

Activities Covered by this Assessment	Full opening of schools during COVID 19 (Autumn Term 2020) Based on Government guidance issued 2 nd July 2020		
Site Address / Location	Somerby Primary School, Somerby, Leicestershire, LE14 2PZ	Department / Service / Team	CFS and Traded Services

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

This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. It is intended for activities within the school premises only. Once completed, please ensure initial risk ratings are added.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have 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 their 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). Schools should ensure that they 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: Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that 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)**

Schools should ask parents and staff to inform them 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: This is the set of actions schools must take.

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 in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular 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: School 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 secure that their child attends regularly at school where the child is a registered pupil at school 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 in education, childcare and children's social care settings 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, young people or learners 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, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child, young person or learner 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 schools 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. They 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 ?
<p>Health and safety 'learning walks' to talk place regularly (including daily at key times in the first few days of term) to ensure everything is working as agreed, and to consider where improvements can be made to increase the safety measures.</p> <p>Feedback to be given to individual staff/ groups of staff/ whole staff team where appropriate.</p> <p>Go through risk assessment document as a whole staff team (allowing for feedback and ideas as appropriate), ensuring staff then sign it to say they have read and understood it.</p> <p style="background-color: #00FF00;">Test and trace – there is an absolutely non-negotiable expectation that all staff, parents, carers and visitors will engage with test and trace.</p>												
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days. Anyone developing COVID19 symptoms is sent home. Persons who have symptoms will isolate for at least 10 days and will not be in school. 				Engage with the NHS test and trace. (See above pg. 1) Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.						
A pupil shows	Staff, pupils,	<ul style="list-style-type: none"> A pupil awaiting to be collected, is moved, if possible, to a room 				<ul style="list-style-type: none"> See PHE guidance on 						

<p>symptoms of COVID19 whilst in school</p>	<p>visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<p>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.</p> <ul style="list-style-type: none"> • Windows are open for ventilation. • PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. • The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard) • Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 	<p style="background-color: red; color: red;"> </p>	<p style="background-color: yellow; color: yellow;"> </p>	<p style="background-color: red; color: red;"> </p>	<p>isolation at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.</p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>
<p>Staff exiting cars in staff car park</p>	<p>Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Staff are encouraged to cycle or walk to work. • Every other car parking space is left empty where practicable. • Reverse parking only where practicable. • Courtesy when alighting cars to maintain 2m distance. 	<p style="background-color: red; color: red;"> </p>	<p style="background-color: green; color: green;"> </p>	<p style="background-color: yellow; color: yellow;"> </p>	<p>Due to a lack of car parking space there aren't marked parking spaces, but staff can park in a short row of cars. Staff will be told to not exit their car at the same time as anyone else near them if they arrive at the same time as colleague. Staff can also park</p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>	<p style="background-color: lightgrey;"> </p>

					on the road outside the school.						
Groups arriving and leaving school (Start and end of the day)	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Start and finish times are staggered Free periods are condensed or staggered 			<p>Parents and carers dropping off and collecting their children asked to wear face masks.</p> <p>Staff going onto the playground at the start and end of the day (when parents/carers are onsite) are to wear face masks.</p>						
Use of public transport/school buses	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Pupils and staff are encouraged to cycle or walk to work. Establish robust communication links with transport provider. Meeting in preparation of re-opening to confirm operational controls 			School buses are not applicable at Somerby.						
Doffing face masks/coverings on arrival at school	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly. Pupils are instructed not to touch the front of their face covering during use or when removing them. Pupils and staff must wash 			<p>This is not applicable at Somerby regarding school buses.</p> <ul style="list-style-type: none"> Face masks/covering should be doffed, as in the further 						

		<p>their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin.</p> <ul style="list-style-type: none"> • Reusable face coverings are placed in a plastic bag that can be take home with them. • Hands are wash again before heading to their classroom. 				controls, if wearing to travel in any circumstances, i.e. car, walking.						
Visitors to site	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Visitors to site are restricted. • Only visitors with prearranged appointments are allowed on site. • Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site. 				<p>Meetings could happen outside, or in the kitchen room.</p> <p>Visitors fill in a 'Visitor record' (securely stored) to support school with track and trace.</p>						
Social distancing not being carried out at drop off time.	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Drop off times are staggered. • Arrangements for drop off are communicated to staff, pupils and parents/guardian in advance. • Only one parent/guardian attends the school. • Access to site and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site. 				<p>Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.</p> <p>Parents and carers dropping off and collecting their children asked to wear face masks.</p>						

