



Portchester Community School: Full Reopening for all Year Groups: March 2021. Risk assessment V15

Throughout the pandemic, from March 2020, the school has remained partially open to support the families of Key Workers, and a number of 'vulnerable' students from our student population. At times this has included up to 100 students. Most staff have continued to work either on site or on-line. A core of site, support, teaching and leadership staff have maintained a flexible and secure level of quality provision on site.

The information and measures listed are based on current (as at 8th March 2021) government guidance:

- › [School coronavirus \(COVID-19\) operational guidance](#)
- › [Annex A: health and safety risk assessment](#)
- › [Coronavirus: advice for pregnant employees](#)
- › [Coronavirus: asymptomatic testing in schools and colleges](#)
- › [Rapid asymptomatic testing in specialist schools](#)
- › [Safe working in education, childcare and children's social care](#)

The DfE advises that we take the following approach (in this order) to reducing risks in our community:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

All controls are in place and reviewed on a regular basis.

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	NOTES ON CHANGES FROM 8 MARCH (FULL REOPENING)	PERSON(S) RESPONSIBLE
	<p>collect their child and they agree it's age-appropriate and safe to do so, the student can walk or cycle home. If the student cannot be collected or travel home independently, we will make alternative arrangements to transport the student home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or • The driver and passenger will maintain a distance of 2 metres from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>Upon return, we will need to see evidence of a negative test result in order to allow staff and students to attend school.</p> <p>All staff and students will continue to follow the measures set out in this risk assessment, even if they're participating in rapid testing.</p> <p>We will ask students and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p> <p>-----</p> <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 as if that staff member had been symptomatic while in school.</p>	<p>A deep clean will take place in the areas that the symptomatic person or student who has tested positive in school has been, and PPE will be disposed of properly, following decontamination guidance.</p> <p>Rapid testing programme:</p> <ul style="list-style-type: none"> • Staff will be offered 2 lateral flow tests per week, for use at home. Signed for boxes from reception. • Students will be offered 3 lateral flow tests, taken at school 3 to 5 days apart, as they return from 8 March – students can return to school after their first negative test result • Students will be offered 2 lateral flow tests per week thereafter, to take at home • If a student receives a positive lateral flow test result at school, they must self-isolate in line with current government guidance. We support the use of a PCR test as confirmation. • If a student or staff member receives a positive lateral flow test result at home, they must self-isolate and will also need to take a 'standard' coronavirus (PCR) test to confirm their result • Students and staff must report their home test results to NHS Test and Trace. They should also share their test results with 	<p>Site team will decontaminate.</p> <p>The testing team will lead and oversee all on site testing of staff and students.</p> <p>Staff and parents to communicate with school reception.</p>

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	NOTES ON CHANGES FROM 8 MARCH (FULL REOPENING)	PERSON(S) RESPONSIBLE
	<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>Portchester Community School has also prepared to be a lead school in the introduction of Saliva Testing – this is being delivered by Southampton University Hospital in partnership with Hampshire County Council. The school has the basic infrastructure in place to support the delivery of this initiative – Start date to be confirmed.</p>	<p>school (both home tests and PCR tests), to help with contact tracing</p> <p>Dealing with a coronavirus outbreak.</p> <p>We will work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 14 days (previously 10 days).</p> <p>If the school becomes aware that a student 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 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 contacts to self-isolate in line with current government guidance.</p> <p>To help with identifying staff’s and students’ close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The students and staff in each group will be identified through classcharts. • 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: 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 • Sexual 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>RC / NRC to lead contact with external agencies.</p> <p>The testing team are overseeing the potential Saliva test initiative.</p> <p>RC / NRC will coordinate tracking and isolating contacts</p>

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	NOTES ON CHANGES FROM 8 MARCH (FULL REOPENING)	PERSON(S) RESPONSIBLE
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk or cycle 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>For dedicated school transport discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>Parents/carers who need to drop off and pick up students will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times • 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 <p>Everyone 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 is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they're exempt from wearing one.</p> <p>Everyone will also be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity (or they are exempt from wearing one).</p> <p>Everyone will be asked to wash their hands before and after putting on or removing a face covering.</p>	<p>In addition, the school will work with providers, students and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Students are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Students practise distancing within vehicles • Windows and ceiling vents are opened to maximise ventilation of fresh air from outside <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear at both reception areas.</p>	<p>HCC will complete training and checks with drivers.</p> <p>Parent information has been shared through direct contact and letters.</p> <p>Site and Leadership team facilitate drop off and collection arrangements.</p> <p>RC to check stock weekly.</p>

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	NOTES ON CHANGES FROM 8 MARCH (FULL REOPENING)	PERSON(S) RESPONSIBLE
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing sanitizing facilities will be provided at key points across the school site.</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 <p>Help will be available for any students who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative.</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>All areas of the school will be well ventilated to ease air flow around the building, but especially in classrooms.</p>	<p>Site team to check sanitizers are ready for use. Staff to model to and remind students of regular use.</p> <p>Medical staff will provide alternatives to sanitizers. Site team to check materials are available.</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"> • Bathroom facilities • Door and window handles • Light switches • Reception desks • Computer equipment (including keyboards and mouse) <p>Students 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>With the review of the timetable from March – the return to the SIMs, one hour lessons, staff are responsible for the wiping down of each teaching space ready for the next group with provided material. Additional cleaning of frequent touch points throughout the school day has been added the regular cleaning schedule for the cleaning team.</p> <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 reach for 48 hours (72 hours for plastics) between use by different groups 	<p>Haywards cleaners monitored by Site team.</p> <p>Department staff to have responsibility. Line manager to QA once per timetable cycle.</p>

