

<b>Activities Covered by this Assessment</b>	Reopening of schools during COVID 19 (June 2020)		
<b>Location</b>	Leighfield Primary School	<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.***

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 ?
<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 10 days.</li> <li>Anyone developing COVID19 symptoms is sent home.</li> <li>Persons who have symptoms will isolate for at least 10 days and will not be in school.</li> </ul>	M	M	M	Engage with the NHS test and trace. (See above pg. 1)	M	L	L			
<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 thoroughly for 20 seconds with soap</li> </ul>	M	M	M		M	L	L			

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		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>Parents are not permitted to use this carpark and the barrier will be put down at drop-off and pick up times.</li> <li>Courtesy when alighting cars to maintain 2m distance.</li> <li>Adhere to social distancing when entering/exiting cars ensuring no one in the neighbouring car is doing so at the same time.</li> </ul>	M	M	M	PO to monitor situation and share concerns of inappropriate car park usage.  Protocols for staff parking within staff handbook.	M	L	L	School		
<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>Signage in place for lining up at the start of the school day.</li> <li>Children will enter and exit through their classroom door to avoid congestion in cloakrooms.</li> </ul>	M	M	M	Children from Year 4 +, if able, to walk onto the school grounds by themselves.	M	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</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 allocated a seat on the bus.</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</li> </ul>	M	L	L			

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	<i>COVID19</i>	<ul style="list-style-type: none"> <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>				their hands thoroughly.						
<b>Visitors to site</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>Visitors to site are restricted.</li> <li>Parents are not permitted to use the school carpark</li> <li>Only visitors with prearranged appointments are allowed on site.</li> <li>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.</li> <li>Visitors told to use hand sanitizer before entering school.</li> <li>Visitors entering school made aware</li> </ul>	<b>M</b>	<b>L</b>	<b>L</b>	<p>If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the <a href="#">COVID-19:Guidance for households with possible infection guidance</a>.</p> <p>Signing in for staff and visitors moved to a separate desk 2m away from the reception desks. Clean pens and used pen pots on the desk.</p>	<b>M</b>	<b>L</b>	<b>L</b>	School		

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		<ul style="list-style-type: none"> <li>of the Social Distancing arrangements in place and instructed to follow.</li> <li>Appropriate signage in place.</li> </ul>										
<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 and Year 4 + children enter the school grounds on their own, if able.</li> <li>Access to site and pupils' classrooms are communicated to pupils, parents and carers before arrival to the site.</li> <li>Direct access to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>Signage is installed.</li> <li>Parents / carers made aware that gathering outside school at drop off and collection times is <b>forbidden</b>.</li> </ul>	H	M	M	<ul style="list-style-type: none"> <li>Queuing systems and marking on pathways will be in place where traffic is likely to be high. Marshals in place to move parents along and ensure they know the systems for drop-off and collection.</li> <li>School opens at the earlier time of 8.50am to avoid congestion.</li> <li>Headteacher and PO to monitor and share concerns of any parents/children not adhering to arrangements to drop-off and collection.</li> </ul>	M	L	L	School		
<b>Use of cloakroom/toilet areas</b>	<p>Staff and pupils</p> <p><i>Reduced infection control which may</i></p>	<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</li> </ul>	M	M	M	PO and Headteacher to check cloakroom/toilet areas at intervals during the day.	M	L	L	School		

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cloakroom/toilet areas	<i>result in spread of COVID19</i>	take into account the NHS guidance found on this <a href="#">link</a> : <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>Only one child to use the toilet at one time.</li> </ul>				Each group of children will have their own designated toilet to use.						
<b>Social distancing not being carried out by adults 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>Children remain in year group 'bubbles' throughout the day.</li> <li>Teachers remain with the same bubble where this is possible.</li> <li>Year groups distance themselves from other groups at all times.</li> <li>Desks are arranged forward facing.</li> <li>Surplus furniture will be removed from circulation.</li> <li>Pupils are allocated a desk and are seated at the same desk each day.</li> <li>Pupils are allocated their own pencil cases.</li> <li>Pupils movement around the school building will be limited and children will not be permitted to enter other</li> </ul>	H	M	M	Teachers will be planning, where possible, for learning and activities to take place outdoors.	M	M	M	School		

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		classrooms where groups are situated. <ul style="list-style-type: none"> <li>Classrooms are ventilated using natural ventilation (opening windows/doors)</li> <li>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.</li> <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> <li>Adults desk 2m away from children and adults will remain 2m away from children where possible.</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 given their own personal pencil cases and forbidden from using other pupil's equipment.</li> <li>Shared equipment will be frequently washed.</li> <li>Any unnecessary equipment/resources will be removed.</li> </ul>	M	L	L	Some learning resources may be distributed into individual pupil packs (ie maths manipulatives).  Reading books will be issued to children and then put back onto the shelves after 72 hours.	M	L	L			

