



## BIS and BJS Covid-19 Reopening Risk Assessment

<b>Activities Covered by this Assessment</b>	Schools Operation during COVID 19 Step 4 (v12-September 2021)		
<b>Site Address / Location</b>	Burbage C of E Infant and Junior School	<b>Department / Service / Team</b>	CFS and Traded Services
<p><b>As part of planning for step 4 of the government’s roadmap on the 19<sup>th</sup> July, it is a legal requirement that schools should review and update their risk assessments</b> (building on the learning to date and the practices they have already developed), to consider the removal of restrictions and control measures in line with the roadmap out of the pandemic. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.</p> <p><b>Guidance for step 4 schools. Please refer to:</b>  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf</a></p> <p>Brief summary of changes for schools in Step 4</p> <p><b>From 19<sup>th</sup> July (Step 4) school covid rules are lifted so that:</b></p> <ul style="list-style-type: none"> <li>• Staggered start and finish times are no longer needed.</li> <li>• Face coverings will no longer be required in classrooms and communal areas, or on dedicated transport or on public transport.</li> <li>• Bubbles are no longer needed for school or summer school.</li> <li>• Assemblies can resume.</li> <li>• Normal lunch times can resume.</li> <li>• School will no longer be required to carry out contact tracing.</li> </ul> <p><b>From 16<sup>th</sup> August:</b></p> <ul style="list-style-type: none"> <li>• Close contacts of a confirmed case under 18 (18yrs + 4 months) will no longer be required to self-isolate. However, they will be required to engage with test and trace and take a PCR test.</li> </ul> <p><b>Schools should continue to:</b></p> <ul style="list-style-type: none"> <li>• Exercise good hand hygiene.</li> <li>• Exercise good respiratory hygiene, catch it, bin it, kill it principles.</li> <li>• Use ‘enhanced cleaning’ regimes, particularly on frequently touched surfaces (minimum twice a day is suggested).</li> <li>• Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort.</li> <li>• Use PPE where appropriate to their setting or activity (<a href="#">link</a>).</li> <li>• Have systems in place to encourage all who have symptoms of covid to self-isolate (including household siblings), engage with test and trace and follow PH advice.</li> <li>• Engage with regular testing if attending summer school activities (pupils and staff) and 3 days prior to the start of the autumn term. (to be reviewed Sept 2021)</li> </ul>			

### **Outbreak Management:**

From Step 4, close contacts will be identified via NHS Test and Trace. You may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. You will continue to have a role in working with health protection teams in the case of a local outbreak. Schools should ask parents and staff to inform them immediately of the results of a test: '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. **Schools will be required to have an Outbreak Management Plan for Covid 19 – a template will be available from PHE.**

### **PPE:**

Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth. The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 1+ metres from others.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 1+ metre distance cannot be maintained
- performing aerosol generating procedures (AGPs)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999722/PPE\\_in\\_education\\_childcare\\_and\\_childrens\\_social\\_care\\_settings.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf)

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. The guidance on safe working in education, childcare and children's social care provides more information about preventing and controlling infection. This includes:

- when and how PPE should be used
- what type of PPE to use
- how to source it

### **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Guidance:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999722/PPE\\_in\\_education\\_childcare\\_and\\_childrens\\_social\\_care\\_settings.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf)

### Face Coverings:

From 19 July, in line with Step 4 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms.

The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (bronze/silver/gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for **local directors of public health** to advise on.

**Domestic residential educational visits:**

Domestic residential educational visits In line with the roadmap, schools can undertake domestic residential education visits, from 17 May. Bubbles are no longer required after 19<sup>th</sup> July.

Any domestic and international residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time and for the country you are visiting. For international trips the foreign and commonwealth office (FCO) should be consulted before any trip is considered.

Schools will also need to be mindful to check their insurance status for short notice cancellation.

