



The Harbour School Covid 19 Risk Assessment September 2021

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

Updated 27th August 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 27th August 2021 www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-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 and Funding
- Transition 2021
- Outdoor Learning
- Animals
- Lettings
- Asymptomatic Testing
- Reporting Confirmed Cases of Covid 19
- Communication with parents and carers
- Admitting pupils back onto setting
- Outbreak Contingency Planning
- Vaccinations for 12-15 year old



	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>CO2 monitor delivery schedules for state-funded special schools</p> <p>On Saturday 21 August we announced that CO2 monitors will be provided this term to state-funded education settings, including early years, schools and further education providers, backed by £25 million in government funding.</p>	<p>Face coverings are no longer required to be worn but staff, pupils and visitors may choose to wear a face covering in areas where social distancing is difficult.</p> <p>Outbreak: seek advice from 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> <p>Hand Driers Hand driers can be used. Those using the driers have just washed their hands, and therefore the risk of distributing the virus are low.</p>	<p>CO2 monitor delivery schedules for state-funded special schools Waiting for delivery of CO2 monitors</p>	

<p>The new monitors will enable staff to identify areas where ventilation needs to be improved and provide reassurance that existing ventilation measures are working, helping balance the need for good ventilation with keeping classrooms warm.</p>	<p>CO2 monitor delivery schedules for state-funded special schools Waiting for delivery of CO2 monitors</p>		
<p>Cleaning</p>			
<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</p>		
<p>Hospital School</p>			
<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</p>	<p>Hospital meeting and implementation plan in development – ES, LT, KI and hospital team Most of the learning will be bedside</p>	<p>Implementation Plan to be developed between the school and the hospital</p>	

<p>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>			
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>The Harbour School will work as required across campuses. SLT will respond to confirmed cases and outbreaks following guidance from Public Health England – see contingency plan.</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. 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 Central Staff – IT, premises and admin to continue minimising interactions with teaching staff and pupils.</p>		
MABS, Outreach Staff, Tuition and Home Visits			
<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. Outreach staff will have access to individual schools' risk assessments. Outreach – clinically vulnerable staff will have return to work meetings and their risk assessments updated.</p>		



PCC staff working in schools (From PCC)

We have reviewed our approach to working with schools and families in light of the changes to the guidance on infection control over the summer. Our planned approach for the Autumn Term is as follows:

- PCC staff who are working in schools will continue to do twice weekly LFD testing.
- PCC staff will normally wear face coverings when visiting schools and moving round communal areas, but not where the wearing of a face covering would interfere with the work that is being done.
- Individual risk assessments are carried out for PCC staff who are CEV, so we may ask schools to take additional precautions where these staff are working in your schools.
- Where schools are keen for training to take place face to face, our starting point is that this should happen, provided that it takes place in large, well-ventilated rooms. Should we see evidence of outbreaks linked to training we will move training back to predominantly on-line.
- We will no longer limit the number of visits to different families/ schools that can be done in a day/week.

From September 2021

Academic tuition will be remote for pupils referred to our reintegration and tuition service.

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:

- 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.

Home to School Transport and Personal Transport			
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>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 guidance.</p>	27.8.2021, PCC transport impact of Brexit and the pandemic – unable to provide home to school transport from 14:40 until at least Nov 2021. Timetable adjustments and communication to parents required. Before the start of term	
Attendance			
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.	<p>Good attendance remains our priority</p> <p>Remote learning must be planned and meaningful</p> <p>DfE return to be completed between 1pm and 2pm daily by attendance team</p> <p>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 transfer to 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>	

Further guidance about the use of codes is provided in the school attendance guidance.			
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>	<p>From Infection Control Group Meeting Notes</p> <p>The advice remains unchanged for this group. The current guidance is that people who are CEV should continue to be cautious but are not expected to be shielding, but individual risk assessments should be carried out for any staff in this group.</p> <p>Where consultants or midwives have advised pregnant staff not to go into school they should follow this advice. All vulnerable staff, including pregnant women, are strongly encouraged to get vaccinated as the best form of protection.</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 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. Updated</p>	<p>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</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>		



25.08.2021. 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.

Remote and Blended Learning

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

Remote learning may include, paper-based work packs, Teams, Class Dojo, telephone feedback.
Registration codes will be used.

CPOMS will be used to record remote learning, home visits and welfare calls

Remote learning must be planned to be purposeful and allow for progress.

Socially distanced doorstep visits, remote face to face learning and delivering of work packs will be part of our remote learning package.

For safeguarding purposes, we will need to speak with pupils and/or see them if they are accessing remote learning.

Senior Leaders and Curriculum Area Leads to report on remote learning.
Remote Learning School Evaluation in place (SEF)

All staff have access to safer blended learning course through Educare

Guidance for Use of Teams for learning has been updated and available from Curriculum Area Leads

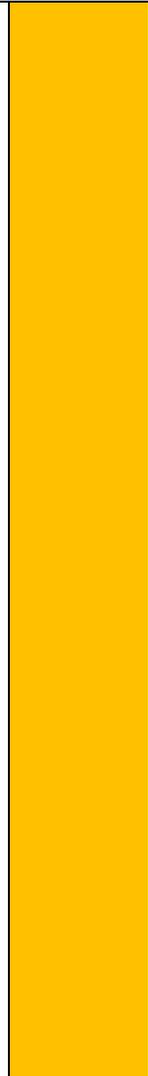
Education Recovery and Funding

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.

