

PORTSMOUTH CITY COUNCIL – HEALTH & SAFETY RISK ASSESSMENT FORM

Site/ Location:	Mayfield	Assessment No:	1	Assessment Date:	17 th May 2021
Section/Department:	School Based Staff	Assessment Type (Delete as appropriate: see Note 1)			
		1. Specific/formal	2. Generic	3. Dynamic Assessment	
Activity/Process: School operations during the Coronavirus pandemic. This risk assessment is a live document and will be updated as new information is received by Government or our Covid threat level changes.					
Assessor			Manager Acceptance (See Note 2)		
Name:	Matt Stedman	Name:	David Jeapes		
Job title:	Director of Business Operations	Job title:	Headteacher		
Signature:		Signature:			
Hazards and potential Risks					
(Detail description of activity, identified hazard and persons who can be affected) i.e. there is a risk that !		Actions identified to plug Gaps in Controls		Management Plan	
		(Each control measure is to be specific and managed)		Lead Manager	Target Date
		Comp Date			
Children, staff or visitors coming into school with coronavirus symptoms and spreading the virus.	<ul style="list-style-type: none"> The symptoms of coronavirus and the procedure for getting a test are outlined and revisited in our communications on the website, Mayfield Messenger and social media. Posters on entrances and the main reception reinforce the stay at home message. Staggered start to the school day to support social distancing including the provision of a “one way” system for drop off and pick up. Additional staff allocated to supervising the drop off and pick up routines in accordance with social distancing guidance. “don’t stop for a chat” message shared on Mayfield Messenger. Parents and visitors encouraged not to come into the school unless absolutely necessary 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. Installation of new hand sanitiser points and outdoor sinks at key entrances Implementation of routine rapid testing protocols to identify asymptomatic cases and ensure that these isolate, including regular twice weekly testing for staff and pupils aged 11+ 	STE		Sep-20	
Children or adults falling ill during the day and spreading the virus.	<ul style="list-style-type: none"> Ensure procedure developed for managing suspected and confirmed cases are in line with latest DfE and PHE guidance. 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. Additional PPE is available for staff who are waiting with a child with suspected symptoms. Interview Room in Main Reception converted into an isolation area with good ventilation and PPE. 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. Track and Trace procedures implemented to track the contacts of visitors and external lettings 	STE		Mar-21	
		STE		Sep-20	
		STE		Jun-20	
		STE		Jun-20	
		All staff		Daily	
		STE		Sep-20	

The virus spreading through the air, e.g. through coughing.	<ul style="list-style-type: none"> All senior section classrooms reconfigured in rows with maximum possible spacing between rows so that pupils are not facing each other. Staff to design seating plans to ensure that the maximum possible space between pupils is used. Due to the smaller bubble sizes, Primary classrooms may be configured in groups, but a consistent seating plan needs to be maintained throughout the day From May 17th, staff including Primary to wear face coverings when in corridors, staffrooms and communal areas where social distancing is not possible, e.g. at lesson changeovers. Due to our grouping of pupils in Bubbles, pupils are no longer required to wear face coverings in school Where social distancing for staff 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 Perspex screens installed in all smaller classrooms and offices where social distancing is more difficult. Capacity limits implemented for all offices and workrooms Children and adults reminded to follow the golden rules of hygiene 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. Ensure that corridor windows are open to support ventilation of communal areas Good supply of tissues throughout the school which are topped up regularly 	All staff All staff All staff All staff OLD STE All staff All staff OLD All staff	May-21	Mar-21 Apr-21 Jan-21 Nov-20 Nov-20 Daily Daily Daily Daily
The virus falling on surfaces.	<ul style="list-style-type: none"> Children and adults reminded to follow the golden rules of hygiene. Enhanced cleaning rota put in place with four cleaners working around the school throughout the day. Cleaning station available in each classroom with hand sanitiser, disinfectant, gloves, antibacterial wipes and face masks for seniors. 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. Routine fogging of classrooms and high usage areas by Site and Cleaning Team Soft furnishing and other harder to clean surfaces removed from classrooms, Reception and offices. Classroom surfaces to be kept free of clutter to support enhanced cleaning rota Classroom and office doors to be left open to reduce the number of times that handles are touched. Where possible, staff to use 'COVID friendly' marking strategies. 	H of School STE STE Cleaning Team OLD OLD All staff All staff All staff		Daily Daily Mar-20 Daily Daily Jun-20 Daily Daily Ongoing
The virus being transmitted through the sharing of equipment.	<ul style="list-style-type: none"> Children and adults reminded to follow the golden rules of hygiene Each Primary pupil provided with their own named equipment pack to be kept on their desk Each Senior pupil to bring their own equipment packs to be checked visually on the gate Additional resources provided in classrooms to minimise sharing Any shared resources to be wiped and cleaned before being put back Provision of quarantine trays where used equipment can be stored before it is cleaned and able to be used again Ensure that any loaned school uniform or PE kit is washed at a high temperature before being used again. Ensure that all classrooms resources including computer keyboard are wiped down between use by different bubbles or are quarantined for 48 hours Maintain a 48 hour quarantine system for Primary section home readers and Library books that are returned from home 	H of School H of School H of School All staff All staff H of School All staff All staff All staff		Daily Daily Daily Daily Daily Daily Daily Daily Mar-21