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	<p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to student's education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will 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 running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p>	<ul style="list-style-type: none"> • All areas of the school that are used by students will be cleaned thoroughly at the end of the day. • Areas of the school not in use will be shut off to make cleaning more manageable. • Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be: <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>The site team will also be 'chemically bombing' spaces used during the school day.</p>	<p>SEN team</p> <p>Teachers Site team</p>
<p>Spreading infection due to excessive contact and mixing between students and staff around school and in lessons</p>	<p>All students will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards where possible, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place 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>	<ul style="list-style-type: none"> • In school, staff and students should now wear face coverings in classrooms or during activities, if social distancing can't be maintained (in addition to corridors and communal areas) <p>Operational changes from Monday March 13th 2021. See enclosed notes for details</p> <ul style="list-style-type: none"> • Students to wear masks from entering the school site. • Temperature checks on the gates will stop - student will enter the site without grouping at entrances. • Pastoral teams and duty staff will welcome students at the main entrances. • Hand sanitiser will be used as students and staff enter the buildings 	<p>All staff and students.</p> <p>Teaching staff Pastoral teams Leadership team to model / support / monitor effectiveness.</p>

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	<p>During music lessons and performances, students will be positioned either back-to-back or side-to-side at an appropriate distance.</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 students as in all areas of the school. Students will wear PE kit to school on PE days.</p> <p>Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between students will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students 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 students 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>	<ul style="list-style-type: none"> • Breakfast club in the Youth Wing will re-open. • Teams briefings will be shorter 8:10 / 8:20 to allow staff to greet and prepare for students. These will remain on line until at least Easter. <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>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/students above.</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. Some aspects of physiotherapy will continue on-line via Teams.</p>	<p>Teams lead presenter for that meeting. PE team.</p> <p>SLT to monitor external staff.</p> <p>SEN team</p>
Spreading infection due to excessive contact and mixing between students	<p>Everyone will be directed to wear face coverings in areas of the school where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they're exempt from wearing one.</p> <p>Everyone will be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p>	<ul style="list-style-type: none"> • Face coverings – as explained above: <ul style="list-style-type: none"> ○ In our school - staff and students should now wear face coverings in classrooms or during activities, if social distancing can't be maintained (in addition to corridors and communal areas). This may be relaxed outside where social distancing is possible. • Breakfast club will restart on Monday 13th March in Odyssey. 	<p>All staff</p> <p>Pastoral team</p>

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and staff around and outside of the school	<p>Different Key Stages will have staggered finish times – as seen in the enclosed notes.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors. Staff and students will walk on the left and spaces will be well ventilated.</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. A clear plan of use will be shared with students (see enclosed notes)</p> <p>The staffroom will have a limited capacity of 12 people</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. LFTs will be taken by visitors before entry to the main school areas.</p> <p>Educational visits will not take place.</p>	<ul style="list-style-type: none"> • After-school clubs will restart after the Easter break. • Educational visits – these should not take place until further notice and in accordance with Lockdown release regulations. 	<p>EVC</p> <p>All staff</p> <p>Teaching staff</p> <p>Duty staff</p> <p>All staff</p> <p>Reception staff / all staff.</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.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Opening windows /Propping open internal and external doors, where fire safety and safeguarding 	<p>Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <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 	<p>Site management – daily.</p> <p>SLT</p> <p>Site team with particular checks on cleaning / ventilation / cleaning stocks.</p>

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	<p>wouldn't be compromised</p> <p>The use of lifts will be avoided unless essential.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>room is occupied and opening more widely while unoccupied</p> <ul style="list-style-type: none"> Rearranging furniture where possible to avoid direct drafts 	<p>SEN team</p> <p>All staff</p>
<p>Spreading infection in meetings</p>	<p>Where possible, meetings will be conducted by telephone or Teams. 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>	<p>Meeting leads</p>
<p>Individuals vulnerable to serious infection coming into school</p>	<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> <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, and will follow good prevention practices.</p>	<ul style="list-style-type: none"> Clinically extremely vulnerable staff – staff who are shielding should continue to stay at home, even if they've received the vaccine Clinically vulnerable staff – can come into school if they can't work from home. If in school, they must follow the protective measures you have in place Staff who may be otherwise at increased risk of coronavirus – those at particularly high risk because of a range of underlying health conditions should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. For other staff, there have been no changes to the arrangements previously in place. We will follow the government guidance for pregnant employees. Students that are absent from school will be supported using a range of tool, including: Teams meeting, pastoral calls, work set on Classcharts, physical work being sent home. The on-line schedule of lessons will cease once the significant majority of students return to school. 	<p>Individual staff with their line manager support by Personnel lead.</p>

Basic operational behaviours to support re-opening Being Responsible Citizens.



