

Greystoke Primary School RE OPENING RISK ASSESSMENT

All Activities Covered by this Assessment	Reopening of schools – Spring Term 2021 <i>(see log of updates at end of doc)</i>		
Location	Greystoke Primary School	Organisation	DISCOVERY

Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate

This risk assessment has been developed in conjunction with LTS and Leicestershire County Council and has been adapted to include local hazards and subsequent local control measures pertinent to this school setting.

The 8th of March marks the first stage in the Prime Minister’s roadmap for easing the third National Lockdown. New guidance has been released to support understanding of what people can and can’t do. Primary schools will re-open for all children (excluding CEV children who have been given a letter to continue with shielding. This risk assessment considers current [Guidance for Full Opening: Schools](#) updated 22nd February 2021, but is likely to change pending updates expected shortly.

Engage with the NHS Test and Trace process: You must ensure you understand the NHS Test and Trace process and how to contact the local [Public Health England health protection team](#). You must ensure staff members and parents/carers understand that they will need to be ready and willing to: [book a test, self-isolate](#). Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the [NHS testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Health Protection Team (PHE) 0344 2254 524 (option 1)
You should ask parents and staff to inform you **immediately** of the results of a test: [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

System of control:
Prevention:

The school will always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.



2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.

In specific circumstances:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9. Promote and engage in asymptomatic testing, where available.

Response to any infection

The school will always:

10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice.

Attendance: As of 8th March 2021, primary schools will be open for all children and attendance is mandatory. The usual rules on school attendance apply, including:

- parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Clinically Extremely Vulnerable

Individuals identified as Clinically Extremely Vulnerable (CEV) will continue to [Shield](#) at home and where possible and appropriate, will work from home.

CEV Pupils who have been confirmed as such by their medical support team are to [Shield](#) at home and are NOT to attend the School (Remote learning solutions are to be provided).

Rapid Result Tests (Lateral Flow Device Tests)

Rapid Result Tests (Lateral Flow Tests) are now available for schools to conduct twice weekly testing of staff in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. Lateral Flow Tests are undertaken at home, ideally in the morning prior to leaving for work but can be done the evening before. Home tests are taken 3-4 days apart and staff participating report all test results to Track and Trace as per guidance.

Although encouraged and prior consent is required, this testing is voluntary.

PPE:

The majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases:

- Children who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.
- Where an individual child becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

Headteachers will have the discretion to decide whether to ask staff and visitors to wear face masks/coverings as further precautions to help minimise the risk of infection in schools and will develop risk assessments with appropriate measures.

Headteachers actively consult with staff on local setting measures, inviting feedback to develop practice and health and safety measures, that where reasonably practicable, protect the whole school community. Individual risk assessments are developed for all colleagues and pupils that require one. This includes pregnant women, BAME and Clinically Vulnerable / Clinically Extremely Vulnerable.

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Monitoring and review of risk controls

It is important that employers know how effective their risk controls are. You should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls. Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 7 days. Anyone developing COVID19 symptoms is sent home. Persons who have symptoms will isolate for at least 10 days and will not be in school. <p>This is a useful place to get some simple straightforward information about staying safe https://www.bbc.co.uk/news/health-51711227</p>	M	M	M	Lateral flow tests available to staff to be taken twice a week. Engage with the NHS test and trace and communications are sent to parents/carers reminding them of the NHS process.	M	L	L			



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required. Windows are open for ventilation. PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard) Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 	M	M	M	Individual's temperature will be taken safely and from an individual wearing gloves and a mask	M	L	L	School	25.2.21	
Staff exiting cars in staff car park	Staff, visitors and contractors. <i>Reduced infection control which may</i>	<ul style="list-style-type: none"> Staff are encouraged to cycle or walk to work. Audit completed to ascertain which staff will require a parking space so car park usage can be planned for. 	M	M	M	PO to monitor situation and share concerns of inappropriate car park usage. Disabled carparking space will be	M	L	L	School	25.2.21	



