

Noadswood

Post Step 4 – September 2021 (Live Document)



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| Risk Assessment Completed by: Kathryn Marshall, Headteacher and Noadswood Leadership Team Signed: K L Marshall | Date of Risk Assessment: September 1 st 2021 |
| Reviewed by: Noadswood staff team, comments invited and Risk Assessment to remain under daily and weekly review | Governor authorisation: Date |

| RA Matrix | Potential worst consequence | | | |
|------------|-----------------------------|---------|-------|-------|
| Likelihood | Minor | Serious | Major | Fatal |
| Certain | 5 | 10 | 15 | 20 |
| Likely | 4 | 8 | 12 | 16 |
| Possible | 3 | 6 | 9 | 12 |
| Unlikely | 2 | 4 | 6 | 8 |
| Rare | 1 | 2 | 3 | 4 |

| Risk Level: | Action and Timescales: |
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| Low | Monitoring is required to ensure that the controls are maintained. |
| Medium | Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained. |
| High | Give priority to removing or reducing the risk, urgent action should be taken. |
| STOP | Activity should NOT be started or continued until the risk has been removed or at least reduced and approval signature given by HT. |

| What are the hazards? How might persons be harmed? | Who does this affect? | What are we already doing to safeguard health, safety, and welfare? | Risk Matrix Rating (1-20, Low, Medium, High, STOP) | What further actions can be taken, and by whom and when? | Projected Risk Rating (After further action) | Date of review of further actions | Further action complete date |
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*Through this risk assessment, the control measures put in place along with the ongoing reviews, Noadswood considers that the overall risk of Covid-19 transmission or contraction is **LOW**. However, we acknowledge that we cannot eliminate the risk: we can put in place control measures to minimise the risk. Noadswood continues to monitor the local and national situation and do everything reasonably practicable to keep everyone safe.*

Please see the links to the guidance adhered to, including from SAGE, regarding the risk level of students and staff when returning to school which is at the bottom of this risk assessment.

This document has been produced in dialogue and partnership with other schools in the New Forest group of schools and colleges, with whom we are taking a shared and thorough approach to risk management. At Noadswood, we seek the feedback from all stakeholders as this risk assessment comes to life to make it dynamic and effective for all.

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| <p>Risk of Covid-19 transmission to others and spread of infection across the site.</p> | <p>Staff Students Visitors Vulnerable</p> <p>Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time at the school site.</p> | <p>Weekly health reminders and procedures sent to all parents and carers of students in school.</p> <p>Hygiene Practice as below to be adhered to daily by all people arriving and being on site:</p> <ul style="list-style-type: none"> • Students/staff encouraged to wash hands/sanitise as they arrive on site. • Students to be encouraged to bring own hand sanitizer in where possible. • Students and staff can wear PPE to school and in school. Reusable face shields available for all members of the school if they would like one. Full PPE available for first aid/medical care (and intimate carers, though no students requiring this care are back on site yet) • Students/staff to wash hands or sanitise once in the building, and before entering a classroom or office and each time they leave and re- enter a room. • Students and staff encouraged to wash their hands/sanitise hands on leaving school • Students have seating plans in every class and are expected to remain in these designated seats. • Internal doors where fire regulations/flexibility permits will be kept open to avoid constant contact with doors and door handles. • Reception has a Perspex screen • Classrooms will be cleaned by cleaners at the end of each school day. • Touch points to be cleaned regularly • Staff toilets: Handwashing instructions in washrooms | <p>8 - High</p> | <p>The school is operating with all students in and following post step 4 government guidance</p> <ul style="list-style-type: none"> • Weekly review of this risk assessment and procedures by SLT • 'Open door' policy to enable staff to feedback to SLT via email and end of day feedback on FROG form • Parents/carers to make suggestions via health@ email following feedback from their child • Cleaning at the end of each day for all areas, especially touch points | <p>4 - Medium</p> | <p>This is a live document and will be reviewed weekly and amended as necessary by SLT.</p> <p>SLT are responsible for reviewing the risk assessment and in light of stakeholder feedback</p> |
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| | | <ul style="list-style-type: none"> All staff have completed a wellbeing survey. Those identified as shielding follow current government guidance / revised guidance from the government or their GP. Those in other vulnerable groups according to guidance/with challenging caring responsibilities to be met with to ensure support in place Classroom windows and doors will be open for the duration of the day to assist air flow and ventilation. If windows and doors are to be closed | | | | |
| <p>Contact/Closeness to others.: Social distancing guidance not adhered to. Student lack of understanding or adherence to the need to social distance may mean they get closer than the 2m to other pupils or staff, resulting in anxiety or transmission of infection</p> | <p>Staff Students Visitors Vulnerable</p> <p>Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time at the school site.</p> | <ul style="list-style-type: none"> Students encouraged to remain in their social areas Staggered time for students to minimise traffic in the school at social time Clear routes around the school site adhered to by every person on site and the one-way system followed to mitigate internal bottle necks All students to be briefed on the importance of social distancing and ‘personal responsibility’ for looking after one another | 8 - High | <p>Normal school operations continue, though with the staggered social times and one way system,</p> <ul style="list-style-type: none"> Weekly review of this risk assessment and procedures by SLT ‘Open door’ policy to enable staff to feedback to SLT via email and end of day feedback on the FROG form link Parents/carers to make suggestions via health@ email following feedback from their child | 4 - Medium | |
| <p>Inadequate staffing levels causing safety concern Management of students/staff on site to maintain safe staffing levels</p> | <p>Staff Students Visitors Vulnerable</p> <p>Potentially all adults and children are at risk of catching the virus</p> | <ul style="list-style-type: none"> Additional cover staff on rota for cover if member of staff absence/ill. | 4 - Medium | <p>-Daily review by DHT regarding staffing levels required for the next day and weekly review by SLT</p> <p>-Dynamic response by DHT to on site staffing levels requesting additional staff to attend on the day if needed (owing to staff illness or absence)</p> | 2 - Low | |

