

Significant Findings of Risk Assessment

Site / Premises: Marriott Primary School	Assessment Carried Out By	Assessment Serial Number: JMM060802020		
Department:	Name: Jo Marshall Signature: JMM	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak - For the return to School in September 2020 <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Responsible Manager / Team Leader etc Name: Ruth Neill/ Sheila Crichton Signature: RN/ SC	26/08/2020	26/09/2020	
		01/09/2020	30/09/2020	JMM
		11/09/2020	11/10/2020	JMM

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	<p>There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of,</p> <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good Respiratory hygiene practices. • Regular Cleaning of settings. • Minimising contact & mixing (with a strong focus on group/class separation). <p>Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.</p>		<p>The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance</p>					
What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place		Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
Catching or Spreading COVID 19	Staff, Pupils, Visitors	Welfare facilities are provided which contain suitable levels of soap and hand sanitiser. Hand sanitiser stations to be located	Likelihood	Impact / Severity	Risk Rating Score			
			4	5	20	SLT	Aug 2020	

	<p>outside main office and just outside the grey door into the main part of school.</p> <p>Maintain social distancing (2m separation where practicable) See below for Class/Group arrangements.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Tissues provided for every class, along with yellow-lidded pedal bins provided for their disposal.</p> <p>All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands.</p> <p>If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>The expectation is that all children will wear school uniform on a daily basis, school will operate a flexible approach if parents are unable to provide fresh uniform clothes every day. Staff are expected to change their clothes every day.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Should persons disclose if personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</p>			<p>wide. This means that children must access the toilets one at a time to wash their hands. Adult supervision would not be possible.</p> <p>All staff should use a face shield at work.</p> <p>Unless exempt, parents should wear face masks whilst on-site. Exempt individuals should wear a lanyard indicating that they are exempt so that this is clear to staff. The Local Authority is now actively encouraging parents to wear face masks as part of its policy: https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/returning-to-school-for-the-autumn-term/do-i-have-to-wear-a-face-mask-when-taking-my-child-to-school/</p>			
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	<p>Ensure frequent hand washing/sanitising is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>For pupils regular hand washing / sanitising using outside wash stations, on arrival, after breaks, before & after lunch, after using the toilet and when changing rooms. Higher staff ratio with SEND and younger children will ensure that young pupils are supported with handwashing. There is a handwashing chart in each classroom to support this.</p> <p>Clear signage and information is to be displayed reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>This information should also be easily understandable to small children where necessary.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>Contingency plans are in place to provide e-learning for pupils should this become necessary.</p> <p>Contingency planning for school attendances during local restrictions will be based upon a Government directed tiered approach.</p> <ul style="list-style-type: none"> • Tier 1 – All schools will be open as normal. • Tier 2 – Secondary schools & FE establishments will use a rota basis to limit on site attendance (possibly 2 weeks attending, followed by 2 weeks home learning). <i>All other sites attendance is unaffected.</i> • Tier 3 – Secondary schools & FE establishments attendance will be limited to vulnerable children & young persons, children of critical workers and selected year groups as prioritised by the DfE. <i>All other sites attendance is unaffected.</i> • Tier 4 – All Schools & FE establishments attendance will be limited to vulnerable children & young persons 			<p>Staff to sanitise their hands before and after using the photocopier.</p> <p>Telephones should be wiped down before and after use.</p> <p>Uniform to be stored in the corridor and not on display. If a child tries on a jumper and it is unsuitable, it should be placed in a quarantine box for 48 hours. Staff member responsible for uniform should ensure they wash their hands.</p>			
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	<p>and children of critical workers (<i>excepting special school and Alternative Provision which will continue</i>). The detail of the rotas implemented will be at the discretion of the schools concerned.</p> <p>This risk assessment and any safe systems of work must be communicated to staff before they start work, and be available in school. Staff to sign to say they have read and will comply.</p> <p>The SLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.</p> <p>Records should be kept of classes, groups, staff, visitors and their close contacts, such that these can be provided to the Local Public Health Team if required. This includes the kitchen.</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.</p> <p>Managers/SLT are to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site.</p> <p>Clinically Extremely Vulnerable & Clinically Vulnerable Staff (including Pregnancy) From 23rd September it is envisaged that clinically extremely vulnerable staff are able to return to work, provided that they are able to return to a workplace where the Government safety guidance has been implemented in full, and an individual risk assessment has been carried out. The school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. Previous risk assessments may need to be defaulted to.</p> <p>Shielding Children Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any potential return. Again, the school will, however,</p>			<p>Parents to be communicated through website and class dojo that their children must wash their hands before entering school. Soap, tissues and bins to be located beside hand washing station.</p> <p>Risk Assessment to be posted on the website and class dojo and with any contractors working at school.</p> <p>E-bug resources will be posted onto Class Dojo.</p> <p>Staff must ensure they bring their ID badge in order to sign in hands-free.</p> <p>Information about access to Amica has been included in the staff briefing.</p> <p>Individual risk assessments need to be reviewed before vulnerable and BAME staff return to work plus regular review.</p> <p>School will aim to keep clinically extremely vulnerable staff in one bubble.</p>			
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		<p>need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept.</p> <p><i>Although persons from the Black, Asian & Minority Ethnic (BAME) community, or those who possess other recognised high risk factors, are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i></p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant.</p>						
Suspected case whilst on site or Positive Viral test result	Staff, Pupils, Visitors	<p>When a person develops symptoms compatible with COVID 19 they should be sent home and isolate until a test can be undertaken. If the test is positive, they should self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. If the test is negative and neither the person nor their household are displaying further symptoms, they should return to work.</p> <p>All staff and students attending the school will have access to a viral test <u>if they display COVID 19 symptoms</u>, and are encouraged to undertake the test in this scenario. <i>(The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.) TO BE CONFIRMED. Further advice to be sought with regards to test packs.</i></p> <p>Parents and Staff are requested to immediately inform the school of Covid 19 viral test results.</p> <p>Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation.</p>	4	5	20	<p>The family room will be the covid isolation room. Anybody with symptoms will be immediately sent to the covid isolation room to then either depart school or await further help if seriously unwell. Whilst awaiting collection, the outer door should be opened to increase air circulation.</p> <p>The covid isolation room will be divided into two zones to accommodate more than one child awaiting collection. Staff members to remain 2m away and use PPE.</p> <p>All parents in bubble to be phoned to inform them that there is a case of confirmed Coronavirus and the bubble will be closed. They will be asked to monitor their child for symptoms and to observe the self-isolation rules for 14 days.</p>	SLT	Aug 2020

