

# Significant Findings of Risk Assessment

Site / Premises: <b>HERRICK PRIMARY SCHOOL</b>	Assessment Carried Out By Name: SUE TUCKWOOD Signature: <i>Sue Tuckwood</i>	Assessment Serial Number: <b>10</b>		
Revised: Autumn Term 2021		Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak - <b>Government Roadmap Step 4</b>  <ul style="list-style-type: none"> <li>During this evolving situation please monitor and follow government guidance given in the web links provided</li> <li>All normal working practices should be assumed to continue unless they need to be changed for the duration.</li> </ul>	Responsible Manager / Team Leader etc Name: <b>UMESH PATEL</b> Signature: <i>Umesh Patel</i>	16 July 2020	October 2020	U Patel
		October 2020	4 Dec 2020	S Tuckwood
		4 December 20	14 Dec 2020	S Tuckwood
		15 December 20	1 Jan 2021	S Tuckwood
		1 January 2021	1 Feb 2021	S Tuckwood
		1 February 2021	1 March 2021	S Tuckwood
		1 March 2021	14 May 2021	S Tuckwood
		14 May 2021	9 July 2021	S Tuckwood
		<b>16 August 2021</b>		<b>U Patel / S Tuckwood</b>

**Risk Rating.**  
The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

What are the Hazards ? (What can go wrong)	Who might be Harmed & How ?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level)	Action By Who & When
			L	Imp/ Sev	Risk Score		
<b>Catching / Spreading COVID 19</b>  <b>Lateral Flow Testing</b>	Staff, Pupils, Visitors	<p><b>With Effect From 16 August 2021</b> Those persons under 18 Years old who are identified as close contacts by the NHS Test &amp; Trace system will not be required to self-isolate, but will be advised to undertake a PCR Test and will only be required to self-isolate if they themselves then test positive.</p> <p><b>With Effect From 16 August 2021</b> If a member of staff has been fully vaccinated and are identified as a close contact with a person who has tested positive, they will not be required to self-isolate, but will be advised to undertake a PCR Test and will only be required to self-isolate if they themselves then test positive. If not fully vaccinated they will be required to self-isolate for 10 days.</p> <p><b>Ongoing - Rapid Result Tests (Lateral Flow Tests)</b> Rapid Result Tests (Lateral Flow Tests) are available for All Schools to conduct weekly testing of Staff in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. The Home Testing Kits are offered to all staff on site, and consist of 2 Lateral</p>				<p>All Staff provided with 'Plans for Reopening booklet – August 21.</p> <p>All staff provided with an information booklet prior to informing the head if they wish to opt-on or out.</p>	

		<p>Flow Tests, to be taken 3 – 4 days apart. (Twice weekly)</p> <p>Although encouraged and prior consent is required, this testing is voluntary.</p> <p><b>Lateral Flow Test Results</b></p> <p>A negative result will allow the tested person to remain in school.</p> <p>A positive result will require the tested person to self-isolate for 10 days and undertake a Confirmatory Covid 19 PCR Test as soon as possible (within 2 days).</p> <p>The result of the PCR Test determining whether self-isolation is to continue (<i>positive result</i>), or if the person can return to School. Household members of the person testing positive are also required to self-isolate for 10 days.</p> <p>Where tests are carried out at home the results must be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with the school to help with contact tracing.</p> <p>Issuing of home test kits to Staff are to be recorded in an Issue Log, and results of home tests are to be recorded in a separate Results Register.</p> <p>Results for tests taken at School will be recorded &amp; reported in line with current School test logging protocols.</p> <p><b>LATERAL FLOW TEST INCIDENT REPORTING</b></p> <p><u>Incidents regarding LFT testing are to be reported as follows.</u></p> <p>Home testing Clinical Incidents to -<a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a> &amp; the School Management.</p> <p><u>Home testing Non Clinical Incidents to -</u> NHS Test &amp; Trace Service Telephone N° 119 &amp; the School Management.</p> <p>Incidents in School to - DfE Coronavirus Helpline 0800 0468687.</p> <p><u>Incidents in School</u></p> <p>It is important that all incidents related to testing are recorded including void results.</p> <p>Serious incidents, including those that require immediate pausing of all testing on site, should be escalated immediately to the DfE helpline.</p> <p>Incidents that disrupt testing and/or could potentially impact quality or safety of testing and cannot be resolved locally, should be reported to the DfE</p> <p>Any other incidents that disrupt testing in any way, but that are resolved locally, should be reported to DfE through the Incident Reporting Form on <a href="http://www.Gov.uk">www.Gov.uk</a>. DfE will escalate issues to DHSC through the clinical governance process for rapid testing as required.</p> <p>DfE Coronavirus Helpline: 0800 0468687 and records of all incidents are kept.</p>				<p>Staff to inform U Patel / A Aydin / S Tuckwood in order result can be recorded.</p> <p>Home Testing Kits and information provided to all staff who enrolled by S Tuckwood (Business Manager)</p> <p>Results register created.</p> <p>Incidents will be recorded and reported to the appropriate dept.</p>	
<b>Catching / Spreading</b>	Staff, Pupils,	<u>The wearing of respiratory protection (visors) in School</u>	3	2	6	All Staff provided with 'Plans for	

