

MERRIOTT AND HASELBURY PLUCKNETT FIRST SCHOOLS FEDERATION RISK ASSESSMENT FOR FULL RETURN ON 8th MARCH 2021

Learning and Growing Together

Green – measures are in place
 Amber – measures are underway
 Red – this needs addressing

This risk assessment is based on the **System of Controls in the DFE Guidance** and has been updated on **4/3/21**
 This will be reviewed monthly to ensure that new guidance is reflected in this assessment.

The controls need to be in place from the 8th March 2021, however they are already in place and are ongoing.

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<p>Everyone will be asked not to come into school if they need to self-isolate under current government guidance. Regular reminders are given about this.</p> <p>If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the current government guidance.</p> <p>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school or develops symptoms while in school, they will be sent home immediately or isolated until they can</p>	<p>AHI, LB and Admin Team.</p> <p>AHI, LB and Admin Team.</p> <p>AHI, LB and Admin Team.</p> <p>AHI, LB and Admin Team.</p> <p>ALL Staff to follow the</p>	Ongoing	Green – the measures for this hazard are already in place and adapted with current guidance.

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	<p>cannot collect their child, we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>We will speak to the local authority about sourcing a vehicle that would provide appropriate protection for the driver, and we will inform the driver that the pupil is displaying symptoms.</p> <p>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following decontamination guidance.</p> <p>Rapid testing programme: We have provided staff with a privacy notice so they can consent to testing. Staff are offered 2 lateral flow tests per week, for use at home. We ask them to carefully read the government’s guidance on self-administering tests, alongside the instructions in their test kit, to make sure they know how to safely do this. We don’t need to see evidence of a negative test result in order to allow staff to attend school. Any staff members receiving a positive lateral flow test result will be told:</p> <ul style="list-style-type: none"> To remain at home, take a standard 	<p>Admin to ensure these are replenished.</p> <p>All staff</p> <p>AHI, LB and Admin</p>		

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	<p>coronavirus (PCR) test and let us know the result (if a home testing kit is available in school, this can be given to them, if they have barriers to accessing testing elsewhere)</p> <ul style="list-style-type: none"> • That they, and members of their household, should self-isolate in line with the latest government guidance • That they should report their lateral flow test result to NHS Test and Trace <p>As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school.</p> <p>All staff will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We keep accurate records of all test results, and only share health records with the relevant people.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close</p>			

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	<p>contacts to self-isolate in line with current government guidance.</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre • Being within 1 metre for 1 minute or longer without face-to-face contact • Physical contact • Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) • Travelling in a small vehicle or a plane 	<p>Admin to circulate information on Fridays to AHI and LB for access to information over the weekend.</p>		

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Contact with coronavirus when getting to and from school	<p>Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages / signage:</p> <ul style="list-style-type: none"> To minimise adult to adult contact we are operating staggered start and finish times at both schools. At Haselbury we are operating a one-way system. At Merriott due to its size and site implications we are operating different collection and drop off points. That only one parent/carer should attend Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment Adults wear face coverings when in a queue or on school site. <p>Staff and visitors will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's unsafe to wear.</p> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a</p>	<p>AHI and LB</p> <p>AHI and LB Admin to support communication</p> <p>All staff responsible. Admin to support communication of expectations to visitors</p> <p>Admin and site team</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Whilst our families are not using public transport to get to our schools – we will encourage them to walk, cycle or scoot to school for health and wellbeing.</p> <p>These arrangements are in place.</p> <p>These arrangements are already in place.</p> <p>Guidance has been sent out</p>

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	<p>plastic bag to keep these in during the school day when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Any pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p>			and will be resent by 8 th March.
Spreading infection due to touch, sneezes and coughs	<p>Handwashing facilities are located around the school.</p> <p>We have installed hand sanitiser for on the external wall of the Reception Office. Adults can use this before entering the school.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste 	<p>All staff</p> <p>Admin and Site team to ensure there is enough soap/sanitiser.</p> <p>Site Team to ensure bins are emptied.</p>	Ongoing	Already in place

