

## Significant Findings of Risk Assessment

<b>Site / Premises:</b> Marriott Primary School	<b>Assessment Carried Out By</b> <b>Name:</b> Jo Marshall <b>Signature:</b> JMM	<b>Assessment Serial Number:</b> <b>JMM060802020</b>		
<b>Department:</b>	<b>Headteacher:</b> Ruth Neill/ Sheila Crichton <b>Signature: RN/ SC</b>  <b>Chair of Governors:</b> Steve Wilson <b>Signature: Steve Wilson</b>	<b>Date Carried Out or Reviewed</b>	<b>Date for Next Review</b>	<b>Reviewed By (Name)</b>
<b>Activity / Process:</b> School activities during COVID 19 outbreak <ul style="list-style-type: none"> <li>• <b>During this evolving situation please monitor and follow government guidance given in the web links provided</b></li> <li>• All normal working practices should be assumed to continue unless they need to be changed for the duration.</li> </ul>		06/01/2021	15/01/2021	JMM/SC
		20/01/2021	20/02/2021	JMM/SC

<b>General Principles of Control</b>	<p>Marriott accepts that there is no 'one size fits all' off-the-shelf suite of control measures to suit circumstance and has constantly updated and reviewed this risk assessment in order to ensure it complies with legislation and Leicester City directives. The latest government advice will be added to this risk assessment if any changes are to be made.</p> <p><b>This risk assessment has been updated in light of the move into national lockdown from 5<sup>th</sup> January 2021. The prevalence of a more-transmissible strain of COVID-19 means that the school will be open only to vulnerable children and keyworker children from 5<sup>th</sup> January 2021. This will be reviewed by the government at February half-term. KW/VC children will be organised into year groups with a rota set up for staffing. The below control measures will still be implemented for KW/VC year group bubbles.</b></p> <p>The control measures in this risk assessment are based upon the principles of,</p> <ul style="list-style-type: none"> <li>• Avoiding contact with those who have symptoms.</li> <li>• Frequent hand cleaning &amp; good Respiratory hygiene practices.</li> <li>• Regular Cleaning of settings.</li> <li>• Minimising contact &amp; mixing (with a strong focus on group/class separation).</li> </ul> <p>The Chair of Governors, Steve Wilson, has been regularly updated on Marriott's risk assessment and is a regular item of discussion at full governing body meetings. A copy of this risk assessment is available on our website.</p>
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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
			Likelihood	Impact / Severity	Risk Rating Score				
<b>Catching or Spreading COVID 19</b>	Staff, Pupils, Visitors	<p><b>Attendance - From January 2021</b> On-site education will resume for Vulnerable Children &amp; Children of Critical Workers only– with remote education provided for all other Pupils until the February Half Term.</p> <p><b>Initial - Rapid Result Tests (Lateral Flow Tests)</b> Rapid Result Tests (Lateral Flow Tests) are to be offered to staff who are attending onsite. The testing available consists of 2 Lateral Flow Tests, 3 – 5 days apart. Although encouraged and prior consent is required, this testing is voluntary.</p> <p><b>Ongoing - Rapid Result Tests (Lateral Flow Tests)</b> Rapid Result Tests (Lateral Flow Tests) are available for all Schools to conduct weekly testing of Staff in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. The testing available consists of two Lateral Flow Tests taken each week at home for staff. Although encouraged and prior consent is required, this testing is voluntary.</p> <p><b>Lateral Flow Test Results</b> A negative result will allow the tested person to remain in school. A positive result will require the tested person to self-isolate for 10 days and they are encouraged to undertake a Covid 19 viral (PCR) Test. <i>If Covid 19 symptoms are displayed, the person is required to self-isolate for 10 days regardless of any Lateral Flow Test</i></p>	4	5	20	<p>Expectations about the latest national lockdown: <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a> Staff are aware that they must follow the rules. Key worker proof can be provided for those who need it. Letters for staff from the previous lockdown are available on the server.</p>	SLT	Aug 2020	✓

result, and they are encouraged to undertake a Covid 19 viral (PCR) Test.

Where tests are carried out at home the results must be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff must share their result with the school to help with contact tracing.

Results for tests taken at School will be recorded & reported in line with current School test logging protocols.