	<p>Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p> <p>Where positive Covid 19 viral test results are notified from pupils, parents or staff the school will inform the Local Public Health Team.</p> <p>When notified of a positive test result, the Local Public Health Team will carry out a risk assessment and liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members or contacts should be sent home and advised to self-isolate for 14 days (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. The school will be able to trace visitors, parents and staff using registers and the signing in system.</p> <p>If any person within the school receives a positive viral test result for Covid 19, they should remain at home in accordance with the guidance.</p> <p>If any person within the school displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • All other persons are to maintain a safe distance from affected individual. 			<p>Hands Cleaning to be informed of a case to initiate a deep clean.</p> <p>All members of staff to be informed immediately if there is a confirmed case or a local outbreak.</p> <p>Anna Honsel, Trade Union Rep, to be informed if there is a confirmed case of a staff member of pupil.</p> <p>School community to be informed through website and class dojo only of a confirmed positive case.</p>			
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	<ul style="list-style-type: none"> • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. • A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. <p>Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in the Covid isolation room separated from all other persons with the door open.</p> <p>A separate toilet facility should be used if necessary.</p> <p>Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p> <p>If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health</p>						
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		Protection Team who will advise if additional action is required. Vanessa Power and Sadie Morris-Tanna will liaise with the Local Health Protection Team in these cases and in managing community cases.							
Travel off site	Staff, Pupils	<p>Implement social distancing where possible. When on foot - 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.</p> <p>Where it is safe and practicable parents of children are encouraged to get them to cycle or walk to school.</p> <p>School transport is to be cleaned before and after each use, with particular attention being paid to touch points.</p> <p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger in a vehicle you should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. Children under the age of 11 years are also not required to wear face masks.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child or adult with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE 	4	5	20	<p>We will not be resuming domestic educational visits for the foreseeable future.</p> <p>Walking Bus will not be taking place for the foreseeable future. Parents to be informed.</p> <p>We will not be using private transport as all excursions and PE trips have been cancelled.</p> <p>In the event of an emergency where a parent cannot be contacted and a child must be taken to hospital, staff must wear masks.</p> <p>Where vulnerable family home visits must be made (only as a last resort due to non-engagement via remote methods of contact) all social distancing protocols must be adhered to but travel off-site is banned.</p> <p>Before making any visits to houses, an attempt should be made to contact parents to confirm they do not have Coronavirus or the symptoms of it.</p>	SLT	Aug 2020	

