

**COVID RE-OPENING RISK ASSESSMENT**

<b>Activities Covered by this Assessment</b>	Reopening of schools during COVID 19 (October 2020)		
<b>Location</b>	ASFORDBY CAPTAIN'S CLOSE	<b>Organisation</b>	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 must be adapted to include local hazards and subsequent local control measures pertinent to your school setting.**

**Once completed, please ensure final risk ratings are added and forward to the Corporate Team for official sign off. Your school will not be able to open without a completed Risk Assessment which should also be displayed on your website.**

As part of planning for full return in the autumn term, it is a legal requirement that you should revisit and update risk assessments (building on the learning to date and the practices already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). You should ensure that you implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

**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 '

Guidance for full opening: schools. Please refer to: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus->

outbreak/guidance-for-full-opening-schools

**System of control:**

**Prevention:**

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 **must** be in place at all time. Number 5 must be properly considered, and measures identified to suit your local circumstances. Number 6 applies in specific circumstances.

**Response to any infection:**

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

**Attendance:** Pupil attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to ensure their child attends regularly at a school where the child is a registered pupil and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

For further advice on clinical and/or public health advice please refer to: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> - Pupils who are shielding or self-isolating

**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.

***It is advised that you carry out an inspection of the premises before full opening and record the findings.***

***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.***

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
<b>Coming into contact with individuals who are unwell</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>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.</li> <li>Anyone developing COVID19 symptoms is sent home.</li> <li>Persons who have symptoms will isolate for at least 7 days and will not be in school.</li> </ul>	M	M	M	Engage with the NHS test and trace. (See above pg. 1). Advise staff to download the NHS Track and Trace App.  Visitor Pod updated with Track and Trace screen to capture details of contractors and visitors to site	M	L	L	School	24.08.20  Updated 12.10.20	Yes
<b>A pupil shows symptoms of COVID19 whilst in school</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>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.</li> <li>Windows are open for ventilation.</li> <li>PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.</li> <li>The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard)</li> <li>Everyone washes their hands</li> </ul>	M	M	M		M	L	L	School	24.08.20	Yes

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		thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.										
<b>Staff exiting cars in staff car park</b>	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Staff are encouraged to cycle or walk to work.</li> <li>Forward park into spaces to ensure 2m distance (ie the width of car)</li> <li>No double parking</li> <li>Wait in car if another staff member has exited their car to avoid congregation at entrance to school</li> <li>Courtesy when alighting cars to maintain 2m distance.</li> </ul>	M	M	M	PO to monitor situation and share concerns of inappropriate car park usage.	M	L	L	School	01/06/20	Yes
<b>Groups arriving and leaving school (Start and end of the day)</b>	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Start and finish times are staggered</li> <li>Free periods are condensed or staggered</li> </ul>	M	M	M	<p>One way system to be used around the school site and only one parent to drop off to be encouraged.</p> <p>Face masks worn by parents/carers when dropping off</p>	L	L	L	School	24.08.20 Updated 01.10.20	Yes
<b>Use of public transport/school taxis</b>	Staff, pupils, parents/ visitors	<ul style="list-style-type: none"> <li>Pupils and staff are encouraged to cycle or walk to work.</li> </ul>	M	M	M	Encourage use of same Taxi company for those arriving in taxis and ensure school has	L	L	L	School	01/06/20	Yes

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	and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Communication links with school taxi companies in place.</li> </ul>	H	M	H	contact details of driver for Track and Trace arrangements.	L	L	L			
<b>Doffing face masks/coverings on arrival at school</b>	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly.</li> <li>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.</li> <li>Reusable face coverings are placed in a plastic bag that can be take home with them.</li> <li>Hands are wash again before heading to their classroom.</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>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.</li> </ul>	M	L	L	School	01/06/20 Updated 24/08/20	Yes
<b>Visitors to site</b>	Staff, pupils, parents/carer, visitors and contractors.	<ul style="list-style-type: none"> <li>Visitors to site are restricted.</li> <li>Only visitors with prearranged appointments are allowed on site.</li> <li>Visitors are asked if they have any</li> </ul>	H	M	H	If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to	M	L	M	School	01/06/20 Updated 24/08/20	Yes



