



The Harbour School Covid 19 Risk Assessment July Step 4

Government guidance source: Guidance for full opening: special schools and other specialist settings.

Updated 14th July 2021 : [Schools coronavirus \(COVID-19\) operational guidance - GOV.UK \(www.gov.uk\);](https://www.gov.uk/government/publications/schools-coronavirus-covid-19-operational-guidance)

Updated 14th July 2021 www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings

Updated 14th July 2021 [Rapid asymptomatic testing in specialist settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/rapid-asymptomatic-testing-in-specialist-settings)

All staff are required to familiarise themselves with the full contents of this Risk Assessment. This risk assessment has been designed by The Harbour School based on the areas identified in the updated guidance

- Face Coverings, ventilation, respiratory hygiene and social distancing
- Cleaning
- Hospital School
- Minimising Contact: Visitors to school, central staff
- Outreach, Tuition and Home Visits
- Home to School Transport and Personal transport
- Attendance and safeguarding
- Clinically Extremely Vulnerable Pupils and Staff Clinically Vulnerable Pupils and Staff
- Pregnant women who are 28 weeks pregnant or with underlying health needs
- Remote Learning
- Education Recovery
- Funding
- Transition 2021
- Outdoor Learning
- Animals
- Lettings
- Asymptomatic Testing
- Reporting Confirmed Cases of Covid 19
- Communication with parents and carers
- Admitting children and young people back onto setting

	Risk not mitigated - unable to follow guidance or implement adequate controls
	Risk partially mitigated – some actions outstanding
	Risk mitigated – adequate controls in place and guidance followed

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
Face Coverings, ventilation, respiratory hygiene and social distancing			
<p>From Step 4, face coverings will no longer be advised for pupils, students, staff and visitors either in classrooms or communal areas. You can find more information on the use of face coverings in Face coverings: when to wear one, exemptions and how to make your own. From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer required on public transport</p> <p>In circumstances where face coverings are recommended If you have an outbreak in your setting a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, students, staff and visitors).</p>	<p>Face coverings are no longer required to be worn.</p> <p>Outbreak: seek advice form PHE and face coverings or visors may need to be worn,</p> <p>Hand hygiene Handwashing, respiratory hygiene must continue</p> <p>Respiratory Hygiene Catch it, bin it, kill it - The e-Bug COVID-19 website contains free resources for settings, including materials to encourage good hand and respiratory hygiene.</p> <p>Ventilation, allow for fresh air flow, open windows, adjust uniform expectations if rooms are cold.</p>		
Cleaning			
<p>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents</p>	<p>Clean surfaces regularly Desks, tables, surfaces to be clear at the end of each day to allow for cleaning. Desks, Tables, surfaces and learning spaces to be tidy to allow different staff to access spaces ie, hot desking, shared learning spaces and cover for staff absence or training. Minibuses and cars to be wiped down inside after use. PE equipment to be wiped down between uses Pupils to engage in teaching and learning opportunities around cleaning and hygiene so that they can contribute to the process Electrostatic Disinfectant Spray to continue</p>		

Hospital School			
<p>Providers should offer full-time education where it is safe and feasible to do so and in line with the wider infection prevention and control (IPC) measures in place within the hospital setting. You should work with your local NHS trusts to deliver a broad and balanced curriculum for all pupils as far as their health permits. Where it is not possible to provide face-to-face education for all pupils, for example, because of current physical capacity restraints at the hospital, then please use risk assessments to prioritise the pupils with the greatest need. Mainstream schools should continue to support their pupils in hospital, including through remote learning support, to minimise the impact of their hospital stay on their education.</p>	<p>Hospital meeting and implementation plan in development – ES, LT, KI and hospital team</p>		
Minimising Contact			
<p>At Step 4 we will no longer recommend that it is necessary to keep children and young people in consistent groups ('bubbles'). Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>	<p>SLT will respond to confirmed cases and outbreaks following guidance from Public Health England.</p> <p>19th - 23rd July last week of term Due to an increase in positive covid cases and responding to our duty of care to staff and pupils, we will minimise cross campus interactions throughout the last week of term.</p>		
Visitors to School			
<p>Visiting specialists such as therapists, clinicians, peripatetic teachers and other support staff for pupils with SEND should provide interventions as usual, including moving between settings as required.</p>	<p>Visitors to school should not attend if they are feeling unwell with Covid symptoms.</p> <p>On campus visits continue to plan in a Covid safe way – hands, face, space and ventilation</p>		
Central Staff			