**Our Covid Coordinator is Wendy Rossell.**

Welfare facilities are provided which contain suitable levels of soap and hand sanitiser. Hand sanitisers stations are located outside main office and just outside the grey door into the main part of school. These are checked daily by Andy Blockley. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using either the hand dryers using disposable towels etc., which should be disposed of into the bins provided.

Maintain social distancing (2m separation where practicable)  
See [below for Class/Group arrangements](#). See also [access & egress](#)

Tissues provided for every class, along with yellow-lidded pedal bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands.

If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.

Children should wear clean clothes on a daily basis, this does not have to be school uniform if parents are unable to provide a clean set on a daily basis. Staff are expected to change their clothes every day. Due to open windows, children are advised to bring in additional layers of clothing.



No uniform sales during lockdown.

	<p>Individual risk assessments (disability, young persons or new / expectant mothers) have been reviewed.</p> <p>Staff must wash their hands frequently – before and after eating, after sneezing/ coughing or using tissues. Hands should be dried using the hand dryers or paper towels.</p> <p>For pupils, regular hand washing / sanitising using outside wash stations, on arrival, after breaks, before &amp; after lunch, after using the toilet and when changing rooms. Time is allowed within the day to ensure that younger children are supported with handwashing. There is a handwashing chart in each classroom to record this.</p> <p>Parents, contractors, etc. are 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>This risk assessment and any safe systems of work is communicated to staff, parents and contractors.</p> <p>Records are 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>All parents have been contacted to download the NHS Covid-19 app. School has also obtained a QR code that visitors will be asked to scan on entry.</p> <p>All staff are encouraged to stay on site for the day. However, if leaving for a lunch break, staff are reminded not to gather together.</p>			<p>Monitoring – teachers to scan and save/ email handwashing charts at the end of each week to the Business Manager. There is a folder set up to save these into on the server.</p> <p>Business Manager to monitor of records to ensure they are kept up to date.</p> <p>QR code is displayed prominently in reception. No entry by visitors (including supply) into school unless QR code has been scanned.</p>			
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	<p><b>Clinically Extremely Vulnerable &amp; Clinically Vulnerable Staff (including Pregnancy)</b> From 5<sup>th</sup> January, CEV staff will be asked to work from home in line with government guidance. Business Manager keeps in regular contact with and monitors the wellbeing of staff not currently working on the site.</p> <p><b>Shielding Children</b> 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, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. (04/11/2020 updated DfE advice)</p> <p>Although persons from the Black, Asian &amp; 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, risk assessments have been completed.</p> <p>Where there are behavioural issues and children fail to conform, children will be asked to go home as team teach cannot be administered.</p> <p>Children who spit uncontrollably – there are no children identified at present.</p> <p>Children who use saliva as a sensory stimulant – the following measures are in place:</p> <ul style="list-style-type: none"> <li>• Emily Bates to undertake social story with identified children to work on placing chew toys in their box and washing hands</li> <li>• Provide individual box to store chew toys/ items that is distinguishable from other storage in the classroom to ensure there is no cross-contamination</li> </ul>			<p>Food parcels for pupil premium children will be organised as necessary.</p>			
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		<ul style="list-style-type: none"> <li>Recognised chew toys that can be cleaned to be cleaned using Milton. Staff should wear PPE when cleaning resources</li> <li>Any toys unidentified to be securely disposed of using lidded bins.</li> </ul> <p>Where working from home is possible ALL Staff who are able to work from home should do so and are supported by the School to do this.</p>							
<b>Suspected case whilst on site or Positive Viral test result</b>	Staff, Pupils, Visitors	<p>When a person develops COVID 19 symptoms they will go 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 10 days. If the test is negative and neither the person nor their household are displaying further symptoms, they should return to work.</p> <p>Parents and Staff are requested to immediately inform the school of COVID 19 viral test results.</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 10 days.</p> <p>As part of the NHS Test &amp; 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>	4	5	20		SLT	Aug 2020	✓
The family room is the COVID isolation room. Anybody with									