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	<i>result in spread of COVID19</i>	<ul style="list-style-type: none"> Reverse parking only where practicable. Courtesy when alighting cars to maintain 2m distance. 				<p>moved to another designated space to allow for the one-way system. This will be clearly signposted</p> <p>Vehicle gates will be locked between the hours of 8:20-9:15 and 2:35-3:30. Between these hours visitors will park outside the school grounds. (ensuring the gate is kept free for access for emergency vehicles)</p>						
Groups arriving and leaving school (Start and end of the day)	<p>Staff, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> A clear one way route is in use to avoid congestion Only one parent allowed on the school site at drop off and pick up All contractors/visitors to have pre booked appointment. 	M	M	M	<p>All children enter the school through the one way system. Nursery and KS1 children will be collected from the playground by their class teacher.</p> <p>Reception & KS2 children will be expected to walk straight into class.</p> <p>Year 3/4 families advised to leave children at the gate.</p> <p>Year 5/6 children advised to travel to and from school alone.</p>	M	L		School	25.2.21	



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
						Non classroom based staff to be on duty whenever able to ensure all adults and children are adhering to the one way route						
Use of public transport/school taxis	Staff, pupils, parents/ visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils and staff are encouraged to cycle or walk to work. 	M	M	M	Continue to monitor staff and pupil use of public transport Children arriving by taxi will have to arrive at a time agreed when the school gates are open.	M	L	L	School	25.2.21	
Doffing face masks/coverings on arrival at school	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly. Pupils are instructed not to touch the front of their face covering during use or when removing them. Pupils and staff must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin. Reusable face coverings are placed in a plastic bag that can be take home 	M	M	M	Pupils and staff wearing face masks/ covering whilst journeying to school (i.e. car, walking) doff their face masks/covering and wash their hands thoroughly. Instructions to families regarding the doffing of face mask on arrival has been added to the parent re-integration plan All parents & carers have been	M	L	L	School	25.2.21	



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		with them. <ul style="list-style-type: none"> Hands are washed again before heading to their classroom. 	H	M	H	advised to wear a face mask at all times whilst on the school site.	M	L	L			
Visitors to site	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Visitors to site are restricted. Only visitors with prearranged appointments are allowed on site. Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site. Visitors asked to use hand sanitiser upon entering reception. Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow. 	H	M	H	If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the COVID-19:Guidance for households with possible infection guidance . Visitors will be expected to read and acknowledge safe working practices in and around school. This will be shown as a poster on the entrance door and visitors will have to sign to confirm their understanding when they sign in. Visitor pod will be in operation for signing in/out and will be added to the covid marshall schedule for regular cleaning. Visitors will wait in reception for	M	L	L	School	25.2.21	





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						<p>the person they are meeting and will be directed to their meeting space around the outside of the school building where possible avoiding movement around school and contact with others.</p> <p>There will be no refreshments offered to any visitors on site.</p> <p>Supply staff and visitors will be instructed to bring their own mug and eating equipment.</p> <p>GFO will be considered a staff member on the days in school. Specific seat will be assigned with social distance from rest of office staff. Seating area and desk will be cleaned as part of the covid marshall duties prior to arrival. GFO will follow all other procedures as a staff member whilst on the school site.</p>						
<p>Social distancing not being carried out at drop off time.</p>	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • Arrangements for drop off are communicated to staff, pupils and parents/carer in advance. • Staggered start and end times are in place to reduce congestion. • Only one parent/carer attends the school. • Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. 	H	M	H	<p>Queuing systems and marking on pathways will be in place where traffic is likely to be high.</p> <p>Year Groups arrive at staggered times. This is clearly explained in the reintegration plan.</p> <p>Children not given permission to walk home or to the gate alone. They will wait in the playground</p>	M	M	M	School	25.2.21	



