

# DANEMILL RE OPENING RISK ASSESSMENT



<b>Activities Covered by this Assessment</b>	Reopening of schools during COVID 19 (January 2021)		
<b>Location</b>	Danemill Primary School	<b>Organisation</b>	DISCOVERY

Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate

**This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. Once completed, please ensure final risk ratings are added.**

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

**System of control:**

**Prevention:**

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Where recommended, the use of face coverings in school.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).
8. Always keep occupied spaces well ventilated.
9. Hands – Face – Space

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.  
 Number 6 and 9 must be properly considered, and schools must put in place measures that suit their particular circumstances.  
 Number 7 applies in specific circumstances.



### **Response to any infection:**

10. Engage with the NHS Test and Trace process.
11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

**Attendance:** Pupil attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to ensure their child attends regularly at a school where the child is a registered pupil and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

For further advice on clinical and/or public health advice please refer to: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> - Pupils who are shielding or self-isolating

### **PPE:**

The majority of staff 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 2 metres from others. PPE is only needed in a very small number of cases:

- Children who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.

## DANEMILL RE OPENING RISK ASSESSMENT



- Where an individual child becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

*It is advised that you carry out an inspection of the premises before full opening and record the findings.*

### **Monitoring and review of risk controls**

*It is important that employers know how effective their risk controls are. You should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.*

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>Coming into contact with individuals who are unwell</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>• Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 7 days.</li> <li>• Anyone developing COVID19 symptoms is sent home.</li> <li>• Persons who have symptoms will isolate for at least 10 days and will not be in school.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>• Engage with the NHS Track and Trace and communications are sent to parents/carers reminding them of the NHS process.</li> </ul>	M	L	L	All Staff	Ongoing	Ongoing
<b>A pupil shows symptoms of COVID19 whilst in school</b>	Staff, pupils, visitors and contractors.	<ul style="list-style-type: none"> <li>• A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>• PHE will be publishing revised guidance for non-health care settings by the</li> </ul>	M	L	L	All Staff	Ongoing	Ongoing

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	<i>Reduced infection control which may result in spread of COVID19</i>	door (depending on the age and needs of the pupil) with appropriate adult supervision if required. <ul style="list-style-type: none"> <li>• Windows are open for ventilation.</li> <li>• PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.</li> <li>• The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard)</li> <li>• Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> </ul>				end of the summer term						
<b>Staff exiting cars in staff car park</b>	Staff, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>• Staff are encouraged to cycle or walk to work.</li> <li>• Reverse parking only where practicable.</li> <li>• Courtesy when alighting cars to maintain 2m distance.</li> </ul>	<b>M</b>	<b>M</b>	<b>M</b>	JL to monitor situation and share concerns of inappropriate car park usage. Signage in carpark – reminders. Gates will be locked during the school day.  Visitors asked to park outside of school.	<b>M</b>	<b>L</b>	<b>L</b>	All Staff	Ongoing	Ongoing

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<b>Groups arriving and leaving school (Start and end of the day)</b>	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Start and finish times are staggered</li> <li>Free periods (breaks, lunches and afternoon plays) are condensed or staggered</li> </ul>	M	M	M	JH to assign lunchtime cover to classes in order to have appropriate break times.	M	L	L	SLT	31.08.20	31.09.20
<b>Use of public transport/school taxis</b>	Staff, pupils, parents/ visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils and staff are encouraged to cycle or walk to work.</li> <li>Communication links with school taxi companies in place.</li> </ul>	M	M	M	Encouraged through newsletters and communication.	M	L	L	Office	Ongoing	Ongoing
<b>Doffing face masks/coverings on arrival at school</b>	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly.</li> <li>Pupils are instructed not to touch the front of their face covering during use or when removing them. Pupils and staff must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin.</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Pupils and staff wearing face masks/ covering whilst journeying to school (i.e. car, walking) doff their face masks/covering and wash their hands thoroughly.</li> </ul>	M	L	L	All Staff	Ongoing	Ongoing