For guidance refer to gov.uk or <https://oeapng.info/>

**KEY**


*Deletions to August 2021 Risk Assessment*

*Additions to August 2021 Risk Assessment*

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
<b>Staff exiting cars in staff car park</b>	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Staff are encouraged to cycle or walk to work.</li> <li>Courtesy when alighting cars to maintain 2m distance.</li> <li>Staff to use different entrances to enter the building to avoid congestion, maintaining social distancing wherever possible.</li> </ul>										
<b>Entry to site</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Social distance of 2m in queue outside.</li> <li>Parents/carers and pupils are to use the pedestrian gates only (Infant School). Junior School pupils are to use both the pedestrian and vehicle access gate at the start and ends of day. Close supervision by at least two members of staff to ensure pedestrian safety and traffic management (Junior School).</li> <li>Visitors to school to wear masks at all times unless told otherwise.</li> <li>Temperatures taken before entry to site. Staff taking temperature to wear mask and hold thermometer at arm's length.</li> <li>Visitors to site are restricted.</li> </ul>										

		<ul style="list-style-type: none"> <li>• Only visitors with prearranged appointments are allowed on site, except in emergency.</li> <li>• All visitors must sign in and provide contact details.</li> <li>• Guidance given on arrival to all visitors.</li> <li>• Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site. Signage at door.</li> <li>• Operate a one in one out system into entrance area, with signage.</li> <li>• Events that lead to large collections of visitors, such as parents evening, assemblies and productions, are not to take place until Covid-19 cases are deemed to be at a reasonable level in the community. Parents evening appointments to continue to take place remotely.</li> </ul>												
<p><b>Poor hygiene practice</b></p>	<p>Staff, student and visitors may become infected.</p>	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school in handwash areas advising all pupils and staff to wash their hands after using the toilet, before and after handling food, after touching any animals and any other actions which may increase the risk of infectious disease, such as coughing or sneezing.</li> <li>• Any pupil masks to be removed on entrance to site. Disposable masks</li> </ul>				<ul style="list-style-type: none"> <li>• SLT to review the Government guidance daily (Coronavirus outbreak) and take relevant action when required.</li> </ul>								

		<p>to be put in the bin, and non-disposable to be put in a plastic bag and kept securely in school bag until the end of the day.</p> <ul style="list-style-type: none"> <li>• Sufficient amounts of soap and washing liquids, warm water and paper towels are supplied in toilets and kitchen areas.</li> <li>• Alcohol-based hand gel and wipes to be supplied around school.</li> <li>• Pupils and staff are to wipe their mouths and noses with tissues after sneezing or coughing, and to dispose of these using the lidded bins provided around the school.</li> <li>• Tissues available in all classrooms.</li> <li>• Pupils educated through class time on best practice for personal care &amp; protecting others in order to build handwashing into school culture.</li> <li>• Young children or those with additional needs who struggle to wash hands effectively can use skin friendly wipes.</li> <li>• Cleaners are employed by the school to carry out regular, thorough cleaning that follows national guidance, is compliant with the control of substances hazardous to health (COSHH), and the school's Health and Safety Policy. Increased cleaning times throughout the day and a cleaning schedule in place.</li> </ul>												
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<p><b>Social distancing not being carried out at drop off time</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Drop-off times are staggered.</li> <li>• Arrangements for drop-off are communicated to staff, pupils and parents/carers in advance.</li> <li>• Only one parent/carer attends the school.</li> <li>• Access to site and pupils' classrooms are communicated to pupils, parent/carer before arrival to the site.</li> <li>• Direct access to the pupils allocated classroom if available. ie. final emergency exits.</li> <li>• Signage is installed ie. </li> </ul>				<ul style="list-style-type: none"> <li>• Children at infants to join allocated teacher in playground.</li> <li>• Children at Juniors to come straight to external door into classrooms.</li> </ul>								
<p><b>Use of cloakroom/ toilet areas</b></p>	<p>Staff and pupils Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Limit items brought to school</li> <li>• Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</li> <li>• One in one out for toilets at difficult times of the day.</li> </ul>				<p>Each Year Group to be allocated their own toilet area.</p>								
<p><b>Social distancing not being carried out within the classroom</b></p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Arrangements for the day are communicated to staff, pupils and parents/guardian.</li> <li>• For the majority of the time staff and pupils remain in <i>class</i> size bubbles inside and year group bubbles outside with the exception of small group intervention and to enable a limited number of end of term activities.</li> <li>• All teaching to take place as far as</li> </ul>				<ul style="list-style-type: none"> <li>• Anyone showing symptoms or in contact with someone with symptoms not to be in school until –ve test or self-isolation.</li> <li>• Regular handwashing.</li> </ul>								