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		<ul style="list-style-type: none"> • Direct access to the pupils allocated classroom is available. i.e. final emergency exits. • One-way systems are used around the site. • Signage is installed i.e. <div style="display: flex; justify-content: space-around; align-items: center; margin: 10px 0;">   </div> • Parents / carers made aware that gathering outside school at drop off times is forbidden. 				<p>with an adult until parents arrive.</p> <p>Staff/SLT who are not classroom based, to marshal when available to ensure and maintain social distancing expectations.</p> <p>2m distance floor markings to support social distancing around the whole school.</p> <p>KS1 teachers will stand in the KS2 playground for each year group bubble/pod</p> <p>Teachers will meet their children at their allocated drop off point and escort them into the building</p>						
<p>Use of cloakroom/toilet areas</p>	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • Pupils remain in their outdoor clothing until they are in their allocated classroom. • Handwashing follows guidance for take into account the NHS guidance found on this link: • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. • Children will be instructed to enter their classrooms and be seated, they will then be instructed to wash their hands in a planned for sequence which eliminates queuing and before touching any of their equipment 	M	M	M	<p>Nominated <i>COVID MARSHALL (Scott Murrell)</i> to check and clean cloakroom/toilet areas at 3 intervals during the day. After children arrive, mid morning & lunchtime.</p> <p>Contracted cleaners will then carry out an after school clean. All these will be recorded on appendix B of the Covid Toolkit which will be stored in the office</p> <p>Lockers will be in use and children will be sent to them in an orderly manner to avoid congestion</p>	M	L	L	School	25.2.21	



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		<ul style="list-style-type: none"> Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). 				<p>Parents will be asked not to allow their child to bring any equipment. Staff have been instructed to be vigilant to this at the drop off zone and to instruct parents to take home any unnecessary items.</p> <p>Each class has been allocated a toilet (see reintegration plan map 2)</p> <p>There is a sink for handwashing in every classroom and handwashing equipment and time has been allocated in the timetable to allow for this 5 times per day</p> <p>There are 6 sanitiser stations at main entry/exit points around the school site which must be used by all children/ staff/ adults on entry</p> <p>Signage on toilet doors to indicate which group it is allocated to. (map 2 on integration plan to indicate each bubble's toilet)</p> <p>Staff have been instructed to allow only 1 child at a time from each class to go to the toilet to avoid unnecessary congestion and queuing.</p>														
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<p>Social distancing not being carried out within the classroom.</p>	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • Arrangements for the day are communicated to staff, pupils and parents/carer. • Staff and pupils remain in year groups throughout the day • Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and throughout the whole week. • The year group distance themselves from other year groups. • Desks are placed as far apart as possible and are front facing. • Pupils are allocated a desk and are seated at the same desk each day. • When the weather dictates that children in EYFS are learning indoors, they will be reminded of the need to keep washing hands, maintain distance where possible and to use the 'catch it, bin it, kill it' method • Pupils remain in the same classroom throughout the day. • Classrooms are ventilated using natural ventilation (opening windows) or ventilation unit • Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. • Pupils are encouraged not to touch their mouth, eyes and nose. 	H	M	H	<p>All rooms have been decluttered of unnecessary items to support cleaning and hygiene</p> <p>Regular reminding of social distancing rules and requirements to all children throughout the day</p> <p>Early years areas have been set up with small areas of provision with the majority of resources being washable plastic. Where possible children will have their own equipment including a personal wallet with whiteboard/ pen etc</p> <p>Water trays will be emptied daily</p> <p>Water equipment will be rigid plastic and sterilized/ changed daily</p> <p>At times that children are instructed to sit on the carpet they are seated with as much space between them as possible. (as the room size allows)</p> <p>Due to the need for ventilation at all times, families are reminded to send children to school in an additional layer when the</p>	M	M	M	<p>School</p>	<p>25.2.21</p>							



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		<ul style="list-style-type: none"> Pupils informed that they must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 				<p>weather is cold and to bring in a blanket for their knees.</p> <p>All staff have been offered the opportunity to wear a visor in the classroom if it helps with their own personal sense of safety but have been advised that this offers no proven barrier against aerosols in the air.</p> <p>All staff have been instructed to wear a face mask when moving around school and in all communal areas.</p> <p>Staff in years 2 – 6 have been advised to minimise movement around the classroom in order to safely distance and where close contact is needed with children it should be over the shoulder not face to face.</p>						
Sharing equipment	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Pupils do not share equipment. Pupils given writing implements and forbidden from using other pupil's equipment. Shared Teaching resources such as dictionaries, counting apparatus, word mats, calculators etc have been allocated to a classroom and will not be moved between classrooms Soft toys and furnishings that are 	H	L	M	<p>Every child has been bought a pencil case and all the equipment they need to access learning. These are labelled with the pupil's name and will be left on their table.</p> <p>All teachers will have planned out the resources needed for the week to reduce congestion in the stockroom and photocopier.</p>	M	L	M	School	25.2.21	