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	<i>Reduced infection control which may result in spread of COVID19</i>	<p>symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.</p> <ul style="list-style-type: none"> <li>Visitors asked to use sanitizer before entering school.</li> <li>Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow.</li> </ul>				<p>follow the <u>COVID-19:Guidance for households with possible infection guidance.</u></p> <p>External agencies must share RAs with SLT before attending the site. They may have PPE to work with children as per their own service level RAs.</p> <p>Visitors to site to wear face coverings prior to entering the school grounds and within the building</p>					Updated 01.10.20	
<b>Social distancing not being carried out at drop off time.</b>	<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"> <li>Drop off times are staggered.</li> <li>Arrangements for drop off are communicated to staff, pupils and parents/carer in advance.</li> <li>Only one parent/carer attends the school.</li> <li>Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site.</li> <li>Direct access to the pupils allocated</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Queuing systems and marking on pathways will be in place where traffic is likely to be high.</li> <li>Families will be sorted into groups and will go straight into classrooms to avoid congestion. COVID marshal</li> </ul>	M	L	M	School	01/06/20 Updated 24/08/20	Yes

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		classroom is available. i.e. final emergency exits. <ul style="list-style-type: none"> <li>One-way systems are used around the site for parent entrance and exit</li> <li>Signage is installed i.e.               <div style="display: flex; justify-content: space-around; align-items: center; margin: 10px 0;">   </div> </li> <li>Parents / carers made aware that gathering outside school at drop off times is <b>forbidden</b>.</li> </ul>				to tell parents the number space to use when they arrive to help with organising children. <ul style="list-style-type: none"> <li>School day timings to be altered to manage flow (see staff handbook)</li> </ul>						
Use of cloakroom/toilet areas	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils remain in their outdoor clothing until they are in their allocated classroom.</li> <li>Handwashing follows guidance for take into account the NHS guidance found on this <a href="#">link</a>:</li> <li>Space out pegs so that coats/ bags aren't touching.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See</li> </ul>	M	M	M	Nominated <i>COVID MARSHALL</i> to check cloakroom/toilet areas at intervals during the day.  Coats and bags stored in lockers and children to be dismissed to lockers in an order that supports distancing. Lockers to be cleaned regularly during the school day  Only one person at a time to leave the classroom for the toilet, only one person in toilet at a time and queueing system in	M	L	L	School	01/06/20 updated 24/08/20  Updated 01.10.20	Yes



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		cleaning hazard and controls).				place for toilets, with markings on the floor						
<b>Social distancing not being carried out within the classroom.</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>• Arrangements for the day are communicated to staff, pupils and parents/carer.</li> <li>• Staff and pupils remain in class groups.</li> <li>• 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.</li> <li>• The group distance themselves from other groups.</li> <li>• Desks are placed in rows in KS2</li> <li>• Surplus chairs stacked and removed from circulation.</li> <li>• Pupils are allocated a desk and are seated at the same desk each day.</li> <li>• Pupils remain in the same classroom throughout the day.</li> <li>• Classrooms are ventilated using natural ventilation (opening windows) or ventilation unit</li> <li>• Doors are propped open, where safe</li> </ul>	H	M	H	Daily/weekly updates as required via Teams to summarise changes and consider any adaptations for moving forward	M	M	M	School	01/06/20 updated 24.08.20  Updated 12.10.20	Yes

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		to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. <ul style="list-style-type: none"> <li>Pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>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')</li> </ul>										
<b>Sharing equipment</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils do not share equipment.</li> <li>Pupils given writing implements and forbidden from using other pupil's equipment.</li> <li>Teaching resources are discouraged/minimized and/or removed from the setting.</li> <li>Soft toys and furnishings that are difficult to clean are removed from the classroom before the school reopens.</li> <li>Small, intricate items that are difficult to clean are removed from the classroom before the school reopens.</li> </ul>	H	L	M	<ul style="list-style-type: none"> <li>Individual pencil cases with stationary provided to all pupils</li> <li>Items used by the whole class to be cleaned (e.g. art/PE resources) before use by another group</li> <li>Library books collected by teacher and given out after 72 hours and returned in same manner</li> </ul>	M	L	M	School	01/06/20 Updated 24/08/20  Update 01.10.20	Yes
<b>Social distancing not being carried out at break times</b>	Staff, pupils, visitors and contractors	<ul style="list-style-type: none"> <li>Break times are staggered, and timings identified and communicated.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Staff observe Social Distancing during break</li> </ul>	M	M	M	school		Yes