		<p>possible within classrooms or outside.</p> <ul style="list-style-type: none"> <li>Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and on subsequent days.</li> <li>Staff working across bubbles limited as far as possible. Socially distancing where possible. Records to be kept of any intervention registers.</li> <li>The bubbles distance themselves from other groups.</li> <li><i>Y2 and Juniors</i> - desks are placed as far apart as possible and facing forwards.</li> <li><i>Yrs R and 1</i>– small groups. Chairs facing one another to be at least 2m apart. <i>When on carpet, children sit on their spot.</i></li> <li>Pupils are allocated a desk and are seated at the same desk each day.</li> <li>Pupils remain in the same classroom throughout the day.</li> <li>Any equipment used is cleaned after use.</li> <li>Staff not in bubble socially distance from all members of bubble at all times (2m).</li> <li>Staff entering other bubbles must sign in if they cannot socially distance at 2m.</li> </ul>										
<b>Sharing</b>	Staff, pupils. Reduced infection	<ul style="list-style-type: none"> <li>Limit occasions when classrooms are shared across groups.</li> </ul>				<ul style="list-style-type: none"> <li>Limit the numbers of children working in these</li> </ul>						



Classrooms and teaching spaces	control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Where rooms are shared, cleaning of desks, door handles, and other resources between groups.</li> <li>Additional hand sanitiser units now placed in all shared areas (toilets, etc). Staff to use on entering room.</li> </ul>				groups. Only use in very limited circumstances. Staff may wear masks and visors if can't maintain distance.								
Sharing equipment	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Pupils do not bring in their own equipment from home.</li> <li>Teaching resources kept within the class and regularly cleaned. Any equipment used across classes cleaned meticulously.</li> <li>Any outdoor equipment cleaned between bubble use.</li> <li>Soft toys and furnishings that are difficult to clean are removed from the classroom before reopening.</li> <li>Small, intricate items that are difficult to clean are removed from the classroom before the school reopens.</li> <li>HW not be brought in/given out in physical form. Only to be set using Class Dojo as far as possible.</li> <li>Where reading books and records are sent home, parents and children are reminded to wash their hands before handling.</li> <li>Additional hand sanitiser units now in Reception children's outdoor learning areas.</li> </ul>				<ul style="list-style-type: none"> <li>Staff to wipe desks and equipment regularly with wipes.</li> <li>Children instructed not to share resources.</li> </ul>								
Social distancing not being	Staff, pupils, visitors and contractors	<ul style="list-style-type: none"> <li>Breaks are staggered, and timings identified and communicated.</li> </ul>												

<p><b>carried out at break times</b></p>	<p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Pupils to wash hands before eating/drinking. Hand sanitiser used regularly.</li> <li>• Gel used when children come back into classrooms.</li> <li>• Hand washing arrangements/use of sanitiser provision.</li> </ul>												
<p><b>Children’s mental wellbeing and recovery</b></p>		<ul style="list-style-type: none"> <li>• Flexibility on length of breaks</li> <li>• These periods are monitored for effectiveness and how issues are reported.</li> </ul>												
<p><b>Hygiene not being carried out at lunch time</b></p>	<p>Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• All the potential control measures suggested for break times.</li> <li>• Pupils to wash their hands before eating and encouraged not to touch their mouth, eyes and nose.</li> <li>• Gel used when children come back into classrooms.</li> <li>• All food preparation and eating areas are thoroughly cleaned and disinfected before and after use.</li> <li>• Any cutlery brought from home and kept in child’s packed lunch box.</li> <li>• Communication with Catering provider (External or LTS Catering).</li> <li>• Cleaning regimes to be established for after eating packed lunches/grab bags.</li> <li>• Years R, 2, 3 &amp; 4 will eat in the hall (in separate sittings) – classes will socially distance with a break between sittings for cleaning of all chairs and tables.</li> <li>• Year 1 to eat hot grab bags/packed</li> </ul>												