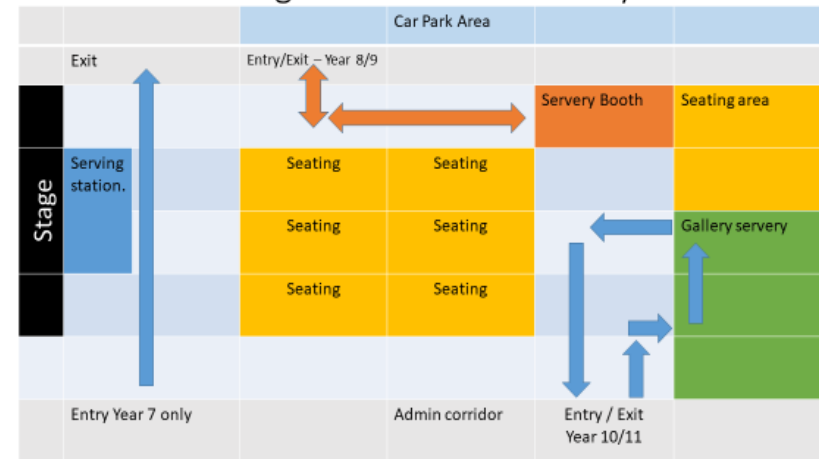
- Demonstrating self respect and respect for others is key to our successful re-opening.
- Students and staff are to wear facial covering indoors at all time, this includes in lessons. Masks are to be worn between lessons when moving across and around the school.
- Masks can be removed when; eating in designated places (not corridors), and when outside at break-times when social distancing and the use of open space is possible.
- All students and staff will regularly clean their hands
- Movement in corridors and on stairs will be spaced and by walking on the left side
- Staff will ventilate spaces and clean when appropriate between sessions
- Anybody with covid-19 symptoms should not attend school.

Testing arrangements until Easter - summary

- Weekly testing for all students until Home kits issued
- Moving from Big Testing Monday to Mega Testing Monday

W/B 15/3/21 Week 2					W/B 22/3/21 Week 1					W/B 29/3/21 Week 2				
A cohort per period for 5 periods including test reading and set up.					A cohort per period for 5 periods including test reading and set up.					A cohort per period for 5 periods including test reading and set up.				
P1	P2	P3	P4	P5	P1	P2	P3	P4	P5	P1	P2	P3	P4	P5
Yr10	Yr8	Yr11	Yr7	Yr9	Yr10	Yr8	Yr7	Yr9	Yr11	Yr10	Yr8	Yr11	Yr7	Yr9
Sc	En	OptL	Hu/E	Ma	OptB	m/Ma	m/PE	OptC	OptK	Sc	En	OptL	Hu/E	Ma
Monday – Staff testing in the Sports hall at 3:30pm – 100 spaces. Tuesday catch-up tests – 8:45-11:00 Thursday Staff testing slots 7:40 – 2:10.					Monday – Staff testing in the Sports hall at 3:30pm – 100 spaces. Tuesday catch-up tests – 8:45-11:00 Thursday Staff testing slots 7:40 – 2:10.					Monday – Staff testing in the Sports hall at 3:30pm – 100 spaces. Tuesday catch-up tests – 8:45-11:00 Thursday Staff testing slots 7:40 – 2:10.				

Main Hall – Dining areas First Break only: March 2021



Summary: Toilets / Wet Break spaces. From March 2021

	Facility / Toilet (notes required during lesson times)		Year(s)		
	Science Corridor		Years 10 / 11		
	North Toilets		Years 9/8		
	Tech block		Year 7		

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7 Wet break	Tech block	Tech block	Tech block	Tech block	Tech block
Year 8 Wet break	Drama studio	Sports hall	Sports Hall	Sports Hall	Sports Hall
Year 9 Wet break	Gym	Gym	Gym	Gym	Gym
Year 10 Wet break	Main Hall	Main Hall	Main Hall	Main Hall	Main Hall
Year 11 Wet break	Odyssey/ML1	Odyssey/ML1	Odyssey/ML1	Odyssey/ML1	Odyssey/ML1

Return to school - From Monday 8th March 2021

	Year 11	Year 10	Year 9	Year 8	Year 7
Monday 8th	Testing Lessons in school.	Lessons on-line	Lessons on-line	Lessons on-line	Lessons on-line
Key worker groups x4 in school – 10/9/8/7					
Tuesday 9th	Lessons in school	Testing Lessons in school.	Lessons on-line	Lessons on-line	Lessons on-line
Key worker groups x 3 in School – 9/8/7					
Wednesday 10th	Lessons in school.	Lessons in school	Testing Lessons in school.	Lessons on-line	Lessons on-line
Key worker groups x 2 in school 8/7					
Thursday 11th	Lessons in school	Lessons in school.	Lessons on-line	Testing Lessons in school.	Lessons on-line
Key worker groups x1 in school 7					
Friday 12th	Lessons in school	Lessons in school	Lessons in school.	Lessons on-line	Testing Lessons in school.
Key worker groups x 0					