<p><b>COVID 19</b></p>	<p>Visitors</p>	<p>The wearing of visors/face masks is not currently a routine control measure where no specific risk is identified. However, the school will support any individual who chooses to wear one.</p> <p>Movement of staff around school is permitted. (No PPE) but visors/masks must be worn when working with groups for a period of time where ventilation is limited (this does not apply to own class or corridor).</p> <p><b>If dealing with a suspect case; however face visors must be worn (available with gowns when required).</b></p> <hr/> <p>Welfare facilities are provided which contain suitable levels of soap &amp; hand sanitiser.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels which should be disposed of in the bins provided.</p> <p>Hand cleaning facilities or hand sanitiser are available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving the area.</p> <p>Tissues will be provided for all employees. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <hr/> <p>Contact with personnel suspected of having caught COVID-19 to be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene &amp; skin cleaning measures at all times.</p> <p>Should persons disclose if personnel living with them are self-isolating, they should be encouraged to do the same for 10 days as per Government guidance.</p> <p>Ensure frequent hand washing is carried out by all persons throughout the day, including before &amp; after eating, after sneezing &amp; coughing or using tissues. After washing, hands should be dried using disposable towels and placed in the pedal bin provided. (Younger children &amp; SEN pupils may need additional support &amp; encouragement for this).</p> <p>Clear signage and information is to be displayed reminding all persons of</p>			<p>Reopening booklet – August 21.</p> <p>Plan checked regularly and updated when required.</p> <hr/> <p>Soap dispensers installed in</p> <ul style="list-style-type: none"> <li>• classroom with a sink</li> <li>• All toilets</li> </ul> <p>Pedal bins purchased for all classrooms and other rooms to dispose of towels etc. hygienically.</p> <p>Sanitiser dispensers installed in both halls and -</p> <ul style="list-style-type: none"> <li>• Entrance Foyer</li> <li>• Staff entrance door</li> </ul> <p>Tissues available</p> <ul style="list-style-type: none"> <li>• For all staff upon request</li> <li>• For all children in the classroom d work areas.</li> </ul> <hr/> <p>All staff have been spoken to individually.</p> <p>Hand wash facilities – paper towels available inc. pedal bin for disposal</p> <p>Signs have been placed around the</p>
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	<p>hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>Parents have been informed of the e-learning resources available at DB Primary to facilitate teaching at home.</p> <p>SLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this Risk Assessment.</p> <p>A copy of this risk assessment will be provided to staff before they start work, and be displayed in school.</p> <p>Contingency plans are in place to revert to a greater level of Covid 19 control measures (possibly based upon previous risk assessment controls) should this be advised by Public Health due to local outbreaks. These contingency plans include the provision of remote learning for pupils where this becomes necessary.</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing Policy.</p> <p>Records should be kept of classes &amp; staff with next of kin contact information - to be accessible for the Local Public Health Team if required.</p> <hr/> <p><u>Clinically Extremely Vulnerable Staff</u> are able to return to school. If returning staff may wish to take additional Covid19 precautions (eg. Limiting close contacts etc.) and these would be agreed in their individual Risk Assessment.</p> <p><u>Clinically Extremely Vulnerable Pupils</u> are able to attend school unless it is advised by their medical team they should be shielding.</p> <p><i>Although persons from the Black, Asian &amp; Minority Ethnic (BAME) community, or those who possess other recognised high risk factors, are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within the group.</i></p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>An individual risk assessment will be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant.</p>			<p>school.</p> <p>Signs for younger children in Reception. Parents updated regularly via email/text or school website. Contractors advised upon arrival.</p> <p>Children have been using DB Primary for home learning since March 2020</p> <p>Copy to all staff – Paper copy in office.</p> <p>Contingency plans available if required.</p> <p>Information in the Staff Handbook</p> <p>Next of Kin information available for all staff and pupils.</p> <p>Risk assessment will be completed when required.</p> <p>Risk Assessment will be completed when required.</p>
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<p><b>Suspected case whilst on site</b></p> <p><b>or</b></p> <p><b>Positive Viral test result</b></p>	<p>Staff, Pupils, Visitors</p>	<p><b>When a person develops symptoms compatible with COVID 19 they should leave the site to start a 10 day self-isolation period and undertake a PCR Test as soon as possible – followed by the appropriate NHS Test &amp; Trace notification.</b></p> <p>The school holds a stock of self-testing kits that are available to all staff, through the school office.</p> <p>Where a person tests <b>negative</b> for COVID19 they can return to <i>school (Unless the PCR Test was taken as a result of a positive Lateral Flow Test, but within the self-isolation period over 2 days later than the LFT Test)</i></p> <p>Where a person tests <b>positive</b> they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p> <p>The NHS Test &amp; Trace system will take steps to identify close contacts of the person tested positive and instruct them to self-isolate for 10 days as appropriate. <i>(In exceptional circumstances, the School may be requested to assist in identifying close contacts).</i></p> <p><b>With Effect From 16 August 2021</b> Those persons under 18 Years old who are identified as close contacts by the NHS Test &amp; Trace system will not be required to self-isolate, but will be advised to undertake a PCR Test and will only be required to self-isolate if they themselves then test positive.</p> <p><b>With Effect From 16 August 2021</b></p>	3	2	6		

