

DANEMILL RE OPENING RISK ASSESSMENT

Activities Covered by this Assessment	Spring Term 2022 – School activities during COVID 19 <ul style="list-style-type: none"> During this evolving situation please monitor and follow government guidance given in the web links provided All normal working practices should be assumed to continue unless they need to be changed for the duration. 		
Location	Danemill Primary School	Organisation	DISCOVERY
<p>Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate</p> <p style="text-align: center;">This risk assessment has been developed in conjunction with LTS and Leicestershire County Council and has been adapted to include</p> <p>Schools should retain previous versions of risk assessments as the DfE have indicated that schools may be asked to reinstate controls in the event of a local outbreak. These reinstatements are envisaged to be of short duration but may mean that there are frequent changes required. All reinstatements should be on the advice of public health (PH) and schools should tailor any risk assessment reviews to PH advice.</p> <p>This risk assessment template is designed to address the covid controls during the normal day to day operation of a school – Guidance found here.</p> <ul style="list-style-type: none"> Close contacts of a confirmed case under 18 (18yrs + 4 months) will no longer be required to self-isolate. However, they will be <u>required to engage with test and trace and take a PCR test.</u> <p>Schools should continue to:</p> <ul style="list-style-type: none"> Exercise good hand hygiene. Exercise good respiratory hygiene, catch it, bin it, kill it principles. Use ‘enhanced cleaning’ regimes, particularly on frequently touched surfaces (record cleaning routines daily and sign off weekly). Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort. Use PPE where appropriate to their setting or activity (link). Have systems in place to encourage all who have symptoms of covid to self-isolate (including household siblings), engage with test and trace and follow PH advice. <p>Schools will be required to have an Outbreak Management Plan for Covid 19</p> <p>Outbreak Management: Close contacts will be identified via NHS Test and Trace (not by schools). Schools will be required to operate an ‘Outbreak Management Plan’. Schools may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. Schools will continue to have a role in working with health protection teams in the case of a local outbreaks. Schools should ask parents and staff to inform them immediately of the results of a test and then they must follow: ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p>			

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PPE:

Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 1+ metres from others. Guidance found [here](#).

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

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

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

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

Face Coverings:

Headteachers will have the discretion to decide whether to ask staff and visitors to wear face masks/coverings as further precautions to help minimise the risk of infection in schools and will develop risk assessments with appropriate measures.

Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for **local directors of public health** to advise on.

Domestic residential educational visits:

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

*(For **international visits** school will need to be mindful of the restrictions still in place regarding the red, amber and green list and be mindful that for amber countries there may be requirements for all participants to quarantine or self-isolate upon return)*

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Schools will also need to be mindful to check their insurance status for short notice cancellation. For guidance refer to gov.uk or <https://oeapng.info/>

Rapid Result Tests (Lateral Flow Device Tests)

Rapid Result Testings (Lateral Flow Tests) should continue to be conducted twice weekly 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.***

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. Please contact the central team for further guidance as required.

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?
Catching or Spreading COVID-19	Staff, pupils, visitors and contractors. <i>Reduced infection</i>	<ul style="list-style-type: none"> Twice weekly Lateral Flow Device (LFD) testing for all staff - consisting of two LFD tests taken at home each week, 3 to 4 days apart. 	M	M	M	Engage with the NHS test and trace. All Staff are expected to use their own personal judgement in adopting additional control measures to minimise	M	L	L			

