>Jun-20 Daily Daily</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</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>To be grouped in consistent class grouping following a seating plan for each session. Numbers in each class to be limited</li> </ul>	H of School		Jan-21

	<ul style="list-style-type: none"> <li>Staff who work across Bubbles to ensure that they always maintain a 2m distance from pupils and other adults</li> <li>Children and adults reminded to follow the golden rules of hygiene.</li> <li>Maintain the staggered start and end to the school day</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>Primary children to eat lunch in classrooms to reduce unnecessary mixing</li> <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 reconfigured to support social distancing in line with 2m+ guidance</li> <li>Wherever possible, avoid large gatherings of pupils</li> <li>Assemblies to take place virtually in Spring term</li> <li>Ensure that strict social distancing can be enforced in spaces where pupils from different bubbles may meet, e.g. Refocus Room, Reflection Rooms, Aspire, Medical Room</li> <li>Extra-Curricular Clubs cancelled for Spring 1 to avoid mixing</li> <li>Breakfast Club and Teatime Club to be reconfigured to keep children in 'bubbles'</li> <li>All staff meetings, Parents Evenings and briefings to be held virtually for Spring Term</li> </ul>	<p>All staff</p> <p>All staff JEA HIL</p> <p>RGR H of School H of School</p> <p>All staff All staff STE/OLD All staff H of School</p> <p>STE</p> <p>FIR STE JEA</p>	<p>Daily</p> <p>Daily Sep-20 Sep-20</p> <p>Jan-21 Sep-20 Sep-20</p> <p>Daily Daily Oct-20 Daily Weekly</p> <p>Nov-20</p> <p>Jan-21 Sep-20 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>Daily</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>Ensure visitors and hirers scan QR codes to check-in with the NHS Track and Trace APP</li> <li>All external lettings of school facilities to be cancelled while national restrictions are in place</li> </ul>	<p>STE All staff</p> <p>Office staff</p> <p>S Manns</p> <p>Reception S Manns</p>	<p>Jun-20 Daily</p> <p>Daily</p> <p>Half-termly</p> <p>Daily Jan 21</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 must use public transport, face coverings should be worn at all times</li> </ul>	<p>All staff All staff</p>	<p>Daily 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	<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> </ul>	<p>All staff STE</p>	<p>Daily As required</p>

interactions with other adults and home visits	<ul style="list-style-type: none"> <li>Offices and meeting rooms reconfigured with capacity limits 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 in Medical Room for home visits</li> </ul>	STE All staff STE		Nov-20 Daily Sep-20
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>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		May-20 As required As required

#### Manager Assessment Review

Review Date:	29 <sup>th</sup> May 2020	Review Date:	5 <sup>th</sup> June 2020	Review Date:	25 <sup>th</sup> June	Review Date:	17 <sup>th</sup> July
<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>	11 <sup>th</sup> November 2020	<b>Review Date:</b>	1 <sup>st</sup> January 2021
<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 Operation	<b>Name/Job Title:</b>	Director of Business Operations
<b>Signature:</b>	M. Stedman	<b>Signature:</b>	M. Stedman	<b>Signature:</b>	M. Stedman	<b>Signature:</b>	

#### Links to other key Mayfield Documents:

Mayfield FAQs for staff

#### Links to Government Guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

<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.