	<ul style="list-style-type: none"> Wherever possible, staff should not share desks in offices, phones or walkie talkies. Where desks are shared, ensure that it is wiped down after use. 	All staff		Each time
The virus spreading within and between 'bubbles'	<ul style="list-style-type: none"> Where possible, pupils to be grouped in consistent class grouping to reduce the number of contacts Ensure that there is a seating plan for each session that maintains the maximum possible distance between children. Staff who work across Bubbles to ensure that they always maintain a 2m distance from pupils and other adults Maintain the staggered start and end to the school day to avoid mixing between bubbles Maintain 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 Primary Bubbles have their own designated outdoor spaces for play Bubbles to have designated toilet facilities and handwash areas Implement a strict walk on the left policy for lesson changeovers Staff are encouraged to not mix indoors at social and break times The staffroom is reconfigured to ensure social distancing of 2m+ between chairs. Ensure the staffroom is well ventilated and cleaned throughout the day Large gatherings of pupils are not allowed with House or School Assemblies taking place virtually in Summer 1 half-term. Primary year group assemblies can go ahead with distancing between class bubbles and good ventilation in place 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 Breakfast Club and Teatime Club to be reconfigured to keep children in 'bubbles' All staff meetings, Parents Evenings and briefings to be held virtually for Spring Term 	H of School All staff All staff H of School H of School H of School H of School All staff All staff All staff OLD All staff RGR All staff STE H of School		Sep-20 Daily Daily Mar-21 Mar-21 Sep-20 Daily Daily Daily Daily Daily Sep-20 Apr-21 Daily Sep-20 Mar-21
Some areas of the school curriculum have been identified as carrying a higher risk of transmitting the virus.	<ul style="list-style-type: none"> Ensure that DfE and CLEAPSS guidance is implemented in Early Years, PE, Science, Design Technology, Music and Performing Arts These subjects to undertake a Risk Assessment of their curriculum in line with DfE guidance. Day trips and visits are allowed from Summer 1 in line with DfE guidance Sports fixtures against other schools are able to resume from 17th May onwards Residential trips and visits will be allowed from July 2021 in line with DfE guidance 	H of School SL SL/STE SL/STE SL/STE		Daily Ongoing May-21 May-21 July-21
Some staff and pupils 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"> Staff who are identified in these categories or live with people in these categories to discuss their individual circumstances with STE Occupational Health and HR advice to be taken to support individual risk assessment and adaptations Ensure that Individual Risk Assessments are kept under regular review as individual circumstances or the Covid threat level changes Pupils who are clinically extremely vulnerable and extremely vulnerable to be identified by SENCO. SENCO to arrange parental meetings and reintegration/home learning plans as required 	STE STE STE AND		As required As required As required As required
Visitors and contractors bringing the virus into school	<ul style="list-style-type: none"> Posters on all entrances reinforce the stay at home message if visitors have symptoms 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. All visitors are required to leave contact details and complete a track and trace document prior to leaving the building Ensure that all deliveries to the school are contactless Risk assessments and procedures shared with permanent contractors, e.g. Sunbeams, Nviro and Caterlink 	STE All staff Office staff S Manns STE		Jun-20 Daily Daily Mar-21 Mar-21