	<p>If a member of staff has been fully vaccinated and are identified as a close contact with a person who has tested positive, they will not be required to self-isolate, but will be advised to undertake a PCR Test and will only be required to self-isolate if they themselves then test positive. If not fully vaccinated they will be required to self-isolate for 10 days.</p> <p><i>Household members of those close contacts, or other close contacts who have not been contacted by the Test &amp; Trace system, do not need to self-isolate unless they themselves later receive a positive test result, develop symptoms themselves, or the affected person later tests positive and they are then informed to do so by the NHS Test &amp; Trace system.</i></p> <p>If several positive cases are identified within a 14 day period, this may indicate an outbreak, and in these circumstances the School should contact the DfE Advice Service (Helpline Number 0800 0468687 Option 1). Public Health England's Local Health Protection Teams will then conduct a rapid investigation and will advise the school on the most appropriate action to take (such as implementing Outbreak Management Plans).</p> <p>If a person receives a positive viral test result for COVID19 or displays symptoms they should:</p> <ul style="list-style-type: none"> <li>• Notify the Headteacher immediately.</li> <li>• Avoid touching anything.</li> <li>• Go home immediately (Children with their parent, etc).</li> <li>• All other persons are to maintain a safe distance from affected individual.</li> <li>• If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal.</li> <li>• They must then follow the guidance on self-isolation and testing and not return to school until their period of self-isolation has been completed <b>or</b> have received a Negative PCR Test result.</li> <li>• A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</li> </ul> <p>Where staff/pupils have been in contact with someone who has been taken unwell with COVID19 symptoms, they do <b>not</b> need to go home to self-isolate unless they develop symptoms themselves <b>or</b> unless the affected person later</p>			<p>U Patel (Head) to contact.</p> <p>Premises staff to be informed</p> <p>Persons to be recorded and information kept with the headteacher.</p>	
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		<p>tests positive and they are informed to do so by the NHS Test &amp; Trace system. They should wash their hands thoroughly after the contact. Hands should then be dried using the disposable towels which should be disposed of in the pedal bin provided.</p> <p>If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room).</p> <p>A separate toilet facility should be used if necessary.</p> <p>Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask &amp; eye protection as necessary).</p> <p>The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p> <p>Arrangements will be made for the parent/carer to collect the child.</p> <p>Remote learning will be provided for pupils who are self-isolating, and where they are well enough to participate.</p>				<p>Disposable hand towels and bins available.</p> <p>Room in office corridor has been converted into a COVID 19 room with all necessary facilities.</p> <p>Toilet in adjacent room to be used.</p> <p>PPE equipment available.</p> <p>Premises staff to follow cleaning guidelines.</p> <p>Classteacher will provide remote learning.</p>	
<b>Travel off site</b>	Staff, Pupils	<p>Travel is only required for essential purposes. (i.e. staff member / child ill)</p> <p>Implement social distancing where possible. When on foot – 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, minimising time spent together.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>Travel by coach etc is to be minimised, any SEN requirements taken into account when reducing risks and minimise contact.</p> <p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties etc) when travelling as a passenger in a vehicle you should wear a face covering in an enclosed space, where social distancing isn't possible and you may come into contact with people you do not normally meet. Children under the age of 11 years are not required to wear face masks.</p> <p>If a vehicle is being used to transport a child with COVID19 symptoms, wherever possible –</p> <ul style="list-style-type: none"> <li>• Use a vehicle with a bulkhead for segregation.</li> <li>• The driver and the passenger should maintain a distance of 2 metres from each other.</li> </ul>	2	3	6	<p>In the very unlikely case that a child is taken home in a staff member's vehicle, there will be 2 members of staff involved.</p>	

