

## DANEMILL RE OPENING RISK ASSESSMENT

<b>Activities Covered by this Assessment</b>	Reopening of schools during COVID 19 (Spring Term 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 has been developed in conjunction with LTS and Leicestershire County Council and has been adapted to include local hazards and subsequent local control measures pertinent to this school setting.**

During the period of national lockdown, schools, alternative provision (AP), special schools, colleges and wraparound childcare and other out-of-school activities for children should allow only vulnerable children and young people and the children of critical workers to attend. All other pupils and students should not attend and should learn remotely until 8 March at the earliest.

“Restricting attendance during the national lockdown: schools”: updated 2nd February 2021 gives full guidance information of which all Discovery Schools follow and refer to regularly.

The way to control this virus is the same, even with the current new variants. Essential measures include:

- a requirement that people stay at home if they:
  - have virus symptoms, or live in a household with someone who does
  - have tested positive, even if asymptomatic
  - have been advised by NHS Test and Trace to do so
  - are household members of a positive case, even if that case is asymptomatic
  - are required to self-isolate for travel-related reasons
- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible
- minimise the potential for contamination so far as is reasonably practicable

### Engage with the NHS Test and Trace process

Schools must also ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a PCR test if they or their child are displaying symptoms. The main symptoms are a **high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste**. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test (symptomatic testing). PCR tests can be booked online through the [NHS testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, include anyone involved in education or childcare, have priority access to PCR testing as well as regular asymptomatic LFD testing.

**Schools should ask parents of children attending school and staff to inform them immediately of the results of any tests taken outside school and follow guidance below:**

1. If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 full days from the date of that contact.
2. If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate at least from the day of onset of their symptoms and for the following 10 full days and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.
3. The period of isolation starts from the day when they first became symptomatic and the following 10 full days. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate starting from the day the individual's symptoms started and

the next 10 full days.

System of control:

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
2. Where recommended, the use of face coverings in schools.
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.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Always keeping occupied spaces well ventilated.
8. Where necessary, wear appropriate personal protective equipment (PPE).

**Numbers 1 to 5, and number 7, must be in place in all schools, all the time.**

**Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.**

**Number 8 applies in specific circumstance.**

Response to any infection:

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

**Numbers 9 to 11 must be followed in every case where they are relevant.**

**Attendance:** As of 5th January 2021, primary schools will be open only for vulnerable children and children of critical worker families. This means from that point; only vulnerable and critical worker children will attend, and remaining children will be taught from home.

### **Clinically Extremely Vulnerable**

Whilst Government Tier 4 Restrictions or above are in place Clinically Extremely Vulnerable (CEV) staff are to Shield at home and are NOT to attend the School (Working from home options may be considered if appropriate).

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

### **Rapid Result Tests (Lateral Flow Device Tests)**

Rapid Result Tests (Lateral Flow Tests) are now available for schools to conduct twice weekly testing of staff in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. Lateral Flow Tests are undertaken at home, ideally in the morning prior to leaving for work but can be done the evening before. Home tests are taken 3-4 days apart and staff participating report all test results to Track and Trace as per guidance. Although encouraged and prior consent is required, this testing is voluntary.

### **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.
- 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.

**Headteachers will have the discretion to decide whether to ask staff and visitors to wear face coverings/visors as further precautions to help minimise the risk of**

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infection in schools and will develop risk assessments with appropriate measures.

Headteachers actively consult with staff on local setting measures, inviting feedback to develop practice and health and safety measures, that where reasonably practicable, protect the whole school community. Individual risk assessments are developed for all colleagues and pupils that require one. This includes pregnant women, BAME and Clinically Vulnerable / Clinically Extremely Vulnerable.

### 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</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>A pupil awaiting to be collected, is</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>PHE will be publishing</li> </ul>	M	L	L	All Staff	Ongoing	Ongoing

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<b>symptoms of COVID19 whilst in school</b>	and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<p>moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required.</p> <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>				revised guidance for non-health care settings by the end of the summer term						ng
<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>	M	M	M	<p>JL to monitor situation and share concerns of inappropriate car park usage.</p> <p>Signage in carpark – reminders.</p> <p>Gates will be locked during the school day.</p> <p>Visitors asked to park outside of</p>	M	L	L	All Staff	Ongoing	Ongoing

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						school.						
<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</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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		face coverings in a covered bin. <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>	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>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	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> .  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.	H	L	M	AP, BH and EB.	Ongoing	Ongoing  Script is in the office.
<b>Social distancing not being carried out at drop off time.</b>	Staff, pupils, parents/carer, visitors and contractors.	<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</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>	<p>communicated to staff, pupils and parents/carer in advance.</p> <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.</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <ul style="list-style-type: none"> <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</b>	Staff and pupils	<ul style="list-style-type: none"> <li>Pre-School, EYFS and KS1 pupils</li> </ul>	<b>M</b>	<b>M</b>	<b>M</b>	Nominated <i>COVID MARSHALL</i>	<b>M</b>	<b>L</b>	<b>L</b>	TL/Offi	Ongoing	Ongoing