		<ul style="list-style-type: none"> • Direct access to the pupils allocated classroom is available. i.e. final emergency exits. • One-way systems are used around the site. • Signage is installed i.e. 				<p>Staff going onto the playground at the start and end of the day (when parents/carers are onsite) are to wear face masks.</p>								
<p style="text-align: center;">Use of cloakroom/toilet areas</p>	<p>Staff and pupils Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Pupils remain in their outdoor clothing until they are in their allocated classroom. • Space out pegs so that coats/ bags aren't touching. • Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). 				<p>Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.</p> <p>Staff will not be able to supervise toilet usage (there are not enough staff in school) so children will be taught how to use the toilets sensibly and safely, and how to walk to and from the toilets sensibly and safely.</p> <p>A clear cleaning timetable (with staff initialling when</p>								





					they have cleaned) will be used to ensure and record cleaning.						
Social distancing not being carried out within the classroom.	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> • Arrangements for the day are communicated to staff, pupils and parents/guardian. • Staff and pupils remain in small groups/bubbles. • Consistent groups/bubbles are maintained as far as is reasonably practicable • The group distance themselves from other groups. • Staff remain at the front of the class, as far as is reasonably practicable and 2m apart from pupils and colleagues. • Staff and pupils avoid face to face contact. • Desks are placed as far apart as possible. • Pupils are seated side to side and face forward. • Workshop/laboratories are organised to maintain space between desks/benches. 			<p>Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.</p> <p>The school will continue to use the updated behaviour policy which includes expectations on hand washing, sneezing into a tissue etc.</p> <p>Staff working with children (including 1:1) can be close to children but by the side rather than facing if possible. Maintain social distancing wherever possible.</p> <p>Children sitting in rows is not applicable to the EYFS but staff must still consider how best to seat EYFS children to ensure risk of infection is</p>						

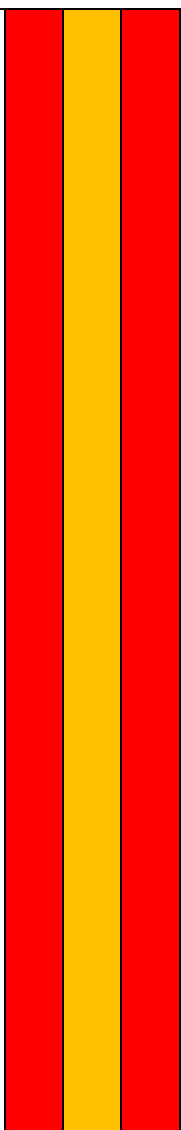
		<ul style="list-style-type: none"> Any equipment used is cleaned frequently and meticulously between groups/bubbles or rotated to allow them to be left unused and out of reach for 48hrs (72 hrs for plastics). 				<p>minimised where possible.</p> <ul style="list-style-type: none"> DfE guidance for music activities will be published shortly. Individual, site specific risk assessments should be undertaken for science, D&T and PE departments. 						
Sharing equipment	<p>Staff, pupils, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Pupils do not share equipment. Teaching resources are discouraged/not removed from the setting. 				<p>Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.</p> <p>Equipment which the children will use regularly (pencils, handwriting pens etc.) will be assigned to them (labelled with their name) so it reduces sharing.</p>						
Social distancing not being carried	<p>Staff, pupils, visitors and contractors</p>	<ul style="list-style-type: none"> Break times are staggered and timings identified and communicated. 				<p>Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their</p>						