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	<p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, operated by a foot pedal, will be emptied each day.</p>			
Spreading infection through contact with coronavirus on surfaces	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards 	All staff Site Team to ensure there are enough cleaning products.	Ongoing	These systems are already in place

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	<p>and mouse)</p> <ul style="list-style-type: none"> • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>Items that need laundering (e.g. towels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <ul style="list-style-type: none"> - Classrooms - Group Rooms - Hall - Offices - Staffroom - Toilets <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of 			

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	<p>reach for 48 hours (72 hours for plastics) between use by different groups</p> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared. Pupils have their own pencil cases provided by the school.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Malleable Resources in EYFS and SEND such as play dough or sand will only be used if essential to learning and only if each child has their own equipment. These resources must not be shared.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to</p>			

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	<p>running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<ul style="list-style-type: none"> • At Haselbury there are two main bubbles. <ul style="list-style-type: none"> - Main School - Pre-School At Merriott there are four bubbles. <ul style="list-style-type: none"> - Golden - Redstreak - Pippin - Codlin <p>.</p> <p>Where pupils are old enough and capable enough, they are taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils are seated side-by-side in years 1 - 4 and facing forwards, unnecessary furniture has been moved out of classrooms to allow for this.</p> <p>We keep pupils in their groups for most of the classroom time, but will allow mixing in wider groups where necessary (e.g. to deliver specialist teaching).</p> <p>We follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These take place</p>	<p>AHI and LB</p>	<p>Ongoing</p>	<p>These measures are already in place</p>

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	<p>outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place in class assemblies if there's enough natural airflow and space to allow for strict social distancing between each person</p> <p>We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the government guidance on team sport. We will not compete with other schools until wider grassroots sport for under 18s is allowed.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep</p>			

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	<p>their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff and volunteers will be told to minimise contact and maintain as much distance as possible from other staff. These staff will also participate in the school's rapid testing programme, as outlined for other staff above.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school	<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Staff and visitors will be asked to wear face coverings in areas of the school where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p>	<p>AHI and LB</p> <p>Site Team and Admin to ensure we always have spare face masks</p>	Ongoing	<p>Staff will now be wearing facemasks in corridors</p> <p>Previous face coverings measures remain.</p>

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	<p>For more detail about our arrangements for face coverings, see the control measures above for the hazard 'Contact with coronavirus when getting to and from school'.</p> <p>Pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, should be able to continue attending both settings. The school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>At Haselbury there is one lunchtime due to small numbers.</p> <p>At Merriott there are 4 playtime and lunch sittings to minimise contact between class bubbles.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors.</p> <ul style="list-style-type: none"> - Staggered times support this. <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Groups will be assigned toilets and staff will manage the numbers of children going to the</p>			<p>See additional risk assessments for wrap around care.</p> <p>Other measures are already in place.</p>

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	<p>toilet at the same time.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p> <p>Educational visits will not take place.</p> <p>Wrap around care of after school clubs will either be targeted to individual bubbles or have small consistent groups to support childcare.</p>			
Spreading infection due to the school environment	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a 	AHI, LB and Site Team	Ongoing	These measures for site walks and checks are already in place as part of our premises procedures.

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	<p>single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts <p>Lidded bins are in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space is used for exercise and breaks, and for education where possible.</p> <p>In pre-school at Haselbury, the indoor space used for children in the EYFS will meet the following requirements:</p>			

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	<ul style="list-style-type: none"> • 3.5m² per child for children under 2 years old • 2.5m² per child for 2 year olds • 2.3m² per child for children aged 3 to 5 years old 			
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.</p>	All Staff	Ongoing	Measures already in place
Individuals vulnerable to serious infection coming into school	<p>Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> ○ Where possible, maintaining 2 metre distance from others ○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place.</p>	AHI	Ongoing review	Guidance already shared at PDM.

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	<p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the government guidance for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>			