<p>Staff who deliver interventions and work across each campus will need to be particularly rigorous about hand washing and respiratory hygiene (catch it, bin it, kill it),</p>	<p>Hand sanitiser and hand washing facilities available at each campus</p> <p>Central Staff – IT, premises and admin to continue minimising interactions with teaching staff and pupils.</p>		
<p>MABS, Outreach Staff, Tuition and Home Visits</p>			
<p>Visiting specialists such as therapists, clinicians, peripatetic teachers and other support staff for pupils with SEND should provide interventions as usual, including moving between settings as required.</p>	<p>MABs and Outreach will work in schools as required.</p> <p>Outreach staff will have access to individual schools' risk assessments. Outreach – clinically vulnerable staff will have return to work meetings and risk assessments updated.</p> <p>From September 2021 Academic tuition will be remote for pupils referred to reintegration and tuition. Pastoral support visits off site will follow the Evolve risk assessment process. Emotional literacy learning and pastoral support can take place in the home for following guidance:</p> <ul style="list-style-type: none"> • Prepared letter shared with parent/carer where home learning is being planned. • Staff member follows hygiene procedures taking hand sanitiser, face covering and wipes. • Indoor learning/meetings to take place in the largest room available with only the adults required and a window open. • Continue with phone calls to homes before carrying out visits inside the home to ensure no-one is symptomatic of covid 19. 		
<p>Home to School Transport and Personal Transport</p>			
<p>Government will shortly be updating the transport to schools and other places of education guidance to reflect changes to the guidance for schools that will commence from the start of the autumn term</p>	<p>Currently home to school dedicated transport is not changed.</p> <p>Close communication between school and the transport team will be maintained.</p> <p>Staff may use school or personal transport with pupils following</p>		
<p>Attendance</p>			

<p>School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.</p>	<p>Good attendance remains our priority Remote learning must be planned and meaningful DfE return to be completed between 1pm and 2pm daily by attendance team All attendance recorded on SIMS</p> <p>The Harbour School is now connected with Study Bugs which allows for up-to-date attendance throughout the day. We will use Study bugs instead of Iris Connect for parent communication purposes. While we become secure in the use of Study bugs, we will maintain the use of both communication systems.</p>	<p>All staff to receive training to use Studybugs for attendance and home/school communication purposes</p> <p>The Lodge will use Tapestry for home school communication and assessment</p>	
Clinically Extremely Vulnerable and Clinically Vulnerable Staff and Pupils			
<p>There are some groups of children and young people who are at higher risk of severe illness from COVID-19. This group of people have been told directly by their GP or hospital clinician, or have received a letter, confirming that they are clinically extremely vulnerable (CEV). We no longer advise those who are CEV to shield.</p>			
Pregnant Women at 28 weeks or with underlying health conditions			
<p>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an</p>	<p>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p>		

<p>underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.</p> <p>The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.</p>	<p>Advice for pregnant women has been updated: individual plans for flexible working and individual risk assessments will be planned with line managers.</p>		
Remote and Blended Learning			
<p>Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. You should maintain your capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad</p>	<p>Remote learning may include, paper-based work packs, Teams, Class Dojo, telephone feedback. Registration codes will be used.</p> <p>CPOMS will be used to record remote learning, home visits and welfare calls</p> <p>Remote learning must be planned to be purposeful and allow for progress.</p> <p>Socially distanced doorstep visits, remote face to face learning and delivering of work packs will be part of our remote learning package.</p> <p>For safeguarding purposes, we will need to speak with pupils and/or see them if they are accessing remote learning.</p> <p>Senior Leaders and Curriculum Area Leads to report remote learning. Remote Learning School Evaluation in place (SEF)</p> <p>All staff have access to safer blended learning course through Educare</p>		

