

Risk	<p>Spread of Coronavirus Infection- Whole school re-opening March 8th 2021</p> <p>(Although this risk assessment has been written to predominantly protect pupils and staff it also extends wider to consider the safeguarding of all our families when contact is made. This uses the HCC Health and Safety advised template)</p> <p>This has been compiled using all the latest and relevant guidance from DFE, Public Health England and Hampshire County Council</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Re-Opening whole school 8 th March 2021	Pupils and Staff	All control measures in relation to social distancing, sanitising and wearing of face coverings by staff to be re-iterated and put in place continually Staff to wear face coverings at all times as indicated from DFE guidance advice. Exemptions apply	Testing programmes roll out Lateral flow test RA sent to all concerned	All Staff	Immediate	x
Lateral Testing	All Pupils (with consent)	See Lateral testing risk assessment	Training, Webinars, staffing and full process documents in place	Dedicated staffing	In Place	X

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<p>Spread of infection across the site.</p>	<p>All staff</p>	<p>All Year group bubbles to be kept separate, rooming, dedicated food and recreation areas</p>	<p>Review after 1 week</p>	<p>Dedicated staff and all staff concerned</p>	<p>Immediate rolling programme</p>	<p>X</p>
	<p>Staff & pupils</p>	<p>Lateral testing programme and training to be rolled out</p>	<p>Check all staff with individual RA and PEEP</p>	<p>SLT</p>		<p>X</p>
		<p>Face coverings are to be worn by all pupils and staff in communal areas, corridors, toilets and food points. The exception is the designated recreation zones and in class</p> <p>Staff are advised to always wear face coverings</p>		<p>SLT</p>		<p>X</p>

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		<p>Each area used will be cleaned before and after use, including chairs, desks and contact points. We have met with the cleaning manager and gone through procedures and routines. We have met with cleaning contractor and have gone through protocols and methods to include, all the chairs, tables and contact point for each room used, and toilets used. Cleaning re-agents are used first followed by disinfectant on ALL SURFACES. Cloths and disposable paper will be used. The cleaning times and regimes have been extended to cover all necessary times.</p> <p>Areas that have a high usage will be cleaned before, during and after school day e.g. door handles leading to key areas.</p> <p>Doors to be propped open where possible. Toilets cleaned throughout day and all rooms used cleaned at end of day and then locked for use next day</p>		<p>SLT</p> <p>Site Team and Cleaning company</p>		<p>X</p> <p>X</p> <p>X</p>

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		<p>All classrooms will have windows and doors open to provide natural ventilation within the room. SLT will check the rooms regularly and will make decision about closing windows/doors. Rooms should be ventilated according to the guidance set out in March 1st, 2021 updated DFE guidance</p> <p>Where regulations allow, doors will be propped open to limit the use of door handles etc across the site.</p> <p>All classrooms will be cleaned at the end of the day in preparation for the next day. Site Manager to observe protocol is in place.</p>				<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>

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Risk to Pupils of contracting the infection from exposure to other Pupils.	Pupils	<ul style="list-style-type: none"> • Pupils should wear a face covering in communal areas and classrooms of the school, the guidance from the government has recommended that this change takes place effective from March 8th • Pupils must dispose of face coverings if they are wet and these need to be placed in a bin, bins are later double bagged • In the case of a pupil with symptoms face coverings need to be disposed of following the guidance from March 1st 2021 • Pupils who cycle to school will be required to use the following separate areas. Year 7 and 8 front bike sheds in year sections. Years 9,10 and 11 will use bike sheds at the rear of school in year sections. All sections of the bike sheds will be clearly signed, and pupils will have this explained in the information sessions. Staff will be on hand to direct pupils • On arrival at school pupils must report to their first lesson or tutor group in order to maintain Year group bubble procedures 		Pupils	Whenever in school	<p>X</p> <p>X</p> <p>X</p>

