

COVID 19 Risk Assessment – last updated January 2021

RAG rated control measures

- > **Red:** this measure cannot be put in place in our school at any time
- > **Amber:** this measure can be put in place / plans are being made to put this measure in place
- > **Green:** this measure is in place, or can be in place for when we've been asked to reopen

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents • Transport staff 	<p>Everyone associated with Hedgewood will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders have been given and will continue to be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing via a local testing centre, and the school will help them do this. Individuals to heed any notifications to self-isolate via NHS Test and Trace service.</p> <p>If a symptomatic person/pupil comes into school, they will be sent home immediately (adult) or isolated (child) in the small room in the Training Centre until they can be picked up.</p> <p>In the case of a symptomatic pupil, the child's parent / carer will be contacted immediately to come and collect their child as soon as possible. This will initially be attempted by telephone. If there is no answer on the phone, an email, text or message via seesaw</p>	SLT- all areas with support from staff teams	March '20 to present day	<p>Current Guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#main-messages</p> <p>Dec 20 - The contingency framework has been designed to act as a containment measure where: there is extremely high prevalence of</p>

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		<p>(communication app) can be sent. Office admin have a list of school staff who speak other languages – these staff members can assist with communication when English is an additional language to ensure that the parent has fully understood what steps they need to take.</p> <p>A member of SLT will meet the 'collector' in the main carpark and escort them to the Training Centre by access gates from Weymouth Road (the Premises team will have already opened these) the PPE is available there, the room is ventilated and the space will be sanitised by the Premises team immediately the child has been collected. 999 will be called if anyone are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear PPE: a fluid-resistant surgical mask, face visor, gloves and apron <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case the following steps will be taken:</p> <ul style="list-style-type: none"> • The driver, passenger assistant and pupil will maintain a distance of 2m from each other where possible -pupil to sit in rear seat with rear doors locked. The driver will wear face mask , the PA will continue to wear their PPE as explained above. The pupil will wear a face mask 		Updated Jan '21	<p>coronavirus (COVID-19) other measures have already been implemented</p> <p>Hedgewood will not move to implement restrictive measures of the kind set out in the contingency framework without the explicit agreement of DfE and priority will continue to be given to vulnerable children and young people and children of critical workers to attend full time.</p>

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		<p>if they are old enough and able to do so.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 10 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p> <p>All parents/carers and staff to follow updated Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Two types of test are currently being used to detect if someone has COVID-19:</p> <p>Polymerase Chain Reaction (PCR) tests</p> <p>Lateral Flow Device (LFD) tests</p> <p>Hillingdon staff (and residents from 4th January) can access LFD tests if they do not have symptoms for results within an hour to help identify people who are unknowingly carrying the virus. The rapid lateral flow swab tests provide results within an hour and help to identify those who are unknowingly carrying the virus. It also enables those who test positive, their household members and their close contacts, to self-isolate. OR</p>		<p>Updated Dec '20</p>	<p>Dec 20 – LFD tests are available to book - The Beck Theatre for residents and Hillingdon Civic Centre for staff.</p>

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		<p>serial contact testing daily for 7 days after contact to support staff attendance*.</p>		Updated Jan '21	*06/01/21 – Hedgewood has yet to receive any testing kits for serial contact testing
Contact with coronavirus when getting to and from school		<p>For anyone who needs to take public transport, please refer to government guidance.</p> <p>SEND home to school transport will be running and they will be taking the following steps:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Follow Hands, Face, Space advice • Do not work if they or a member of their household are displaying coronavirus symptoms • Alert school if any drivers / passenger assistants have symptoms / positive test result for coronavirus. <p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage the arrangements to minimise contacts:</p> <ul style="list-style-type: none"> • their allocated drop off and collection times, with different pupil groups being given different times • only one parent should attend • not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment • keep to the enter –exit routes 		Updated Jan'21	

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		<ul style="list-style-type: none"> • keep to the SD markings • utilise the available sanitiser <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Everyone in school will:</p> <ul style="list-style-type: none"> • Wear face coverings at all times when outside of their classroom bubble • Frequently wash their hands (including on every return to class or office) 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, 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>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school (Catch it: Kill it: Bin it and Hands: Face: Space).</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Children will be supervised during hand washing.</p>	<p>All Staff</p> <p>All pupils</p>	<p>March 2020 to present day</p>	

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		<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, preferably operated by a foot pedal, will be emptied throughout the day.</p> <p>All staff to wear face masks and gloves when escorting children to and from the school gate at the start and end of the school day.</p> <p>All parents requested to wear a face mask when dropping off and collecting their child at the school gate.</p>		<p>Dec' 20</p> <p>Dec '20</p>	
<p>Spreading infection through contact with coronavirus on surfaces</p>		<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"> • Classroom surfaces especially tables • Washroom facilities (including handles, taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Invenry Smart Screen 	<p>Premises team</p> <p>Staff in PE session</p> <p>Teaching staff</p>	<p>In place February 2020 and on-going</p>	