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<b>Social distancing not being carried out between 'bubbles' at break times</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 are zoned into their own areas at break times for year group bubbles.</li> <li>Break times are staggered.</li> <li>Pupils to wash hands before and after eating/drinking.</li> <li>Levels of supervision considered, and additional information given to supervisors.</li> <li>First Aid kits will be taken outside onto the playground with all necessary recording and paperwork.</li> <li>The appropriate PPE will be available.</li> <li>If weather does not permit children to go outside, children will remain in their bubbles within their classrooms.</li> <li>Children will be asked to go to the toilet before break by their teacher but if required, children will use their allocated toilet with permission from the adult on duty.</li> <li>Allocated areas will be monitored by a member of staff that is working with that group.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Staff observe Social Distancing during break times and minimise movement around school.</li> <li>Each year group will have their own playtime resources that will be cleaned regularly.</li> </ul>	M	L	L	school		

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<b>Social distancing not being carried out between 'bubbles' 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>Warm grab bags will be taken to each 'bubble' at the start of lunch by the LTS who is working within that year group.</li> <li>Children will eat outside, within their groups where possible.</li> <li>Tables to be cleaned between group use.</li> <li>Communication with catering provider (External or LTS Catering).</li> <li>If necessary, layout of tables and areas for dinners with numbers calculated to maintain 2m social distancing.</li> <li>Disposable cutlery and plates will be used.</li> <li>Hot packed meal (grab bag) provided:               <ul style="list-style-type: none"> <li>Children eat outside observing Social Distancing when weather and temperature allows.</li> <li>finished bags to be cleared and disposed of by children as normal routine.</li> </ul> </li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Catering provider (external provider or LTS) has own risk assessment which is shared with school.</li> </ul>	M	L	L			

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		<ul style="list-style-type: none"> <li>- Younger children to be guided as appropriate.</li> <li>• If indoors, cleaning of tables and chairs/benches completed when children are finished, and food is consumed.</li> <li>• Cleaning regimes to be established for after eating packed lunches, wherever this may be.</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>• Each group will have an allocated collection point where parents can observe social distancing.</li> <li>• Older children are encouraged to come to and from school independently.</li> <li>• Access to schools and pupils' classrooms are communicated to pupils, parents and carers before arrival to the site.</li> </ul>	M	M	M	<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>• School opens at the earlier time of 3.20pm to avoid congestion.</li> </ul>	M	L	L	School		

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		<ul style="list-style-type: none"> <li>Direct access to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>Signage is installed inside and outside the school.</li> <li>Parents / carers made aware that gathering outside school at drop off times is <b>forbidden</b>.</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 boxes are allocated to each year group bubble which is cleaned after use.</li> <li>Only allow one year group bubble within an outside area any one time.</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>walkie talkies will be used when staff are outside delivering PE should another member of staff from the same group need to be called to provide first aid, etc. These are cleaned after use.</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Pupils remain in their outdoor clothing until they are in their allocated classroom.</li> <li>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</li> </ul>	M	L	L	School		
<b>Carrying out 1<sup>st</sup> aid</b>	First Aider Person being	<ul style="list-style-type: none"> <li>A first aider will NOT be treating a person who has the symptoms of</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Each class first aid kit will be taken outside at</li> </ul>	M	L	L	School		

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	<p>treated by the first aider. (Carrying out 1<sup>st</sup> 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</p>	<p>COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance <a href="#">guidance</a></p> <ul style="list-style-type: none"> <li>• If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid area (meeting room) 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 (meeting room) away from people and parents and will be asked to go home and Social Distance as per Gov.uk <a href="#">guidance</a>.</li> <li>• Persons who have symptoms will isolate for 10 days and will not be in school.</li> <li>• The first aider will wash their hands for at least 20 seconds with soap and water before administering first aid.</li> <li>• Appropriate PPE will be worn to deliver first aid if necessary.</li> <li>• The first aider will cover any cuts on their hands with waterproof plasters.</li> <li>• The first aider will avoid putting their</li> </ul>				<p>lunch and breaktime for administering first aid. Each pack will contain necessary letters and accident recording.</p>						

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	<p>or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>fingers in their mouth and touching their face.</p> <ul style="list-style-type: none"> <li>The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>Where possible latex gloves will be avoided to remove the risk of allergic reaction.</li> <li>The first aider will wear goggles to prevent bodily fluids being splashed into the eyes.</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 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 will 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> </ul>										

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		<ul style="list-style-type: none"> <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 remove their PPE.</li> <li>No food will be stored or eaten in the medical area.</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 <b>not</b> be worn during this activity by those who may not be able to handle them as directed (for example, young</li> </ul>	<b>H</b>	<b>M</b>	<b>L</b>	<ul style="list-style-type: none"> <li>No pre-school or children currently requiring intimate care within school.</li> </ul>	<b>H</b>	<b>L</b>	<b>L</b>	School		

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		<p>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. This PPE may include: Gloves / Goggles Apron / Mask</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 bags will then be stored in a locked</li> </ul>										