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		<ul style="list-style-type: none"> • Pupils are to enter classrooms straight away, sanitise hands and use a wipe to clean their desk and then dispose in appropriate bin. They will sit in allocated desks according to the seating plan. They will be in year group bubbles facing the front. Staff should be 2m social distanced at the front of classroom • Pupils will be reminded of social distancing with staff especially during informal breaks. The behaviour policy has been amended to take account of pupils not following distancing or other instructions. Breaks will be staggered and each Year group will go to a separate location for lunch. At break and lunch year groups will be in separate venues as explained • Pupils are to make sure that they wash their hands frequently and use hand sanitiser stations. Hand sanitisers are inside each classroom and toilet, pupils will use them on entering the classroom. • Corridor movement by pupils will be restricted and one-way when they are used. Pupils and staff are 				<p>X</p> <p>X</p> <p>X</p> <p>X</p>

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Spread of infection amongst staff		<ul style="list-style-type: none"> As Pupils leave their lesson they will be asked to leave one at a time so that social distancing rules can apply. Pupils will be asked to leave the site immediately and staff will be positioned along the school site to manage this flow. Pupils who see their friends will be able to say hello observing the social distancing guidance but to ensure that there are not lots of Pupils on site at once, the expectation is that Pupils leave as quickly as possible and they will be escorted off site. Parents should not enter the school site to drop off or pick up their child. Staff will be on the school gates at the start and end of sessions to greet Pupils and to ensure flow and social distancing. Signage will be clear to show flow and routes. 				<p>X</p> <p>X</p> <p>X</p> <p>X</p>

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		<ul style="list-style-type: none"> • Staff must not congregate in spaces together and if they are in work areas, ensure they are socially distant • The staffroom should be only used for making drinks and storage of food. It should not be used as a congregation area. Staff should use either department areas or stay in their own rooms. • Where possible when using toilet facilities staff should ensure they socially distance 				<p>X</p> <p>X</p> <p>X</p>
Spread of infection from coughs and sneezes.	Pupils and staff	<ul style="list-style-type: none"> • Staff and Pupils are reminded to cover coughs and sneezes with a tissue and put it in the bin which will be located in the room and will be removed and cleaned at the end of each day safely • Ensure enough tissues are available in the allocated rooms. • Bins to be double bagged and contents disposed of in all rooms used by staff and pupils. • If a tissue is not available Pupils should sneeze into their elbow but 		<p>Teaching and support staff.</p> <p>Site Manager</p> <p>Pupils</p> <p>Cleaning staff</p>	<p>Whenever staff and Pupils are in school</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>

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		<p>must then go to the toilet to wash their hands</p> <ul style="list-style-type: none"> • Cleaning/site staff wear gloves when emptying bins during and at the end of the day. • Site Manager to observe protocol is in place. • As much as possible observe social distancing protocols with children and minimise physical contact. 				<p>X X X X</p>
<p>Spread of infection from external frequently touched surfaces and resources.</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • Staff and Pupils to wash their hands or use the sanitiser stations when entering school in the morning. • Ensure soap dispensers/hand sanitisers have not run out. Inform Site Manager if either need replacing. Site team will make regular checks throughout the day and will replenish at end of day for next day. • Pupils to use a wipe to clean their desk and then dispose in appropriate bin. They will sit in allocated desks according to the seating plan. 		<p>Teaching staff Support staff Pupils Site Manager Site team</p>	<p>Whenever staff and Pupils are in school.</p>	<p>X X X X X</p>

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		<ul style="list-style-type: none"> Staff to wipe down their desk and wash their hands before beginning their session. 		Cleaning staff		
Spread of infection from hand-to-hand contact.	Pupils and staff	<ul style="list-style-type: none"> Ensure good hand-washing protocols are in place for Pupils and reinforce good handwashing. Pupils are encouraged to use the sanitisers provided and they are also encouraged to bring their own. Any resources that are loaned to Pupils will be kept by the Pupils. 		All staff Pupils	Whenever staff and Pupils are in school	X X X
Spread of infection from items and clothing brought into school by Pupils and staff.	Pupils and staff	<ul style="list-style-type: none"> Ensure that Pupils and staff look after their own belongings. Lockers will not be available to any pupil in the first half term, due to the multiple touch points. Pupils requested to make sure they organise their school bag for each lesson before they come to school each day and only bring in what is needed. Personal equipment such as pens and pencils should not be shared. 		Pupils and staff	Whenever staff and Pupils are in school	X X X X