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		<ul style="list-style-type: none"> <li>Reusable face coverings are placed in a plastic bag that can be take home with them.</li> <li>Hands are wash again before heading to their classroom.</li> </ul>										
<b>Visitors to site</b>	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Visitors to site are restricted.</li> <li>Only visitors with prearranged appointments are allowed on site.</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.</li> <li>Visitors asked to use hand sanitizer before entering school.</li> <li>Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow.</li> <li>Visitors to be signed in by premises officer.</li> </ul>	H	M	H	<p>If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the <a href="#">COVID-19:Guidance for households with possible infection guidance</a>.</p> <p>Script for the office to read to each visitor on arrival. Visitors will not be given refreshments. They will be encouraged to bring own equipment.</p>	H	L	M	AP, BH and EB.	Ongoing	<p>Ongoing</p> <p>Script is in the office.</p>
<b>Social distancing not being carried out at drop off time.</b>	<p>Staff, pupils, parents/carer, visitors and contractors.</p>	<ul style="list-style-type: none"> <li>Drop off times are staggered in intervals. Please see parental document.</li> <li>Arrangements for drop off are communicated to staff, pupils and</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Queuing systems and marking on pathways will be in place where traffic is likely to be high.</li> </ul>	H	L	M	JL, TL and JH	Ongoing	Ongoing

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	<i>Reduced infection control which may result in spread of COVID19</i>	parents/carer in advance. <ul style="list-style-type: none"> <li>Only one parent/carer attends the school.</li> <li>Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site.</li> <li>Direct access to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>One-way systems are used around the site.</li> <li>Signage is created and displayed i.e.                             <div style="display: flex; justify-content: space-around; align-items: center; margin: 10px 0;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> </li> <li>Parents / carers made aware that gathering outside school at drop off times is <b>forbidden</b>.</li> <li>Reduced face to face contact between staff and pupils.</li> <li>Staff teach from the front as much as possible.</li> <li>Pupils stay in seats during lesson time.</li> </ul>				<ul style="list-style-type: none"> <li>Parents do not enter school site, there are key drop off points for each year group.</li> <li>School opens at the earlier time of 8:40 a.m. to avoid congestion.</li> <li>Signs on are the playground. Children will be led into their classrooms by their teacher to ensure the bubbles remain intact.</li> </ul>						
<b>Use of cloakroom/toilet areas</b>	Staff and pupils	<ul style="list-style-type: none"> <li>Pre-School, EYFS and KS1 pupils remain in their outdoor clothing until</li> </ul>	M	M	M	Nominated <i>COVID MARSHALL (Tracey Lawrence)</i> to check	M	L	L	TL/Office	Ongoing	Ongoing

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	<i>Reduced infection control which may result in spread of COVID19</i>	<p>they are in their allocated cloakroom. KS2 remain in their outdoor clothing until they are at their allocated table.</p> <ul style="list-style-type: none"> <li>Handwashing follows guidance for take into account the NHS guidance found on this <a href="#">link</a>:</li> <li>Teachers to organise pupils to that they can space out coats/ bags so that they aren't touching.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). Children wash their hands before entering the classrooms. Only one child will be allowed in the corridor at one time and they will be supervised by an adult in every instance.</li> </ul>				<p>cloakroom/toilet areas at intervals during the day.</p> <p>Signage on classroom doors to remind children.</p> <p>Very clear system in place for younger children using toilet areas, signage and colour coding limits children using multiple toilets.</p>				Staff/Teachers		
<b>Social distancing not being carried out within the classroom.</b>	Staff, pupils, visitors and contractors.	<ul style="list-style-type: none"> <li>Arrangements for the day are communicated to staff, pupils and parents/carer via a timetable in the</li> </ul>	H	M	H	TL to address in every weekly assembly about hygiene points as a consistent reminder.	H	M	M	JL All staff	Room layouts – W/C	Room layout TBD