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		<p>room for 72 hours before putting them into the external waste skip/bin.</p> <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 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>										
<p><b>Social distancing not being carried out during the use of Staff facilities</b></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"> <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>An additional staff room is now in place in the library for KS1 and office staff.</li> <li>Soft furnishings within staff rooms will be removed and replaced with cleanable chairs.</li> <li>Staff are reminded to wash hands before and after using the staff room facilities.</li> </ul>	H	M	H		H	L	L	school		

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>Staff can bring their own cutlery/dishes/cups if they wish.</li> <li>Reusable sponges are removed</li> <li>Surfaces are wiped down between use and door handles cleaned using antibacterial wipes.</li> <li>Dishwasher is used to clean crockery and cutlery where possible.</li> <li>Appropriate signage in place.</li> </ul>										
<b>Social distancing not being carried out during Catering provision</b>	<p>Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of</i></p>	<ul style="list-style-type: none"> <li>Robust communication links with Aspens 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 and information communicated to staff and pupils.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Aspens have their own risk assessment in place and all staff have received COVID-19 training. This has all been shared with school.</li> </ul>	M	L	L			

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>COVID19</i>	<ul style="list-style-type: none"> <li>Pupils' food allergy information is up to date</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>Clearing of dining room following service including equipment used and the cleaning of that equipment including chairs, tables and door handles</li> <li>Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons)</li> </ul>										
<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 will take place through Microsoft TEAMS.</li> <li>Provision for daily act of Collective Worship will be made in classrooms.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Virtual assemblies can be done via TEAMS by the headteacher.</li> </ul>	M	L	L	School		
<b>Cleaning</b>	<i>Reduced infection control which may result in spread of</i>	<ul style="list-style-type: none"> <li>A detailed cleaning schedule will be implemented throughout the school, ensuring that contact points, e.g.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Deep cleaning schedule available to support enhanced clean.</li> </ul>	M	L	L			

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 ?
	COVID19	<p>worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <ul style="list-style-type: none"> <li>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.</li> <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> </ul>				<ul style="list-style-type: none"> <li>Gov.uk <a href="#">guidance</a> to be monitored to ensure the most up to date information is always available.</li> <li>PO to monitor the cleaning within school and feedback if any concerns.</li> </ul>						

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>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 cleaning chemicals used.</li> <li>Bins for tissues are emptied throughout 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>										
<b>Carrying out daily building maintenance</b>	<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"> <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	L	L			

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 ?
<b>Building reopening after full or partial closure during COVID19</b>	Staff, pupils, visitors, contractors. <i>Legionella</i> <i>Reduced infection control which may result in spread of COVID19</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 industry guidance.	M	M	M			
<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>Where possible, 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	Contractors log has been amended to include information about COVID-19 and school expectations. All contractors must sign this before they commence the work and/or enter the school building.	M	L	L			
<b>Emergency procedures</b>	Staff, pupils, parents/carer, visitors and	<ul style="list-style-type: none"> <li>Fire drill will take place when children return to school. Amendments made where necessary to emergency</li> </ul>	M	M	L		M	L	L	School		

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 ?
	contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	evacuation procedures. <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> <li>Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable.</li> </ul>										
<b>Use of public transport/school taxis/buses</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>Pupils are encouraged to cycle or walk to work.</li> <li>Robust communication links established with transport provider.</li> <li>Pupils and staff aware of taxi procedures and follow Social Distancing as appropriate</li> </ul>	H	M	H	All parents who have used transport in the past have been written to with the guidelines from the transport provider and school will be aware if any children will continue using the transport.	M	M	M	School		
<b>Breakfast and after</b>	Staff, pupils,	<ul style="list-style-type: none"> <li>Outdoor facilities are used where</li> </ul>										

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 ?
school clubs	parents/guardian, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<p>practicable.</p> <ul style="list-style-type: none"> <li>Unnecessary resources and furniture is removed from the room.</li> <li>Room and resources will be cleaned daily or rotated to ensure there is 72 hours between use.</li> <li>Delegated KS1 and KS2 toilet.</li> <li>Children to wash their hands on entering and exiting the building and frequently throughout the session.</li> <li>WAC children to have their own pencil cases with the basic equipment needed.</li> <li>Children to have their own water bottles.</li> <li>Adults to serve food to the children so that they are not helping themselves to food.</li> <li>All cutlery and crockery to be used in the dishwasher at the end of each session.</li> <li>Appropriate signage up.</li> </ul>				30 minutes additional cleaning per day.						

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>Only one adult in the kitchen at one time.</li> <li>Parents to leave children at the gate.</li> <li>One family to hand their things up in the cloakroom at a time.</li> <li>Windows and doors to remain open at all times to ensure the room is well ventilated.</li> <li>(See hazards and control measures above for the management of activities i.e. cleaning, 1<sup>st</sup> aid)</li> </ul>										

To add more **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> (16th June)

**Guidance for full opening: schools**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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



<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>

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

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> </ol>

**Leighfield Primary School**

	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"> <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 school to remain open. Consult Trust on closure and inform LEA.</li> </ol>
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):	
	Sarah Eaton		
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:	

Potential Severity of Harm	<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>				

Risk Rating Definitions	
<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.

