

PORTSMOUTH CITY COUNCIL – HEALTH & SAFETY RISK ASSESSMENT FORM

Site/ Location:	Mayfield	Assessment No:	1	Assessment Date:	1 st September 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 new academic year as 'we learn to live with Covid-19'. 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 (Each control measure is to be specific and managed)			Management Plan	
		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 when displaying symptoms of Covid-19. Maintain staggered start to the school day to support social distancing with different entrances for different sections and year groups 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. All senior section pupils to take two Lateral Flow Tests prior to returning to school in September to identify asymptomatic cases. Continue routine twice weekly LFT testing at home for staff and senior section pupils to identify asymptomatic cases and ensure that these isolate 	STE STE RGR RGR STE STE	Sep-21 Sep-21 Sep-21 Sep-21	Sep-21 Sep-21	
Children or adults falling ill during the day and spreading the virus.	<ul style="list-style-type: none"> Children or adults with suspected Covid symptoms to be sent to Medical Room for further investigation Ensure procedures developed for managing suspected and confirmed cases are in line with latest DfE and PHE guidance. Key staff in Medical Room, Facilities Team 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 to be used an isolation area with good ventilation and PPE. 	All staff STE STE STE	Sep-21 Sep-21 Sep-21	Sep-21	
The virus spreading through the air, e.g. through coughing.	<ul style="list-style-type: none"> Where possible, staff should still follow the principles of social distancing, e.g. by sitting at separate tables during meetings and keeping a respectful distance when talking with colleagues or visitors. 	All staff		Sep-21	

	<ul style="list-style-type: none"> From September 2021, classrooms no longer have to be configured in forward facing rows. However, staff should give consideration to achieving the maximum spacing between pupils in the space available. Forward facing rows are still recommended unless this detracts from the learning. Staff and pupils may choose to wear face coverings in classrooms, corridors and communal areas where social distancing is not possible. 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 to be made available for smaller classrooms and offices where social distancing is more difficult. Children and adults reminded to follow the golden rules of hygiene Ensure that classrooms, social spaces and offices are well ventilated. Good supply of tissues throughout the school which are topped up regularly 	All staff		Sep-21
		All		Sep-21
		All staff		Sep-21
		OLD/DYE	Sep-21	
		All staff		Sep-21
		All staff		Sep-21
		Cleaning team		Sep-21
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 three cleaners working around the school throughout the day focusing on the cleaning of high touch points Cleaning station available in each classroom with hand sanitiser, disinfectant, tissues, 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 Classroom surfaces to be kept free of clutter to support enhanced cleaning rota Where possible, staff to continue to use 'COVID friendly' marking strategies. In staff works rooms, wipe down shared desks after use 	All staff		Sep-21
		STE		Sep-21
		STE		Sep-21
		Cleaning Team		Sep-21
		OLD/DYE		Sep-21
		All staff		Sep-21
		All staff		Sep-21
		All staff		Sep-21
The virus being transmitted through the sharing of equipment.	<ul style="list-style-type: none"> Pupils and adults reminded to follow the golden rules of hygiene Pupils to sanitise their hands on their way into each lesson or session 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 Enhanced cleaning rota put in place for equipment that is used frequently by pupils from several year groups, e.g. computer keyboards, laptop trolleys, Music keyboards 	All staff		Sep-21
		All staff	Sep-21	
		H of School		Sep-21
		H of School		Sep-21
		All staff		Sep-21
		STE		Sep-21
The virus spreading within and between 'bubbles'	<ul style="list-style-type: none"> The strict bubble system is no longer recommended from September 2021. However, contingency plans are in place for bubbles to be reintroduced at short notice in response to a local outbreak. Assemblies can restart from September. Pupils are able to mix across year groups at break times, in Extra-Curricular and Breakfast Club. Face-to-face staff meetings can restart from September. Virtual staff or team meetings can continue where these are viable. 	H of School		Sep-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 and develop contingency plans in response to a local outbreak Day trips and visits are allowed from September in line with DfE guidance Sports fixtures against other schools can resume 	QL		Sep-21
		SL		Ongoing
		SL/STE		May-21
		SL/STE		May-21
		SL/STE		July-21

		<ul style="list-style-type: none"> Residential trips and visits will be allowed from July 2021 in line with DfE guidance 					
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		As required		
			STE		As required		
			STE		As required		
			AND		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 Where possible, meetings with external agencies or visitors should take place using MS Team or over the phone. NHS Track and Trace information available on Reception for visitors to check-in Risk assessments and procedures shared with permanent contractors, e.g. Sunbeams, Nviro and Caterlink Sunbeams, Cleaning and Catering staff invited to take part in asymptomatic testing programme 	STE	Sep-21	Sep-21		
			All staff		Sep-21		
			Office staff		Sep-21		
			STE		Sep-21		
			STE		Sep-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 are recommended Face coverings are also recommended for senior section pupils using the school minibuses 	All staff		Sep-21		
			All staff		Sep-21		
			All staff		Sep-21		
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, external meetings should take place virtually or over the phone. Additional mobile phones made available to support remote working 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		Sep-21		
			STE		Ongoing		
			All staff		Sep-21		
			ROW		Sep-21		
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 staff meetings, 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		Weekly		
			JEA		Ongoing		
			HIL		Half-termly		
			STE		Ongoing		
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
Manager Assessment Review							
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	Review Date:	1 st September 2021		
Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations	Name/Job Title:	Director of Business Operations		
Signature:	M. Stedman	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-termly unannounced compliance checks of these procedures. Staff must also report any instances of these controls not being followed to their Line Managers.

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/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>

