

Significant Findings of Risk Assessment

Site / Premises: Marriott Primary School	Assessment Carried Out By Name: Jo Marshall Signature: JMM	Assessment Serial Number: JMMCV17		
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	03/12/2021	12/02/2022	JMM/RC
		18/03/2022	18/03/2023	JMM
	Chair of Governors: Steve Wilson Signature: Steve Wilson	21/03/2022	21/03/2023	JMM

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 change in guidance for Coronavirus and the upcoming changes as of 1st April 2022.</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. <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>Ongoing - Rapid Result Tests (Lateral Flow Tests) Rapid Result Tests (Lateral Flow Tests) is no longer required in our school setting. The test register website has been closed.</p> <p>General Control Measures 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 regularly by Andy Blockley.</p> <p>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 or using disposable towels etc., which should be disposed of into the bins provided.</p> <p>Tissues provided for every class, along with yellow-lidded pedal bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands.</p> <p>If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Due to open windows, children are advised to bring in additional layers of clothing in colder months.</p> <p>Individual risk assessments (disability, young persons or new / expectant mothers) have been reviewed.</p>	3	3	9				

		<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 remote learning for pupils should this become necessary.</p> <p>Contingency plans are in place to allow for the enhancement of Covid 19 control measures should this become necessary or instructed by Public Health.</p> <p>This risk assessment and any safe systems of work is communicated to staff, parents and contractors.</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.</p> <p>Those persons previously classed as Clinically Extremely Vulnerable or at higher risk Persons who were previously classed as Clinically Extremely Vulnerable or at a higher risk from Covid 19 infection may attend school, but should follow the Government Guidance, this risk assessment and any additional advice from their medical clinician/team.</p> <p>Pregnant persons If a person is 26 weeks pregnant or more Pregnant workers who continue to come into work should also consider taking lateral flow tests regularly. Pregnant workers should be involved in the risk assessment process and continue working only if the risk assessment advises it is safe to do so after suitable control measures have been put in place.</p>						
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		<p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant – 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>Children who spit uncontrollably – there are no children identified at present.</p>						
Suspected case whilst on site or Positive Viral test result	Staff, Pupils, Visitors	<p>A list of the main symptoms is available on the Government & NHS websites.</p> <p>An infected person can return to work after 5 days if they feel well enough to do so.</p> <p>All staff and students attending the school will have access to a Covid 19 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>	4	3	12			

		<p>Household Contacts</p> <p>Staff members who are household contacts of a person with Covid 19 (or who have stayed overnight in the household of a person with Covid 19) are advised where possible for 10 days to -</p> <ul style="list-style-type: none"> • Work from home. • Avoid persons who are at a higher risk of Covid 19. • Limit close contacts. • Wear a face covering in crowded and enclosed spaces, or when in close contact with others. • Be aware of the symptoms of Covid 19 so that they can react early if they develop them. <p>Children who are Household Contacts should attend the School as normal.</p> <p>Parents and Staff are requested to immediately inform the school of Covid 19 PCR Test results.</p> <p>If a person receives a positive Covid 19 Test result or displays symptoms -</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • All other persons are to maintain a safe distance from affected individual. • 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. 						
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- Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal.
- They must then follow the guidance on staying at home and not return to school until this period has been completed.
- A note of all persons who the affected person has been in contact with may be made, and these are to be monitored for symptoms throughout the following two weeks.

Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home unless they develop symptoms themselves.

They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.

If a pupil with COVID 19 symptoms needs to remain at School until collected they should be taken to the family room to await collection, with the door opened for ventilation. Staff member 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).

INCLUDED AT THE REQUEST OF PUBLIC HEALTH

If the School becomes concerned about the number of cases in a School or Class the School should contact the Local Public Health Team via

		c19publichealth@leicester.gov.uk . The Public Health Team and the School will discuss together any public health measures that should be put in place. This will be dependent on the number and spread of cases.							
Travel off site	Staff, Pupils	<p>Children must not board home to school transport if they or any member of their household has Covid 19 symptoms.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>Although face coverings are no longer mandatory, where travelling includes coming into close contact with others you do not normally meet, the wearing of face coverings may be considered.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE • Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport,</p> <ul style="list-style-type: none"> • Hands are to be sanitised on boarding & disembarking. 	4	3	12				