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| Insufficient staffing levels lead to potential crisis, accident, injury or death to adults or students. | and/or spreading the virus during their time at the school site. | | | | | |
| Students on site not following expectations which increases potential risk of infection and worry/anxiety to others on site Colleagues on site not adhering to systems increasing potential risk of infection and worry/anxiety to others. | | <ul style="list-style-type: none"> • Clear expectations shared with students, parents/carers and colleagues about personal responsibilities and looking after one another | 4 - Medium | <ul style="list-style-type: none"> • SLT are confident that social distancing and control measures are in place and will monitor adherence to these and their effectiveness daily. • Personal responsibility important – message of collectively looking out for one another will be repeated by tutors / assemblies / social media and messages | 2 - Low | |
| Transmission of Covid-19 whilst caring for a child or adult that is unwell | <p>Staff Students Visitors Vulnerable</p> <p>Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time at the school site.</p> | <p>Treating students and staff:</p> <ul style="list-style-type: none"> • Anyone involved in this work must try to keep a 2M distance from students and other staff unless wearing appropriate PPE (see below). • If a child is injured or unwell while in school and needs direct personal care key welfare/first aid colleagues will wear appropriate PPE, keep contact to a minimum and wash hands prior and after to contact with the child • If staff or pupils develop coronavirus symptoms while at school they must be sent home as soon as possible. Symptoms: <ul style="list-style-type: none"> - a new continuous cough - a high temperature - a loss of, or change in, your normal sense of taste or smell • In the case of a student becoming unwell with symptoms of coronavirus while in school and needing direct personal care until they can return home a fluid-resistant face mask should | | <ul style="list-style-type: none"> - DFE guidance states that wearing a face covering or face mask in schools is not required, and therefore staff and pupils are not required to wear them. (See DFE guidance - Implementing protective measures in education) - To recognise that a face covering is regarded as of benefit in other settings in society and whenever 2m distancing cannot be maintained, and also provides reassurance, the school is making a provision of face shields for all colleagues and students who wish to wear one. - Each person will be offered a face shield and they have the choice to accept it and wear it. They should be cleaned daily by the wearer or parent | 4 - Medium | |

