

Significant Findings of Risk Assessment

Site / Premises: Marriott Primary School	Assessment Carried Out By Name: Jo Marshall Signature: JMM	Assessment Serial Number: JMM060802020		
Department:		Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak <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. 	Headteacher: Ruth Neill/ Sheila Crichton Signature: RN/ SC	06/01/2021	15/01/2021	JMM/SC
		20/01/2021	20/02/2021	JMM/SC
	Chair of Governors: Steve Wilson Signature: Steve Wilson	01/03/2021	31/03/2021	JMM/ RN

General Principles of Control	<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>This risk assessment has been updated to reflect the re-opening of schools from Monday 8th March 2021.</p> <p>The control measures in this risk assessment 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>The school is following the system of controls as advised by the government at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25</p> <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				
Catching or Spreading COVID 19	Staff, Pupils, Visitors	<p>Attendance - From 08 March 2021 On-site education will resume for all children</p> <p>Ongoing - Rapid Result Tests (Lateral Flow Tests) Rapid Result Tests (Lateral Flow Tests) has commenced to help detect those who are carrying the Covid 19 virus without displaying symptoms. The testing available consists of two Lateral Flow Tests taken at home each week, 3 to 4 days apart. Although encouraged this testing is voluntary.</p> <p>Lateral Flow Test Results 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 result, and they are encouraged to undertake a Covid 19 viral (PCR) Test.</i> 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.</p> <p>LATERAL FLOW TEST INCIDENT REPORTING Incidents regarding LFT testing are to be reported as follows.</p>	4	5	20	<p>Expectations about the latest national lockdown: https://www.gov.uk/guidance/national-lockdown-stay-at-home 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	Mar 21	✓

Home testing Clinical Incidents to -
<https://coronavirusyellowcard.mhra.gov.uk> & SLT.
Home testing Non Clinical Incidents to -
NHS Test & Trace Service Telephone No 119 & SLT.

Welfare facilities are provided which contain suitable levels of soap and hand sanitiser. Hand sanitiser 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 uniform. Uniforms do not need to be cleaned:

- more often than usual
- using different methods

Due to open windows, children are advised to bring in additional layers of clothing.

Individual risk assessments (disability, young persons or new / expectant mothers) have been reviewed.

	<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 & 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>Adults are required to wear face coverings where social distancing between Staff or other Adults is difficult to maintain.</p> <p>Face coverings are to be worn by all adults in corridors and communal areas where social distancing is difficult to maintain</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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(with the standard exceptions for disabilities / breathing difficulties / lip reading etc. applying. There may also be valid reasons for not wearing masks during strenuous physical activity).

As a temporary measure, face coverings are recommended to be worn in classrooms etc. where 2m social distancing is difficult to maintain. Face shields can be used instead but the government have said "Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering."

Clinically Extremely Vulnerable Staff are to Shield at home and are NOT to attend the School (working from home options will be considered if appropriate).

Clinically Extremely Vulnerable Pupils who have been confirmed as such by their medical support team are to Shield at home and are NOT to attend the School (remote learning solutions will be provided).

Shielding guidance will be reviewed on 31 March 2021.

Staff who work with CEV children are being vaccinated via the Local Authority to add an additional layer of protection to these children.

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, risk assessments have been completed.

Where there are behavioural issues and children fail to conform, children will be asked to go home as team teach cannot be administered.

Food parcels for pupil premium children will be organised as necessary.

		<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"> • Emily Bates to undertake social story with identified children to work on placing chew toys in their box and washing hands • Provide individual box to store chew toys/ items that is distinguishable from other storage in the classroom to ensure there is no cross-contamination • Recognised chew toys that can be cleaned to be cleaned using Milton. Staff should wear PPE when cleaning resources • Any toys unidentified to be securely disposed of using lidded bins. <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>							
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 for 10 days. Their fellow household members should self-isolate for 10 days. Under the NHS Test & Trace system, all staff and students attending the school will have access to a viral (PCR) test <u>if they display COVID 19 symptoms</u>, and are encouraged to undertake the test in this scenario.</p> <p><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.</i></p> <p>Parents and Staff are requested to immediately inform the school of Covid 19 viral (PCR) 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 is the COVID isolation room. Anybody with 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</p>	SLT	Mar 21	✓