	Guidance for Use of Teams for learning has been updated and available from Curriculum Area Leads		
Education Recovery			
<p>We have announced a number of programmes and activities to support pupils and students to make up education missed as a result of the pandemic. Further information is available at Education Recovery Support.</p> <p>Catch-up Premium and Recovery Premium We have prioritised children who attend specialist settings by providing additional funding uplifts for both these premiums for pupils in special schools, alternative provision, hospital schools and special units within mainstream schools. All schools should use the funding to prioritise support for particular pupils according to their need. This can include providing support for non-academic barriers to success in school, such as attendance, behaviour and social and emotional support. For example, these may include interventions such as: extra teaching capacity; Speech and Language Therapists; Educational Psychologists; and access to technology.</p>	The Headteacher will plan with SLT how to use the catch-up funding		
Funding			
The normal funding arrangements will apply, as set out in the high needs operational guide for the period from April 2021. It is important that AP settings maintain their capacity to support local schools with any rise in behaviour and mental health issues as a result of the pandemic. We are aware that some AP			

<p>settings have faced reduced income due to decreased commissioning activity. Special and AP academies and free schools that are experiencing financial difficulties can approach the ESFA for assistance. Local authorities have similar processes to support PRUs in financial difficulty and can set aside funds in their high needs budget for this purpose.</p>			
<p>Transition, taster and open days 2021</p>			
<p>Schools should complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with systems of controls and align with the advice contained within this guidance and the roadmap out of lockdown</p>	<p>Year 9 Transitions from Tipner to Vanguard will continue. Year 9 pupils will not enter the Tipner building but access minibuses from the car park. Cross campus staff will respect social distancing.</p> <p>Transition plans in place and discussed with SLT +</p> <p>SEN pupils will need additional support for successful transitions.</p> <p>Plans will be adapted in response to any outbreak of Covid 19 following guidance from PHE</p> <p>Friday 3rd September will be a review and induction day for all pupils across the school to plan next steps in each pupil's learning journey. All Individual Learning Plans will be updated.</p>		
<p>Outdoor Learning</p>			
<p>Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.</p>	<p>Visits must be thoroughly planned with a robust risk-benefit assessment in place (Hampshire Outdoors are happy to assist with this).</p> <p>The Harbour School uses EVC Plus and has planned targeted training for staff during the 2020 – 2021 period with a Curriculum Area Lead in place to oversee this development. Evolve + training for key staff has been delivered. Planning and risk-benefit must be in place.</p> <p>The National Youth Association guidance approve "Support groups indoors and outdoors are permitted for vulnerable young people, max 15 per group</p>		

	<p>+ workers/leaders"</p> <p>PE sessions can take place indoors allowing for ventilation (open doors/windows and air con).</p> <p>Work Experience – as part of the curriculum offer may take place with assessment from work experience provider and all expected safeguarding procedures in place before work experience commences.</p> <p>Guidance and frequently asked questions available on request via Jim Lee – Hampshire Outdoors: Skills and Participation</p> <p>Domestic residential visits are now opening up- depending on local guidance.</p>		
Animals			
<p>Coronavirus (COVID-19): advice for people in England with animals - GOV.UK (www.gov.uk)</p> <p>It is rare for an animal to contract coronavirus, and they may show only mild clinical signs and recover within a few days.</p> <p>Limited evidence available at present suggests that coronavirus:</p> <ul style="list-style-type: none"> • may pass from infected humans to certain pets such as dogs, cats and ferrets following close contact • does not easily pass between cats or most other pets, but this cannot be ruled out • may pass between ferrets and to humans based on the evidence from mink infections 	<p>In line with public health guidance, you should:</p> <ul style="list-style-type: none"> • wash your hands before and after any contact with your pet, its food or bedding • not share food with your pet • avoid contact such as kissing or cuddling if you're self-isolating <p>There is no evidence that you need to wash your pets to control the spread of coronavirus.</p> <p>The Harbour School Pets as Therapy Each pet has its own risk assessment, public liability insurance provided by the owner and is certified through Pets as Therapy.</p> <p>Some staff may have allergic reactions to animals and this must be taken into consideration within the risk assessment.</p> <p>Planned visits with animals must follow Health and Safety guidelines and Covid guidelines.</p>		
Re-opening of School Lettings			
<p>Any school letting must be following government guidance</p>	<p>Persons should not attend if feeling unwell or showing any defined symptoms including new continuous cough or temperature. The letting will take place after the end of the school day. There will be sufficient time</p>		