		<ul style="list-style-type: none"> Handwashing/sanitising before and after transport activities and when disposing of waste. 							
Contamination during Access to & egress from site	Staff, Pupils, Visitors	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Entry systems do not require skin contact. Require all persons to wash & dry or clean their hands before entering or leaving the site. <i>Hand washing with soap to be at least 20 seconds each time.</i> Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. Hands are to be washed / sanitised upon removing face masks. <p>Visitors No non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Ensure a log is kept of areas visited and people they have been in contact with.</p> <p>Staff Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school and must book a test.</p> <p>Staff have been informed about the need for self-isolation, etc. as advised by the Government.</p>	4	5	20	<p>One-way system will be used for access to EYFS base.</p> <p>Corridors are not 2m wide and partitioning is not possible.</p> <p>Change entry doors to touch-free fob system.</p> <p>Sanitiser stations to be located on entry to school.</p> <p>Parent hatch and the table to be wiped down hourly.</p> <p>Parents to be reminded that it is their responsibility to maintain a 2m distance from other people.</p> <p>Unless exempt, parents to wear face masks whilst on-site. Exempt individuals should wear a lanyard indicating that they are exempt so that this is clear to staff.</p> <p>Site inductions to take place in the small hall in groups of 4, observing the 2m distance rule.</p> <p>When returning from work, all staff members are advised to change clothes, wash hands and put on clean clothes.</p> <p>Staff must not hold children's hands and must try to observe the 2m distance as much as possible.</p> <p>Staff having to provide intimate care will be provided with</p>	SLT	Aug 2020	

		<p>Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles.</p> <p>Hand cleaning facilities or hand sanitiser are available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>Parents etc Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed.</p> <p>Parents, etc. are to be reminded not to gather in groups whilst awaiting their children. To reduce the potential of contamination, parents will be advised to telephone the school to make a telephone appointment.</p>				<p>appropriate PPE and training to do so. Training will be provided via an instructional video: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks.</p> <p>Ensure that all doors are open but are closed at night for fire security.</p> <p>You must not cross the hall at any point.</p> <p>Parents must observe social distancing whilst travelling to key collection/ drop off points.</p> <p>Any latecomers must report to the office where they will be directed to their classroom.</p> <p>If any parents exhibit unacceptable behaviour, SLT to be called immediately and procedure for 'Managing Nuisance and Disturbance on Maintained Educational Premises Section 547, Education Act 1996 to be followed. SO2 to be completed.</p>			
Contaminati on within Internal Areas	Staff, Pupils, Visitors	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Pupil sitting positions should be side to side, forward facing and not facing each other. Desks should be positioned for staff to maintain a 2m distance from other staff and children. This does not apply to EYFS.</p>	4	5	20	<p>Staff and adults may not go up or down the stairs at the same time in the Year 3/ 4 base, the PPA room or the SLT office.</p> <p>Some corridors within the school are too narrow. Staff must wait and face the wall if people are passing.</p>	SLT	Aug 2020	