	<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>When notified of a positive COVID 19 test result, the school should contact the local authority Public Health team, who will work with the PHE Health Protection Team and the school to identify close contacts of the positive person. As established by these discussions, close contacts should be sent home and advised to self-isolate for 10 days. (The other household members of those close contacts 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.</p> <p>If a person receives a positive viral (PCR) test result for Covid 19 or 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 (or Deputy) immediately by phone or radio who will co-ordinate the various actions then required. • Avoid touching anything. • Go home immediately (children accompanied by their parent/carer) • All other persons are to maintain a safe distance from affected individual. • 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, 			<p>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. 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> <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>			
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	<p>with the waste materials stored securely, double bagged, for 72hrs before disposal.</p> <ul style="list-style-type: none"> • 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 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 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 & 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</p>						
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		Health Protection Team in these cases and in managing community cases.							
Travel off site	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> <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 as much distance as possible. • 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 • Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport,</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.</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> <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>	SLT	Mar 21	✓

		<ul style="list-style-type: none"> • Pupil groupings should reflect those operating in the school to maintain segregation. • Hands are to be sanitised on boarding & disembarking. • Social distancing is to be maintained as far as possible whilst queueing and when in the vehicle. • Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day. • Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers. • Children are to be encouraged to carry & use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school. • Ventilation is to be maximised (i.e. opening windows). • The vehicle is to be regularly cleaned. • Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger you should wear a face covering. Children under the age of 11 years are also not required to wear a face covering. <p>External Visits,</p> <ul style="list-style-type: none"> • The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits. • No overnight or overseas visits are to be undertaken. 							
Contaminati on during Access to & egress from site	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. One-way system in place in EYFS.</p> <ul style="list-style-type: none"> • All persons should wash their hands/ sanitise their hands before entering or leaving the site using the sanitiser stations. • Staff sign in using badges and do not require skin contact. 	4	5	20		SLT	Mar 21	

		<ul style="list-style-type: none"> • The school has initiated a cleaning regime for common surfaces; see Cleaning • One-way system implemented for EYFS <p>Visitors</p> <ul style="list-style-type: none"> • No non-essential visitors are allowed onto the school site. • Forest school is permitted – 1 individual in 1 bubble on Fridays and 2m must be maintained from both staff and children. • SCITT Students are permitted • Volunteers are not yet permitted • 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. • Any rooms or equipment that visitors visit whilst on-site must be identified to the Premises Officers and cleaned down after use. • Site inductions to take place in the small hall in groups of 4, observing the 2m rule. • See contractors section <p>Staff</p> <ul style="list-style-type: none"> • Staff who are showing any of the signs of COVID-19 may NOT come to school. • 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. • Staff have been informed about the need for self-isolation, etc. as advised by the Government. • All staff should wear a face covering at work. These can be washed and re-used. • Staff should not cross the hall at any point. • Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles. • 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>Clear message to staff: if you are not well, be risk averse and do not come to school. Report your absence to Hazel Tucker as usual.</p> <p>Staff having to provide intimate care will be provided with 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>			
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		<ul style="list-style-type: none"> Staff must not congregate at the end of the day but must leave the site promptly and separately. Staff having to provide intimate care are provided with PPE and have all been provided with an instructional training video: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks. When returning from work, all staff members are advised to change clothes, wash hands and put on clean clothes. <p>Parents/ Carers</p> <ul style="list-style-type: none"> 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. Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed. 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. Parents must observe social distancing whilst travelling to key collection/ drop off points. Any latecomers must report to the office where they will be directed to their classroom. <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	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.	4	5	20	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.	SLT	Mar 21	✓

