

Risk	<p>Covid 19. Herne Junior School is following the guidance and information provided by Public Health England and the DfE. This assessment records site-specific arrangements for the current phase of COVID-19 preventative measures from 1st September 2021.</p> <p>The DfE no longer consider it necessary for schools to operate a system of separate bubbles. Groupings at Herne are in place to promote high standards of learning, ensure a greater chance of 'catch-up' after the disruption of school closures.</p>
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At Herne Junior School, we will maintain vigilance around good hygiene and the maintenance of appropriate cleaning regimes. We will keep our building well ventilated in densely populated areas and follow Public Health England advice on testing, self-isolation and the management of cases. We are aware that with the changing national picture, and the potential for an increasing number of cases, there will be a need to review a stepped-up response to the management of COVID-19 cases within the school should that become necessary. We reserve the right to draw on our experiences of keeping children and staff safe and will reinstate COVID-SAFE measures in this pursuit. As a school, we continue to respect the concerns of others and agree to follow the control measures outlined within this risk assessment for the care and well-being of all associated with the school community. We will also have due regard to Local Authority advice from Hampshire County Council.

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
Children/staff displaying symptoms	Staff, pupils, or visitors.	<ul style="list-style-type: none"> Herne will apply the current guidance from the DfE & PHE with regard to the management of COVID-19 cases in school. 	Send updates to staff and parents where this is appropriate.	Headteacher (Tony Markham)	From 3 rd Sept onward and on-going.	<i>Done</i>

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	<p>Staff, pupils or visitors who develop COVID-19 symptoms.</p> <p>Particular regard to those with underlying health conditions</p>	<ul style="list-style-type: none"> Anyone displaying symptoms of COVID-19 must be sent home. They will take a PCR test and self-isolate until the result is known. If negative, they can return to school. If a child or adult tests positive for COVID-19, they must self-isolate for 10 days, as should anyone identified by NHS Track & Trace as a close contact (NOT through the NHS app though). A pupil displaying symptoms should be isolated in the medical room or, if free, the PPA room. The medical room has now reverted back to the one place within the stock cupboard. If another First Aid case needs the medical room, the child with COVID-19 symptoms must be moved to an alternative place. If supervision is possible, this could be in the Herne Hideout where there are good levels of ventilation. If cold, wear a coat. If other cases are confirmed at the school and if the threshold is met (set by Hampshire), then the school will report an outbreak to the Local Authority in the first instance and then call the DfE support line. 	<p>There is no longer a need to alert parents when individual instances of COVID-19 are identified until or unless the threshold of 5 cases in a class is met (or 10% of school – approx. 50 people).</p> <p>In the case of particularly vulnerable staff (evidenced by health professionals), specific off-site roles to support children have been identified.</p> <p>This includes one pregnant member of staff who is in their 3rd trimester.</p>	<p>All staff</p> <p>Parents/carers</p> <p>A role for these staff is to support children who are self-isolating due to COVID-19.</p> <p>Headteacher to keep under review.</p>	<p>Prompts will be on-going</p> <p>On-going</p> <p>On-going</p>	

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		<ul style="list-style-type: none"> The school understands that the threshold is 5 pupils, but is seeking clarification of whether this is over the school or by class. Regular reminders will be sent to parents about the need to keep children at home if they are unwell e.g. 48 hours for sickness/ diarrhoea. Sickness is emerging as a possible key symptom of COVID-19 in children but of course this may not be linked in all cases. General First Aid will continue to be administered in the medical room – the school will continue to provide excellent duty of care. Most staff at Herne have been double-vaccinated. The HT keeps an on-going record of who has been jabbed and will add when staff receive booster jabs if this goes ahead in the winter. Staff will be encouraged to continue with twice-weekly LFD tests. In all decisions regarding confirmed cases, the headteacher will work with PHE & DfE/HCC 	<p>Continue to receive updates about COVID-19 science reports and feed into</p> <p>Put in place a COVID-SECURE prompt card in the foyer to highlight that anyone entering the building should self-declare a health condition if we need to know for their safety.</p> <p>Office staff to keep check on First Aid provision & stock levels.</p> <p>The camera which was originally placed in the library will be deployed to the medical room.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Office Team</p> <p>Office Team</p> <p>Headteacher</p>	<p>Sep 17th 2021 & ongoing.</p> <p>Sep 6th 2021</p> <p>Sep 6th 2021</p>	<p>Done</p> <p>Done</p> <p>Done</p>