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 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

The Headteacher will plan with SLT how to use the catch-up funding





set aside funds in their high needs budget for this purpose.

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Return to School Sept 2021

<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>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. ILP's for Dual Registered Pupils must be shared with the Dual Registered School.</p>		
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Outdoor Learning

<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 + 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>	<p>External Providers: Quality Assurance FORM to be used and completed by Campus SLT.</p>	
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Animals



[Coronavirus \(COVID-19\): advice for people in England with animals - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

It is rare for an animal to contract coronavirus, and they may show only mild clinical signs and recover within a few days.

Limited evidence available at present suggests that coronavirus:

- 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

In line with public health guidance, you should:

- 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

There is no evidence that you need to wash your pets to control the spread of coronavirus.

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.

Some staff may have allergic reactions to animals and this must be taken into consideration within the risk assessment.

Planned visits with animals must follow Health and Safety guidelines and Covid guidelines.

Re-opening of School Lettings

Any school letting must be following government guidance

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 between the end of school day and the letting for staff to be clear of the building.

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.

The lettings group will be responsible for cleaning before and after the letting of the space.

The lettings group will share a copy of their risk assessment and The School will share a copy of this risk assessment.

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 receive 2 on-site lateral flow device (LFD) tests, 3-5 days apart, on their return in the autumn term.</p>	<p>The Harbour School will re-establish the testing site at Tipner Campus in the drama studio. LFD tests will be made available for pupils on Friday 3rd September and Monday 6th September. On Monday this will be by appointment only.</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>Saliva Testing process to be confirmed and established.</p>	
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Reporting Confirmed Cases

<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>The Harbour School continues to record all contacts, tests and results</p> <p>Isolation rooms to be available at each campus and all incidents recorded on the Covid Summary sheet.</p>		
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<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 reports confirmed cases to PHE, The Local Authority and Delta Education Trust. PHE advises on actions to be taken.</p> <p>All schools to notify PCC of confirmed coronavirus cases using the coronavirus.schools@portsmouthcc.gov.uk inbox. HT or DHT</p> <p>The Harbour School has quality assured the risk assessment and procedures with Public Health England, Hampshire and Isle of Wight:</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 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>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>Staff and pupils continue to attend school whilst waiting for confirmation of PCR tests for close contacts.</p>		
<p>Tracing Close Contacts and Isolation</p>			
<p>From Step 4, close contacts will be identified via NHS Test and Trace and</p>	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>		

<p>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>Notes from Infection Control Group</p> <p>For the first 24 hours national call handlers try to make contact with positive case. If no response within 24 hours cases are passed to local call handling teams who try 3 times per day for 3 days to make contact.</p> <p>Parents are not going to have the same command of their child's close contacts while at school as was the case when schools had defined bubbles, but contact tracers will work to establish as many close contacts as they can; these are likely to be friendship groups, pupils sharing a lift to or from school, and so on.</p> <p>For children aged up to 15 the contact tracing would be done with parents. For 16 and 17 year olds the contact tracing can be done with parents or with the young people themselves</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</p> <p>Maintain relational approaches</p> <p>Communications also sent by email and text and Class Dojo, Study Bugs</p> <p>Whole school communications sent using Study Bugs</p> <p>Updates displayed on our Website: The Harbour School Portsmouth – Safe Within – Ready To Sail</p>		
<p>Admitting pupils 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 necessary to protect others from possible infection with COVID-19. Your decision would need to be carefully considered in</p>			

light of all the circumstances and current public health advice.			
Contingency and Outbreak Planning			
<p>Stepping Measures Up and Down</p> <p>You should have contingency plans (sometimes called outbreak management plans) outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p>	<p>In addition to this risk assessment, The Harbour School has prepared a contingency plan and outbreak flow chart with input from the Local Authority Infection Control Group.</p> <p>Senior leaders will dynamically risk assess situations when infections affect numbers of staff available and plan accordingly.</p> <p>Head teachers across the Local Authority are supported in their contingency planning by Portsmouth Head of Public Health – letter already provided</p>		
Vaccinations for 12 – 15 year olds			
<p>On Friday 3 September the Joint Committee on Vaccination and Immunisation (JCVI) concluded that there was not enough evidence for the medical benefits of vaccinating 12-15 year olds to recommend that all children in this age group are vaccinated. However, they recognised that the arguments are finely balanced, and that there may be wider non-medical benefits to children and the wider community that it was not within their remit to consider.</p> <p>The Government is now to seek further input from the UK Chief Medical Officers (CMOs) who will be consulting senior leaders in clinical and public health. It is</p>	<p>Waiting for additional Government advice and planning for schools.</p>		



<p>anticipated that they will present their advice to Ministers later this week. Whilst it is expected that the CMO will recommend vaccination for children in this age group, this has not yet been confirmed. The rest of this briefing will be relevant only if the decision this week is for vaccinations for all 12-15 year olds to go ahead.</p>			
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Quality assured by SLT 6.9.2021

Consultation to staff 03.9.2021

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