	<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"> <li>• Notify the Headteacher (or Deputy) immediately <b>by phone or radio</b> who will co-ordinate the various actions then required.</li> <li>• Avoid touching anything.</li> <li>• Go home immediately (children accompanied by their parent/carer)</li> <li>• All other persons are to maintain a safe distance from affected individual.</li> <li>• 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.</li> <li>• 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.</li> <li>• They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</li> <li>• 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.</li> </ul> <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 either hand dryers or 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</p>			<p>symptoms should 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 is divided into two zones to accommodate more than one child awaiting collection.</p> <p>All parents in bubble to be informed that there is a case of confirmed COVID-19 and the bubble will be closed. They will be asked to monitor their child for symptoms and to observe the self-isolation rules for 10 days.</p> <p>Andy Blockley to inform Hands Cleaning 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 and to self-identify if they have been in direct contact with positive case.</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 class dojo only of a confirmed positive case.</p>			
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		<p>room separated from all other persons with the door open. The toilet in the COVID isolation room will be allocated for that individual.</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 &amp; eye protection as necessary).</p> <p>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 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.</p>				<p>All parents have been contacted to download the NHS Covid-19 app. School has also obtained a QR code that visitors will be asked to scan on entry.</p>			
<b>Travel off site</b>	Staff, Pupils	<p>Implement social distancing where possible.</p> <p>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. 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>	4	5	20	<p>We will not be resuming domestic educational visits where members of staff are in enclosed vehicles for the foreseeable future.</p> <p>Walking Bus will not be taking place for the foreseeable future.</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. 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	✓



		<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"> <li>• Use a vehicle with a bulkhead for segregation.</li> <li>• The driver and the passenger should maintain as much distance as possible.</li> <li>• The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so.</li> <li>• The vehicle should be cleaned &amp; disinfected afterwards.</li> <li>• Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE</li> <li>• Handwashing/sanitising before and after transport activities and when disposing of waste.</li> </ul>				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.			
<b>Contamination during Access to &amp; egress from site</b>	Staff, Pupils, Visitors	<p>The school site entrances are monitored for any congestion problems to enable social distancing. Vehicle gates are opened to improve flow of traffic.</p> <ul style="list-style-type: none"> <li>• All persons should wash their hands/ sanitise their hands before entering or leaving the site using the sanitiser stations.</li> <li>• Staff sign in using badges and do not require skin contact.</li> <li>• The school has initiated a cleaning regime for common surfaces; <a href="#">see Cleaning</a></li> <li>• One-way system implemented for EYFS</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• No non-essential visitors are allowed onto the school site.</li> <li>• Forest school is permitted – 1 individual in 1 bubble on Fridays and 2m must be maintained from both staff and children.</li> <li>• SCITT Students are permitted</li> <li>• Volunteers are not permitted</li> </ul>	4	5	20	Change entry doors to touch-free fob system.	SLT	TBC	

		<ul style="list-style-type: none"> <li>• All visitors to be made aware of site rules and must scan the QR code on entry. Otherwise they must register their details with the office.</li> <li>• Any rooms or equipment that visitors visit whilst on-site must be identified to the Premises Officers and cleaned down after use.</li> <li>• See <a href="#">contractors section</a></li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff who are showing any of the signs of COVID-19 may NOT come to school.</li> <li>• 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.</li> <li>• Staff have been informed about the need for self-isolation, etc. as advised by the Government.</li> <li>• <b>All staff</b> should wear a face shield at work. These can be washed and re-used.</li> <li>• Staff are to pay due regard to social distancing requirements when parking &amp; accessing their vehicles.</li> <li>• 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.</li> <li>• Staff must not congregate at the end of the day but must leave the site promptly and separately.</li> <li>• Staff having to provide intimate care are provided with PPE and have all been provided with an instructional training video: <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks</a>.</li> <li>• When returning from work, all staff members are advised to change clothes, wash hands and put on clean clothes.</li> </ul> <p><b>Parents/ Carers</b></p> <ul style="list-style-type: none"> <li>• Unless exempt, parents to wear face masks whilst on-site. Exempt individuals should wear a lanyard</li> </ul>			<p>Clear message to staff: if you are not well, be risk averse and <b>do not come to school</b>. Report your absence to Hazel Tucker as usual.</p>			
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		<p>indicating that they are exempt so that this is clear to staff.</p> <ul style="list-style-type: none"> <li>• Contact with parents to be minimised, with only a single parent attending drop off &amp; pick up of children, and 2m distancing to be observed.</li> <li>• 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.</li> <li>• Parents must observe social distancing whilst travelling to key collection/ drop off points.</li> <li>• Any latecomers must report to the office where they will be directed to their classroom.</li> </ul> <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>							
<b>Contaminati on within Internal Areas</b>	Staff, Pupils, Visitors	<p>Some of our 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 are used to implement as high a standard of control as practicable.</p> <p>Class sizes are now very small and children should be seated on the back rows and a minimum of 2m should be maintained where possible.</p> <p><b>Bubbles</b> Due to the layout of the school and play and lunchtime restrictions, the following bubbles remain in place:</p> <ol style="list-style-type: none"> <li>1. EYFS</li> <li>2. Year 1 and Year 2</li> <li>3. Year 3 and Year 4</li> <li>4. Year 5 and Year 6</li> </ol>	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 202 0	✓