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	<i>Reduced infection control which may result in spread of COVID19</i>	parent booklet. <ul style="list-style-type: none"> <li>Staff and pupils remain in classes,</li> <li>Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and throughout the whole week.</li> <li>Every attempt is made to be consistent with PPA/illness cover.</li> <li>The group distance themselves from other groups including break times and lunch times.</li> <li>Desks are placed as far apart as possible.</li> <li>Surplus chairs stacked and removed from circulation.</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>Classrooms are ventilated using natural ventilation (opening windows) or ventilation unit</li> <li>Doors are propped open, where safe to do so (bearing in mind fire safety</li> </ul>				School to have lidded bins to contain tissues. Protocols in place for children displaying behaviour in classroom – staff mapa trained.				TL/JH	24.08.20	by 31.08.20	
												Assemblies ongoing	Assemblies ongoing

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		and safeguarding), to limit use of door handles and aid ventilation. <ul style="list-style-type: none"> <li>Pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>Pupils informed that they must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>										
<b>Sharing equipment</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils do not share equipment.</li> <li>Pupils given writing implements and forbidden from using other pupil's equipment.</li> <li>Teaching resources (cubes, blocks, counting sticks etc) are discouraged/minimized and/or removed from the setting.</li> <li>Children will have an option to bring their own lunch. They will keep this with their belongings on their allocated tables.</li> <li>Soft toys and furnishings that are difficult to clean are removed from the classroom before the school reopens.</li> <li>Small, intricate items that are difficult to clean are removed from the</li> </ul>	H	L	M	Named Pencil Cases issued for every child.  Transitional toys for EYFS and Y1 but must be kept with child.  WAC to audit toys and complete timetable of activities.  Staff asked to bring in own utensils/mugs  IPADS/ laptops wiped after every use.  Teachers use own laptop.  Photocopiers wiped down after	H	L	M	All staff	Ongoing	Ongoing

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		classroom before the school reopens. <ul style="list-style-type: none"> <li>All children will have individual resources and limited resources to share, these will be cleaned after every use.</li> </ul>				every use.						
<b>Social distancing not being carried out at break times</b>	Staff, pupils, visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Break times are staggered, and timings identified and communicated.</li> <li>Pupils to wash hands before and after eating/drinking and on return to classroom.</li> <li>Small groups maintained and not mixed.</li> <li>Movement around school via a one-way system where possible.</li> <li>Allocation of dedicated areas outside for small groups.</li> <li>Levels of supervision considered, and additional information given to supervisors via staff handbook.</li> <li>Procedures identified when First Aid is required.</li> <li>Activities considered, and the range of equipment reduced to minimise risk.</li> <li>Arrangements for the cleaning of equipment following</li> </ul>	H	M	M	<ul style="list-style-type: none"> <li>Staff observe Social Distancing during break times and minimise movement around school. There is a new staff room space that has been created and this allows for social distancing.</li> </ul>	H	M	M	SLT for logistics  All staff to follow process	Ongoing	Ongoing

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		<p>activities/between small group use and by whom. PE staff will clean down equipment in between use and teachers have been provided with cleaning kits to complete this if needed.</p> <ul style="list-style-type: none"> <li>• Arrangements for 'wet breaks' considered. All children are provided with a wet play book to work in during wet plays. The use of educational programmes will be used.</li> <li>• Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored. Children will be allowed into the toilet one at a time and this will be monitored by the bubble adult.</li> <li>• Hand washing arrangements available and timetabled.</li> <li>• Flexibility on length of breaks</li> <li>• How these periods are monitored for effectiveness and how issues are reported to SLT.</li> </ul>										
<b>Social distancing not</b>	Staff, pupils,	<ul style="list-style-type: none"> <li>• Pupils to wash their hands before and after eating and encouraged not to</li> </ul>	H	M	M	<ul style="list-style-type: none"> <li>• Catering provider (external</li> </ul>				All staff LTS	Ongoing	Ongoing