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		difficult to clean minimised.				<p>Staff will be instructed to use their own equipment including their own drinking and eating implements. These must be taken home at the end of each day to be washed.</p> <p>Most early years resources in the classroom will be rigid plastic and disinfected after each session and left for 72 hours (on rotation) where necessary</p> <p>Outdoor nursery equipment will be rigid plastic where possible. This will be disinfected at the end of each day by the nursery staff.</p> <p>Reception outdoor equipment will be rigid plastic where possible and disinfected at the end of each day by the reception staff.</p>						
Social distancing not being carried out at break times	<p>Staff, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Children are kept in phase group bubbles during break and lunch times. Pupils to wash hands before and after eating/drinking and on re-entering the building Movement outside school via a one-way system where possible. Levels of supervision considered, and additional information given to supervisors. 	H	M	H	<p>Staff wear masks and observe Social Distancing during break times and minimise movement around school.</p> <p>Staffroom chairs have been rotated so that only 1 in 3 is in use.</p> <p>Staff have been instructed to avoid using the staffroom as a social space and to enter to make</p>	M	M	M	School	25.2.21	



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		<ul style="list-style-type: none"> • Procedures identified when First Aid is required. • Activities considered, and the range of equipment reduced to minimise risk. • The cleaning of equipment following activities/between small group use will be carried out by the staff in the room that have used it. • Arrangements for 'wet breaks' are that the children stay within their classrooms and will be offered either an activity to do eg: singing songs or will be able to watch a video. At break times this will be supervised by the adults in the room and at lunchtime this will be supervised by their allocated lunchtime supervisor. • Use of toilets to ensure that social distancing is maintained as far as practicable. A member of staff will position themselves at the entry point and will ask what class the child is in. Only 1 child at a time will be able to enter the school building • Hand washing arrangements/use of sanitiser provision. • Flexibility on length of breaks • How these periods are monitored for effectiveness and how issues are reported. 				<p>drinks and heat food only.</p> <p>Children will exit via their external classroom doors and enter via internal classroom doors after break times.</p> <p>Staff have been advised to wear a mask in all communal areas & during PPA and when entering the staffroom to get a drink.</p> <p>Staff have been asked to wash their hands prior to and after making a hot drink due to the need to touch communal equipment eg: water heater handle</p> <p>High touch surface stickers have been applied where applicable to ensure staff are extra vigilant in these spaces.</p>						
Social distancing not being carried out at lunch time	Staff, pupils, visitors and contractors	<ul style="list-style-type: none"> • Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose. • Hand cleaning facilities to be available 	H	M	H	Catering provider (external provider or LTS) has own risk assessment which is shared with school.	M	M	M	School	25.2.21	





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	<p><i>Reduced infection control which may result in spread of COVID19</i></p>	<p>upon entering and exiting the space allocated for eating lunch.</p> <ul style="list-style-type: none"> • Communication with catering provider (External or LTS Catering) – hot meals will be provided in the hall at set sitting times • Tables and benches will be wiped down and sanitised between sittings • All children will be seated facing the same way on entry and then called to line up one row at a time to avoid congestion • Tables will be cleaned by designated lunchtime supervisors once children have finished eating using appropriate sanitising equipment 				<p>Catering staff asked to wear face coverings.</p> <p>Children will exit via their external classroom doors and enter via internal classroom doors after lunch times.</p> <p>Packed lunches from home to come in rigid plastic containers where possible and shall be named.</p> <p>They are kept within the classroom ready for lunchtime. Lunch boxes to be taken home each night and sterilised by parent.</p> <p>Each year group will have an assigned lunch time supervisor.</p> <p>Lunchtime supervisors wipe tables prior to children eating and clean indoor eating areas after use at lunch time. This is recorded within each room.</p>						
<p>Social distancing not being carried out at pick up</p>	<p>Staff, pupils, parents/carer, visitors and contractors.</p>	<ul style="list-style-type: none"> • Arrangements for pick up are communicated to staff, pupils and parents/carer in advance. • Only one parent/carer attends the school. • Egress to schools and pupils' 	H	M	H	<p>Queuing systems and marking on pathways will be in place where traffic is likely to be high.</p> <p>Staff/ SLT who are not classroom based, to marshal to ensure and</p>	M	L	L	<p>School</p>	<p>25.2.21</p>	