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		<ul style="list-style-type: none"> • photocopiers • Outside play equipment and Trikes • Rooms to be naturally ventilated (windows open) • Outside breakout space to be utilised as often as is practicable • An extra cleaner has been employed to facilitate extra cleaning <p>Items that need laundering will be washed regularly in accordance with the manufacturer's instructions, on the hottest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. All communal areas will be deep-cleaned on a daily basis.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas, cleaned and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between use by individuals or groups. Staff on playground duty will wipe down play equipment</p> <p>The Hall (PE) will be cleaned between different groups using them. Some PE may be achieved outside</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 government <u>decontamination</u></p>		<p>May 20</p> <p>May 20</p>	

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		<p>guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to ensure there is sufficient available. All classroom staff will wash their hands and regularly wipe down surfaces throughout the day.</p> <p>All surfaces to be wiped down at the end of the day , prior to setting up for the next day.</p>	Class teachers	<p>April 20</p> <p>Jan '21</p>	
Spreading infection due to excessive contact and mixing between pupils and staff in classrooms		<p>Appropriate space will be maintained between pupils, 2m apart where possible, with seats and tables arranged to allow this.</p> <p>Take home equipment will be 'quarantined' and sanitised on return. The sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each use eg Ipads.</p> <p>As far as possible, the same staff will be assigned to the same class bubble each day.</p>		<p>April/May/June 20</p> <p>Updated Jan '21</p> <p>May 20</p>	
Spreading infection due to excessive contact and mixing between pupils and staff around the school		<p>Pupils will be kept in the same class bubble at all times on the school premises.</p> <p>Staff will need to collect their class supplies in the morning to avoid movement around the school.</p> <p>Electronic registration will be reinstated</p> <p>Pupil groups have staggered timetables, including for breaks and lunch times</p>		<p>May 20</p> <p>May 20</p> <p>May 20</p> <p>April/May20</p>	

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		<p>Drop off and pick up time is staggered slightly to avoid too many pupils being in one place at the same time.</p> <p>End of day movement will be monitored to minimise congestion. Pedestrian and large gates will be utilised at the end of day: the large gate for coach access and the pedestrian gate for parent collection</p> <p>Pupils will be supervised at all times and will be reminded about the SD rules throughout the day.</p> <p>Rooms will be accessed directly from outside as is usual for most classes.</p> <p>PE will be SD and the space sanitised in between sessions.</p> <p>Lunch will be brought to pupils in their classrooms as normal.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy and breakout spaces provided.</p> <p>Training Centre to be used as an additional space for staff breaks and lunches to maintain social distancing.</p> <p>The on-site no smoking rule still applies.</p> <p>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</p>		<p>April 20</p> <p>April 20</p> <p>On-going</p> <p>April 20 and on-going</p> <p>April 20</p> <p>Updated 'Dec 20</p> <p>March 20</p>	

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		Breakfast Club is held in class bubbles to avoid mixing of children.		Updated Sept '20	
Spreading infection due to the school environment		<p>Extra checks to the premises will be done to make sure the school is up to health and safety standards before reopening after the holidays.</p> <p>Fire, first aid and emergency procedures have been reviewed and remain the same. Evacuation drills are being reviewed to be covid-19 safe.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open only where fire safety and safeguarding would not be compromised.</p> <p>All classes have lidded bins to dispose of tissues and any other waste.</p> <p>Outdoor space and other breakout areas will be used for exercise and breaks, and for education . Investment in outdoor learning area .</p>		<p>May 20</p> <p>Updated Jan '21</p> <p>May 20</p> <p>Updated Dec' 20</p>	Investment in trim track and outdoor play areas for classes (Robin / Sparrow)
Spreading infection due to excessive contact and mixing in meetings		<p>All meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors, governors and local authority.</p> <p>Occasionally, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>		April 20	
Individual adults and		<p>For everyone who could come into school:</p> <ul style="list-style-type: none"> • Currently , there are no staff who are 		As per government advice	Current Guidance : https://www.gov.uk/gove

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<p>children vulnerable to serious infection coming into school</p>		<p>clinically extremely vulnerable.</p> <ul style="list-style-type: none"> • Currently we have 3 pupils who are clinically extremely vulnerable. Parents should follow medical advice if their child is in this category, and staff in this category. • Individuals who live with someone who's clinically extremely vulnerable, will follow the current guidance regarding shielding. • Pupils who are shielding to follow NHS guidance. <p>All school staff and parents / carers to follow updated Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 in line with Hillingdon Tier category / lockdown rules.</p> <p>Individuals who are at moderate risk from coronavirus to follow social distancing / hands, face, space advice to reduce chances of catching or spreading the virus and keep up to date with guidance from NHS.</p>		<p>Updated Jan '21</p> <p>Updated Dec '20</p> <p>Updated Jan '21</p> <p>Updated Jan '21</p>	<p>https://www.nhs.uk/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#further-advice-at-tier-4-stay-at-home</p> <p>Current NHS Guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>