		<p>lunches in the classroom.</p> <ul style="list-style-type: none"> <li>• Grab Bag menus created so that amount of cutlery required will be minimal.</li> </ul>									
<b>Social distancing not being carried out at pick up</b>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Pick up times are staggered.</li> <li>• Arrangements for pick up are communicated to staff, pupils and parents/guardian in advance.</li> <li>• Only one parent attends the school (Infants). Older children to walk down the driveway unaccompanied where possible (Juniors).</li> <li>• Parents to maintain social distancing as per government guidance.</li> <li>• Egress to schools and classrooms is communicated to pupils/parent before arrival to the site.</li> <li>• One-way systems are used around the site (Infants).</li> <li>• Year groups use different routes out.</li> <li>• Signage is installed ie. </li> </ul>									
<b>Outdoor play/PE</b>	<p>Staff and pupils</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Indoor play equipment is cleaned and disinfected between each group of users.</li> <li>• Children to use hand sanitizer before going out/coming in from play.</li> <li>• Teachers to ensure social distancing is in place.</li> <li>• Year Groups allocated an area to use outdoors and stay there.</li> </ul>									
<b>Carrying out 1<sup>st</sup> aid</b>	<p>First Aider</p> <p>Person being</p>	<ul style="list-style-type: none"> <li>• Staff to wear gloves when completing head bump book or</li> </ul>									
		<ul style="list-style-type: none"> <li>• Ensure a stock of surgical face masks that conform</li> </ul>									

	<p>treated.</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the person's eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>using communal resources.</p> <ul style="list-style-type: none"> <li>• Ensure parents know not to send children if they or anyone at home is presenting Covid symptoms.</li> <li>• <b>Temperatures of all to be taken before entering the site.</b></li> <li>• Lunchtime Supervisors and supervising staff carry first aid bags (Juniors).</li> <li>• A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life-threatening condition - use St John's ambulance guidance (link at end of document). If need for resuscitation, only use compressions, not rescue breaths.</li> <li>• If a child presents symptoms of COVID-19 they will be isolated 2m away from people, in a spacious room identified for this purpose and parents called to collect them.</li> <li>• Persons who have symptoms will isolate for 10 days and will not be in school.</li> <li>• The first aider will wash their hands for at least 20 seconds with soap and water.</li> <li>• Nitrile Gloves conforming to BSEN455 will be worn.</li> <li>• Latex gloves will be avoided to remove the risk of allergic reaction.</li> <li>• The first aider will cover any cuts on their hands with waterproof</li> </ul>				<p>to <b>BS EN 14683:2019 Type IIR</b> are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF). (Please see PPE suppliers list P21</p> <ul style="list-style-type: none"> <li>• Ensure aprons, nitrile/latex disposable gloves and splash resistant goggles are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF)</li> </ul>						
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		<p>plasters.</p> <ul style="list-style-type: none"> <li>• The first aider will wear a fluid resistant surgical mask and avoid putting their fingers in their mouth and touching their face.</li> <li>• The first aider will avoid touching any part of a dressing that will come into contact with a wound.</li> <li>• The first aider will wear goggles or a visor to prevent bodily fluids being splashed into the eyes.</li> <li>• After each first aid treatment is given all equipment and surfaces, including goggles/visor used will be cleaned down using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected.</li> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a clinical waste bag and the bag tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</li> <li>• Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</li> </ul>										
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		<ul style="list-style-type: none"> <li>• First aiders have been given information on how to correctly don and doff their PPE.</li> <li>• No food will be stored or eaten in the first aid room.</li> <li>• After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.</li> <li>• There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building.</li> </ul>										
<p><b><i>School not engaging with Track and Trace requirements</i></b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Wider Community.</p> <p>Unable to facilitate information for Track and Trace puts all at risk.</p>	<ul style="list-style-type: none"> <li>• Make staff and parents/carers aware of responsibility not to attend if symptomatic and how to book tests.</li> <li>• Request test results immediately.</li> <li>• All visitors need to sign in. Records kept.</li> <li>• Rigorous records of all groupings and any close contact across bubble groupings.</li> <li>• Use LA flow diagram and follow advice from Public Health following positive cases.</li> <li>• Classroom 'Check In' data kept for 21 days.</li> <li>• If +ve case, BC Activity Card followed.</li> <li>• Staff using lateral flow tests twice weekly and reporting results.</li> </ul>				<ul style="list-style-type: none"> <li>• Ensure all actions are timely and provide any requested information immediately.</li> </ul>						