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<b>being carried out at lunch time</b>	visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	touch their mouth, eyes and nose. Teachers will talk about this at the start of every day and this will be discussed in assemblies. <ul style="list-style-type: none"> <li>• Hand cleaning facilities to be available upon entering and exiting the hall/dining area. Soap and water are available for WAC</li> <li>• Pupils to eat in classrooms.</li> <li>• Tables to be cleaned after the children have eaten by the group leaders.</li> <li>• Communication with catering provider (External or LTS Catering).</li> <li>• Packed lunches taken to classrooms. If the weather is good there may be options to eat outside. Please see outdoor timetable.</li> </ul>				provider or LTS) has own risk assessment which is shared with school.				Lunchtime Supervisors		
<b>Social distancing not being carried out at pick up</b>	Staff, pupils, parents/carer, visitors and contractors.  <i>Reduced infection control which may result in spread of</i>	<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/carer in advance.</li> <li>• Only one parent/carer attends the school.</li> <li>• Communication sent to schools and pupils' classrooms are communicated to pupils, parent and carer before</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>• Queuing systems and marking on pathways will be in place where traffic is likely to be high.</li> <li>• Children will be organised into small groups to allow flexibility in dropping off and</li> </ul>	H	L	M	SLT Parents All staff to enforce	Ongoing	

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	COVID19	arrival to the site, including videos. <ul style="list-style-type: none"> <li>• Direct communications to the pupils allocated classroom is available. i.e. final emergency exits, including videos.</li> <li>• One-way systems are used around the site, where needed.</li> <li>• Signage is made and displayed. i.e.                             <div style="display: flex; justify-content: space-around; align-items: center; margin: 5px 0;">   </div> </li> <li>• Parents / carers made aware that gathering outside school at drop off times is <b>forbidden</b>.</li> </ul>				collection. There will be dedicated drop off and pick up point for each bubble. <ul style="list-style-type: none"> <li>• School opens at the earlier time of 8:30 to avoid congestion. Earlier pick ups scheduled.</li> </ul> - SLT/pastoral team outside at pick up to marshal						Ongoing
Outdoor play/PE	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>• Play equipment/PE Equipment is cleaned and disinfected between each “bubble/group” of users, if this cannot be achieved then the equipment should not be used.</li> <li>• Cleaning then disinfecting is conducted with a standard detergent (to remove soiling) followed with the use of disinfectant containing 1000 parts per million available chlorine.</li> <li>• Resources that are shared between</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>• Pupils remain in their outdoor clothing until they are in their allocated cloakroom.</li> <li>• Space out pegs so that coats/ bags aren’t touching.</li> <li>• Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</li> </ul>	H	L	L	Teachers All Staff	Ongoing	Ongoing

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		<p>groups or bubbles, such as sports and playground equipment is cleaned frequently and meticulously and always between bubbles/groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles/groups.</p> <ul style="list-style-type: none"> <li>• Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers.</li> <li>• Teacher ensuring social distancing is in place.</li> <li>• Only allow one bubble/group within a specific outside area any one time.</li> <li>• Contact sports will be avoided.</li> <li>• Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>• Minimise contact between individuals and maintain social distancing</li> </ul>										

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		wherever possible. <ul style="list-style-type: none"> <li>All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment.</li> <li>Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene.</li> <li>Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene.</li> </ul>										
<b>Carrying out 1<sup>st</sup> aid</b>	First Aider Person being treated by the first aider. (Carrying out 1 <sup>st</sup> aid may require the 2mtr social distancing rule to be broken)  This activity requires the 2mtr social distancing rule to be broken.	<ul style="list-style-type: none"> <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 <a href="#">guidance</a></li> <li>If a child presents symptoms of COVID-19 they will be isolated in the Y6 office way from people and parents called to collect them. They will exit the Y6 exit on to the car park to avoid any contact with others.</li> <li>If an adult presents symptoms of COVID-19 they will be isolated in the</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>First aid boxes in every room for minor incidents.</li> <li>Staff training given to reinforce procedures.</li> <li>Clear protocols communicated for use of Covid room.</li> <li>PHE will be publishing</li> </ul>	H	M	M	First Aiders  All staff  Cleaners  JL	Ongoing	Ongoing