		<ul style="list-style-type: none"> <li>• These bubbles have their own set break/ lunchtimes and zones.</li> <li>• SEND children will mix with children from other bubbles due to their enhanced support needs.</li> </ul> <p>Due to increased transmission – crossing of bubbles should be avoided. School has timetabled a rota and staff must adhere to this. Any alterations must be approved by SLT prior. This is essential to reduce staff mixing.</p> <ul style="list-style-type: none"> <li>• These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</li> <li>• These groups are as far as possible to keep to the same areas within the School.</li> </ul> <p><b>Children of Staff Members</b> Key worker places should be sought at their school but if this is not possible or there are unavoidable childcare issues:</p> <ul style="list-style-type: none"> <li>• Primary children – in exceptional circumstances, children of staff members will be able to join the bubble that staff member works in.</li> <li>• Secondary children – in exceptional circumstances and there is no alternative arrangement, children will work in isolation in a room in school, staying 2m away from other staff and children. This area should be cleaned down after use. Staff member to arrange with premises team each time.</li> </ul> <p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>• Pupils to sit on the back row of the classroom, facing forward. There should be sufficient room to place 2m apart from each other.</li> </ul>			<p>Staff to track their movements on a daily basis and save this to the 'movements – close contacts' folder on the server. Close contact is defined as individual who was:</p> <ul style="list-style-type: none"> <li>• Within 2 metres of an infected person for a total of 15 minutes or more</li> <li>• Been within 1 metre for 1 minute or more</li> <li>• Travelled in a small vehicle</li> </ul> <p>Please note that close contacts should now be an exceptional circumstance.</p> <p>Each class has 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>			
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	<ul style="list-style-type: none"> <li>• Contact classrooms via radio/ phone. Staff should use their mobile phones if needed.</li> <li>• All persons to wash &amp; dry/ sanitize their hands upon entering classrooms. The daily handwashing chart should be used.</li> <li>• Staff not to kneel in front of children or hold their hands, where possible.</li> <li>• Safe space identified in the classroom clear of furniture to enable teacher to remain 2m from children</li> </ul> <p><b>Staff to Staff interaction;</b></p> <ul style="list-style-type: none"> <li>• To maintain a 2m distance from each other without fail.</li> <li>• Avoid going into people’s offices – contact everybody by email phone, radio, teams or email. <b>Staff should have their mobiles available to be contacted during the school day to prevent bubble crossing.</b></li> <li>• Door between office &amp; AWO to be locked.</li> <li>• Only 1 person in main office at any time.</li> <li>• Do not enter the main office</li> <li>• Do not enter the headteacher’s office</li> <li>• To wear face shields at all times unless they are clearly 2m away from children at the front of the class when teaching.</li> </ul> <p><b>Equipment, Activities and resources</b></p> <ul style="list-style-type: none"> <li>• Limit the use of shared resources.</li> <li>• Staff &amp; pupils have their own allocated individual frequently used resources such as pens &amp; pencils.</li> <li>• All equipment &amp; resources are to be regularly cleaned (including IT equipment), and equipment &amp; resources that are shared between groups are cleaned between each use.</li> <li>• 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.</li> <li>• Pupils should be reminded only to bring essential items into the school.</li> </ul>			<p>Children must bring their own water bottle to school. Staff must thoroughly wash their hands before opening windows and doors.</p> <p><b>Children should not be leaving the classroom for any reason apart from going to the toilet or for taking a triangle to a neighbouring class in case of an emergency.</b></p> <p>Classrooms to ensure radios are switched on so that they can hear the office to bring/ fetch children.</p> <p>Staff must wash hands/ sanitise after handling children’s books/work.</p> <p>Staff to sanitise their hands before and after using the photocopier. Staff should not queue to use the photocopiers.</p> <p>Telephones should be wiped down before and after use.</p>			
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		<ul style="list-style-type: none"> <li>Brass lessons are not taking place at present.</li> </ul> <p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>Meetings must be held by remote means, rather than face to face (i.e. video calling).</li> <li>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.</li> </ul> <p><b>Whole School</b></p> <ul style="list-style-type: none"> <li>There will be no whole school, key stage assemblies. Assemblies will take place within classrooms for the year group only.</li> <li>Communal areas are organised as far as possible to allow 2m separation between Staff and pupil groups.</li> <li>The use of the staffroom is to be kept to a minimum. See <a href="#">canteen</a>.</li> <li>Classroom doors will be propped open to reduce contact points. They should be closed on hearing the fire alarm. Maglocks have been installed on main corridors which will automatically close if the fire alarm sounds.</li> <li>Good ventilation should be maintained at all times, a window should be kept open in all occupied rooms and windows in corridors to ensure a flow of air.</li> <li>The air conditioning unit in the ICT Suite and new office are safe to be used.</li> <li>Staff and pupils should wear layers and outer wear.</li> <li>One-way system in operation in EYFS base.</li> <li>Access &amp; egress to be made by external doors</li> <li>Bins provided in each room to collect tissues and emptied regularly</li> <li>External handwashing facilities do not provide drinking water, signs are displayed.</li> </ul>							
<b>Contaminati on in</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as</li> </ul>	4	5	20	Timetable has been established for break and lunchtimes.	SLT	Aug 202 0	✓