	<p>between the end of school day and the letting for staff to be clear of the building.</p> <p>The lettings will be managed by the School Operations Manager (SOM). Insurance and agreements will be in place. A copy of the group's public liability insurance will be kept by SOM.</p> <p>The lettings group will be responsible for cleaning before and after the letting of the space.</p> <p>The lettings group will share a copy of their risk assessment and The School will share a copy of this risk assessment.</p>		
Asymptomatic Testing			
<p>Testing remains important in reducing the risk of transmission of infection within settings. That is why, whilst some measures are relaxed, others will remain.</p> <p>Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings.</p> <p>Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings.</p> <p>However, testing will still be widely available over the summer and kits can be collected either from your local pharmacy or ordered online.</p> <p>As children and young people will potentially mix with lots of other people during the summer holidays, all secondary school pupils and post-16 students should</p>	<p>The Harbour School will re-establish the testing site at Tipner Campus in the drama studio.</p> <p>LFD tests will be made available for pupils on Friday 3rd September and Monday 6th September.</p> <p>The Harbour School will also be offering Saliva testing for staff and pupils from September 2021</p> <p>Communication and instructions will be shared with staff and parents on Friday 3rd September.</p> <p>Saliva testing is taken once a week and collections of samples made twice a week.</p> <p>Testing is voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person</p> <p>Staff must inform Heads of Campus as soon as possible of positive LFD tests and saliva tests.</p> <p>Staff must inform Heads of Campus as soon as possible of results of PCR tests.</p>		

<p>receive 2 on-site lateral flow device (LFD) tests, 3-5 days apart, on their return in the autumn term.</p>			
<p>Reporting Confirmed Cases</p>			
<p>Continue to notify the local authority of all confirmed cases affecting pupils in school or staff using the coronavirus.schools@portsmouthcc.gov.uk inbox</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some additional control measures</p> <p>You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p>	<p>The Harbour School continues to record all contacts, tests and results</p> <p>Isolation rooms at each campus and all incidents recorded on the Covid Summary sheet.</p> <p>The Harbour School reports confirmed cases to PHE, The Local Authority and Delta Education Trust. PHE advises on actions to be taken.</p> <p>The Harbour School has quality assured the risk assessment and procedures with Public Health England, Hampshire and Isle of Wight:</p> <p>Portsmouth City Council 14.07.2021 From 19th July 2021 We would advise that as part of the duty of care to staff and pupils at the school, schools continue to identify "close contacts" of the confirmed case, and ask these people not to return to school for the remainder of the school year</p> <p>Portsmouth City Council has supporting statements for letters to parents when advising pupils to self isolate.</p>		
<p>Confirmatory PCR Tests</p>			
<p>Staff, pupils and students with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free polymerase chain reaction (PCR) test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to their</p>	<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>https://www.gov.uk/get-coronavirus-test</p>		

<p>setting, as long as the individual doesn't have COVID-19 symptoms. Those with a negative LFD test result can also continue to attend school or college.</p>			
<p>Tracing Close Contacts and Isolation</p>			
<p>From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p>	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>		
<p>Communicating with Parents and Families</p>			
<p>Maintain clear and effective communication with parents and families</p>	<p>Pupils' key staff teams are always the first point of call Maintain relational approaches</p> <p>Communications also sent by email and text and Class Dojo, Study Bugs Whole school communications sent using Study Bugs Updates displayed on our Website: The Harbour School Portsmouth – Safe Within – Ready To Sail</p>		
<p>Admitting children and young people back to setting</p>			
<p>In most cases, parents and carers will agree that a pupil or student with symptoms should not attend given the potential risk to others. If a parent or carer insists on their child attending your setting you can take the decision to refuse them if, in your reasonable judgement, it is</p>			

necessary to protect others from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.			
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Quality assured by SLT .2021

Consultation to staff 13/07/2021

Quality Assured by The Harbour School Health and Safety Focus Group, Local Governing Board, Delta Education Trust

This risk assessment will be reviewed for the start of the new academic year