## DANEMILL RE OPENING 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 ?
	<p>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 persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>Y6 office area away from people and parents and will be asked to go home and Social Distance as per Gov.uk <a href="#">guidance</a>.</p> <ul style="list-style-type: none"> <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>Latex gloves will be worn avoided to remove the risk of allergic reaction.</li> <li>The first aider will cover any cuts on their hands with waterproof plasters.</li> <li>The first aider will 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 in contact with a wound.</li> <li>The first aider will wear goggles conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes.</li> <li>After each first aid treatment is given all equipment and surfaces, will be</li> </ul>				<p>revised guidance for cleaning of non-health care settings by the end of the summer term</p> <ul style="list-style-type: none"> <li>Ensure an adequate supply for PPE is procured from your usual supplier. Contact for PPE orders if you have difficulties with your own suppliers:</li> <li>Leicester City: <a href="mailto:icrs.service@leicester.gov.uk">icrs.service@leicester.gov.uk</a></li> <li>Leicester County: <a href="mailto:enquirylinequality&amp;contracts@leics.gov.uk">enquirylinequality&amp;contracts@leics.gov.uk</a></li> <li>Rutland: <a href="mailto:PPE@rutland.gov.uk">PPE@rutland.gov.uk</a></li> <li></li> </ul>						

# DANEMILL RE OPENING 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 ?
		<p>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.).</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 double bag and the bags tied. The bags will then be stored in the KS1 shed for 72 hours before putting them into the external waste skip/bin.</li> <li>• where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</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>										

## DANEMILL RE OPENING 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 ?
		<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 Y6 office where children can go if exhibiting COVID symptoms.</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 children/adults displaying COVID symptoms (Y6 office) that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building.</li> </ul>										
<b>Intimate care</b>	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<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</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>PHE will be publishing revised guidance for cleaning of non-health care settings by the end of the summer term</li> <li>Ensure an adequate supply for PPE is procured from</li> </ul>	H	L	L	All staff	Ongoing	Ongoing

## DANEMILL RE OPENING 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 ?
		<p>installed above sinks to give information on good hand washing techniques.</p> <ul style="list-style-type: none"> <li>• Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will <b>not</b> 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, young people and students 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. This PPE may include: Gloves</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</li> </ul>				<p>your usual supplier. Contact for PPE orders if you have difficulties with your own suppliers:</p> <ul style="list-style-type: none"> <li>• Leicester City: <a href="mailto:icrs.service@leicester.gov.uk">icrs.service@leicester.gov.uk</a></li> <li>• Leicester County: <a href="mailto:enquirylinequality&amp;contracts@leics.gov.uk">enquirylinequality&amp;contracts@leics.gov.uk</a></li> <li>• Rutland: <a href="mailto:PPE@rutland.gov.uk">PPE@rutland.gov.uk</a></li> </ul>						

# DANEMILL RE OPENING 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 ?
		fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. <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 double bag and the bags 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 or young person 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>Social distancing not being carried out during the use of Staff</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>Staff rooms are used dependent on number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible. There will</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>One way system in place for access to staff facilities.</li> <li>Outdoor area provided for staff</li> </ul>	H	L	M	All staff	Ongoing	Ongoing

# DANEMILL RE OPENING 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 ?
facilities	and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	be a maximum of 6 staff in the studio space and 2 in the staff room at any one time. <ul style="list-style-type: none"> <li>• Studio to be converted to a staff room with a clear entrance and exit where 2m distancing can be observed.</li> <li>• Break times are staggered to reduce numbers in the room.</li> <li>• Staff are reminded to wash hands before and after using the staff room facilities.</li> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Use of signs to inform of hand washing prior to entering/using facilities.</li> <li>• Surfaces are wiped down between use and door handles cleaned by the cleaning team.</li> <li>• Dishwasher is used to clean crockery and cutlery where possible. Staff are welcomed to bring own cutlery and mugs.</li> </ul>										

## DANEMILL RE OPENING 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>Social distancing not being carried out during Catering provision</b>	Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Robust communication links with hot meal provider established.</li> <li>Meeting in preparation of re-opening to confirm operational controls</li> <li>Hand cleaning facilities available upon entering hall and when leaving</li> <li>Procedures established for mealtimes and information communicated to staff and pupils.</li> <li>Pupils' food allergy information is up to date</li> </ul>	H	M	H	Monitor on a daily basis for when and if lunchtime provision changes.	H	M	L	LTS School Staff	Ongoing	Ongoing
<b>Assembly</b>	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Whole school assemblies will not take place.</li> <li>Head/teaching staff addresses individual groups, within their classroom via TEAMS.</li> <li>All assemblies to resume in usual plan just via TEAMS.</li> </ul>	M	L	L		M	L	L	SLT LL	Ongoing	Ongoing
<b>Cleaning</b>	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>A detailed cleaning schedule will be implemented throughout the school, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>Hard surfaces to be cleaned with soap</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Deep cleaning schedule available to support enhanced clean.</li> <li>Gov.uk <a href="#">guidance</a> to be monitored to ensure the most up to date information is always</li> </ul>	H	L	M	Volunteer Staff JL	Ongoing	Ongoing