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| | | <p>be worn by the supervising adult (welfare assistant) and the student if a distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> • If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • The supervising adult must supervise the pupil in a space ventilated and isolated from others e.g. medical room currently conference room. • The supervising adult must notify SLT member on call asap who will notify site team (to unlock the correct door) and contact PHE immediately to gain advice with respect to the child's/adult's bubble and next steps regarding who must self-isolate/specific cleaning. • Welfare assistant will inform Reception colleague by radio that a parent has been asked to come and collect a student who is showing COVID symptoms. • When parent/carer arrives, Reception colleagues will send them round to the double doors into the Science/Admin link, they will radio the Welfare Assistant who can then escort the child to the double doors and 'release' them to the parents. Both 'sets' involved in this protocol already have a radio. • Colleagues will also leave by the same exit. • CPR: For Welfare Assistant or First Aider: <ol style="list-style-type: none"> 1. Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms 2. Ask for help. If a portable defibrillator is available, ask for it 3. Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth | | <p>with a normal household cleaner and cloth. Info going home to parents with respect to this.</p> <ul style="list-style-type: none"> - The face shields issued are re-usable by each individual wearer and are the face coverings we will encourage students who wish to wear one to make use of in school. - Daily review of the risk assessment and first aid procedures will ensure safe practice is adhered to when social distancing may be problematic - Any waste generated from a person presenting with potential covid-19 symptoms must be double bagged by the first aider in PPE and taken to the marked bin by the site team in the site compound. | | |
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| | | and nose, while still permitting breathing to restart following successful resuscitation 4. Use the full PPE: Disposable gloves Disposable apron Fluid-resistant surgical face mask Eye protection (visor or goggles) | | | | |
| Risk to staff safety and wellbeing | Staff Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time at the school site. | <ul style="list-style-type: none"> - Noadswood continues to operate in the normal sense, though with some mitigating procedures including staggered timings, social spaces and encouragement to wear masks / keep a 2m distance where possible - All colleagues have completed wellbeing survey and those who fall in to the critically vulnerable or critically extremely vulnerable according to current guidance are supported to do so. - The HT and other key leaders read the guidance daily as updates are sent, and our support of colleagues is dynamic, taking in all relevant underlying medical conditions, advice on those who are pregnant, who are BAME members of staff etc. - Staff briefings to be conducted virtually twice weekly to ensure key information is disseminated to staff. Recorded to ensure it can be accessed by all. - All to continue to have contact regularly with their LM and SLT members and ongoing SLT 'open door' for any worries and concerns. - Staff can wear PPE to school if they wish to, and the school is providing a face shield for each colleague if they would like one. - Handwashing or sanitising availability will continue whilst out significant stocks remain - Discussion of all colleague concerns at SLT briefings and meetings. | 4 - Medium | <ul style="list-style-type: none"> - SLT are confident that reasonable control measures are in place and will monitor adherence to these and their effectiveness daily. - Colleagues to be encouraged to report to their line manager any concerns. All Team Leaders and SLT to be reminded to pass on any concerns at SLT meetings standing item about the RA. | 2 - Low | |
| Students with specific medical conditions | Students Vulnerable | <ul style="list-style-type: none"> - Students who have underlying health conditions that make them extremely clinically vulnerable or clinically vulnerable | 4 - Medium | <ul style="list-style-type: none"> - Medical information to be updated for students with medical conditions whose | 2 - Low | |

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| | | <p>have been identified and we follow the latest government guidance closely.</p> <ul style="list-style-type: none"> - Support for these students provided by SENDCO/SLT/House Leaders - Your child has XYZ will they have the required meds with them? if not already held in school - Are there any extra precautions you/your child has been asked to take in relation to their condition? | | <p>parents wish them to attend school during the pandemic and procedures agreed by parents, welfare assistant and conveyed to other colleagues as required.</p> | | | |
| Lack of knowledge of new procedures | <p>Staff Students Visitors Vulnerable</p> <p>Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time at the school site.</p> | <ul style="list-style-type: none"> - All staff and students to be given the latest changes as we go back to normal operation – this includes reminders about post step 4 changes and should any measures come back into force | 4 - Medium | <ul style="list-style-type: none"> • If Premises Manager working from home, need to ensure site team members have been fully briefed and have bulletproof step by step guide/ one of them needs to be able to deal with the fire brigade and/or stand them down. | 2 - Low | | |

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| <p>National lockdown picture changes where local area required to rapid test on site (government enhanced response required)</p> | <p>Staff Volunteers</p> | <ul style="list-style-type: none"> - If this comes into play from national guidance we are in a position to be able to mobilise quickly - We have 3x days worth of rapid tests for the entire school in stock, with a 3 day turn-around for more stock so if Noadswood was identified as an area which needed an enhanced response we would: <ul style="list-style-type: none"> o Order more rapid test stock o Setup the testing stations again o Key members of staff remember able to test <p>Volunteer details are on record and we would reach out to them again to reduce burden on staff (beneficial but not solely relied on to operate safely) *This is now unlikely post step 4</p> | <p>4 – medium</p> | <ul style="list-style-type: none"> • Stock to be monitored by DHT and volunteers contacted if national picture looks like this would become likely | <p>2 – low</p> | | |
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| | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 |
|---------|---------------|---------------|---------------|----------------|----------------|
| 8.40am | Tutor Time | | | | |
| 9.00am | Lesson 1 | Lesson 1 | Lesson 1 | Lesson 1 | Lesson 1 |
| 10.00am | Break | Lesson 2 | Break | Lesson 2 | Break |
| 10.20am | Lesson 2 | | Lesson 2 | | Break |
| 11.00am | | Break | Lesson 3 | Lesson 3 | |
| 11.20am | Lesson 3 | Lesson 3 | Lesson 3 | Lesson 3 | Lesson 3 |
| 12.20pm | Lunch | Lesson 4 | Lunch | Lesson 4 | Lunch |
| 12.50pm | Lesson 4 | | Lesson 4 | | Lunch |
| 13.20pm | | Lunch | Lesson 5 | Lesson 5 | |
| 13.50pm | Lesson 5 | Lesson 5 | Lesson 5 | Lesson 5 | Lesson 5 |
| 14.50pm | End of Day | | | | |