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	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils to wash hands before and after eating/drinking.</li> <li>Small groups maintained and not mixed.</li> <li>Movement around school via a one-way system where possible.</li> <li>Allocation of dedicated areas outside for small groups.</li> <li>Levels of supervision considered, and additional information given to supervisors.</li> <li>Procedures identified when First Aid is required.</li> <li>Activities considered, and the range of equipment reduced to minimise risk.</li> <li>Arrangements for the cleaning of equipment following activities/between small group use and by whom.</li> <li>Arrangements for 'wet breaks' considered.</li> <li>Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored.</li> </ul>				<ul style="list-style-type: none"> <li>times and minimise movement around school only 4 people in the staff room at a time, including 3 sitting and 1 using facilities</li> <li>Corridor area space will be sectioned to allow for flow of children</li> <li>Minor First aid administered in classrooms or playground and more serious needs or bodily fluids to be completed in disabled loo/ medical room. PPE only worn if bodily fluids have a potential to be transferred.</li> <li>Playtimes are split to avoid crowding on the playground and mixing of bubbles with gaps between groups to allow for movement</li> </ul>					01/06/20 Updated 24/08/20  Updated 12.10.20	



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		<ul style="list-style-type: none"> <li>Hand washing arrangements/use of sanitiser provision.</li> <li>Flexibility on length of breaks</li> <li>How these periods are monitored for effectiveness and how issues are reported.</li> </ul>				<ul style="list-style-type: none"> <li>Children to remain in classrooms if it is too wet to go out. Light drizzle – children will still go outside.</li> </ul>						
<b>Social distancing not being carried out at lunch time</b>	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose.</li> <li>After half term, we will be used for eating food in the hall. This will be staggered to ensure that tables can be cleaned.</li> <li>Tables to be cleaned between group use.</li> <li>Communication with catering provider (LTS Catering).</li> <li>If packed lunch from home:               <ul style="list-style-type: none"> <li>Children eat in hall with their bubble observing Social Distancing</li> <li>Younger children to be guided as appropriate.</li> </ul> </li> <li>Cleaning regimes to be established for after eating packed lunches, wherever this may be</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Catering provider (external provider or LTS) has own risk assessment which is shared with school.</li> <li>Hot food served on flight trays with cutlery/cups already provided so children do not need to collect themselves</li> <li>Tables will be placed in lines and faced away from other year groups, hot meals will be staggered with cleaning between each group, doors to hall will remain open for ventilation</li> <li>Water fountains will not be used. Children to bring own water bottles and school to provide bottles for those</li> </ul>				school	01/06/20 Updated 24/08/20 Updated 01.10.20	Yes

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						<p>that don't have them</p> <ul style="list-style-type: none"> <li>Playtimes are split to avoid crowding on the playground and mixing of bubbles</li> <li>Children to remain in classrooms if it is too wet to go out. Light drizzle – children will still go outside.</li> </ul>							
<b>Social distancing not being carried out at pick up</b>	<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"> <li>Pick up times are staggered.</li> <li>Arrangements for pick up are communicated to staff, pupils and parents/carer in advance.</li> <li>Only one parent/carer attends the school.</li> <li>Egress to schools and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site.</li> <li>Direct egress to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>One-way systems are used around the site.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Queuing systems and marking on pathways will be in place where traffic is likely to be high.</li> <li>Parent/Carers to wear face coverings when on school site</li> <li>Families will be sorted alphabetically to pick up so family groups can leave together to avoid congestion.</li> <li>School opens at staggered times to avoid congestion</li> </ul>	M	L	M	school	01/06/20 Updated 24/08/20	Updated 01.10.20	Yes