	<p>There will be no whole school, key stage assemblies. Assemblies will take place within classrooms for the year group only.</p> <p>Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups.</p> <p>Pupils are as far as practicable to be kept in separate groups. School has made the decision that children will be kept within Key Stage bubbles, due to the layout of the school and play and lunchtime restrictions. These bubbles are:</p> <p>EYFS Year 1 and Year 2 Year 3 and Year 4 Year 5 and Year 6</p> <p>SEND children will mix with children from other bubbles due to their enhanced support needs.</p> <p>These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible.</p> <p>These groups are as far as possible to keep to the same areas within the School.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres).</p> <p>The use of the Staffroom is to be kept to a minimum. Staff can use the staff room to make a hot drink but must bring their own tea/ coffee. This should not be stored in the staff room but kept in your classroom. Milk will be provided. Drinks must be made in covered cups and brought in from home. Where possible, staff should eat their lunch in their phase areas.</p>			<p>Each bubble to be given set break/ lunchtime and zone.</p> <p>Each class to have a box to quarantine home readers for 72 hours. This should be clearly labelled and. Children can only change books on certain days to ensure this is in place.</p> <p>Children must bring their own water bottle to school.</p> <p>Staff must thoroughly wash their hands before opening windows and doors.</p>			
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	<p>Limit the number of Staff in each room/area as far as possible to follow social distancing guidance.</p> <p>Where possible, Staff are to keep 2m apart from other Staff & Pupils, avoid close face to face contact, and minimise necessary contact within 1m of others.</p> <p>All persons are to wash & dry/sanitize their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry and regularly thereafter. • Use alcohol-based hand sanitiser. • Wash hands if face is touched. • All hand contact surfaces to be regularly cleaned. <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Staff to Staff interaction;</p> <ul style="list-style-type: none"> • To maintain a 2m distance at all times. <p>Equipment, Activities and resources</p> <ul style="list-style-type: none"> • Limit the use of shared resources. • Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. • All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. • Pupils should be reminded only to bring essential items into the school. <p>Singing activities or playing brass or wind instruments is permitted only,</p> <ul style="list-style-type: none"> • Where social distancing of 2m between each individual can be maintained. • Voices are not be raised unduly. 			<p>Staff must wash hands/ sanitise after handling children's books/work.</p> <p>Staff using the ICT Suite must clean keyboard, surface and mouse before use. Pupils must wash hands before and after use of the ICT Suite.</p> <p>Brass lessons will not be resumed.</p>			
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	<ul style="list-style-type: none"> • Where possible musical instruments should be cleaned by the pupils using them. • Participants are not facing others and not sharing instruments. • Good levels of ventilation are provided, with preferably the activity being carried out outdoors. • Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person. • For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/ <p><i>As an alternative to cleaning between each use, equipment & resources etc could be removed and quarantined for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups – But putting resources out of use for extended periods and the potential for premature unauthorised reuse needs to be considered.</i></p> <p>Where possible, meetings are to be held by remote means, rather than face to face (i.e. video calling).</p> <p>Doors will be propped open to reduce contact points, provided fire safety, security & safeguarding requirements <u>are not compromised.</u></p> <p>Consider fitting Maglocks (magnetic release devices) to doors where appropriate that must operate in a fail safe way to ensure fire safety is maintained.</p> <p>Ensure occupied rooms are well ventilated, opening windows and doors where possible.</p> <p>The air conditioning unit in the ICT suite and the new office are safe to be used.</p> <p>One-way system in operation in EYFS base.</p> <p>When walking along corridors or using the stairs all persons are to keep to the left (or right) side in order to enhance segregation. Maintain a consistent side to walk on throughout the premises.</p> <p>Access & exit to classrooms etc should be made by external</p>			<p>Phase meetings (when appropriate) will be held in person in suitable rooms observing the 2m rule.</p> <p>PPA to be held with year group partner maintaining 2m rule in an aired room. Care to be taken that resources and computers are not shared.</p>			
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		<p>doors where this option is available at all times.</p> <p>Bins are to be provided in each main room to collect used tissues, and emptied regularly.</p> <p>Drinking water fountain in the staff room must be wiped down after use.</p> <p>The external handwashing facilities do not provide drinking water; signs will be displayed.</p>							
Contaminati on in Outdoor Areas	Staff, Pupils	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>These groups are as far as possible to keep to the same areas.</p> <p>External play equipment if used, should be cleaned after each use.</p> <p>Hand washing & drying facilities are provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/ Currently, this includes prohibiting contact sports, cleaning equipment between each group use, and prioritising outside activities.</p> <p>The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised. Contact sports are to be avoided.</p>	4	5	20	<p>SEND Hub will be open for children with EHCP and/ or children identified as vulnerable and requiring additional support.</p> <p>Timetable has been established for break and lunchtimes.</p> <p>Learning Zone to be used by EYFS and Year 1 with key contact areas (e.g. handles) to be cleaned before and after each use.</p> <p>Each bubble to be supplied with their own outdoor equipment where appropriate.</p>	SLT	Aug 2020	

		Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) should be adopted as for indoors lessons.							
Allocation of Staff	Staff	<ul style="list-style-type: none"> • Authorisation onto the school site will be by the Headteacher. • All staff medical needs to be discussed with the Business Manager prior to them entering the school. • Staff to avoid the use of the staff room unless for making hot drinks. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • As far as possible, try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups. • Cleaning staff rotas should be reviewed to ensure appropriate coverage. • Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. 	4	5	20	<p>Large number of clinically vulnerable staff and staff sickness may restrict staffing capacity in comparison to the number of 'bubbles' required. Regular review and, if necessary, close bubbles.</p> <p>Staff, if comfortable, should eat in their classroom or outside. It is advised that staff do not use the staff room to sit, eat and drink but may use the facilities for making a hot drink.</p> <p>Food may be stored in the fridge but it is staff responsibility to clean the handle before and after use.</p>	SLT	Aug 2020	
Work planning	Staff, Pupils,	<p>Areas are to be organised to allow effective separation between all Staff or groups. Tables (apart from EYFS) should be facing forward. Children can sit side by side.</p> <p>Timetables have been set for the first 3 weeks has been set to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school.</p> <p>For children with SEMH difficulties; the change of routine may result in physical and emotional outbursts. Over the first 3 weeks of term, increased time will be allocated to these children.</p> <p>For children with behavioural difficulties, team teach tactics should be employed with de-escalation as the primary aim.</p>	4	5	20	<p>Walking Bus will not be taking place.</p> <p>Breakfast Club will be operating but the main hall will be zoned by Key Stage in order to maintain bubbles.</p> <p>Mrs Mannion to review risk assessments for each child with SEMH needs.</p> <p>Behaviour policy amended to incorporate Covid 19 measures and supporting children with behaviour difficulties.</p>	SLT	Aug 2020	