<b>Outdoor Areas</b>		<p>far as possible between them. These groups are as far as possible to keep to the same areas.</p> <ul style="list-style-type: none"> <li>External play equipment will be set out at 11am by Roger Bryan for each bubble. He will clean these ready for use and will clean and put away after use.</li> <li>Hand washing &amp; drying facilities are available throughout the school.</li> <li>Measures are no contact sports, cleaning equipment between each group use, and prioritising outside activities.</li> <li>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.</li> </ul>				<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 supplied with their own outdoor equipment and cleaning equipment where appropriate.</p>			
<b>Allocation of Staff</b>	Staff	<ul style="list-style-type: none"> <li>Authorisation onto the school site will be by the Business Manager, Premises Officer, Deputy Head or Headteacher.</li> <li>School has timetabled a rota and staff must adhere to this. Any alterations must be approved by SLT prior. This is essential to reduce staff mixing.</li> <li>All staff medical needs to be discussed with the Business Manager prior to them entering the school.</li> <li>Staff to avoid the use of the staff room unless for making hot drinks (<a href="#">see canteen</a>).</li> <li>Suitable and sufficient provision has been made for the provision of first aid, physical intervention, emergency procedures response, etc.</li> <li>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms/ corridors.</li> <li>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.</li> <li>Staff must not enter the building before 7.50am and must leave by 3.30pm to reduce the time spent on-site.</li> </ul>	4	5	20		SLT	Aug 2020	✓
<b>Work planning</b>	Staff, Pupils,	<p>Breaks and lunchtimes are staggered to reduce congestion. Children are organised into Key Stage bubbles.</p> <p>Lunchtime provision has been established for children SEMH</p>	4	5	20	<p>Walking Bus will not be taking place.</p> <p>No Breakfast Club</p>	SLT	Aug 2020	✓

		<p>difficulties which is being co-ordinated by Emily Bates. This is to pre-empt any behavioural issues.</p> <p>Priority is to be given to outdoor PE activities over indoor ones. Shared resources must be limited and cleaned regularly. Each child has their own pack of resources and each bubble has their own set of PE equipment.</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/workload surveys as well individual support plans for staff suffering from anxiety/ trauma. This may well include access to counselling facilities. For NQTs, there is additional support from the NQT Mentor, Dan Goldberg. Formal observations will not be taking place; staff meetings have been reduced and phase meetings (if taking place) will be online.</p>							
<b>Cleaning</b>	Staff, Pupils, Visitors	<p>The Premises Officers, Andy Blockley &amp; Roger Bryan, will be responsible for cleaning two-hourly:</p> <ul style="list-style-type: none"> <li>Frequently handled surfaces such as door handles, light switches, toilets, toilet handles, sinks, taps, reception office and table, SLT &amp; PPA office bannister.</li> </ul> <p>These daily cleans are recorded on a cleaning log.</p> <p>Staff have been provided with cleaning equipment to disinfect surfaces within their own work environment, including classrooms. A cleaning box is located in each classroom and will have: gloves, spray and cloths. This will be restocked by Roger Bryan, Premises Officer.</p> <p>Staff are encouraged to carry cleaning wipes and to wipe equipment down in addition to the cleaning routine detailed above.</p>	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.</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>Catering staff requested to wear face shields when serving food and observe a 2m distance, where possible. City Catering have also</p>	SLT	Aug 2020	✓