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	<p><i>Reduced infection control which may result in spread of COVID19</i></p>	<p>classrooms are communicated to pupils, parent and carer before arrival to the site.</p> <ul style="list-style-type: none"> • One-way systems are used around the site. • Parents collect children from designated drop off and pick up zones <ul style="list-style-type: none"> • Signage is installed i.e. <div style="display: flex; justify-content: space-around; align-items: center; margin: 10px 0;">   </div> • Parents / carers made aware that gathering outside school at drop off times is forbidden. 				<p>maintain social distancing expectations.</p> <p>Children will be collected from their allocated zone where children will be lined up by their class teacher and directed to their parents as they are identified.</p> <p>Parents will then immediately leave the playground following the one way system.</p> <p>Pick up zones clearly marked for each class. Parents will be informed of their child's pick up zone. See map 1.</p> <p>Year 5/6 children who have been given permission to walk home alone will be reminded of the need to walk out of school safely distanced from their peers and other families.</p>						
<p>Outdoor play/PE</p>	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • Play equipment/PE Equipment is cleaned and disinfected between each "bubble/group" of users, if this cannot be achieved then the equipment should not be used. • Cleaning then disinfecting is conducted with a standard detergent (to remove soiling) followed with the use of disinfectant containing 1000 parts per million available chlorine. 	H	M	H	<p>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</p> <p>PE and outdoor activities follow social distancing rules. These have been planned carefully following all guidance from the LSSP.</p>	M	L	L	School	25.2.21	



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		<ul style="list-style-type: none"> Resources that are shared between groups or bubbles, such as sports and playground equipment is cleaned frequently and meticulously and always between bubbles/groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles/groups. Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers. Teacher ensuring social distancing is in place. Only allow one bubble/group within a specific outside area any one time. Contact sports will be avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Minimise contact between individuals and maintain social distancing wherever possible. All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment. Bins with lids are provided in areas where PE is taking place to bin any 				<p>A plan to manage external play areas is in place incorporating social distancing, designated areas for different groups and signage.</p>						
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		<p>tissues used for respiratory hygiene.</p> <ul style="list-style-type: none"> Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene. 										
Carrying out 1st aid	<p>First Aider Person being treated by the first aider. (Carrying out 1st aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p>	<ul style="list-style-type: none"> A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John’s ambulance guidance If a child presents symptoms of COVID-19 they will be isolated in the isolation area away from people and parents called to collect them. If an adult presents symptoms of COVID-19 they will be asked to go home and Social Distance as per Gov.uk guidance. If they are not well enough to leave alone they will be isolated and a family member will be called. Persons who have symptoms will isolate for 10 days and will not be in school. The first aider will wash their hands for at least 20 seconds with soap and water before and after administering first aid. Gloves will be worn to deliver first aid. Where possible latex gloves will be avoided to remove the risk of allergic reaction. 	H	M	H	<p>Additional room (SLT room) has been designated for isolating pupils with suspected COVID-19 while collection is arranged if the first aid room is in use.</p> <p>Staff member will don PPE if they cannot be 2 m apart and stay outside the room with the door open to monitor from a safe distance.</p> <p>A sign on the door will indicate if this room is in use and staff will be made aware not to enter.</p> <p>In the event of the isolation room being used. It will be deep cleaned and not used again for 72 hours.</p> <p>All lunchtime supervisors and first aid trained teaching assistants will be provided with a personal first aid kit and pouch to avoid sending children to one congested area. At lunchtime any serious first aid issues will be referred to the lunchtime manager to deal with. During</p>	M	M	M	School	25.2.21	