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<p>Catching or Spreading COVID-19 (continued)</p>	<p><i>control which may result in spread of COVID19</i></p> <p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<p>Lateral Flow Test Results</p> <ul style="list-style-type: none"> • A negative result will allow the tested person to remain in school. • A positive result will require the tested person start a 7 day self-isolation period and undertake a Confirmatory Covid 19 PCR Test as soon as possible (within 2 days). • The use of public transport should be avoided where possible by the person testing positive. <p>[The results of the PCR Test determining whether self-isolation is to continue [<i>positive result</i>], or if the person can return to School [<i>negative result within 2 days of LFT Test</i>].</p> <ul style="list-style-type: none"> • 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. • Anyone developing COVID19 symptoms is sent home. • Persons who have symptoms will isolate and be asked to book a PCR test within 2 days of symptoms developing. • Follow good respiratory 			<p>their own exposure risks to Covid 19.</p> <p>All persons are expected to limit close contacts as far as is reasonably practicable with those persons they do not normally live with (i.e. considering the frequency, duration & numbers of contacts).</p> <p>The Government expects and recommends that all non-exempted persons would wear face coverings in crowded areas where they come into contact with others they do not normally meet.</p>						
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		hygiene and skin cleaning hygiene measures at all times.										
Suspected case whilst on site or Positive PCR Test result	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> When a person develops symptoms compatible with COVID 19 (A high temperature, a persistent cough, or a loss or change to the sense of taste or smell) they should leave the site to start a 7 day self-isolation period and undertake a PCR Test as soon as possible, and make the appropriate NHS Test & Trace notification. The use of public transport should be avoided where possible. Household members of the symptomatic person are also required to self-isolate for at least 7 days. A pupil awaiting to be collected, is 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. 	M	M	M	<ul style="list-style-type: none"> The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken. The NHS Test & Trace system will take steps to identify close contacts of the person tested positive and instruct them to self-isolate for at least 7 days as appropriate. (<i>In exceptional circumstances, the School may be requested to assist in identifying close contacts</i>). 	M	L	L			
Suspected case whilst on site or Positive PCR Test result (continued)	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Windows are open for ventilation. PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. 										

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	and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	information is to be displayed around the site (and particularly in welfare areas) reminding all persons of hygiene and hand washing requirements. <ul style="list-style-type: none">Staff are to challenge any person not adhering to the control measures within this risk assessment.										
Visitors to site	Staff, pupils, parents/ visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none">Visitors to site should be kept to a minimum, appointments preferred so that:<ul style="list-style-type: none">i. 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.	M	L	L		M	L	L			
Lunchtime hall / canteen use - exposure from large numbers of persons	Staff, pupils, parents/ visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none">Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.Drinking water should be provided with enhanced	M	L	L	*Person on door to Hall to be responsible for hand sanitiser on entry and exit (TL)	M	L	L			

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		<div>cleaning measures.</div> <ul style="list-style-type: none">Tables and chairs should be cleaned regularly.All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles.										
Poor Hand Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none">Pupils and staff to wash their hands with soap and water for at least 20 seconds on arrival at school, before eating and after breaks.Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.	M	L	L		M	L	L			
Poor Respiratory Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none">Tissues provided in all classroom.Lidded bins provided in all classrooms and in communal areas.Relay the “catch it, kill it, bin it” approach to all staff and pupils.	M	L	L		M	L	L			
Outdoor play/PE	Staff and pupils <i>Reduced infection control which may</i>	<ul style="list-style-type: none">Play equipment/PE Equipment is cleaned and disinfected regularly.All pupils to wash hands for a	M	L	L	Sports Coach/Sports Apprentice to be responsible for cleaning and disinfecting PE equipment during sessions.	M	L	L			

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	<p><i>result in spread of COVID19</i></p>	<p>minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment.</p> <ul style="list-style-type: none"> Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene. Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene. 				<p>Teaching staff responsible for cleaning and disinfecting PE equipment during sessions.</p> <p>Lunchtime staff responsible for cleaning and disinfecting equipment at lunchtimes.</p>						
<p>First Aid provision / Medical Needs</p>	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p> <p>(Carrying out 1st aid may require the 1+mtr social distancing rule to be broken)</p>	<ul style="list-style-type: none"> A first aider should not be administering first aid treatment a person who has the symptoms of COVID-19 unless life threatening condition and using St John’s ambulance guidance (link at end of document). Isolation care can be given. If a child presents symptoms of COVID-19 they will be isolated 1+m away from people and parents called to collect them. When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection). The first aider will cover any cuts on their hands with waterproof plasters. 	H	M	M		H	M	M			

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		<ul style="list-style-type: none">• The first aider will avoid putting their fingers in their mouth and touching their face.• Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a bag and the bags tied.• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.• 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.• There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building.• The first aid room is well ventilated at all times.• No food will be stored or eaten in the first aid room.												
Intimate care	Staff and pupils	<ul style="list-style-type: none">• The staff member providing the intimate care will wash hands	H	M	H				H	M	H			

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		<p>2 meters social distancing cannot be maintained.</p> <ul style="list-style-type: none">• 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.• If contact with the unwell child or young person is necessary, then 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.											
Insufficient Cleaning	<p>Staff, pupils, parents/ visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none">• 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.• Hard surfaces to be cleaned with soap and water prior to disinfecting.• Disinfecting should be performed using either a	H	M	H		<ul style="list-style-type: none">• Deep cleaning schedule available to support enhanced clean.• Gov.uk guidance to be monitored to ensure the most up to date information is always available.	H	L	M			