		<p>Classroom staff, during the day, will be responsible for cleaning:</p> <ul style="list-style-type: none"> <li>• Tables</li> <li>• Light switches</li> <li>• Door handles</li> <li>• Taps</li> <li>• Handrails/ banisters</li> <li>• Tops of chairs</li> <li>• Computers</li> <li>• Shared learning resources</li> <li>• Specialist equipment for SEND</li> </ul> <p>This should be undertaken before and after breaks/ lunch. These daily cleans are recorded on a cleaning log and kept in the classroom.</p> <p>The school employs Hands Cleaners who have their own cleaning protocol which is contained in a separate risk assessment which is available from the Business Manager.</p> <p>External play equipment is cleaned regularly and between each group use.</p>				<p>compiled their own risk assessment.</p> <p>Class teachers to scan/ save Cleaning Logs in the server folder.</p>			
<b>Deliveries &amp; Waste collection.</b>	Staff, Pupils, Delivery drivers, Waste collection operators	<ul style="list-style-type: none"> <li>• Staff should not approach delivery staff, allow package to be left in a safe place.</li> <li>• Hands are to be thoroughly washed and dried after handling all deliveries or waste materials</li> <li>• Waste bag and containers to be kept closed.</li> <li>• Collection of work packs: times will be staggered to reduce transmission. Families will be asked to send one person to collect work packs.</li> </ul>	3	4	12	Parcels should be wiped down on delivery or left for 24 hours. Staff to wash hands before and after handling post.	SLT	Aug 2020	✓
<b>Contractors</b>	Staff, Pupils, Contractors	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	4	4	16		SLT	Aug 2020	✓

		<ul style="list-style-type: none"> <li>• All contractors should scan the NHS track &amp; trace QR Code at reception. 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.</li> <li>• Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</li> <li>• All contractors are to sanitise their hands upon entering the site and must repeat hand washing/ sanitising regularly.</li> <li>• Contractors working at school will require site health &amp; safety inductions. These should take place outside if possible.</li> <li>• 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).</li> <li>• Contractors &amp; Third Party Organisations working on site for a substantial period of time/ major works 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.</li> </ul>							
<b>Poor hygiene</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>• 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 either hand dryers or disposable towels which should be disposed of into the yellow-lidded bins provided.</li> <li>• Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</li> <li>• 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.</li> <li>• Additional hand washing &amp; drying facilities provided.</li> <li>• Andy Blockley/ Roger Bryan will regularly replenish facilities of soap and paper towels.</li> </ul>	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 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>	SLT	Aug 2020	✓