<p><b>Intimate care</b></p>		<ul style="list-style-type: none"> <li>• The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face coverings (will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>• Children whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task.</li> <li>• If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. The surgical masks used conform</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure a stock of surgical face masks that conform to <b>BS EN 14683:2019 Type IIR</b> are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF). (Please see PPE suppliers list P21</li> <li>• Ensure aprons, nitrile/latex disposable gloves and splash resistant goggles are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF)</li> </ul>				
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		<p>to <b>BS EN 14683:2019 Type IIR.</b></p> <ul style="list-style-type: none"> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a clinical waste bag and the bag tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</li> <li>• If contact with the unwell child is necessary, then nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>										
<b>Child's behaviour causes a risk.</b>	Children and staff may be hurt, or their safety compromised by behaviour of child. Positive handling not possible.	<ul style="list-style-type: none"> <li>• If child is known to spit, staff may choose to wear gloves, goggles or a visor.</li> <li>• Purchase waterproof aprons for staff to wear should they choose to when working with pupils known to spit or who have positive handling plans.</li> <li>• Behaviour Policy reviewed to assess additional risk and to update to Covid arrangements.</li> </ul>				<ul style="list-style-type: none"> <li>• Take early advice from Inclusion Team, and implement</li> <li>• If child already has a positive handling plan, before they return to school, risk assessment needs to be updated</li> </ul>						
<b>Social distancing not being carried out during the use</b>	Staff, pupils, visitors and contractors Reduced infection control which	<ul style="list-style-type: none"> <li>• Staff to observe social distancing from each other.</li> <li>• Staff to wear face masks when walking around the school.</li> <li>• Consider the number of staff that</li> </ul>				<ul style="list-style-type: none"> <li>• Identify rooms that must be one in one out.</li> <li>• All staff meetings to be carried out via</li> </ul>						



<b>of Staff facilities</b>	may result in spread of COVID19	<p>can be accommodated in the area to achieve social distancing and remove the furniture where possible.</p> <ul style="list-style-type: none"> <li>• Consider the use of another room in addition to usual one</li> <li>• Staggering of break times to reduce numbers.</li> <li>• Use of signs to inform of hand washing prior to entering/using facilities.</li> <li>• Staff to use hand sanitiser before using shared equipment (e.g. photocopier) and use sanitiser before entering staff toilets/staffroom.</li> <li>• Reusable sponges are removed.</li> <li>• Cleaning of room between use.</li> <li>• Operation of dishwasher/water dispensers' procedures.</li> </ul>				<p>teams/Zoom or as smaller groups where possible or in one of the halls/ classrooms so that social distancing can be observed.</p> <ul style="list-style-type: none"> <li>• PPA to be completed remotely where possible. Masks must be worn if meeting with others and you cannot socially distance.</li> </ul>								
<b>Assembly</b>	Staff and pupils Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• Assemblies/Collective Worship (CW) are only to take place remotely, in classrooms.</li> </ul>												
<b>Cleaning</b>	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, eg. work surfaces, door handles, taps, etc. are all thoroughly cleaned and disinfected regularly.</li> <li>• Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> </ul>												