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Group transmission	Staff, Pupils & Visitors	<p>As a result of the full opening of schools (Sep 2021), lifting of restrictions nationally and updated guidance on self-isolation (Aug 2021), there are no longer such strict protocols for schools. However, Herne Juniors will continue to follow some measures to reduce the risks of group transmission of the virus, ease congestion & ensure the safe & efficient operation of the school.</p> <ul style="list-style-type: none"> • Maintain social distancing in the foyer/reception area of the school, continuing with a request to wear masks • If social distancing has to be breached, use PPE, e.g. for first aid. • Regular handwashing for all staff and children throughout the day, particularly on arrival, after using the toilet and before eating. • Continue with outdoor sinks in upper school <p>Optional mask wearing for adults in communal areas and corridors (e.g. staffrooms, stock cupboards etc.)</p>	<p>Additional cleaning in the classrooms previously not used until this term.</p> <p>Gloves, masks, disposable aprons and visors are available from Headteacher's office – PPE Table opposite office door.</p> <p>Remain vigilant on checks for handwashing which means handwashing needs to be done in the classrooms after a visit to the toilet</p> <p>School will continue to provide disposable masks</p>	<p>Cleaning Team</p> <p>Reminders about personal hygiene in Flyer & Staff Updates: SLT</p> <p>Re-issue child-friendly posters displayed in September '21.</p> <p>HT will monitor stock levels.</p>	<p>6th Sep 2021 then on-going</p> <p>On-going</p> <p>Put in classrooms & handwashing areas</p> <p>On-going.</p>	<p><i>Done</i></p> <p><i>Done</i></p> <p><i>Done</i></p>

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Group transmission (continued)	Staff, Pupils & Visitors	<p>There is no longer a requirement for children to adopt measured distance in classrooms or around the school building.</p> <ul style="list-style-type: none"> Classes and communal areas must be kept well ventilated in line with recommended control measures Learning support staff can now work across the school in the delivery of SEND interventions and teaching/HLTA staff are able to cover in classes across the school 		All staff	On-going. Started on 03.09.21.	Done
		<p>The school will maintain its cleaning regime and regular sanitisation of shared equipment – this should be part of a regular and thorough cleaning schedule</p> <ul style="list-style-type: none"> Children and staff will be asked to use hand sanitisers regularly throughout the school day The school building will be sanitised through regular cleaning at the end of each day All children to walk on the left of the corridor in line with general H&S guidance and efficient movement around the school Breaktimes and lunchtimes will be staggered as Lower and Upper School – this is for general H&S and not solely COVID-19 prevention 	<p>Organise signage for corridors as reminders.</p> <p>Rotas organised with times.</p>	<p>Site Team</p> <p>DHT</p>	<p>On-going.</p> <p>6th Sep 2021</p>	Done