<p><b>Canteen use - exposure from large numbers of persons</b></p>	<p>Staff, Pupils</p>	<p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>• Staff, should eat in their classroom, phase area, 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. When collecting a hot drink, staff should exit the staff room as soon as possible.</li> <li>• Food may be stored in the fridge but it is staff responsibility to clean the handle before and after use.</li> <li>• Drinking water fountain in the staff room must be wiped down after use.</li> <li>• The maximum number of staff allowed in the staffroom is now 3.</li> </ul> <p><b>Pupils:</b></p> <ul style="list-style-type: none"> <li>• Break times are staggered to reduce congestion and contact at all times.</li> <li>• All children face forward in the hall</li> <li>• Lunchtime tables have been deep cleaned and will be left out in the hall</li> <li>• Small Hall used for packed lunches</li> </ul> <p><b>Kitchen Staff:</b></p> <ul style="list-style-type: none"> <li>• Staff to wear apron, gloves and face shields when serving</li> <li>• Food displays to be protected against contamination by coughing, sneezing, etc.)</li> <li>• Serving staff should place cutlery onto children's trays. Children should not select their own.</li> <li>• Where possible, Kitchen windows should remain open to increase ventilation (fly-screens should be fitted).</li> </ul> <p><b>Lunchtime Staff:</b></p> <ul style="list-style-type: none"> <li>• All rubbish and waste immediately disposed of</li> <li>• Tables to be cleaned between each use</li> <li>• One member of staff to provide water to children ensuring top-ups and removing used cups.</li> <li>• Staff to maintain 2m distance between themselves at all times.</li> </ul>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Hazel Tucker to prearrange with staff if they need to have lunch in the school staff room.</p> <p>Business Manager has liaised with City Catering about this. City Catering have confirmed that risk assessment is shared with all staff.</p>	<p>SLT</p>	<p>Aug 202 0</p>	<p>✓</p>
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<b>Use of Changing facilities, toilets, showers and drying rooms</b>	Staff, Pupils	See <a href="#">cleaning section.</a> <ul style="list-style-type: none"> <li>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</li> <li>Additional hand washing facilities available externally.</li> <li>Wash &amp; dry hands after using the facilities.</li> </ul>	4	5	20		SLT	Aug 2020	✓
<b>Lack of awareness</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>Clear posters, signage and information are displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements.</li> <li>Signs are easily understandable to small children where necessary and the school has used the NHS handwashing video.</li> <li>Signs are to be displayed outside meeting rooms and offices etc. identifying the maximum occupancy levels to ensure appropriate segregation.</li> <li>Regular briefings are held with staff regarding coronavirus.</li> <li>Staff are to challenge any person not adhering to the control measures within this risk assessment.</li> </ul>	3	5	15	<p>Regular monitoring by SLT that posters and signage are in place.</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> <p>Teams meeting scheduled to review risk assessment with whole staff on 09.11.2020. Recording available on server.</p>	SLT	Aug 2020	✓
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Pupils, Visitors, Contractors	<ul style="list-style-type: none"> <li>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation for adults).</li> <li>Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP's and contingencies for unplanned staff absences due to COVID.</li> </ul>	4	5	20	Updated fire evacuation procedure (ensure that doors that have been propped open are closed) and address new attending recording methods.	SLT	Aug 2020	✓
<b>First Aid provision</b>	Staff Pupils, Visitors	<ul style="list-style-type: none"> <li>Adequate social distancing of 2m separation is to be maintained at all times for adults when direct physical contact is not necessary.</li> <li>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</li> </ul>	4	5	20	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.	SLT	Aug 2020	✓

		<ul style="list-style-type: none"> <li>• Upon completion of first aid, thoroughly wash &amp; dry the hands and any points of contact, and clean &amp; disinfect the affected area.</li> <li>• <b>All staff</b> should wear a face shield at work. These can be washed and re-used.</li> <li>• <b>PPE including</b> for masks, gloves, aprons and face shields are stored in all classrooms and the isolation room along with First Aid bum bags. Kate McCulloch &amp; Wendy Rossell are responsible for ensuring these are fully stocked and replenished.</li> <li>• All first aid boxes checked and cross matched against attendance register for children with asthma, epipens.</li> <li>• Any administration of long-term medicine will be done with staff consent. Medicine will be placed into a clean cup and handed to the child to take in order to maintain social distancing. This must be supervised by another member of staff.</li> </ul>						
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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 WITHDRAWN 28 AUG 20

<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>

#### Face coverings in education

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

National Restrictions 05 November 2020 – 02 December 2020 (Includes identification of Clinically Vulnerable)

[https://www.gov.uk/guidance/new-national-restrictions-from-5-november?utm\\_source=2%20November%202020%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/guidance/new-national-restrictions-from-5-november?utm_source=2%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

Identification of Clinically Extremely Vulnerable

<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#cev>

Education restrictions from 5<sup>th</sup> November 2020

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

Safe working in education childcare and children social care including the use of 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#aerosol-generating-procedures-agps>

Shielding advice from 02<sup>nd</sup> December 2020

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec>

Scoring Table							Risk Scoring Guide			
LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED			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.			
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	Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	4 Probable /Likely	4	8	12	16	20		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.	

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

**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.

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 <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is <b>MORE THAN LIKELY</b> 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	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event <b>NOT EXPECTED</b> . 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	<b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.