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		<ul style="list-style-type: none"> • Ensure that Pupils and staff wash their hands throughout the day in line with washing protocols. Staff to regularly wash or sanitise if moving between rooms. • Ensure that Pupils and staff take all their belongings home. Any items left behind will be retained after cleaning. 				<p>X</p> <p>X</p>
<p>Spread of infection from internally frequently touched surfaces and resources inside the building.</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • Ensure cleaning staff are thoroughly cleaning the surfaces they are responsible for cleaning to a good standard. All desks will be empty at the end of sessions. • Site Manager to check that these protocols are adhered to. • Tabletops/workstations are wiped down regularly by Pupils and Staff. • Pupils will be encouraged to bring their own stationery. If they require stationery, it will be provided, and pupils will be able to keep the stationery. • Staff may request gloves for marking and should speak to HT or Matron. 		<p>Site Manger</p> <p>Cleaning staff</p> <p>All staff</p> <p>Pupils and Staff</p>	<p>Whenever staff and Pupils are in school</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>x</p>

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Risk of catching other diseases from Pupils who are unwell.	Pupils and staff	<ul style="list-style-type: none"> • Parents to be reminded any Pupils who are unwell should not be in school and should observe the latest guidance. This will be emailed to parents regularly with updates • Parents to be reminded of the Coronavirus guidance and ask that they reinforce this with their children. • Staff to be vigilant of this rule and immediately inform a member of SLT if they have concerns regarding Pupils who are unwell in school. • Pupils to be vigilant of this rule and inform their teacher if they have concerns regarding Pupils who are unwell in school. • Any Pupil taken to the Medical Room, parents contacted and be asked to come and collect their child. • In the event of an injury to a Pupil, the First Aider on site will administer first aid if necessary (and within the boundaries of their training), contact parents and ask them to collect their child. 		<p>All staff</p> <p>Parents</p> <p>Pupils</p> <p>First aiders</p>	Whenever staff and Pupils are in school	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>

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		<ul style="list-style-type: none"> The First Aiders will be provided with PPE in the medical room to use and when necessary following government guidance. This will be disposed of in a safe bin. Pupils who present Coronavirus symptoms to be isolated and supervised in a separate classroom and parents called immediately to collect. Parents will be asked to inform the school if their child or anyone from their household has Coronavirus symptoms 				<p>X</p> <p>X</p> <p>X</p>
Risk of infection due to external visitors.	Pupils and staff	<ul style="list-style-type: none"> No visitors will be allowed into school without making a prior appointment. All deliveries should be taken to the Caretaker's Office. They will be distributed if safe to do so, hands will be sanitised. Visitors must have a pre- agreed appointment and on entering and leaving the site must always practise social distancing of at least 2m. 		<p>All staff</p> <p>Site Manager</p>	Whenever staff and Pupils are in school	<p>X</p> <p>X</p> <p>X</p>

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		<ul style="list-style-type: none"> • Where we have contractors on site they must: • Identify themselves to the site team sign in and out • Follow the school risk assessment which will be held at reception • Complete their own risk assessment • Follow all rules relating to contact and social distancing • Contractors will not have contact with pupils who are coming to school for lessons. • Parents will need to drop off/collect any Pupils from outside the school gates except in exceptional circumstances. 				<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
Risk of contracting the illness through contact with others in the community.	Pupils and staff	<ul style="list-style-type: none"> • All Staff/Pupils to follow government guidance on social distancing https://www.gov.uk/coronavirus • Regular reminders to staff and pupils with regards to social distancing practices that should be followed when outside of the home highlighting any areas where this can be improved 		All Staff Pupils		<p>X</p> <p>X</p>

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Guidance indicates that majority of pupils and staff should be able to return as schools are not considered to be a high risk environment Vulnerable staff support	Pupils and staff	<ul style="list-style-type: none"> Risk assessment manages the risk and follows all of the government guidance Individual staff with pre-existing conditions, who are vulnerable or who have been shielding will be seen individually and risk assessed according to circumstances. 	Agreed risk assessment	Pupils and staff	ASAP	X X
Risk of bullying to Pupils due to prejudiced or ill-informed attitudes to the COVID 19 outbreak and its origins.	Pupils	<ul style="list-style-type: none"> Staff and Pupils to follow the school's Behaviour Policy with COVID-19 addendum. Staff to follow safeguarding measures as per school policy (see Website for updates version and Child Protection COVID-19 addendum) 		Staff Pupils	Whenever staff and Pupils are in school.	X X X