		<ul style="list-style-type: none"> <li>The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so.</li> <li>The vehicle should be cleaned and disinfected afterwards.</li> <li>Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of the waste.</li> <li>Handwashing/sanitising before and after transport activities and when disposing of waste.</li> </ul> <p>On dedicated transport –</p> <ul style="list-style-type: none"> <li>Hands to be sanitised on boarding and disembarking.</li> <li>Vehicles are to be regularly cleaned, including touch points.</li> <li>Drivers should have access to and use hand sanitiser throughout the journey and after assisting passengers.</li> </ul> <p>External visits –</p> <ul style="list-style-type: none"> <li>The Covid 19 safety measures outlined in this Risk Assessment, and those of the venue you are visiting, are to be complied with as far as possible during external visits.</li> <li>From the Autumn Term 2021, Year 5 children will be attending weekly swimming lessons. Swimming Leader will ensure that all measures are put in place and all equipment required is available.</li> <li>Staff to wear visors/masks at all times when accompanying the children to the lessons.</li> </ul>				<p>Visors / masks will be available and a bag for the disposal of any tissues.</p> <p>Hand wipes will be in the vehicle.</p> <p>Swimming Leader to ensure all measures are in place to &amp; from lessons.</p> <p>Staff to wear visors/masks.</p>	
<b>Contamination during Access to &amp; egress from site</b>	Staff, Pupils, Visitors	<p><b>Staff</b> Staff who are showing any of the signs of COVID-19 may NOT come to school. Staff have been informed about the need for self-isolation as advised by the Government. (Step 4)</p> <p><i>Staff parking –</i> Front car park: Priority for staff who leave the premises around 3.30pm or lunchtime. Rear car park: will remain open until 8.20am only.</p> <p>On arrival all staff are required to wash hands or use the sanitiser provided in reception. Hand washing with soap to be at least 20 seconds each time.</p> <p>All staff to ‘sign-in’ and ‘sign-out’ electronically in the Foyer.</p> <p>Hand sanitiser is available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>Common contact surfaces in the Reception area, access control and delivery areas e.g. screens, telephone handsets, desks, are to be regularly cleaned, particularly during peak flow times.</p> <p><b>Visitors</b> All visitors &amp; contractors are to be made aware of site rules.</p>	3	2	6	<p>All staff have received a copy of this Risk Assessment.</p> <p>All staff have received a copy of the Plans for Re-opening – Aug 21.</p> <p>Staff to ensure they sign in/out to make school aware they are present.</p> <p>Premises staff aware.</p> <p>Visitors &amp; contractors made aware upon arrival.</p>	