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Group transmission (continued)	Staff, Pupils & Visitors	<ul style="list-style-type: none"> Tables and chairs to be wiped with bleach based disinfectant between sittings Additional hours allocated to lunchtime staff to ensure supervision for the extended split lunchbreak Whole-School Assemblies will operate from September with virtual assemblies via 'Google Classroom'. Other assemblies in classrooms. School will consider if Year Group assemblies can be reinstated once the hall is available (see below) <p>During the autumn term, Herne is having a huge programme of window & door installations, which means the hall will be needed to decant classes to when their rooms are being refurbished. This means that the hall cannot be used for assemblies, PE or as a dining room.</p> <p>However, the hall will continue to host both Breakfast Club and Twilight Club as part of the school's wraparound care. No distancing measures will be required in these clubs at this time.</p>	<p>Close monitoring of children's play at break and lunchtimes with intervention as necessary</p> <p>Most breakfast is in sealed packaging, apart from fruit.</p>	<p>Cleaning Team</p> <p>SLT & Leadership Team</p> <p>SLT</p> <p>HCC & Contractors</p> <p>Breakfast Club staff.</p>	<p>Started on 06.09.21</p> <p>On-going</p> <p>On-going</p> <p>Dec 2021</p> <p>Complete by Dec 2021?</p>	<p><i>Done</i></p> <p><i>Done</i></p>

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Group transmission (continued)	Staff, Pupils & Visitors	<ul style="list-style-type: none"> School doors will continue to be propped open to allow the flow of air throughout the building but closed when no adult present. Cloakroom doors to be closed once children are in-session. Windows to be kept open to ensure appropriate ventilation. Teachers will monitor the quality of air in classrooms using DfE provided CO2 monitors – once deployed, the school will ensure that children are not able to see the traffic light system of these monitors. The start and end of the school day will have 'windows' of 15 to 20 minutes and will be slightly staggered to reduce the number of children and parents accessing the site at any one time. Children will continue to enter the school on arrival in the morning; congregating on the playground will be discouraged. Access arrangements will continue to use the one-way system across the playground. 	Inform parents.	Headteacher	Earliest Herne Flyers in August/ September.	Done

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Group transmission (continued)	Staff & Pupils	<p>Meet regularly with cleaning teams to monitor cleaning arrangement and make any necessary changes to cleaning zones & schedule</p> <ul style="list-style-type: none"> • Increase focus cleaning on touch points and tables • Increase staffing to allow for additional cleaning / deep clean of high traffic areas • Daily thorough cleaning of classrooms – move this to cleaning team instead of teachers • Shared areas e.g. hall, The Lodge, The Hut, Reading Room, Media Room, library and ICT Suite to be cleaned with antibacterial products as appropriate – all class bases to have antibacterial cleaning for this purpose • IT equipment – keyboards, tablets and mice to be wiped after each class group's use • Sanitisation at the end of everyday using cleaning products • Cherry Class to use staff toilet sink for handwashing and, if not available, 70% alcohol hand sanitizer. 	<p>Continued use of hand sanitising units in communal areas.</p> <p>Inform classteacher</p>	Headteacher	<p>Started Nov 2020 and on-going.</p> <p>6th Sep 2021</p>	Done

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Group transmission (continued)	Staff & Pupils	<p>Risk from Visitors to School</p> <p>The school has 475 children on-roll and 76 staff as of 6th September 2021.</p> <ul style="list-style-type: none"> Visitors to the school's reception will continue to be encouraged to wear face coverings (confined space). Communication with visitors made via the intercom as the front door always remained locked. All parents accessing the site at the end of the school day to continue to be mindful of personal space and distancing. Short period at the beginning of term to adhere to the one-way system adjacent to the Year 3 classrooms – review at the end of September 2021. The school will keep a regular review of whether visiting staff should wear masks in communal areas to reduce risk of adult transmission. Windows contractors will be briefed about protocols that are still in place at the school – they will have their own 	Inform parents in Herne Flyer	Headteacher Site Manager & Headteacher	3 rd Sep 2021 Sep 22 nd 2021	Done