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		<ul style="list-style-type: none"> <li>Signage is installed i.e.  </li> <li>Parents / carers made aware that gathering outside school at drop off times is <b>forbidden</b>.</li> </ul>				<ul style="list-style-type: none"> <li>Encourage only one parent to collect</li> </ul>						
<b>Outdoor play/PE</b>	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Pupils remain in their outdoor clothing until they are in their allocated classroom.</li> <li>Space out pegs so that coats/ bags aren't touching.</li> <li>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</li> <li>PE activities will be on the field where possible and will be based around limited equipment sports in the Autumn term such as athletics and yoga.</li> </ul>	M	L	M	school	01/06/20  Updated 24/08/20  Updated 12.10.20	Yes



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		<p>of 48 hours (72 hours for plastics) between use by different bubbles/groups.</p> <ul style="list-style-type: none"> <li>• Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers.</li> <li>• Teacher ensuring social distancing is in place.</li> <li>• Only allow one bubble/group within a specific outside area any one time.</li> <li>• Contact sports will be avoided.</li> <li>• 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.</li> <li>• Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>• All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment.</li> <li>• Bins with lids are provided in areas</li> </ul>										

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
		where PE is taking place to bin any tissues used for respiratory hygiene. <ul style="list-style-type: none"> <li>Tissues are kept with the teacher to facilitate "catch it, bin it, kill it", this will help with good respiratory hygiene.</li> </ul>										
<b>Carrying out 1<sup>st</sup> aid</b>	First Aider Person being treated by the first aider. (Carrying out 1 <sup>st</sup> aid may require the 2mtr social distancing rule to be broken)  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	<ul style="list-style-type: none"> <li>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 <u>guidance</u></li> <li>If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents called to collect them.</li> <li>If an adult presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents and will be asked to go home and Social Distance as per Gov.uk <u>guidance</u>.</li> <li>Persons who have symptoms will isolate for 7 days and will not be in school.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Ensure an adequate supply for PPE is procured from your usual supplier. Contact for PPE orders if you have difficulties with your own suppliers:</li> <li>Leicester County: <a href="mailto:enquirylinequality&amp;contracts@leics.gov.uk">enquirylinequality&amp;contracts@leics.gov.uk</a></li> </ul>	M	M	M	school	01/06/20	Yes

**COVID RE-OPENING RISK ASSESSMENT**

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?
	<p>contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<ul style="list-style-type: none"> <li>The first aider will wash their hands for at least 20 seconds with soap and water.</li> <li>Gloves will be worn to deliver first aid. Where possible Latex gloves will be avoided to remove the risk of allergic reaction.</li> <li>The first aider will cover any cuts on their hands with waterproof plasters.</li> <li>The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>The first aider will wear goggles to prevent bodily fluids being splashed into the eyes.</li> <li>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</li> </ul>										

**COVID RE-OPENING RISK ASSESSMENT**

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?
		<p>(1000 ppm av.cl.) goggles will be rinsed with clean water after being disinfected.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• 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.</li> <li>• 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</li> </ul>				<p>All staff to watch 'donning and doffing' NHS video</p> <p><a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p>						

**COVID RE-OPENING RISK ASSESSMENT**

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?
		<ul style="list-style-type: none"> <li>No food will be stored or eaten in the medical/first aid room.</li> <li>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.</li> <li>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.</li> </ul>										
<b>Intimate care</b>	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>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.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will</li> </ul>	H	M	H	<p>No children in school should require intimate care however staff will be briefed for any situations where this may arise</p> <ul style="list-style-type: none"> <li>Ensure an adequate supply for PPE is procured from your usual supplier. Contact for PPE orders if you have difficulties with your own suppliers:</li> <li>Leicester City: <a href="mailto:icrs.service@leicester.gov.uk">icrs.service@leicester.gov.uk</a></li> <li>Leicester County:</li> </ul>	M	M	M	school	01/06/20  Updated 01.09.20	Yes

**COVID RE-OPENING RISK ASSESSMENT**

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?
		<p><b>not</b> 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.</p> <ul style="list-style-type: none"> <li>• 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. (Apron and gloves)</li> <li>• 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.</li> <li>• 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</li> </ul>				<p><a href="mailto:enquirylinequality&amp;contracts@leics.gov.uk">enquirylinequality&amp;contracts@leics.gov.uk</a></p> <ul style="list-style-type: none"> <li>• Rutland: <a href="mailto:PPE@rutland.gov.uk">PPE@rutland.gov.uk</a></li> </ul>						