<b>Contamination within Internal Areas</b>	Staff, Pupils, Visitors	<p>All staff to wash and sanitize their hands upon entering the classroom.</p> <p><i>Strict hygiene rules to be implemented, all staff to be asked to do the following:</i></p> <ul style="list-style-type: none"> <li>• Wash hands on entry and regularly thereafter.</li> <li>• Use alcohol-based hand sanitiser.</li> <li>• Wash hands if face is touched.</li> <li>• All hand contact surfaces to be cleaned regularly.</li> </ul> <p><b>Equipment Activities and Resources</b></p> <ul style="list-style-type: none"> <li>• Limit the use of shared resources.</li> <li>• Shared resources (maths, science etc.) to be wiped after use before returning to central storage areas.</li> <li>• Copiers – Copying requests to be placed in the ‘year group’ boxes in the office corridor area as previously.</li> <li>• Staff &amp; pupils have their own individual pack i.e. pens, pencils.</li> <li>• Pupils should be reminded only to bring essential items into school.</li> </ul> <p><b>Singing activities</b> or playing brass or wind instruments is permitted with the following conditions.</p> <ul style="list-style-type: none"> <li>• Voices are not raised unduly.</li> <li>• Where possible, musical instruments should be cleaned by the pupils using them.</li> <li>• Participants are not sharing instruments.</li> <li>• Good levels of ventilation are provided – preferably the activity is carried out outdoors.</li> <li>• Where larger groups/choirs are singing the ventilation rate should be at least 10l/sec per person.</li> </ul> <p>For advice on practical school Science, D&amp;T, etc. see <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a></p> <p>Books / folders sent home with the children are quarantined for 48 hrs between uses.</p> <p><b>Further Information</b></p> <p><i>Meetings:</i> Where possible, meetings are to be held by remote means, rather than face to face (eg. Zoom)</p> <p><i>Ventilation:</i> Doors may be propped open to reduce contact points, provided fire safety, security &amp; safeguarding requirements <b>are not compromised.</b> Ensure occupied rooms are well ventilated (opening windows where possible).</p> <p>Before starting a lesson indoors, consider if it could be carried out outside instead.</p> <p><i>Lift:</i> Hands are to be washed or sanitised after using the lift.</p> <p><b>Misc.</b></p>	3	2	6	<p>Hand washing facilities in all classrooms including paper hand towels &amp; a bin.</p> <p>Resources will no longer be quarantined. Resources to be collected by any member of staff. Teachers are permitted to use the photocopier (in the operations room only) after 4.00pm.</p> <p>Class leader to arrange.</p> <p>Doors &amp; windows to be opened if music lesson in hall.</p> <p>To be placed in boxes as previously.</p> <p>Zoom meetings where possible.</p>	
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<b>Contamination in Outdoor Areas</b>	Staff, Pupils	<p>External play equipment, if used should be cleaned &amp; disinfected after use.</p> <p>Hand washing facilities are to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from <a href="https://www.afpe.org.uk/">https://www.afpe.org.uk/</a></p> <p><b>Sporting activities</b> should prioritise outdoor sports where possible. Only Team Sports where national governing bodies have developed guidance (and have been approved by the Government such as those on the list of available grassroots sports) are to be undertaken, and the control measures identified in that guidance adopted.</p> <p>Where lessons are taken inside or outside, the same ventilation, and hand washing protocols etc should be adopted.</p>	3	2	6	<p>Premises staff to organise.</p> <p>Teachers will instruct children to wash their hands. Hand washing facilities installed in both playgrounds (April 21)</p> <p>Guidance includes sports undertaken at Herrick Primary School</p> <p>Hand washing facilities available on both playgrounds, close to the school field.</p>	
<b>Allocation of Staff</b>	Staff	<p>No bubbles – although measures have been adapted in-line with Government and LCC guidance, HPS will continue to follow protocols that support in alleviating sharing of confined spaces.</p> <p><u>Staff Room:</u> Facilities provided to ‘bubbles’ will continue. If staff wish to go into the main Staff Room (also KS1 area) there must be no more than 10 adults at one time.</p> <p><u>Staffing allocation is done on a daily basis and the following are considered:</u></p> <p>Authorisation onto the school site will be by the Headteacher.</p> <p>All staff medical needs to be discussed with the Head teacher prior to them entering the school.</p> <p>Suitable &amp; sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures, etc.</p> <p>Staff will continue to follow social distancing guidance in offices/staff rooms/close working in rooms etc. and when meeting as a whole staff.</p> <p>Assemblies to remain separate – no whole school assembly.</p> <p>Movement of staff around the school is permitted (no PPE) but visors/masks</p>	2	2	4	<p>No more than 10 adults in the main Staff room at one time.</p>	