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Insufficient Cleaning (continued)		<p>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.</p> <ul style="list-style-type: none"> • Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff. • Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are used. • Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. • PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning 										
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		<ul style="list-style-type: none"> chemicals used. Bins for tissues are emptied throughout the day Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 									
Poor Ventilation / Lack of Ventilation Thermal Discomfort in colder months	Staff, pupils, visitors, contractors. <i>Reduced infection control which may result in spread of COVID19.</i> COVID-19 transmitting through mechanical ventilation ducts that link between rooms.	<ul style="list-style-type: none"> Mechanical ventilation in the following rooms will remain switched off as it moves air between rooms: Mechanical systems have been adjusted to provide full fresh air in rooms: Mechanical ventilation systems have been adjusted to increase the ventilation rate in rooms or they have been put on extended or longer run hours: Natural ventilation is provided by opening windows. In cooler weather windows will be opened just enough to provide constant background ventilation. Windows will be opened more fully during breaks to purge the air in the space. Parents have been informed 									
		<ul style="list-style-type: none"> Consider using CO2 monitors to check air quality in poorly ventilated rooms. When the monitor indicates open windows and doors till monitor returns to normal 									

Commented [LB1]: Please consider which of these statements works for you locally and personalise as appropriate.
Some schools have CO2 monitors in some rooms so use this statement as appropriate.

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		<p>that the uniform policy has been relaxed to allow for pupils to wear warm clothing such as a jumper or jacket in colder months.</p> <ul style="list-style-type: none">• Advice to inform the control measures for mechanical ventilation systems has been sought from the school's/academy's HVAC engineer.• Natural ventilation is provided by opening external doors where this would not create a safeguarding and/or fire risk.• Furniture has been re-arranged where possible to avoid direct drafts. This may prove to be difficult where class sizes are large.• Heating will be used and adjusted as necessary in occupied spaces to help to ensure thermal comfort levels are maintained.												
Carrying out daily/essential building maintenance	<p>Staff, pupils, parents/ visitors and contractors .</p> <p><i>Reduced infection control which may</i></p>	<ul style="list-style-type: none">• Strict hygiene rules to be implemented, all contractors are to be asked to do the following: 1. Wash hands on entry into	M	M	L				M	M	L			

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		practicable.									
Breakfast and after school clubs	Staff, pupils, parents/ visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Individual Covid risk assessments should be available for activities taking place out of school hours. This should contain controls to reduce the spread of COVID19 and be consistent with guidance for the activity being undertaken e.g. music clubs, grassroots sport 									
Residential visits / off-site visits	Staff, pupils, parents/ visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> A COVID risk assessment will be created for each off-site visit. Any educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time both domestically and internationally. OEAP and government guidance will be followed during the visits and will be used to help develop risk assessments for the visits. 									

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

Source:

- [Schools COVID-19 operational guidance](#)
- [Actions for early years and childcare providers during the COVID-19 pandemic](#)
- [Health and safety: responsibilities and duties for schools](#)

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- [The use of personal protective equipment \(PPE\) in education, childcare and children's social care settings, including for aerosol generating procedures \(AGPs\)](#)
- [Dedicated transport to schools and colleges COVID-19 operational guidance](#)
- [COVID-19: Actions for out-of-school settings](#)
- [Out-of-school settings: COVID-19 guidance for parents and carers](#)
- **Contacts: PHE health protection teams:** <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
- **Contact for PPE orders if you have difficulties with your own suppliers:**
 - Leicester City : icrs.service@leicester.gov.uk
 - Leicester County: enquirylinequality&contracts@leics.gov.uk
 - Rutland: PPE@rutland.gov.uk

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

1. Child displays symptoms with CV19
2. Child from teaching group who has been sent home becomes confirmed case.

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	3. Staff becoming ill and self-isolating.
How could this emergency situation be prevented / controlled?	1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 10 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn. 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. 3. Follow guidance: 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 Consider reallocating staff or capacity of 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:		Authoriser Signature:		Initial
Date Conducted:		Date of Next Review:		
		Date of Review:		

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Date of Review:		
Date of Review:		
Date of Review:		

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

Risk Rating Definitions	
Low	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.
Medium	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.

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High

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 **High**, 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.