	<p>There will be no whole school, key stage assemblies.</p> <p>Assemblies will take place within classrooms for the year group only.</p> <p>Bubbles</p> <p>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"> 1. EYFS 2. Year 1 and Year 2 3. Year 3 and Year 4 4. Year 5 and Year 6 <ul style="list-style-type: none"> • These bubbles have their own set break/ lunchtimes and zones. • SEND children will mix with children from other bubbles due to their enhanced support needs. • These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them. • These groups are as far as possible to keep to the same areas within the School. • All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. School will try to minimise the number of interactions or changes wherever possible. <p>Classrooms</p> <ul style="list-style-type: none"> • Pupils should be sitting side by side, forward facing and not facing each other. 			<p>Some corridors within the school are too narrow. Staff must wait and face the wall if people are passing.</p> <p>Staff track their movements on a daily basis and save this to SHAREPOINT. Close contact is defined as individual who was:</p> <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to face conversation within 1 metre • been within 1 metre for 1 minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane <p>Close contacts should be logged based on the above criteria and staff must ensure this is updated daily to aid swift identification during a bubble closure.</p> <p>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.</p>		
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		<ul style="list-style-type: none"> • Open windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • Before starting a lesson, consider if it could be conducted outside instead. • Desks should be positioned for staff to maintain a 2m distance from other staff and children. This does not apply to EYFS. • Contact classrooms via radio/ phone and ensure that radios are switched on. Staff cannot use their mobile phones on re-opening. • All persons to wash & dry/ sanitize their hands upon entering classrooms. The daily handwashing chart should be used. • Staff not to kneel in front of children or hold their hands, where possible. • Safe space identified in the classroom clear of furniture to enable teacher to remain 2m from children. <p>Staff to Staff interaction;</p> <ul style="list-style-type: none"> • To maintain a 2m distance from each other without fail. • Avoid going into people's offices – contact everybody by email phone, radio, teams or email. • Door between office & AWO to be locked. • Only 1 person in main office at any time. • Do not enter the main office • Do not enter the headteacher's office • To wear face coverings at all times unless they are clearly 2m away from children at the front of the class when teaching where a face shield is permitted. <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. 						
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	<ul style="list-style-type: none"> • 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. • All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. • Staff to wash hands/ sanitise after handling children's books/ work • Staff to sanitise their hands before and after using the photocopier. Staff should not queue to use the photocopiers. • 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. • Children should be reminded only to bring essential items into the school. Bags are allowed. • Children must bring their own water bottle into school. • Brass lessons are not taking place at present. <p>Meetings:</p> <ul style="list-style-type: none"> • Meetings where possible should be held by remote means, rather than face to face (i.e. video calling). • Phase meetings (when appropriate) will still be held virtually where possible. • 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>Whole School</p> <ul style="list-style-type: none"> • There will be no whole school, key stage assemblies. Assemblies will take place within classrooms for the year group only. • Communal areas are organised as far as possible to allow 2m separation between Staff and pupil groups. • The use of the staffroom is to be kept to a minimum. See canteen. 						
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		<ul style="list-style-type: none"> 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. 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. The air conditioning unit in the ICT Suite and new office are safe to be used. Staff and pupils should wear layers and outer wear. One-way system in operation in EYFS base. Access & egress to be made by external doors Bins provided in each room to collect tissues and emptied regularly External handwashing facilities do not provide drinking water, signs are displayed. 							
Contamination in Outdoor Areas	Staff, Pupils	<ul style="list-style-type: none"> Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them. These groups are as far as possible to keep to the same areas. 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. Hand washing & drying facilities are available throughout the school. Measures are no contact sports, cleaning equipment between each group use, and prioritising outside activities. This includes no contact with children during sessions such as gymnastics. Further guidance can be obtained from https://www.afpe.org.uk/ 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. 	4	5	20	<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 supplied with their own outdoor equipment and cleaning equipment where appropriate.</p>	SLT	Mar 21	✓
Allocation of Staff	Staff	<ul style="list-style-type: none"> Authorisation onto the school site will be by the Business Manager, Premises Officer, Deputy Head or Headteacher. 	4	5	20		SLT	Mar 21	✓