	<ul style="list-style-type: none"> Sunbeams, Cleaning and Catering staff invited to take part in asymptomatic testing programme 	STE		Mar-21
Staff or pupils are exposed to the virus during work related travel	<ul style="list-style-type: none"> Staff and pupils are encouraged to walk or cycle to school where possible Where staff or pupils must use public transport, face coverings should be worn at all times 	All staff All staff		Daily Daily
Providing intimate care to very young children, e.g. changing after an accident.	<ul style="list-style-type: none"> Additional PPE is available in each classroom for times when social distancing cannot be enforced Staff to use gloves, aprons and face masks/visors when appropriate 	STE H of Infants		Daily As required
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"> Where possible, meetings should take place virtually or over the phone. Additional mobile phones made available to support remote working Offices and meeting rooms reconfigured with capacity limits to ensure that social distancing can be strictly maintained Ensure that meeting rooms are well ventilated or hold the meetings in an outdoor confidential space Additional PPE to be made available in Medical Room for home visits 	All staff STE STE All staff STE		Daily As required Nov-20 Daily Sep-20
Staff well-being has suffered during the pandemic	<ul style="list-style-type: none"> Ensure good channels of communication are maintained with staff and parents through the Mayfield Messenger and E-Bulletin Signpost avenues of support to colleagues through the E-bulletin, e.g. Employee Assistance Programme Line Managers and Appraisers to ensure that there are half-termly wellbeing check-ins with each colleague Offer of individual discussions with staff who are concerned about their wellbeing 	JEA JEA HIL STE		Weekly Ongoing Half-termly Ongoing
There is a small number of children who will find social distancing difficult.	<ul style="list-style-type: none"> School Behaviour Policy has been adapted with new guidance for the current pandemic Separate risk assessments have been written for children where 1 to 1 support is required In situations where restraint needs to be applied, this will be undertaken by suitably trained staff 	RGR AND BUC/AND		Nov-20 As required As required

Manager Assessment Review

Review Date:	29th May 2020	Review Date:	5th June 2020	Review Date:	25th June	Review Date:	17th July
Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations with Andy Kill from PCC
Signature:	M. Stedman	Signature:	M. Stedman	Signature:	M Stedman	Signature:	M Stedman
Review Date:	18th August 2020	Review Date:	8th September 2020	Review Date:	11th November 2020	Review Date:	1st January 2021

Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operation	Name/Job Title:	Director of Business Operations
Signature:	M. Stedman	Signature:	M. Stedman	Signature:	M. Stedman	Signature:	M. Stedman
Review Date:	25th February 2021	Review Date:	11 th May 2021				
Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations				
Signature:	M. Stedman	Signature:	M. Stedman				

These arrangements will be checked through daily walks of the site by the Heads of School and Director of Business Operations. Members of the Governing Body also carry out half-termy unannounced compliance checks of these procedures. Staff must also report any instances of these controls not being followed to their Line Managers.

Links to Key Mayfield Documents:

[Responding To A Positive Covid Case Seniors.docx \(sharepoint.com\)](#)

[Positive Covid Case Contact Tracing Primary.docx \(sharepoint.com\)](#)

[Fire Evacuation Plan September 2020.docx \(sharepoint.com\)](#)

Links to Government Guidance:

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](#)

<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>