<p>out at break times</p>	<p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Pupils to wash hands before and after eating/drinking. • All groups/bubbles clearly identified and maintained and not mixed. • Movement around school via a one-way system where possible. • Allocation of dedicated areas outside for small groups/bubbles. • Levels of supervision considered, and additional information needed for supervisors. • Procedures identified when First Aid is required. • Activities considered, and the range of equipment reduced to minimise risk. • Arrangements for the cleaning of equipment following activities/between small group use and by whom. • Arrangements for 'wet breaks' considered. • Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be 		<p>groups as they are more vulnerable to the effects of COVID-19.</p> <p>Where a one-way system is not possible, children will move around at different times where possible.</p> <p>Children will stay in their classes for wet plays, and will be supervised either by their class-based staff (breaktime) or by a lunchtime supervisor in each room (lunchtime).</p>								
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		<p>monitored.</p> <ul style="list-style-type: none"> • Hand washing arrangements/use of sanitiser provision. • Flexibility on length of breaks • How these periods are monitored for effectiveness and how issues are reported. 									
<p>Social distancing not being carried out at lunch time</p>	<p>Staff, pupils, visitors and contractors</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • All the potential control measures suggested for break times. • Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose. Hand cleaning facilities to be available upon entering and exiting the hall/dining area. • Pupils to enter hall/dining area within their group/bubble maintaining social distancing wherever possible • Tables to be cleaned between group use. • Communication with Catering provider (External or LTS Catering). • Layout of areas for hot dinners with numbers calculated to maintain social distancing wherever possible 				<p>As lunches are to be eaten in the classroom, tables that children will be eating on need to be cleaned before they eat. Lunchtime supervisors to do this where possible.</p> <p>Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.</p> <p>Children to eat in their classrooms because hot food is cooked and delivered from another school kitchen off site so won't be able to be kept warm enough for all children</p>					

		<ul style="list-style-type: none"> • Procedures for the serving of hot dinners to maintain social distancing. For example, queuing, consider floor markings. • Cutlery and plates etc. not to be shared. • How will plates, cutlery and food be provided/removed and by whom. What protective equipment will be worn. • If activity is carried out by external provider has a risk assessment been completed by them and shared. • Arrangements for the cleaning of the area following the consumption of food. • Consider the arrangements for packed lunches. If this is not possible within their own small group in the hall then is there another area possible. • Cleaning regimes to be established for after eating packed lunches, wherever this may be 		<p>to eat at different times.</p> <p>The food will be delivered in pre-packaged bags.</p> <p>Lunchtimes do not need to be staggered beyond the normal 1 hour slot as there are enough places around the school for the classes to not come into contact with each other.</p>							
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<p>Social distancing not being carried out at pick up</p>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Pick up times are staggered. • Arrangements for pick up are communicated to staff, pupils and parents/guardian in advance. • Only one parent/guardian attends the school. • Egress to schools and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site. • Direct egress to the pupils allocated classroom is available. i.e. final emergency exits. • One-way systems are used around the site. • Signage is installed i.e. <div style="text-align: center;">   </div>			<p>Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.</p> <p>Parents and carers dropping off and collecting their children asked to wear face masks.</p> <p>Staff going onto the playground at the start and end of the day (when parents/carers are onsite) are to wear face masks.</p>									
<p>Outdoor play/PE</p>	<p>Staff and pupils</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Play equipment/PE Equipment is cleaned and disinfected between each "bubble/group" of users, if this cannot be achieved then the equipment should not be used. <p>Cleaning then disinfecting is</p>				<p>Children will wear their PE kit to school on the days they have PE and stay in them all day.</p> <p>Staff to be aware of BAME (Black, Asian, and Minority</p>								