		<ul style="list-style-type: none"> <li>• Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the goggle and visor will be rinsed with clean water after being disinfected.</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, eg. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by the school are to be used.</li> <li>• Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>• PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>• Bin liners should be used in all bins</li> </ul>												
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		and waste bins should be emptied into the external waste bin/skip.													
<b>Heating</b>	Staff and pupils. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>At least one window and internal door to be left open at all times.</li> <li>Children can bring additional warm clothes if necessary.</li> <li>Adjustable heating to be switched on two hours before use and set to a lower consistent heat.</li> </ul>													
<b>Carrying out daily building maintenance</b>	Staff and pupils. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>General maintenance is carried out when the school is closed to staff and pupils as far as possible. (See lone working risk assessment).</li> <li>Only essential maintenance is carried out during school opening hours.</li> <li>Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>Social distancing is maintained throughout working procedures.</li> </ul>													
<b>Contractors working on site</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Wherever possible, contracted work is carried out when the school is closed to staff and pupils.</li> <li>If it needs to be carried out in the day, contractors must socially distance and wear masks at all times.</li> <li>Any documentation required is sent/received prior to the contractor arriving on site wherever possible.</li> <li>Safe systems of work/Risk</li> </ul>													

		assessment, which include COVID19 control measures, are received and agreed by the school before work commences.																
<b>Emergency procedures</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Changes to emergency evacuation procedures are communicated to all persons on site ie. changes of egress from building.</li> <li>Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> <li>Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable.</li> <li>Drills to be carried out within class bubbles in the first instance.</li> </ul>																
<b>Curriculum Considerations</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>No residential trips to be undertaken until Government guidance updated. Day trips can be, but coach travel needs to follow guidance.</li> <li>MUSIC – groups limited to <del>15</del> small groups. Seated in a single line facing front with teacher socially distanced at 2m. Wind instruments not shared. No mass singing of larger than these groups inside. If outside, these groups may be larger.</li> <li>PE – Outdoors wherever possible. All equipment cleaned between groups. No contact sports.</li> </ul>																

- **Government Guidance on Full Reopening:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
- **Contact for PPE orders if you have difficulties with your own suppliers:**  
Leicester City : [icrs.service@leicester.gov.uk](mailto:icrs.service@leicester.gov.uk)  
Leicester County: [enquirylinequality&contracts@leics.gov.uk](mailto:enquirylinequality&contracts@leics.gov.uk)  
Rutland: [PPE@rutland.gov.uk](mailto:PPE@rutland.gov.uk)

During this activity, what could go wrong resulting in an emergency situation?	<ol style="list-style-type: none"> <li>1. Child displays symptoms of CV19</li> <li>2. Child from teaching group who has been sent home becomes confirmed case.</li> <li>3. Staff becoming ill and self-isolating.</li> </ol>
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> <li>1. Isolate child until collected.</li> <li>2. PHE contacted to carry out RA and advise on whether bubbles need to self-isolate.</li> <li>3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.</li> </ol>
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	<ol style="list-style-type: none"> <li>1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn.</li> <li>2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording.</li> <li>3. Follow guidance: <a href="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">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</a> Consider reallocating staff or capacity of school to remain open. Consult with LA and/or Trust on closure.</li> </ol>
Could any non – routine changes affect the safety	Additional pupil numbers on full reopening – review procedures and social distancing, refer to any new

arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	government guidance.
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Risk Assessor (s) Name(s):	Karen Allen	Risk Assessor(s) Signature (S):	
Authorised By:		Authoriser Signature:	<b>Initial</b>
Date Conducted:	30.07.2020	Date of Next Review:	16.10.2020
		Date of Review:	01.03.2021
		Date of Review:	
		Date of Review:	
		Date of Review:	

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

### Risk Rating Definitions

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