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Group transmission (continued)	Staff & Pupils	Delivering PE Lessons: All indoor PE lessons have been suspended due to the hall being out of action. Outdoor PE lessons take place at least three times a week (weather permitting):	Explore possibility of sharing indoor facilities at Churcher's College	Headteacher to approach Headteacher at the college.	Sep 19 th 2021.	
		<ul style="list-style-type: none"> Each class has a one-hour PE lesson with an external coaching company (CM Sports). We have a separate Risk Assessment for their sessions on Tuesdays and Wednesdays when they form part of the cover for classes for PPA teacher non-contact time. 		CM Sports	Sep 2021 & on-going.	Done
		<ul style="list-style-type: none"> Each class has an opportunity once a week to use a new all-weather running track (installed during Lockdown). Every class has a chance to run a Daily Mile, taking up to 20 minutes a day but sessions can be longer. Each Class has a slot for outdoor activities, including health & exercise on Fridays during Values Time. On these sessions, the field can be used as long as it isn't muddy. Lower School 1pm – 2pm. Upper School 2pm – 3pm. 	Organise rota.	Sports Subject Leaders	Sep 13 th 2021.	Done
			Put reminder of these measures on the Herne Flyer	Headteacher	Sep 2021	

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Group transmission (continued)	Staff & Pupils	<ul style="list-style-type: none"> Other areas of the school grounds are accessed at other times in the week by arrangement, for example a woodland walk, replica Saxon Roundhouse, pond and external reading areas. To minimise disruption, the school asks children to come to school in their PE Kits on their main PE day with CM Sports. The intention is that gives each class more time to exercise rather than take up time changing at each end of a PE session. The All-Weather running track will be used by classes on a rota 	Inform parents.	SLT	Sep 2021	Done
		<p>Minimising risks from shared resources:</p> <p>Children (supported by their parents) bring in the majority of their own equipment, including pencil cases & small dictionaries (90,000 words).</p>	Inform parents.	SLT on Flyer	July & August & Sep 2021	Done

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Group transmission (continued)	Staff & Pupils	<p>New tables were bought (end of August 2020) whereby every child has their own tray under their section of their desk, thereby minimising the need to move about the classroom. They all have their own dedicated tray for their things.</p> <p>Lunch Arrangements:</p> <p>Children eat in their own classes only, either inside their classroom (tables have extra wiping down at lunchtimes) or outside when weather permitting.</p> <p>Hot meals are delivered by kitchen staff (including with help from school staff when needed) to each classroom either via an external route or an internal route, depending on the weather.</p> <p>Registers for attendance and for recording lunches are now on e - registers on the school's server, cutting out the need for physical registers.</p>	Additional lunchtime staff have been recruited to supplement the provision for lunchtime arrangements for the split lunchtimes.	SLT	On-going.	<i>Done</i>

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Group transmission (continued)	Staff & Pupils	<p>Lateral Flow Device Testing:</p> <p>These tests have been rolled out since January 2021.</p> <p>The testing only applies to staff in the school.</p> <p>Every member of staff tests themselves at home twice a week with a 3 or 4-day gap in between tests.</p> <p>Testing has continued throughout Holidays and will continue throughout Autumn term 2021.</p> <p>LFD Test results are recorded by the Headteacher on an on-going spreadsheet.</p> <p>If double-void tests or positive tests are reported, then the member of staff has to get a PCR test from a testing centre. PCR = Polymerase Chain Reaction.</p> <p>Vaccinated Staff</p> <p>The school keeps a record of all staff who have received their first and second dose of the vaccination.</p> <p>Booster dose must also be notified later in the year.</p>	<p>The school has provided test kits to CM Sports coaches and to HC3s kitchen staff so that they are included in the programme.</p> <p>Staff must notify headteacher immediately.</p>	<p>All staff.</p> <p>All staff.</p> <p>SLT</p> <p>All staff.</p>	<p>On-going during autumn term 2021.</p> <p>On-going during autumn term 2021.</p> <p>On-going.</p>	Done