	<p>Breaks and lunchtimes to be staggered to reduce congestion. Children will be organised into Key Stage bubbles.</p> <p>Any use of shared offices, etc. is also to be staggered.</p> <p>Key Stage groups should remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible.</p> <p>Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the same desk.</p> <p>Priority is to be given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned considering change of user.</p> <p>Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p> <p>There are arrangements to support staff wellbeing such as stress and workload surveys as well individual support plans for staff suffering from anxiety/ trauma. This may well include access to counselling facilities. For NQTs, there will be additional support from the NQT, Dan Goldberg. Additional planning and preparation time will be given in the first week of term (w/c 24th August) and during the term, during staff meeting time.</p>			<p>Children should not be leaving the classroom for any reason apart from taking a triangle to a neighbouring class in case of an emergency.</p> <p>Each child will be given their own pack of resources.</p> <p>Each bubble will be provided with their own set of PE equipment.</p>			
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		School will continue with online meetings and will keep physical meetings to a minimum in order to reduce chance of transmission.							
Cleaning	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>Additional cleaning support is provided throughout the day to regularly clean doors, surfaces and toilets around the school. Staff have been provided with cleaning equipment to disinfect surfaces within their own work environment, including classrooms. A cleaning box will be located in each classroom and will have: gloves, spray and cloths. This will be restocked by Roger Bryan, Premises Officer.</p> <p>Classroom staff, during the day, will be responsible for cleaning:</p> <ul style="list-style-type: none"> • Tables • Light switches • Door handles • Handrails/ banisters • Tops of chairs • Computers • Shared learning resources • Specialist equipment for SEND <p>This should be undertaken before and after breaks/ lunch.</p> <p>The school employs Hands Cleaners and the following Cleaning protocol is in place:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) • 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. 	4	5	20	<p>Yellow lidded bins available for each room to dispose of tissues etc.</p> <p>All waste from yellow bins to be double bagged and stored in blue bins from behind the red gate for 72 hours before transfer into main red bins (copy to send to Hands Cleaner).</p> <p>PPE for cleaners to be provided by Hands Cleaners. Cleaners should wear apron, gloves, mask and face shield when cleaning areas.</p> <p>Procedures with Hands Cleaners to be confirmed.</p> <p>Instruction and training to be provided by Hands Cleaners and with premises team onsite.</p> <p>The Premises Officer, Roger Bryan, will be responsible for cleaning hourly:</p> <ul style="list-style-type: none"> • Frequently handled surfaces such as door handles, light switches, toilets, toilet handles, sinks, taps, reception office and table, SLT & PPA office bannister. <p>When cleaning, Roger/ Andy should wear apron, gloves, mask and face shield.</p>	SLT	Aug 2020	

		<ul style="list-style-type: none"> Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. Cleaners are to wash & dry their hands after removing the PPE. Bin liners should be used in all bins and bins emptied daily. <p>External play equipment is to be cleaned regularly and between each group use.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p>					<p>In his absence, Andy Blockley will carry out this duty.</p> <p>Procedures for kitchen to be confirmed. Catering staff should wear masks when serving food and observe a 2m distance, where possible.</p>			
Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<p>Staff should not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	3	4	12	<p>Parcels should be wiped down on delivery or left for 24 hours. Staff to wash hands before and after handling post.</p>	SLT	Aug 2020		

Contractors	Staff, Pupils, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Alcohol-based hand sanitiser at entrance to be used. • Repeat the hand washing/sanitising regularly. <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also who they have been in contact with for tracing purposes. Sadie and Vanessa will be responsible for maintaining records in case of liaison with Public Health.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Contractors & Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools' arrangements.</p>	4	4	16	ICT Technician will support remotely. Where there is a need to enter school, this will be completed after the children have left and cleaning has taken place. In emergencies, the room/ area will be cleared and cleaned and PPE worn by the ICT Technician.	SLT	Aug 2020	
Poor hygiene	Staff, Pupils, Visitors	All persons who enter the school should wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the yellow-lidded bins provided.	4	5	20	<p>All parents must take their child to wash their hands using the 5 outdoor handwashing facilities installed around the school prior to entry.</p> <p>Children to be spaced out when handwashing. Staff to observe 2m</p>	SLT	Aug 2020	