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	<p>The First aider may have an allergic reaction to latex gloves.</p>	<ul style="list-style-type: none"> The first aider will cover any cuts on their hands with waterproof plasters. The first aider will avoid putting their fingers in their mouth and touching their face. The first aider will avoid touching any part of a dressing that will come in contact with a wound. The first aider will wear goggles to prevent bodily fluids being splashed into the eyes. After each first aid treatment is given, all equipment and surfaces, including goggles used will be cleaned down using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) goggles will be rinsed with clean water after being disinfected. After using the face masks, aprons and gloves will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units prop doors open, where safe to do so 				<p>other times where possible a first aider from within the children's phase bubble will administer first aid.</p>						
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		<p>(bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <ul style="list-style-type: none"> • Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. • First aiders have been given information on how to correctly don and doff their PPE and PHE poster is displayed in the first aid room. • No food will be stored or eaten in the medical/first aid room. • After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. • There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. 										
Intimate care	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. The first aid room will be the designated space for this. • NHS hand washing posters have been installed above sinks to give information on good hand washing 	H	M	H	<p>Staff members who are currently providing short term intimate care have been fully briefed on expectations and advised to wear a face mask.</p>	M	L	L	School	25.2.21	



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		<p>techniques.</p> <ul style="list-style-type: none"> • Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE may include: Gloves / Goggles Apron / Mask • If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. • After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting 										
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		<p>them into the external waste skip/bin.</p> <ul style="list-style-type: none"> If contact with the unwell child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 										
<p>Social distancing not being carried out during the use of Staff facilities</p>	<p>Staff, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Staff are reminded to wash hands before and after using the staff room facilities. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Use of signs to inform of hand washing prior to entering/using facilities. Shared crockery and cutlery is removed and staff bring their own. Reusable sponges are removed Surfaces are wiped down between use and door handles cleaned by Scott Murrell every hour Dishwasher is used to clean crockery and cutlery where possible. 	H	M	H	<p>Staff are asked only to use the staff room to make drinks and heat food. Staff have been advised to eat outside when weather permits and in their classrooms if not.</p> <p>Central team members who visit the school regularly eg: IT technician & GFO will be considered as staff on the days they are in school and follow these social distancing guidelines.</p>	m	L	L	School	25.2.21	
<p>Social distancing not being carried out during Catering provision</p>	<p>Staff, LTS Catering/Catering Staff from external company, pupils, visitors and</p>	<ul style="list-style-type: none"> Robust communication links with hot meal provider established. Procedures established for mealtimes and information communicated to staff and pupils. 	H	M	H	<p>Lunch time supervisors to wear gloves during contact with children as they are distributing meals, children are eating and as staff are cleaning tables.</p>	M	L	L	School	25.2.21	



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	contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils' food allergy information is up to date 				LTS risk assessment demonstrates that their staff have been trained and procedures are in line with school guidance for social distancing.						
Assembly	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Whole school assemblies will not take place. Head/teaching staff addresses individual groups, within their classroom using Teams where possible 	M	L	L	Assemblies to take place via teams live at 9am on Monday, Wednesday & Friday with access available via class team channels. Class assemblies to take place on Tuesday and Thursday.	M	L	L	School	25.2.21	
Cleaning	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> A detailed cleaning schedule will be implemented throughout the school, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hard surfaces to be cleaned with soap and water prior to disinfecting. Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected. Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. as 	H	M	H	Deep cleaning schedule available to support enhanced clean. Gov.uk guidance to be monitored to ensure the most up to date information is always available. Four times a day wipe down of hand surfaces by covid marshall (door handles, taps, work surfaces, toilet areas, keyboards, photocopier as detailed in the cleaning schedule) using bactericidal hard surface cleaner (conforms to EN1276) and recorded on log which is stored in the office. Cloths to be washed every night.	M	L	L	PO	25.2.21	



