

## DANEMILL RE OPENING RISK ASSESSMENT



<b>Activities Covered by this Assessment</b>	Reopening of schools during COVID 19 (June 2020)		
<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.**

Every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. As a trust we have worked collaboratively with heads in order to consult on health and safety matters relating to opening. SLT in turn consult with school colleagues, best placed to understand the risks in individual settings.

If a person becomes unwell during the day the school will refer to government guidance found [here](#).

**Attendance:** No one with symptoms should attend a setting for any reason. Eligible children – including priority groups - are strongly encouraged to attend their education setting, unless they are self-isolating, or considered to be clinically extremely vulnerable. Children categorized as clinically vulnerable should follow individual medical advice). Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. Further guidance about self-isolating is found [here](#).

It is advised that schools carry out an inspection of the premises before opening and use the COVID Safe Schools – Phased Return to School Toolkit to record the findings.



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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 ?
<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	SH/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.	M	L	L	All Staff	Ongoing	Ongoing
<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 site manager.</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	NS, AP and BH	Ongoing	Ongoing  Script to be completed by 22.05.2020
<b>Social distancing not being carried out at</b>	Staff, pupils, parents/carer,	<ul style="list-style-type: none"> <li>Drop off times are staggered in 10 minute intervals. Please see parental</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Queuing systems and marking on pathways will be</li> </ul>	H	L	M	SH/JL, TL and	03.06.2020	03.06.2020

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drop off time.	visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	document. <ul style="list-style-type: none"> <li>• Arrangements for drop off are communicated to staff, pupils and parents/carer in advance.</li> <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> <li>• Parents / carers made aware that gathering outside school at drop off times is <b>forbidden</b>.</li> </ul>				in place where traffic is likely to be high.  <ul style="list-style-type: none"> <li>• Parents do not enter school site, there are key drop off points for bubble groups, including WAC.</li> <li>• School opens at the earlier time of 8:30 a.m. to avoid congestion.</li> <li>• Lining up marks on are the playground. Children will be led into their bubble groups by their bubble leader.</li> </ul>				JH		
Use of cloakroom/toilet areas	Staff and pupils  <i>Reduced infection control which may result in spread of</i>	<ul style="list-style-type: none"> <li>• EYFS and Y1 pupils remain in their outdoor clothing until they are in their allocated cloakroom. Y6 remain in their outdoor clothing until they are at their allocated table.</li> </ul>	M	M	M	Nominated <i>COVID MARSHALL (Tracey Lawrence)</i> to check cloakroom/toilet areas at intervals during the day.	M	L	L	TL/Office Staff/Teachers	Ongoing	Ongoing

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	COVID19	<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>				Signage on classroom doors to remind children.  Very clear system in place for younger children using toilet areas, signage and colour coding limits children using multiple toilets.						
<b>Social distancing not being carried out within the classroom.</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of</i>	<ul style="list-style-type: none"> <li>Arrangements for the day are communicated to staff, pupils and parents/carer via a timetable in the parent booklet.</li> <li>Staff and pupils remain in small groups. This will be no more than 15</li> </ul>	H	M	H	TL to address in every weekly assembly about hygiene points as a consistent reminder.  School to have lidded bins to contain tissues.	H	M	M	SH/JL All staff TL/JH	Room layouts – W/C 1.06.2020	Room layout TBD by 3.06.2020

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	COVID19	children. <ul style="list-style-type: none"> <li>Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and throughout the whole week.</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 and safeguarding), to limit use of door handles and aid ventilation.</li> <li>Pupils are encouraged not to touch their mouth, eyes and nose.</li> </ul>				Protocols in place for children displaying behaviour in classroom – staff mapa trained.					Assemblies ongoing	Assemblies ongoing

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		<ul style="list-style-type: none"> <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 classroom before the school reopens.</li> <li>EYFS and F1 will have individual resources and limited resources to share, these will be cleaned after</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 every use.	H	L	M	All staff	By 03.06.20 20	03.06. 2020

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		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 activities/between small group use and by whom. PE staff will clean down equipment in between use and teachers have been provided with</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	Communicated by 01.06.2020	03.06.2020

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		cleaning kits to complete this if needed. <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 being carried out at lunch time</b>	Staff, pupils, visitors and contractors <i>Reduced infection control which may</i>	<ul style="list-style-type: none"> <li>• Pupils to wash their hands before and 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.</li> </ul>	H	M	M	<ul style="list-style-type: none"> <li>• Catering provider (external provider or LTS) has own risk assessment which is shared with school.</li> </ul>				All staff LTS Lunchtime Supervisors	By 03.06.20 20	Ongoing