		<ul style="list-style-type: none"> 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. <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. Any visits planned are to be in accordance with the relevant government guidance documents. 						
Contamination during Access to & egress from site	Staff, Pupils, Visitors	<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. Common contact surfaces will be regularly wiped down by the Premises Officers (see cleaning). All visitors and contractors are to be made aware of the site rules. Staff who are showing any signs of the COVID-19 are requested NOT to come to school. 	4	3	12			
Contamination within Internal Areas	Staff, Pupils, Visitors	<p>Classrooms</p> <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). 	4	3	12			

		<p>Opening internal doors can also assist with creating a throughput of air</p> <ul style="list-style-type: none"> • Before starting a lesson, consider if it could be conducted outside instead. • All persons to wash & dry/ sanitize their hands upon entering classrooms. The daily handwashing chart should be used. <p>Whole School</p> <ul style="list-style-type: none"> • 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. • 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. 							
Contaminati on in Outdoor Areas	Staff, Pupils	<ul style="list-style-type: none"> • External play equipment will be set out at 11am by Roger Bryan. He will clean these ready for use and will clean and put away after use. • Hand washing & drying facilities are available throughout the school. • Specific guidance on sports can be obtained from https://www.afpe.org.uk/ Sporting activities should prioritise outdoor sports where possible. • Sporting activities should prioritise outdoor sports where possible. • Where lessons are taken outside, the same COVID 19 control measures (ventilation and hand washing protocols) should be adopted as for indoors lessons. 	4	3	12				
Work planning	Staff, Pupils,	Priority is to be given to outdoor PE activities over indoor ones.	4	3	12				

		Where SEN pupils are attending School 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.							
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>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>	4	3	12		SLT	Mar 21	✓
Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<ul style="list-style-type: none"> If practicable drivers should wash or clean their hands before unloading goods and materials. Hands are to be thoroughly washed & dried after handling all deliveries or waste materials. Waste bags and containers - to be kept closed. 	2	3	6				

Contractors	Staff, Pupils, Contractors	<p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising regularly. <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Contractors & Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p>	3	3	9				
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	3	12	All parents are encouraged to take their child to wash their hands using the 5 outdoor handwashing facilities installed around the school prior to entry.			
Canteen use - exposure from large	Staff, Pupils	<p>Pupils:</p> <ul style="list-style-type: none"> • Lunchtime tables will be cleaned in between use and at the end of lunch when they are put away. 	4	3	12				

numbers of persons		<p>Kitchen Staff:</p> <ul style="list-style-type: none"> • Food displays to be protected against contamination by coughing, sneezing, etc.) • Where possible, Kitchen windows should remain open to increase ventilation (fly-screens should be fitted). <p>Lunchtime Staff:</p> <ul style="list-style-type: none"> • All rubbish and waste immediately disposed of • Tables to be cleaned between each use • One member of staff to provide water to children ensuring top-ups and removing used cups. 						
Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	<p>See cleaning section.</p> <ul style="list-style-type: none"> • Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. • Additional hand washing facilities available externally. • Wash & dry hands after using the facilities. 	4	3	12			
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 hygiene and hand washing requirements. • Signs are easily understandable to small children where necessary and the school has used the NHS handwashing video. • Staff are to challenge any person not adhering to the control measures within this risk assessment. 	4	3	12			
First Aid provision	Staff Pupils, Visitors	<ul style="list-style-type: none"> • 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. 	4	3	12			

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>

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/>

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

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>

The use of PPE in educational settings <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>

HSE Guidance on alternative cleaning & disinfecting methods using fogging, mists etc [Disinfecting using fog, mist and other systems during the coronavirus \(COVID-19\) pandemic - HSE news](#)

Grassroots sports guidance for 1st April 2021 [Coronavirus \(COVID-19\): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK \(www.gov.uk\)](#)

Guidance for contacts 14 Dec 21 (NOT UPDATED) [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person - GOV.UK \(www.gov.uk\)](#)

Guidance for household contacts 14 Dec 21 (NOT UPDATED) [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](#)

Guidance for How to stay safe and prevent the spread [Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](#)

Guidance for those previously classed as CEV [Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

Schools Covid 19 Operational Guidance Feb 22 [Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](#)

Living with Covid 19 [COVID-19 Response - Living with COVID-19.docx \(publishing.service.gov.uk\)](#)

People with Covid 19 and their contacts [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](#)

Advice for pregnant employees Feb 2022 [Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)

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

Impact (B)	
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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.

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

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

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

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.	



Very Unlikely
/Rare

1

EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.