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cloakroom/toilet areas	<i>Reduced infection control which may result in spread of COVID19</i>	<p>remain in their outdoor clothing until 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><b>(Tracey Lawrence)</b> to check 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>				ce Staff/Teachers		ng
<b>Social distancing not being carried out</b>	Staff, pupils, visitors and contractors.	<ul style="list-style-type: none"> <li>Arrangements for the day are communicated to staff, pupils and</li> </ul>	H	M	H	TL to address in every weekly assembly about hygiene points	H	M	M	JL	Room layouts	Room layout

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within the classroom.	<i>Reduced infection control which may result in spread of COVID19</i>	<p>parents/carer via a timetable in the parent booklet.</p> <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</li> </ul>				<p>as a consistent reminder.</p> <p>School to have lidded bins to contain tissues.</p> <p>Protocols in place for children displaying behaviour in classroom – staff map trained.</p>				All staff TL/JH	– W/C 24.08.20  Assemblies ongoing	TBD by 31.08.20  Assemblies ongoing

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		to do so (bearing in mind fire safety 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>										
Sharing equipment	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</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.	H	L	M	All staff	Ongoing	Ongoing

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		to clean are removed from the classroom before the school reopens. • All children will have individual resources and limited resources to share, these will be cleaned after every use.				Photocopiers wiped down after 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>	• Break times are staggered, and timings identified and communicated. • Pupils to wash hands before and after eating/drinking and on return to classroom. • Small groups maintained and not mixed. • Movement around school via a one-way system where possible. • Allocation of dedicated areas outside for small groups. • Levels of supervision considered, and additional information given to supervisors via staff handbook. • Procedures identified when First Aid is required. • Activities considered, and the range of equipment reduced to minimise risk. • Arrangements for the cleaning of	H	M	M	• 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.	H	M	M	SLT for logistics  All staff to follow process	Ongoing	Ongoing



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		<p>equipment following 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>										
		<ul style="list-style-type: none"> <li>• Pupils to wash their hands before and</li> </ul>	H	M	M					All staff	Ongoing	Ongoing

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<b>Social distancing not being carried out at lunch time</b>	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	after eating and encouraged not to 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>				<ul style="list-style-type: none"> <li>Catering provider (external provider or LTS) has own risk assessment which is shared with school.</li> </ul>				LTS Lunchtime Supervisors		ng
<b>Social distancing not being carried out at pick up</b>	Staff, pupils, parents/carer, visitors and contractors.  <i>Reduced infection control which may</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</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</li> </ul>	H	L	M	SLT Parents All staff to enforce	Ongoing	

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	<i>result in spread of COVID19</i>	<p>to pupils, parent and carer before arrival to the site, including videos.</p> <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.</li> </ul> <div style="display: flex; justify-content: center; align-items: center;">   </div> <ul style="list-style-type: none"> <li>Parents / carers made aware that gathering outside school at drop off times is <b>forbidden</b>.</li> </ul>				<p>flexibility in dropping off and collection. There will be dedicated drop off and pick up point for each bubble.</p> <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> <p>- SLT/pastoral team outside at pick up to marshal</p>						Ongoing
<b>Outdoor play/PE</b>	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<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> </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</li> </ul>	H	L	L	Teachers 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 ?
		<ul style="list-style-type: none"> <li>Resources that are shared between 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.</li> <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</li> </ul>				and controls).						

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		and maintain social distancing 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	<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</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> </ul>	H	M	M	First Aiders  All staff  Cleaners  JL	Ongoing	Ongoing

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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>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 persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>COVID-19 they will be isolated in the 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</li> </ul>				<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 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>						

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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>all equipment and surfaces, 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.).</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</li> </ul>										

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		person requiring first aid. <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> </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</li> </ul>	H	L	L	All staff	Ongoing	Ongoing

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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>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <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</li> </ul>				for PPE is procured from your usual supplier. Contact for PPE orders if you have difficulties with your own suppliers: <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>						

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		<p>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.</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 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>										
Social distancing not being carried out		<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</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

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
during the use of Staff facilities	Staff, pupils, visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	furniture where possible. There will 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</li></ul>										



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
		mugs.										
<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> </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</li> </ul>	H	L	M	Volunteer Staff  JL	Ongoing	Ongoing

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		<ul style="list-style-type: none"> <li>• Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <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> </ul>				<p>information is always 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>						

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
		<ul style="list-style-type: none"> <li>Only cleaning products supplied by the school are 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>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> </ul>	M	M	L		M	M	L	JL SLT/Off ice	Ongoing	Ongoing

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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>Social distancing is maintained throughout working procedures.</li> </ul>										
<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/Office	Ongoing	Ongoing
<b>Emergency procedures</b>	Staff, pupils, parents/carer, visitors and	<ul style="list-style-type: none"> <li>Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Playground markings used to ensure social distancing when</li> </ul>	H	L	M	JL SLT/Off	Ongoing	Ongoing

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
	contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	entrances to and from building. <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>				children are evacuated.				ice		
<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.

- **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>

## DANEMILL RE OPENING RISK ASSESSMENT

During this activity, what could go wrong resulting in an emergency situation?	<ol style="list-style-type: none"> <li>1. Child displays symptoms with 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. 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		

## DANEMILL RE OPENING RISK ASSESSMENT

	Julie Hickinbottom			
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:		

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>



## 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.