		<ul style="list-style-type: none"> • 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 (see canteen). • Staff, if comfortable, should eat in their classroom or outside. • Food may be stored in the fridge but staff should clean the handle before and after use. • Suitable and sufficient provision has been 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/ corridors. • 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. • Staff must enter and leave the building promptly and not congregate. 							
Work planning	Staff, Pupils,	<p>Breaks and lunchtimes are staggered to reduce congestion. Children are organised into Key Stage bubbles.</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> <p>Lunchtime provision has been established for children SEMH 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>	4	5	20	Walking Bus will not be taking place.	SLT	Mar 21	✓

		<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>							
Cleaning	Staff, Pupils, Visitors	<p>The Premises Officers, Andy Blockley & Roger Bryan, will be responsible for cleaning two-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>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> <p>Classroom staff, during the day, will be responsible for cleaning:</p> <ul style="list-style-type: none"> Tables Light switches Door handles 	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 compiled their own risk assessment.</p> <p>Class teachers to scan/ save Cleaning Logs in the server folder.</p>	SLT	Mar 21	✓

		<ul style="list-style-type: none"> • Taps • Handrails/ banisters • Tops of chairs • Computers • Shared learning resources • Specialist equipment for SEND <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>							
Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<ul style="list-style-type: none"> • Staff should not approach delivery staff, allow package to be left in a safe place. • Hands are to be thoroughly washed and dried after handling all deliveries or waste materials • Waste bag and containers to be kept closed. 	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	Mar 21	✓
Contractors	Staff, Pupils, Contractors	<ul style="list-style-type: none"> • 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. • All contractors should scan the NHS track & 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. 	4	4	16		SLT	Mar 21	✓

		<ul style="list-style-type: none"> Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to sanitise their hands upon entering the site and must repeat hand washing/ sanitising regularly. Contractors working at school will require site health & safety inductions. These should take place outside if possible. 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). Contractors & 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. 							
Poor hygiene	Staff, Pupils, Visitors	<ul style="list-style-type: none"> 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. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance. 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. Additional hand washing & drying facilities provided. Andy Blockley/ Roger Bryan will regularly replenish facilities of soap and paper towels. 	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	Mar 21	✓
Canteen use - exposure from large numbers of persons	Staff, Pupils	<p>Staff:</p> <ul style="list-style-type: none"> 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. 	4	5	20	<p>Hazel Tucker to prearrange with staff if they need to have lunch in the school staff room.</p>	SLT	Mar 21	✓

toilets, showers and drying rooms		<ul style="list-style-type: none"> Additional hand washing facilities available externally. Wash & dry hands after using the facilities. 							
Lack of awareness	Staff, Pupils, Visitors	<ul style="list-style-type: none"> 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. Signs are easily understandable to small children where necessary and the school has used the NHS handwashing video. Signs are to be displayed outside meeting rooms and offices etc. identifying the maximum occupancy levels to ensure appropriate segregation. Regular briefings are held with staff regarding coronavirus. Staff are to challenge any person not adhering to the control measures within this risk assessment. 	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>	SLT	Mar 21	✓
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<ul style="list-style-type: none"> Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation for adults). 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. 	4	5	20	Updated fire evacuation procedure (ensure that doors that have been propped open are closed) and address new attending recording methods.	SLT	Mar 21	✓
First Aid provision	Staff Pupils, Visitors	<ul style="list-style-type: none"> Adequate social distancing of 2m separation is to be maintained at all times for adults when direct physical contact is not necessary. When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection). Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area. All staff should wear a face covering at work. These can be washed and re-used. 	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	Mar 21	✓

		<ul style="list-style-type: none"> • 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. • All first aid boxes checked and cross matched against attendance register for children with asthma, epipens. • 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. 						
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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](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>

[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

[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 5th 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 02nd December 2020](#)

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

HSE Guidance on alternative cleaning & disinfecting methods using fogging, mists etc

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.
	3 Possible	3	6	9	12	15		Major	4	Death of an employee, service user, member of the public, etc.
	2 Unlikely	2	4	6	8	10		Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	1 Very Unlikely / Rare	1	2	3	4	5		Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic		Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

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.

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.