		<p>must be worn when working with groups for a period of time where ventilation is limited (this does not apply to own class or corridor)</p> <p>Try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups.</p> <p>Cleaning staff rotas will be reviewed to ensure appropriate coverage.</p>				Cleaning rotas reviewed to include additional cleaning.
<b>Work planning</b>	Staff, Pupils	<p>Areas are to be organised to allow separation between all staff or groups. This may require repositioning of desks etc and reduced group sizes (This distance may need to be less in primary classrooms, but the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining social distancing.</p> <p>Timetables to be reviewed to determine acceptable activities, potential for teaching outdoors, minimising contacts and movement within the school.</p> <p>Start &amp; finish times (including for pupil drop off &amp; pick up), assemblies, breaks and lunchtimes have been revised (see Plans for Reopening booklet)</p> <p>Any use of the Staffroom and offices is also to be staggered. Maximum of 10 adults in the main staffroom at one time.</p> <p>Teachers who wish to remain on the premises for PPA can use the main staff room.</p> <p>Priority is to be given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e. stationery &amp; equipment) is to be limited, and each item cleaned after each user.</p> <p>Where SEN pupils are attending school the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible. The actual measures to be adopted for each case should be determined by a review of each pupils Health Care/Support Plan/Risk assessment and considering the individual circumstances of each case.</p>	2	2	4	<p>Timetables created for appropriate year groups.</p> <p>Timetable created.</p> <p>Max of 10 adults allowed.</p> <p>Colour Photocopier to be used by Office staff only.</p> <p>SENCo making the necessary arrangements with staff / parents &amp; organisations.</p>
<b>Cleaning</b>	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• A combined detergent disinfectant solution or chlorine-based cleaner to be used (COSHH assessment required)</li> <li>• Hard surfaces to be cleaned prior to disinfecting.</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> </ul>	3	2	6	<p>Cleaning schedule has been created.</p> <p>Premises staff to clean all classrooms during lunchtime and other areas of the school before and after that time.</p> <p>Premises staff to re-clean at the end of the school day.</p>