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
Poor hygiene	Staff & Pupils	<p>Regular hand-washing, with signage to remind people of the importance of washing hands.</p> <p>Guidance has been provided to all staff as to when hands need washing with their classes.</p> <p>Sanitizer gel – at office, by keypads, in all staff workspaces, in all classrooms.</p> <p>Use of gloves – identify when appropriate:</p> <ul style="list-style-type: none"> Gloves to be worn if First Aid is required (as usual). Masks and visors worn for close contact with children All staff issued with visors (medical grade) as an option for when teaching – although not a measure to stop transmission of Covid-19, they have the effect of providing some protection for staff and reducing viral load. <i>It should be noted that thorough washing of hands and/or use of sanitiser is more effective than just the wearing of gloves.</i> 	<p>Staff to supervise handwashing of children, including after use of toilets (hand wash back in classrooms).</p> <p>Keep tabs on supply of gloves alongside all other PPE and re-order when required.</p> <p>New child-friendly posters displayed in every classroom.</p>	<p>All staff.</p> <p>All staff to report when supplies appear to dip.</p> <p>Orders put in by SLT and actioned by admin officer when necessary.</p> <p>SLT distributed</p>	<p>On-going.</p>	<p>Done</p> <p>Done</p> <p>Done</p>

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Poor hygiene (continued)		<ul style="list-style-type: none"> Regularly touched surfaces are cleaned throughout the day and first thing/last thing in the day All shared spaces kept very clean at regular intervals Children are regularly reminded of the importance of personal hygiene/handwashing. From March 2021 – all staff are encouraged to wear single-use medical grade face masks as supplied by the school throughout the pandemic. See appendix to this Risk Assessment for the NHS advice on mask wearing – see last section of this Risk Assessment. 	<p>Share with staff how to correctly remove face masks as advised by NHS.</p> <p>Buy additional disposable masks.</p>	<p>Headteacher</p> <p>Headteacher</p>	<p>On-going. Started on 23.03.20.</p> <p>On-going. Started on 23.03.20.</p>	Done



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Residential Visits	Staff & Pupils	Consideration has been taken by the school regarding the risks of COVID-19 outbreaks and the distance of the children from their homes. The school has reinstated the Avon Tyrrell residential visit for Year 5 in the spring term 2022. However, the Year 6 trip to Ironbridge in Shropshire would mean an 8 to 10 hour round trip if parents had to collect their child if they tested positive for COVID-19. Therefore a residential trip has been organised for the spring term to Calshot in the New Forest, Hampshire and this will also be £100 cheaper which will help families who are experiencing hardship.			June 2021	<i>Done</i>
CYP Behaviour Pupil behaviour that threatens personal space (social distancing)	Staff and other pupils	New Behaviour Policy with slimmed down Think Card, Report Card and Restorative approach if a child is referred to SLT, has been adopted by all staff. If a child is in breach of rules, they will be safely removed from the classroom and will have the involvement of the most senior teacher on-site.	There is an arrangement to speak to a child in the hall to talk through issues. This is limited to one hour at the most.	Asst. Headteacher or staff on duty. Records kept by the Assistant Head.	On-going. Started on 23.03.20.	

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Behaviour SEMH – Transmission through spitting	Support Staff Other pupils	Social stories about hygiene and spitting with children who display this behaviour. Removal of child from classroom (via Behaviour Board where appropriate). Regular contact with parents.	Amendments to IBPs – Individual Behaviour Plans	Asst. HT & Pupil Support Manager. Involve parents.	On-going from 6 th Sep 2021.	
Emotional well-being & anxiety of children and staff	Children and staff.	Children to have access to regular PDL activities through the planned curriculum. Access to nurture and ELSA support where needed. Regular staff communication in teams and through Staff Updates. Additional intervention and signposting for children (and staff) with longer term emotional health needs.	Frequent communication internally.	SLT & All staff.	September 6 th 2021 & on-going.	