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		<ul style="list-style-type: none"> Guidance Managers are in school to support Pupils who have experienced abuse relate or require support as a result of the outbreak. Incidents are recorded and outcomes monitored through remote support. 				X
Managing Pupils who have anxiety issues around returning to school.	Staff and Pupils	<ul style="list-style-type: none"> Staff to use the same processes as normal to highlight this situation to key staff within school. Pupils to be offered support through talking to a Guidance Manager in the first instance. Follow the procedures within the school's Safeguarding policy. 		Pupils Staff	Whenever staff and Pupils are in school	X X X
Supporting staff/Pupils who have experienced or may experience bereavement during lockdown.	Staff and Pupils	<ul style="list-style-type: none"> SLT to support Staff, Pupils and families as set out in the Safeguarding and Mental Health policy. 		Pupils Staff	Whenever staff and Pupils are in school	

Toynee School

Date March 2021

Risk Assessor – Mr P Lawrence & Mr A Kerwood	Signature P Lawrence/ A Kerwood	Date: Jan 2020
Responsible Manager – Mr M Longden	Signature M Longden	Date: Jan 2020
Chair of Governors – Mr G Moore	Signature G Moore	Date Jan 2020

Date Reviewed	Signature	Role
5/1/2021	M Longden	Headteacher
12/1/2021	M Longden	Headteacher
19/1/2021	M Longden	Headteacher
26/1/21	M Longden	Headteacher
3/2/21	M Longden	Headteacher
10/2/21	M Longden	Headteacher
17/2/21	M Longden	Headteacher
25/2/21	M Longden	Headteacher
5/3/21	M Longden	Headteacher
12/3/21	M Longden	Headteacher

Toynbee School

Date March 2021

Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.	Staff use of communal staff areas	M	Staff instructed not to congregate in the staffroom, social distancing rules re stated in all staff briefings	L	First week back	4/9/20
2.	Pupils reporting illness	M	Overall reporting and monitoring now with attendance officer	SLT	In place week beg 6/9/20	ongoing
3.	Water supply to pupils (warm weather)	M	Sanitiser station and signage added	SLT	Effective 8/9/20	Completed
4.	Vulnerable staff individual discussions completed with communications	M/ZM	Risk assessment sessions booked by ZM with HT and L week commencing 14/9/20	L	16/9/20	Completed
5.	Chair of Governors and Headteacher walk round and checks	L GM	Checked site fully for movement, signage and compliance to plan and Risk Assessment	L/GM	9/9/20	Completed
6.	Investigate and discuss further introduction of face coverings	M	Strategic SLT investigate face coverings	SLT	7/10/20	ongoing
7.	Face coverings to be introduced in all	M	All staff and pupils are required to wear face coverings in corridors, communal	SLT	2/11/20 9/11/20	2/11/20

Toynbee School

Date March 2021

	communal areas of the school from Nov 2nd		areas, canteen toilets. Briefing, parent letter pupil PowerPoint briefing			ALL DONE
8.	Whole school Testing and training	M	All pupils and staff to be tested on full return to school Schools close and only open to Critical workers and vulnerable pupils ALL PHE and NHS material and webinars has been viewed and understood School to set up new testing programme WEEK 2 staff all consents and necessary documentation shared and understood	M SLT Test Team	5/1/21	Ongoing
9.	Testing programme for Full return of pupils and school	M	All pupils to be tested Repeat testing 3-5 days Full adherence to guidance re: testing and positive tests and Test and Trace regulations	M SLT Test Team	Wk Beg 18/1/21	
10.	"Restricting attendance during the National Lockdown Jan 2021	M/SLT	New guidance 7/1/21 New Guidance/ Update Social Distance	SLT & Site Team	Wk Beg 11/1/21	

			Cleaning Programmes Contact Testing			
11.	Full testing RA in place	L	Lateral flow testing for all staff in progress	L and Test Team ZM team Leader	ongoing	
12	Investigate new trials for spit test	SLT	Webinar next week	SLT	Ongoing awaiting NHS response	
13	Enrolled for trials	SLT	TBA	SLT awaiting	ongoing	

Responsible Manager M Longden	Signature M Longden	Date 5 March 2021 (7.30am)
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