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		<p>outlined in the cleaning schedule.</p> <ul style="list-style-type: none"> • Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff. • Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are used. • Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. • PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. • Bins for tissues with lids have been purchased and will be emptied at the end of the day • Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. • Hands cleaners wear disposable gloves and own uniform which is changed daily 										
Carrying out daily building maintenance	<p>Staff and pupils.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment). • Only essential maintenance is carried out during school opening hours. 	M	M	L	<p>Visitor approval before entry to the school building following visitor protocol.</p> <p>Visitors will read and sign their understanding of the protocol including that they do not have</p>	M	L	L	PO	25.2.21	



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		<ul style="list-style-type: none"> Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. Social distancing is maintained throughout working procedures. 				<p>any symptoms upon entry to the building.</p> <p>Information leaflet for all visitors will be provided in reception.</p>						
Building reopening after full or partial closure during COVID19	<p>Staff, pupils, visitors, contractors.</p> <p><i>Legionella</i></p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Hot and cold-water systems are flushed before the school reopens. Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications. 	H	L	M	<p>Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance with industry guidance.</p>	M	M	M	PO	25.2.21	
Contractors working on site	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> All essential contracted work is carried out when the school is closed to staff and pupils. Any documentation required is sent/received prior to the contractor arriving on site. Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences. Records of contractors details kept for 21 days to assist with track and trace if necessary 	M	M	L	<p>Visitor approval before entry to the school building following visitor protocol</p>	M	L	L	PO	25.2.21	
Emergency procedures	<p>Staff, pupils, parents/carer, visitors and contractors.</p>	<ul style="list-style-type: none"> Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building. 	H	M	H	<p>Appendix added to fire evacuation procedures .</p>	H	L	M	School	25.2.21	

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	<p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable. 										
<p>Breakfast and after school clubs</p>	<p>Staff, pupils, parents/guardian, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Consistent groups/bubbles are maintained as far as is reasonably practicable Outdoor facilities are used where practicable. (See hazards and control measures above for the management of activities i.e. cleaning, 1st aid) WAC will use this RA in line with the rest of the community 				<p>Children are dropped off and collected from reception. Parents are advised to only enter the reception space – one family at a time. Children follow same controls re washing hands on arrival as classroom arrival. Children must sanitise hands on departure. WAC staff must maintain a 2m distance from each other at all times. WAC staff to wear masks and visors if they choose.</p>				School	25.2.21	

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

Source:

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> (14th Dec)

Guidance for full opening: schools



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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (22nd Feb)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Legionella risks during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

Air conditioning and ventilation during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

Guidance for food businesses on coronavirus (COVID-19)

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Children who should be advised to 'shield'

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

Coronavirus (COVID-19): safer travel guidance for passengers

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>



Testing and tracing for coronavirus

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

COVID-19: guidance for households with possible coronavirus infection

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Coronavirus (COVID-19): getting tested

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Contacts: PHE health protection teams

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>



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- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>


- **Contact for PPE orders if you have difficulties with your own suppliers:**
 Leicester City : icrs.service@leicester.gov.uk Leicester County: enquirylinequality&contracts@leics.gov.uk Rutland: PPE@rutland.gov.uk

During this activity, what could go wrong resulting in an emergency situation?	<ol style="list-style-type: none"> 1. Child displays symptoms with CV19 2. Child from teaching group who has been sent home becomes confirmed case. 3. Staff becoming ill and self-isolating.
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> 1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 14 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	<ol style="list-style-type: none"> 1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn. 2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording. 3. Follow guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings



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	protective-measures-in-education-and-childcare-settings Consider reallocating staff or capacity of school to remain open. Consult Trust on closure and inform LEA.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.

Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):		
	Ronnie Richardson			
	Karin Roberts			
Authorised By:	David Briggs	Authoriser Signature:		Initial
Date Conducted:	17.8.20	Date of Next Review:	13.10.20	RR
		Date of Review:	8.11.20	RR
		Date of Review:	18.11.20	RR
		Date of Review:	18.12.20	RR
		Date of Review:	4.1.2021	KR
		Date of Review:	8.2.2021	KR
		Date of Review:	25.2.2021	RR
		Date of Review:	4.3.21	RR



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Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.



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Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.