Year 7 (10.00am and 12.20pm)
Year 8 (11.00am and 13.20pm)

9, 10 + 11 boys

9 + 10 girls

7 + 8 girls

7 + 8 boys

11 girls

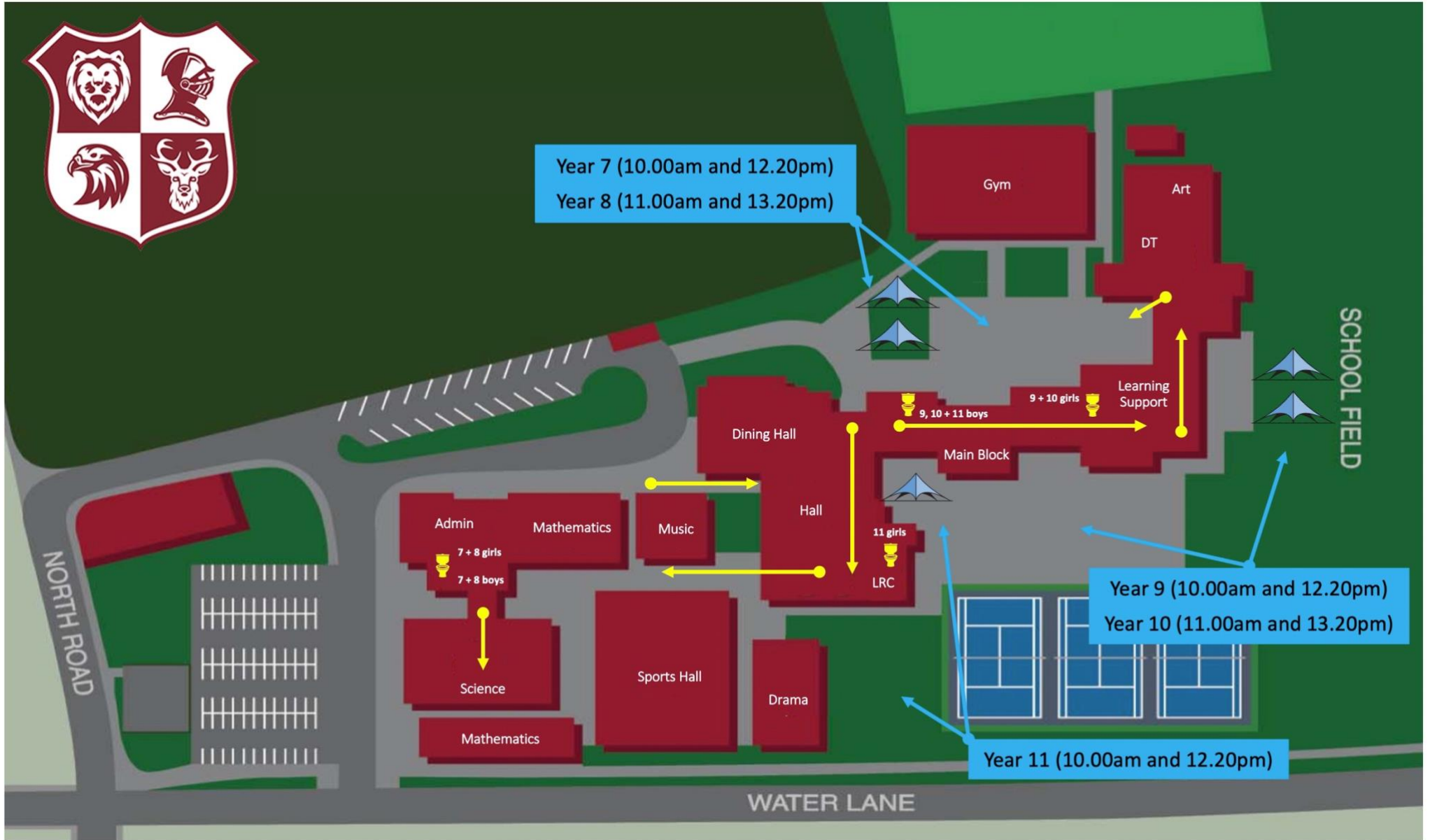
Year 9 (10.00am and 12.20pm)
Year 10 (11.00am and 13.20pm)

Year 11 (10.00am and 12.20pm)

SCHOOL FIELD

NORTH ROAD

WATER LANE



Information in this risk assessment is informed by:

Department for Education

SAGE guidance

Office of National Statistics

Public Health England South East Health Protection Team

Consultation and co-drafting with other local schools and colleges

Guidance from Professional Associations: Association of School and College Leaders, NAHT and NASUWT to date. Other guidance requested should colleagues wish to share it.