**COVID RE-OPENING RISK ASSESSMENT**

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?
		bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. <ul style="list-style-type: none"> <li>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 a there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>										
<b>Social distancing not being carried out during the use of Staff facilities</b>	Staff, pupils, visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Staff rooms are used dependent on number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible</li> <li>Additional rooms are allocated when numbers impact on not being able to Social Distance.</li> <li>Break times are staggered to reduce numbers in the room.</li> <li>Staff are reminded to wash hands before and after using the staff room facilities.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>coolers will not be used and put out of use with appropriate signage displayed.</li> <li>Children to fill their water bottles using jugs of water in classrooms.</li> </ul>	L	L	L	school	01/06/20  Updated 01.09.20	Yes

**COVID RE-OPENING RISK ASSESSMENT**

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?
		<ul style="list-style-type: none"> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Use of signs to inform of hand washing prior to entering/using facilities.</li> <li>Shared crockery and cutlery is removed and staff use the same equipment as required.</li> <li>Reusable sponges are removed</li> <li>Surfaces are wiped down between use and door handles cleaned</li> <li>Dishwasher is used to clean crockery and cutlery where possible.</li> <li>Water dispenser procedures have been modified to ensure no cross contamination.</li> </ul>										
<b>Social distancing not being carried out during Catering provision</b>	Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors  <i>Reduced infection</i>	<ul style="list-style-type: none"> <li>Robust communication links with hot meal provider established.</li> <li>Meeting in preparation of re-opening to confirm operational controls</li> <li>Hand cleaning facilities available upon entering hall and when leaving</li> <li>Procedures established for mealtimes</li> </ul>	H	M	H	Grab bags to continue until October half term  Hot meals to resume after October half term using flight trays with cutlery and cups provided	L	L	L	school	01/06/20  Updated 01.09.20  Update 12.10.20	Yes

## COVID RE-OPENING RISK ASSESSMENT

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?
	<i>control which may result in spread of COVID19</i>	<p>and information communicated to staff and pupils.</p> <ul style="list-style-type: none"> <li>• Pupils' food allergy information is up to date</li> <li>• Delivery arrangements in place for meals not cooked on site to maintain social distancing</li> <li>• After service collection arrangements for containers (Communication with provider)</li> <li>• Service arrangements</li> <li>• Facilities to stagger service times to avoid congestion and contact</li> <li>• Staffing required to extend service times (Internal and external staffing)</li> <li>• Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons)</li> </ul>				<p>When entering and exiting the Hall children to sanitise, only one group to enter at a time and all to be sitting before next group enter</p> <p>Staggered start to food times so that no more than two year groups are in the hall at a time</p> <p>Children make one journey to collect food and then sit at designated table</p> <p>Children with sandwiches eat in the hall to ensure that staff can monitor pupils and ensure social distancing is taking place</p> <p>LTS staff to clean tables and chairs before each sitting</p>						
<b>Assembly</b>	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>• Whole school assemblies/Collective Worship will not take place.</li> <li>• Head/teaching staff addresses individual groups, within their classroom.</li> </ul>	M	L	L	If hall is to be used, measure 2x2 metre squares and mark them out for the children to sit within their allocated group.	L	L	L	School	01/06/20  Updated 01.09.20	Yes

**COVID RE-OPENING RISK ASSESSMENT**

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
		<ul style="list-style-type: none"> <li>Provision for daily act of Collective Worship will be made in classrooms.</li> </ul>				<p>All assemblies to be live/recorded and shared via teams</p> <p>Only one bubble to use the hall at one time for any hall based activity.</p> <p>Larger gathering, such as Harvest moved to virtual celebrations instead</p> <p>Singing to not take place at the moment</p>					Updated 12.10.20	
<b>Cleaning</b>	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>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.</li> <li>Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <li>Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Deep cleaning schedule available to support enhanced clean.</li> <li>Gov.uk <a href="#">guidance</a> to be monitored to ensure the most up to date information is always available.</li> <li>Cleaners will be on site all day to allow the schedule to be carried out.</li> </ul>	M	M	M	school	01/06/20  Updated 01.09.20	Yes