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	<i>result in spread of COVID19</i>	<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 within their small groups in classroom maintaining social distancing in their 2M distanced spaces within the classroom.</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>										
<b>Social distancing not being carried out at pick up</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>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 arrival to the site, including videos.</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 collection. There will be</li> </ul>	H	L	M	SLT Parents All staff to enforce	By 03.06.20 20	

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		<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-top: 10px;">   </div> </li> <li>Parents / carers made aware that gathering outside school at drop off times is <b>forbidden</b>.</li> </ul>				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, if and when Y6 come in. .</li> </ul> SLT/pastoral team outside at pick up to marshal						Ongoing
<b>Outdoor play/PE</b>	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Play equipment is cleaned and disinfected between each group of users or not used by sports team.</li> <li>Teacher / support colleagues ensure social distancing is in place.</li> <li>Only allow one class/group within an outside area any one time.</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> </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><b>Carrying out 1<sup>st</sup> aid</b></p>	<p>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)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets</p>	<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 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>.</li> <li>Persons who have symptoms will isolate for 7 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> </ul>	H	M	H	<ul style="list-style-type: none"> <li>JH to complete check on all First Aid Boxes prior to phased reopening.</li> <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	<p>First Aiders</p> <p>All staff</p> <p>Cleaners</p> <p>SH/JL</p>	Ongoing	Ongoing

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	<p>entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<ul style="list-style-type: none"> <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 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.).</li> <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</li> </ul>										

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		shed for 72 hours before putting them into the external waste skip/bin. <ul style="list-style-type: none"> <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> <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</li> </ul>										

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		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.										
<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 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</li> </ul>	H	M	H		H	L	L	All staff	Ongoing	Ongoing

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		<p>transmission.</p> <ul style="list-style-type: none"> <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 fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained.</li> <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</li> </ul>										

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		young person is necessary, then <b>nitrile/latex</b> 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.										
<b>Social distancing not being carried out during the use of Staff facilities</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 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 be a maximum of 3 staff in the studio space and 2 in the staff room at any one time.</li> <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> </ul>	H	M	H	<ul style="list-style-type: none"> <li>When it cannot be guaranteed water dispensers can be used safely – coolers will not be used and put out of use with appropriate signage displayed.</li> <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 ?
		<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>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> <li>The Water dispenser will be marked as 'out of order' ensure no cross contamination.</li> </ul>										
<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</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> </ul>	H	M	H	Monitor on a daily basis for when and if lunchtime provision changes.	H	M	L	LTS School Staff	03.06.2020	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>result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils' food allergy information is up to date</li> </ul>										
<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 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> </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 available.</li> <li>Signing system in place for daily routines of cleaning key areas I,e door handles, photo copier.</li> </ul>	H	L	M	Volunt eer Staff  Cleanin g Team  SH/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 ?
		<ul style="list-style-type: none"> <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 during the day.</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 by the cleaning team.</li> <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> </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>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 throughout working procedures.</li> </ul>	M	M	L		M	M	L	SH/JL  SLT/Office	Ongoing	Ongoing
<b>Contractors working on site</b>	Staff, pupils, parents/carer, visitors and contractors.  <i>Reduced infection control which may</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</li> </ul>	M	M	L		M	M	L	SH/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 ?
	<i>result in spread of COVID19</i>	assessment, which include COVID19 control measures, are received and agreed by the school before work commences.										
<b>Emergency procedures</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>Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of entrances to and from building.</li> <li>Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> <li>Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable.</li> <li>Fire Drill will take place on Friday upon opening and once each new year group is phased in.</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	SH/JL SLT/Office	Ongoing	Ongoing
<b>Use of public transport/school taxis</b>	Staff, pupils, parents/carer, visitors and contractors.	<ul style="list-style-type: none"> <li>Pupils are encouraged to cycle or walk to work.</li> <li>Robust communication links established with transport provider.</li> <li>Pupils and staff aware of taxi</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Only one child at present using public transport – child greeted on arrival and escorted into school</li> </ul>	H	L	M	SH/JL SLT/Office	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 ?
	<i>Reduced infection control which may result in spread of COVID19</i>	procedures and follow Social Distancing as appropriate • Children to wash their hands upon entry to school.										

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>

## DANEMILL RE OPENING RISK ASSESSMENT



- **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?	<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</li> </ol>

## DANEMILL RE OPENING RISK ASSESSMENT



	school to remain open. Consult Trust on closure and inform LEA.
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):		
Authorised By:	David Briggs	Authoriser Signature:		<b>Initial</b>
Date Conducted:	2.6.2020	Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		



## DANEMILL RE OPENING RISK ASSESSMENT



<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>
		<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.
<b>Likelihood of Harm Occurring</b>				

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