		<p>conducted with a standard detergent (to remove soiling) followed with the use of disinfectant containing 1000 parts per million available chlorine.</p> <ul style="list-style-type: none"> Resources that are shared between groups or bubbles, such as sports and playground equipment is cleaned frequently and meticulously and always between bubbles/groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles/groups. Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers. Teacher ensuring social distancing is in place. Only allow one bubble/group within a specific outside area any one time. Contact sports will be avoided. 		<p>Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.</p> <p>If weather is poor and PE needs to be indoor, the staff will use the Somerby Village Hall. Staff will need to take cleaning products and ensure they clean door handles etc. both when they arrive and when they leave. Also ensure staff bring 1st aid kit with them and remind children to go to the toilet before leaving (therefore reducing the likelihood of having to use the Village Hall toilets).</p> <p>Staff to be aware of the Village Hall risk assessment (TBC if there is one).</p> <p>External PE coach to be talked through the H&S expectations specific to PE in this risk assessment.</p>								
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		<ul style="list-style-type: none"> Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Minimise contact between individuals and maintain social distancing wherever possible. All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment. Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene. Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene. 										<ul style="list-style-type: none"> PHE will be publishing revised guidance cleaning of non-health care settings by the end of the summer term 						
Carrying out 1st aid	<p>First Aider Person being treated by the first aider. (Carrying out 1st aid may require the 2mtr social distancing rule to</p>	<ul style="list-style-type: none"> A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John’s ambulance guidance (link at end of document). If a child presents symptoms of COVID-19 they will be isolated 2m 				<p>Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.</p> <ul style="list-style-type: none"> PHE will be publishing 												

	<p>be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>away from people and parents called to collect them.</p> <ul style="list-style-type: none"> • Persons who have symptoms will isolate for 7 days and will not be in school. • The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves. • Nitrile Gloves conforming BSEN455 will be worn to deliver first aid. • Latex gloves will be avoided to remove the risk of allergic reaction. • The first aider will cover any cuts on their hands with water proof plasters. • The first aider will avoid putting their fingers in their mouth and touching their face. • The first aider will avoid touching any part of a dressing that will come in contact with a wound. • The first aider will wear goggles (if the person requiring first aid is showing signs of COVID19) conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes. • A fluid-resistant surgical face mask 		<p>revised guidance for cleaning of non-health care settings by the end of the summer term</p> <ul style="list-style-type: none"> • Ensure an adequate supply for PPE is procured from your usual supplier. Contact for PPE orders if you have difficulties with your own suppliers: • Leicester City: icrs.service@leicester.gov.uk • Leicester County: enquirylinequality&contracts@leics.gov.uk • Rutland: PPE@rutland.gov.uk 								
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		<p>will be worn by the first aider, if the person is presenting with COVID19 symptoms. The surgical masks used conform to BS EN 14683:2019 Type IIR.</p> <ul style="list-style-type: none"> • After each first aid treatment is given all equipment and surfaces, including goggles and visor used will be cleaned down using a detergent solution. This is followed by disinfection using a solution that contains 1000 parts per million (1000 ppm av.cl.). The goggles and visor are rinsed with clean water after being disinfected to remove any chemical residue. • 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. • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. • Face masks and gloves will only be 												
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		<p>used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</p> <ul style="list-style-type: none"> • First aiders have been given information on how to correctly don and doff their PPE. • No food will be stored or eaten in the first aid room. • After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. • There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. • The room is well ventilated at all times. 										
Intimate care		<ul style="list-style-type: none"> • The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. • NHS hand washing posters have been installed above 				<p>Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.</p> <ul style="list-style-type: none"> • Ensure an adequate supply for PPE is procured from your usual supplier. 						

		<p>sinks to give information on good hand washing techniques.</p> <ul style="list-style-type: none"> • Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE may include: <p>Gloves Goggles Apron Mask Visor</p>		<p>Contact for PPE orders if you have difficulties with your own suppliers:</p> <ul style="list-style-type: none"> • Leicester City: icrs.service@leicester.gov.uk • Leicester County: enquirylinequality&contracts@leics.gov.uk • Rutland: PPE@rutland.gov.uk • Ensure aprons, nitrile/latex disposable gloves and splash resistant goggles are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF) 								
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		<ul style="list-style-type: none"> • If a child, young person or other learner 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. The surgical masks used conform to BS EN 14683:2019 Type IIR. • 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. • If contact with the unwell child or young person is necessary, then nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the 												
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		<p>supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> The room is well ventilated at all times. 										
<p>Social distancing not being carried out during the use of Staff facilities – including the upstairs offices</p>	<p>Staff, pupils, visitors and contractors</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Consider the number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible Consider the use of another room in addition to usual one Staggering of break times to reduce numbers Use of signs to inform of hand washing prior to entering and exiting /using facilities. Use of signs to inform of hand washing prior to entering/using facilities. Shared cutlery is removed. Reusable sponges are removed Cleaning of room between use Operation of dishwasher/water dispensers' procedures displayed 				<p>Number of chairs in the staffroom reduced to enable more distance between them.</p> <p>No more than 2 people in the staff room, or the upstairs offices at any time, with social distancing used.</p> <p>Signs reminding staff to wipe down regularly touched areas (cupboard handles, kettle, taps, fridge handle, milk cap, tea/coffee/sugar cannisters etc.) after use – including the photocopier.</p>						
<p>Social distancing not being carried</p>	<p>Staff, LTS Catering/Catering Staff from</p>	<ul style="list-style-type: none"> Establish robust communication links with hot meal provider. Meeting in preparation of re- 				<p>Meals will be delivered by the external catering company pre-packaged in paper bags.</p>						

