

PORTSMOUTH CITY COUNCIL – HEALTH & SAFETY RISK ASSESSMENT FORM

Site/ Location:	Mayfield	Assessment No:	1	Assessment Date:	21 st August 2020	
Section/Department:	School Based Staff	Assessment Type (Delete as appropriate: see Note 1)				
		1. Specific/formal	2. Generic	3. Dynamic Assessment		
Activity/Process: The full reopening of the school in September 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. School managers should feel free to adapt this risk assessment to address the specific requirements of their team's work activities.						
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	
Building related systems need to be checked and new fire plans published following Summer holidays	<ul style="list-style-type: none"> Hot and cold water systems are flushed and chlorinated as required in line with legionella control measures Gas system needs to be inspected in line with routine maintenance checks A new fire safety plan needs to be published and a "fire drill" needs to take place to ensure all children and adults are aware of the procedure Kitchen equipment needs to be inspected by catering contractor Security and access control systems need to be checked Window openings need to be checked to ensure that every classroom has sufficient ventilation 			OLD OLD STE/H Patis Caterlink OLD OLD	3 rd Sept 3 rd Sept By 10 th Sept 3 rd Sept 3 rd Sept 3 rd Sept	Weekly
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 in our FAQ documents that are on the website 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 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 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 at key entrances 			STE STE RGR RGR JEA Head of School OLD	3 rd Sept	Ongoing Ongoing Ongoing Daily August
Children or adults falling ill during the day and spreading the virus.	<ul style="list-style-type: none"> Mayfield follows the standard DfE and Public Health England if a child or adult becomes ill. These are outlined in our FAQs document. All staff to be trained in new procedures for Test and Trace. 			H of School AND		Ongoing 22 nd July

	<ul style="list-style-type: none"> Key staff in Medical Room 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. All classes to follow a seating plan so that the close contacts of a child returning a positive test can be quickly identified. Interview Room in Main Reception converted into an isolation area with good ventilation and PPE. 	AND H of School All staff	7 th Sept 8 th Sept	Ongoing Ongoing Ongoing
The virus spreading through the air, e.g. through coughing.	<ul style="list-style-type: none"> 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 Where possible, a 2m gap is left between the teacher and the pupils Children and adults reminded to follow the golden rules of hygiene as outlined in FAQs Senior Section pupils and staff have to wear face coverings when arriving on the school site, in corridors and communal areas. Posters and signage in place to support key messages, e.g. catch it, bin it, kill it Ensure that windows and doors are left open to improve ventilation Good supply of tissues throughout the school which are topped up regularly Disconnection of hand dryers and provision of paper towels Installation of protective screens in General Office, Reflection Room, House Offices, Library and Medical Room 	OLD OLD All staff JEA STE All staff OLD OLD STE	3 rd Sept 3 rd Sept 8 th Sept	Daily Ongoing Daily Daily Ongoing Ongoing
The virus falling on surfaces.	<ul style="list-style-type: none"> Children and adults reminded to follow the golden rules of hygiene as outlined in FAQs. Enhanced cleaning rota put in place with additional cleaning throughout the day. Cleaning station available in each classroom with disinfectant, gloves and antibacterial wipes. Staff to alert site team where stocks of hand sanitizer are low so that these can be quickly replenished 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 Site team to disinfect outdoor areas daily. Classroom and office doors to be left open to reduce the number of times that handles are touched. Staff members adopt 'COVID friendly' marking strategies. 	H of School STE STE All staff OLD All staff OLD All staff All staff		Daily Daily Ongoing Ongoing Ongoing Daily Daily Ongoing 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 as outlined in FAQs 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 the rules of hand hygiene are followed 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. 	H of School H of School H of School All staff All staff H of School All staff All staff	8 th Sept	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
The virus spreading between 'bubbles'	<ul style="list-style-type: none"> Maintain the staggered start and end to the school day 	JEA		Ongoing

	<ul style="list-style-type: none"> Temporarily reorganise our tutor groups so that these are based on 'bubbles' and not 'vertical' within the Senior Section 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 Implement a new lunch rota for Primary to ensure that mixing between 'bubbles' is limited '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 Staffroom to be reconfigured to support social distancing in line with 1m+ guidance Assemblies to take place virtually in Autumn 1 Ensure that strict social distancing can be enforced in spaces where pupils from different 'bubbles' may meet, e.g. Refocus Room, Aspire, Medical Room Extra-Curricular Clubs to be organised via 'bubbles' Breakfast Club and Teatime Club to be reconfigured to keep children in 'bubbles' where possible All staff meetings, Parents Evenings and briefings to be cancelled or held virtually for Autumn 1 Children and adults reminded to follow the golden rules of hygiene as outlined in FAQs. 	H of School H of School H of School H of School H of School All staff H of School STE GUY STE JEA All staff	8 th Sept 8 th Sept 8 th Sept 8 th Sept 8 th Sept 8 th Sept 8 th Sept 8 th Sept 8 th Sept 8 th Sept 3 rd Sept 3 rd Sept	Ongoing Ongoing Ongoing
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, Music and Performing Arts These subjects to undertake a Risk Assessment of their curriculum in line with DfE guidance. 	H of School	8 th Sept	
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"> 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 	STE STE		Ongoing Ongoing
Visitors 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 External organisations who use evening and weekend lettings to provide the school with their COVID-19 Risk Assessment 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 	STE All staff Office staff S Manns S Manns	3 rd Sept 3 rd Sept 3 rd Sept	Ongoing Ongoing
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 have to use public transport, face coverings should be worn at all times External trips and visits requiring bus travel are not allowed for the Autumn term 	All staff All staff All staff	3 rd Sept	Ongoing Ongoing
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 School		Ongoing Ongoing
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 to ensure that social distancing can be strictly maintained 	All staff STE STE All staff		Ongoing Ongoing Ongoing Ongoing

	<ul style="list-style-type: none"> Ensure that meeting rooms are well ventilated or hold the meetings in an outdoor confidential space Additional PPE to be made available for home visits Visitors reminded to use hand sanitizer on arrival and departure from the school site. 	STE Reception staff		Ongoing 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 Additional SEN provision to be opened for September. Staff to discuss provision for individual children with AND/BUC 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 a member of the Leadership or Behaviour Team 	RGR BUC/AND BUC/AND H of School		Ongoing Ongoing Ongoing 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

Links to other key Mayfield Documents:

Mayfield FAQs for staff

Links to Government Guidance:

<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>

<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>

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.