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Other School Activities Requiring Risk Assessment	Pupils, Staff & Parents/Carers	<p>PARENTS' EVENINGS:</p> <p>These have been arranged during October 2021. They will be conducted by video call:</p> <p>Y3 w/b 11th Oct Y4 w/b 11th Oct</p> <p>Y5 w/b 18th Oct Y6 w/b 18th Oct</p> <p>CLUBS:</p> <p>Autumn Clubs will be explored, including some outside provision, and children will be organised into Year Groups for these activities. Where possible this will include extra measures for wiping down equipment where this is applicable, especially indoors.</p>	School Cloud meetings virtually.	<p>All teaching staff</p> <p>CM Sports</p> <p>Rocksteady</p> <p>HCC Music provision peripatetic teachers</p> <p>Staff running clubs.</p>	<p>October dates 2021.</p> <p>From Sep 13th 2021.</p> <p>On-going...</p>	

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Blank for additional items throughout future risk assessments	N/A	N/A	N/A	N/A	N/A	N/A
Risk Assessor: Tony Markham (Headteacher)		Signature 			Date: 17.09.21	
Responsible Manager: Tony Markham (Headteacher)		Signature 			Date: 17.09.21	


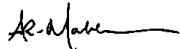

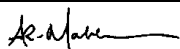
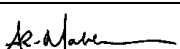
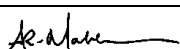
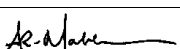
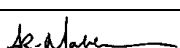
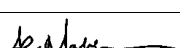
PREVIOUS REVIEWS OF RISK ASSESSMENTS:

Date Reviewed	Signature	Role
16 th July 2020		Headteacher
20 th August 2020		Headteacher

Herne Junior School: DfE No. 850/2170
Updated 17th September 2021

East Hants COVID-19 Alert Level:
ROADMAP Step 4 : All Restrictions Lifted



10 th September 2020		Headteacher
5 th October 2020		Headteacher
16 th November 2020		Headteacher
2 nd December 2020		Headteacher
5 th January 2021		Headteacher
3 rd March 2021		Headteacher
20 th April 2021		Headteacher
6 th June 2021		Headteacher
3 rd September 2021		Headteacher

See Appendices pages 21 onwards for advice from Hampshire County Council for safe protocols, Public Health England for protection against COVID-19 (Catch It, Bin It, Kill It) and the World Health Organisation regarding the safe wearing of masks.

APPENDIX 1 : Protocols for Schools (abridged)

Local Authority (Hampshire County Council) Protocol Update – September 17th 2021

If any of the following criteria are met:

For other settings (including mainstream schools):

- 10% or more of children, pupils, students or staff (approximately) who are likely to have mixed closely test positive for COVID-19 within a 10 day period
- 5 children, pupil or staff or more who are likely to have mixed closely test positive for COVID-19 within a 10 day period
- If your educational setting is experiencing interest from the media.
- There have been any admissions to hospital or deaths in your students or staff members due to COVID-19
- **Review all the control measures undertaken by educational settings**
- Review ventilation measures and where practical consider moving activities outside such as exercise/singing
- Regular cleaning and promoting frequent handwashing
- Promote twice weekly LFD for staff and Secondary and FE students
- Promote vaccination in eligible students and staff
- Ensure staff and students/parents/guardians aware of situation
- Contact DfE helpline if you meet these escalation criteria.
- If you have a hospitalisation, or the situation is escalating and you need specialist advice contact your local HPT, who will advise on further measures such as the ones list below.
- You should also inform your Local Authority education team about any outbreaks in your setting as per local arrangements.

APPENDIX 2 : Prevention of Transmission

We are currently operating increased precautions to ensure effective the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



Do Not

- ✗ touch your eyes, nose or mouth if your hands are not clean
- ✗ enter the school if you are feeling unwell or have been in close contact with any person who is unwell

APPENDIX 3 : Safe Wearing of Masks – Do's and Don'ts

HOW TO WEAR A MEDICAL MASK SAFELY

Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

[who.int/epi-win](https://www.who.int/epi-win)  World Health Organization

HOW TO WEAR A MEDICAL MASK SAFELY

Don'ts →



Do not use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

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