<p>out during Catering provision</p>	<p>external company, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<p>opening to confirm operational controls</p> <ul style="list-style-type: none"> • Hand cleaning facilities to be available upon entering hall and when leaving • Confirm how pupils will receive their meals. Queuing or brought to them. (Meals may be pre-packed) • Checking that all pupils' food allergy information is up to date • Delivery arrangements for meals if not cooked on site to maintain social distancing • After service collection arrangements for containers (Communication with provider) • Service arrangements • Facilities to stagger service times to avoid congestion and contact • Staffing required to extend service times (Internal and external staffing) • Clearing of dining room following each service including equipment used and the cleaning of that equipment including chairs, tables and door handles • Consider additional training that will be required by lunchtime supervisors and what additional 	<div style="background-color: red; width: 100%; height: 100%;"></div>	<p>The food will be labelled to reduce the need to rummage around in the bag to find out the contents.</p> <p>The bags will be delivered to each classroom in insulated boxes by school staff, avoiding unnecessarily touching the bags.</p>							
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		protective equipment will be required. (Gloves/aprons)											
Assembly	Staff and pupils Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Assemblies/Collective Worship (CW) are not to take place. Head/teaching staff addresses individual groups, within their classroom. CW in classroom - socially distanced. Measure 2x2 metre squares and mark them out for the children to sit within their allocated group. 				<p>Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.</p> <p>Children will sit at their desks (which will already be suitably spaced) during classroom assemblies.</p> <p>Headteacher to do assemblies on different days for each group.</p>							
Cleaning	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. A record of each cleaning/disinfecting activity is recorded to include what has been cleaned, by who, when and how. 				<p>We do not have a dedicated cleaning team who can be on site throughout the day, so school staff will need to do this.</p> <p>A clear cleaning timetable (with staff initialling when they have cleaned) will be used to ensure and record cleaning.</p>							

		<ul style="list-style-type: none"> • Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting. • Hard surfaces to be cleaned with soap and water prior to disinfecting. • disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the goggles and visor will be rinsed with clean water after being disinfected. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used. Staff 		<ul style="list-style-type: none"> • Consider increasing hours of cleaning staff to enhance the cleaning regime. 								
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		<p>are told not to bring cleaning products from home.</p> <ul style="list-style-type: none"> • Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. • PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. • Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly. 										
Carrying out daily building maintenance	Staff and pupils. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> • General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment). • Only essential maintenance is carried out during school opening hours. • Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. • If practicable, social distancing is maintained throughout working procedures. 										
Building reopening after full or partial	Staff, pupils, visitors, contractors.	<ul style="list-style-type: none"> • Hot and cold-water systems are flushed before the school reopens. 				<ul style="list-style-type: none"> • Heating and ventilation contractors should be contacted, to review the 						

closure during COVID19	Legionella Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications. 				mechanical ventilation systems and adjust as necessary in accordance with industry guidance.								
Contractors working on site	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Contracted work is carried out when the school is closed to staff and pupils. Any documentation required is sent/received prior to the contractor arriving on site. Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences. Records of contractor's details should be kept for 21 days for track & trace if necessary. 				Visitors fill in a 'Visitor record' (securely stored) to support school with track and trace.								
Breakfast and after school clubs	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Consistent groups/bubbles are maintained as far as reasonably practicable Outdoor facilities used where practicable. (See hazards and control measures above for the management of activities i.e. cleaning, 1st aid) 	N/A	N/A	N/A	Not applicable. <ul style="list-style-type: none"> 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. 								