**COVID RE-OPENING RISK ASSESSMENT**

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
		<p>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.</p> <ul style="list-style-type: none"> <li>• Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by the school are used.</li> <li>• Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>• PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for</li> </ul>										

## COVID RE-OPENING RISK ASSESSMENT

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?
		cleaning chemicals used. <ul style="list-style-type: none"> <li>Lidded Bins for tissues are used and emptied at the end of the day.</li> <li>Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip.</li> </ul>				Bins are emptied daily and tied. Stored for 72hours before discarded						
<b>Carrying out daily building maintenance</b>	Staff and pupils.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment).</li> <li>Only essential maintenance is carried out during school opening hours.</li> <li>Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>Social distancing is maintained throughout working procedures.</li> </ul>	M	M	L		M	M	L	school	01/06/20 Updated 01.09.20	Yes
<b>Building reopening after full or partial closure during COVID19</b>	Staff, pupils, visitors, contractors.  <i>Legionella</i> <i>Reduced infection</i>	<ul style="list-style-type: none"> <li>Hot and cold-water systems are flushed before the school reopens.</li> <li>Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications.</li> </ul>	H	L	M	Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance with	M	M	M	school	01/06/20 Updated 01.09.20	Yes



## COVID RE-OPENING RISK ASSESSMENT

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
	<i>control which may result in spread of COVID19</i>					industry guidance.						
<b>Contractors working on site</b>	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"> <li>Contracted work is carried out when the school is closed to staff and pupils.</li> <li>Any documentation required is sent/received prior to the contractor arriving on site.</li> <li>Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.</li> <li>Records of contractor's details kept for 21 days to assist with track and trace if necessary.</li> </ul>	M	M	L		M	M	L	school	01/06/20 Updated 01.09.20	Yes
<b>Emergency procedures</b>	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"> <li>Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building.</li> <li>Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> </ul>	H	M	H	Fire evacuation plan has been updated and shared with all staff  PEEPs in place for all pupils who require it.	M	M	M	school	01/06/20	

**COVID RE-OPENING RISK ASSESSMENT**

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
		<ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable.</li> </ul>										
<b>Breakfast and after school clubs</b>	Staff, pupils, parents/guardian, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Consistent groups/bubbles are maintained as far as is reasonably practicable</li> <li>Outdoor facilities are used where practicable.</li> <li>(See hazards and control measures above for the management of activities i.e. cleaning, 1<sup>st</sup> aid)</li> </ul>	H	M	H	<p>WAC – Breakfast is prepared prior to the children’s arrival (without milk added) and children to come one at a time to collect. Social distancing measure maintained. Breakfast club in Key worker room (will have been deep cleaned from the night before). Staff to wear gloves and aprons for serving</p> <p>Children to stay in bubble groups at specific tables with activities in labelled boxes that are not mixed – separate boxes for before and afterschool WAC</p>	M	M	M	school	01/06/20 Updated 01.09.20	Yes

## COVID RE-OPENING RISK ASSESSMENT

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
						A risk assessment should be obtained for any activity taking place out of school hours. This should contain controls to reduce the spread of COVID19.						

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/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <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>

**COVID RE-OPENING RISK ASSESSMENT**

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

During this activity, what could go wrong resulting in an emergency situation?	<ol style="list-style-type: none"> <li>1. Child displays symptoms with CV19</li> <li>2. Child from teaching group who has been sent home becomes confirmed case.</li> <li>3. Staff becoming ill and self-isolating.</li> </ol>
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> <li>1. Isolate child until collected.</li> <li>2. All children in that teaching group to be sent home and told to self-isolate for 14 days.</li> <li>3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.</li> </ol>
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"> <li>1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn.</li> <li>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.</li> <li>3. Follow guidance: <a href="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">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</a> Consider reallocating staff or capacity of</li> </ol>

**COVID RE-OPENING RISK ASSESSMENT**

	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):		
Authorised By:		Authoriser Signature:		<b>Initial</b>
Date Conducted:		Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

**COVID RE-OPENING RISK ASSESSMENT**

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

<b>Risk Rating Definitions</b>	
<b>Low</b>	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.
<b>Medium</b>	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.
<b>High</b>	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 <b>High</b> , 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.