		<p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Additional hand washing & drying facilities provided.</p> <p>Hand dryers have been disabled and paper towels are available.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>				<p>rule. Higher staff ratio with SEND and younger children will ensure that young pupils are supported with handwashing. Children to be shown handwashing video.</p> <p>Hand towels to be restocked daily and bins to be emptied daily.</p>			
Canteen use - exposure from large numbers of persons	Staff, Pupils	<p>All persons will be encouraged to stay on site once they have entered it.</p> <p>Food and drink should only be consumed in dedicated facilities where possible, in phase areas or outside (staff).</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact.</p> <p>Salad should be served on the plate to children rather than using the salad bar.</p>	4	5	20	<p>Lunch Hall will be set up to ensure that children are not facing each other. This will reduce the number of children that can eat in the Hall at any one time. Additional tables ordered to increase capacity to 81 at any one time.</p> <p>The Small Hall will be used as an eating space for packed lunches, if appropriate.</p> <p>Years 5/6 – to eat lunch in classrooms</p> <p>Lunchtime staff to clean tables after each year group has left the hall.</p>	SLT	Aug 2020	

		<p>Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>Serving staff should place cutlery onto children's trays. Children should not select their own.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, tables and door handles.</p>				<p>Kitchen staff must follow COVID 19 food hygiene procedures and should wear masks, aprons, glove and face shields.</p> <p>One member of staff will be responsible for providing water to children via jugs, ensuring these are topped up and removing used cups to avoid contamination.</p>			
Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners used in all bins.</p> <p>Consider the disconnection of forced air hand driers to reduce unnecessary air movement (This may require the provision of additional hand towels/tissues).</p> <p>Limit the number of persons using the toilet and shower facilities to single groups or classes at any one time.</p> <p>Wash & dry hands after using the facilities.</p>	4	5	20	<p>Soap and hand towels will be available at external hand washing facilities.</p> <p>All hand dryers disconnected and replaced with paper towels.</p>	SLT	Aug 2020	
Lack of awareness	Staff, Pupils, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all</p>	3	5	15	<p>Regular monitoring by SLT that posters and signage are in place.</p>	SLT	Aug 2020	

		<p>persons of social distancing, hygiene and hand washing requirements.</p> <p>This information should also be easily understandable to small children where necessary. Make use of the NHS handwashing video.</p> <p>Signs are to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>				<p>School to ensure that ‘catch it, bin it, kill it’ posters are displayed around school.</p> <p>School has displayed posters/signs provided by Leicester City Council around the school site.</p>			
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation for adults).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP’s and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.</p>	4	5	20	<p>Updated fire evacuation procedure (ensure that doors that have been propped open are closed) and address new attending recording methods.</p> <p>Perform an evacuation drill once new procedures are in place. Invac & Evac to take place during Autumn term 2020.</p>	SLT	Aug 2020	
First Aid provision	Staff Pupils, Visitors	<p>First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times for adults when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p>	4	5	20	<p>Covid Isolation Room is the family room.</p> <p>All first aid boxes checked and cross matched against attendance register for children with asthma, epipens.</p> <p>Any administration of long-term medicine will be done with staff consent. Medicine will be placed into a cup and handed to the hand</p>	SLT	Aug 2020	

		<p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p> <p>All staff have been offered the use of their own personal face shield to wear at work. These can be washed and re-used. For clinically/ extremely vulnerable staff, face masks can be worn and are fully supported by the school. The school will advise parents that their children do not need to wear face masks or face visors due to the higher risk of cross-contamination with incorrect wear.</p>				<p>to take in order to maintain social distancing.</p> <p>PPE including for masks, gloves, aprons and face shields are stored in all classrooms and the isolation room along with First Aid bum bags. Kate McCulloch & Wendy Rossell are responsible for ensuring these are fully stocked and replenished.</p> <p>In the event of staff sickness, children requiring specialised medical care may only attend on days when trained members of staff are working. Parents to be informed of this.</p>			
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Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

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>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Travel guidance

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

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Protective measures in education 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>

Guidance for the full opening of schools

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

Transport to school

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Contingency planning

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
Impact (B)						

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.