## DANEMILL RE OPENING 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 ?
		<p>and water prior to disinfecting.</p> <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 google and visor will be rinsed with clean water after being disinfected.</li> <li>Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>Toilets will be cleaned after breaks, after lunch and at the end of the day.</li> <li>Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc. This will be completed on a minimum of 4 times a day..</li> <li>Only cleaning products supplied by</li> </ul>				<p>available.</p> <ul style="list-style-type: none"> <li>Signing system in place for daily routines of cleaning key areas I,e door handles, photo copier.</li> </ul>						



# DANEMILL RE OPENING 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 ?
		the school are used. <ul style="list-style-type: none"> <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>Bins for tissues are emptied throughout the day. All bins will be lidded.</li> <li>Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip.</li> </ul>										
<b>Carrying out daily building maintenance</b>	Staff and pupils.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>General maintenance is carried out when the school is closed to staff and pupils. (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</li> </ul>	M	M	L		M	M	L	JL SLT/Office	Ongoing	Ongoing

# DANEMILL RE OPENING 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 ?
		throughout working procedures.										
<b>Building reopening after full or partial closure during COVID19</b>	Staff, pupils, visitors, contractors. <i>Legionella</i> <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Hot and cold-water systems are flushed before the school reopens.</li> <li>Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications.</li> </ul>	H	L	M		M	M	M	JL	28.08.20	28.08.20
<b>Contractors working on site</b>	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Contracted work is carried out when the school is closed to staff and pupils.</li> <li>Any documentation required is sent/received prior to the contractor arriving on site.</li> <li>Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.</li> </ul>	M	M	L		M	M	L	JL SLT/Off ice	Ongoing	Ongoing
<b>Emergency procedures</b>	Staff, pupils, parents/carer, visitors and contractors.	<ul style="list-style-type: none"> <li>Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of entrances to and from building.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Playground markings used to ensure social distancing when children are evacuated.</li> </ul>	H	L	M	JL SLT/Off ice	Ongoing	Ongoing

# DANEMILL RE OPENING 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 ?
	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <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>Fire Drill will take place (without alarm) in phases so children are shown procedure. Then normal fire drill cycle will resume.</li> </ul>										
<b>Breakfast and after school clubs</b>	Staff, pupils, parents/guardian, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Consistent groups/bubbles are maintained as far as is reasonably practicable</li> <li>Outdoor facilities are used where practicable.</li> <li>(See hazards and control measures above for the management of activities i.e. cleaning, 1<sup>st</sup> aid)</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>A risk assessment should be obtained for any activity taking place out of school hours. This should contain controls to reduce the spread of COVID19.</li> </ul>	H	M	M	JB and WAC staff JL SLT/Off ice	Ongoing	Ongoing

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

## DANEMILL RE OPENING RISK ASSESSMENT



- **source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **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>

During this activity, what could go wrong resulting in an emergency situation?

1. Child displays symptoms with CV19

## DANEMILL RE OPENING RISK ASSESSMENT



	<ol style="list-style-type: none"> <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. All children in that teaching group to be sent home and told to self-isolate for 14 days.</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 Trust on closure and inform LEA.</li> </ol>
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.

Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):	
	Tracey Lawrence		
	Julie Hickinbottom		

## DANEMILL RE OPENING RISK ASSESSMENT



Authorised By:	David Briggs	Authoriser Signature:		<b>Initial</b>
Date Conducted:	03.01.21	Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

<b>Potential Severity of Harm</b>	<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>

## DANEMILL RE OPENING RISK ASSESSMENT



<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.
Likelihood of Harm Occurring		

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.