Emergency procedures	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building. Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable. 	Red	Yellow	Red	Staff to be aware of BAME (Black, Asian, and Minority Ethnic) children in their groups as they are more vulnerable to the effects of COVID-19.											
Staff toilets	Staff	<ul style="list-style-type: none"> Toilet to have antibacterial spray and disposable cloths for staff to use as extra precaution. 															
PPA and leadership time	Staff	<ul style="list-style-type: none"> Where possible, and without detriment to the role and the duties required, staff can go home for PPA, leadership time and other similar time out of class. Where this is not possible, staff can use other areas. Staff need to wipe down the area they use before and afterwards. 															
Moderation of books (during staff meetings, including joint staff meeting between	Staff and pupils. Reduced infection control which may result in spread of	<ul style="list-style-type: none"> All tables wiped down with antibacterial wipes after school and before moderation. Class books kept in their own classroom if the school hosting the moderation, and the other school 				Red	Green	Yellow	All staff (as appropriate) to be aware of expectant mothers and extremely clinically or clinically vulnerable staff in the staff team as they are								

<p>partner school)</p>	<p>COVID19</p>	<p>staff bring their books and put them on a separate table (2+ metres apart).</p> <ul style="list-style-type: none"> • Social distancing of staff during moderation, paired up and in different rooms. • Staff to sanitise their hands between handling books from different classes. • Posters in classrooms to remind staff of control measures. 				<p>more vulnerable to the effects of COVID-19.</p>								
<p>Parents' evening discussions between teacher(s) and parents/ carers</p>	<p>Staff and parents/ carers. Reduced infection control which could result in spread of COVID19</p>	<ul style="list-style-type: none"> • All parents' evening discussions to be conducted 'virtually' (via a phone call) so parents/ carers don't need to come to school. • Staff can use school landline phones (3 on site), school mobiles (there are 2) or own mobiles (prefixing dialled numbers with '141' to keep their number private). • Staff should arrange with each other who will use which landline. • All phones should be used with the 'speaker' function if there are job share teachers both speaking, to allow for them to be socially distanced from each other. • Phones that are not teachers' own (so school landlines and school mobiles) should be sanitised after 												

		use at the end of the parents' evening, and either the same member of staff should dial all the phone numbers, or the keypad buttons should be sanitised between different teachers dialling.													
Guidance on the new national lockdown starting on 5th November 2020	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> After school clubs are cancelled for the entirety of the lockdown (there are no before or after school wrap-around care clubs which help with childcare for parents/ carers). 													
Updates on being in Tier 4 from December 2020	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Reminders to all staff, parents/ carers and children about the ways to reduce risk (this risk assessment) and school arrangements. 	N	/	A										

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

Source:

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

Leicester County: enquirylinequality&contracts@leics.gov.uk

Rutland: PPE@rutland.gov.uk

<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<ol style="list-style-type: none"> 1. Child displays symptoms with CV19 2. Child from teaching group who has been sent home becomes confirmed case. 3. Staff becoming ill and self-isolating.
<p>How could this emergency situation be prevented / controlled?</p>	<ol style="list-style-type: none"> 1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 14 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
<p>Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?</p>	<ol style="list-style-type: none"> 1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn. 2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording. 3. Follow guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Consider reallocating staff or capacity of school to remain open. Consult with LA and/or Trust on closure. 4. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
<p>Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?</p>	<p>Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.</p>

Risk Assessor (s) Name(s):	Steve Nash	Risk Assessor(s) signature (S):	<i>Steve Nash</i>	
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	July 2020 (the original version)	Date of Next Review:	5 th December 2020	SN
		Date of Review:	5 th September 2020	SN
		Date of Review:	14 th September 2020	SN
		Date of Review:	2 nd October 2020	SN
		Date of Review:	5 th November 2020	SN
		Date of Review:	4 th January 2021	SN
		Date of Review:		
		Date of Review:		

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

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.