		<ul style="list-style-type: none"> <li>• Rooms or areas shared by different groups are to be cleaned between each group use.</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Cleaners are to wear disposable gloves and aprons for cleaning.</li> <li>• Where COVID19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> <li>• When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces.</li> </ul> <p>Only cleaning products supplied by the school are to be used. Bin liners should be used in all bins and bins emptied daily. External play equipment is to be cleaned regularly. Books / folders sent home with the children are quarantined for 48 hrs between uses. Resources used by other groups/classes will no longer be quarantined.</p>				<p>Antibacterial wipes, Dettol multi-purpose cleaner etc. to be used.</p> <p>Premises staff aware.</p> <p>Pedal bins provided in all rooms with liners.</p> <p>TA - wipes re-wipes books - quarantined for 48 hrs.</p>	
<b>Deliveries &amp; Waste collection.</b>	Staff, Pupils, Delivery drivers, Waste operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Hands are to be washed after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p>	1	3	3	<p>Packages are to be left in the foyer.</p> <p>Ensure lids are kept closed on waste containers.</p> <p>Waste collection to be collected as normal.</p>	
<b>Contractors</b>	Staff, Pupils, Contractors	<p>All contractors on site will be asked to sanitize their hands prior to entering the building.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> </ul> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Contractors &amp; Third Party Organisations working on site are to have their own COVID19 Risk Assessments and safe systems of work which are compatible with the school policies.</p>	1	3	3	<p>Sanitizing station in main Reception area.</p> <p>P Payne will advise contractor upon arrival.</p>	
<b>Poor hygiene</b>	Staff, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands to be dried using the disposable towels and disposed of in the bins provided.</p> <p>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.</p>	3	3	9		

		<p>Provide additional hand washing facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>				<p>All hand washing facilities / bins checked regularly.</p> <p>Premises staff to check during and at the end of the school day.</p> <p>Stock of equipment kept and renewed as and when required.</p>
<b>Canteen use - exposure from large numbers of persons</b>	Staff, Pupils	<p>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.</p> <p>Where catering is provided on site, where possible food served should be individually wrapped to avoid contamination.</p> <p>Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage.</p> <p>Payments for staff and pupil lunches will be paid via Parent Pay.</p> <p><u>Lunchtime arrangements:</u></p> <p>Trolleys for sandwich boxes to be placed in the corridor of each phase</p> <p>Staggered meal times to be arranged with LTS Catering</p> <p>Sandwich children to eat in the classrooms</p> <p>Classrooms to be cleaned after children eaten their lunch</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. (LTS staff)</p> <p>Tables and chairs should be cleaned between each use. (LTS staff)</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>	3	2	6	<p>Hand sanitisers available at the entrance to both dining halls.</p> <p>Bins provided.</p> <p>Premises staff aware.</p>
<b>Use of Changing facilities and toilets</b>	Staff, Pupils	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal - Bin liners should be used in all bins</p> <p>Wash hands before and after using the facilities.</p>	3	2	6	<p>A member of the cleaning staff to follow 'cleaning' timetable throughout the day. This includes – lunchtimes, classrooms, etc.</p> <p>Pedal bins provided in all rooms with liners.</p>
<b>Lack of awareness</b>	Staff, Pupils, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of hygiene and hand washing requirements.</p>	3	2	6	<p>Social distancing – wash hands signs around the school, including EYFS</p>

		<p>This information should also be easily understandable for EYFS.</p> <p>A sign to advise parents/carers that there is only a maximum of 3 people allowed in the Reception area at one time, to be produced.</p> <p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>Staff are to challenge any person not adhering to the control measures within this Risk Assessment.</p>				<p>Max. 3 in Reception foyer – signs to be displayed.</p>	
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP’s and contingencies for unplanned staff absences due to COVID19.</p>	1	2	2	<p>All staff aware of the Fire Procedures Policy</p>	
<b>First Aid provision</b>	Staff, Pupils, Visitors	<p>First aider numbers and locations may need to be reviewed to ensure appropriate cover is maintained.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash the hands and any points of contact, and clean &amp; disinfect the affected area.</p>	3	2	6	<p>L Morgan / A Aydin to provide First Aid.</p> <p>Aprons, gloves and visor available if required.</p> <p>Hand wash and Sanitiser available in the First Aid Room.</p>	

## Government & NHS Guidance

Coronavirus Guidance: - <https://www.gov.uk/coronavirus>

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>

Cleaning Guidance:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons - <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Guidance on actions for EYFS: - <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Opening of schools: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Transport to school:

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Contingency plans:

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Face coverings in education:

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Identification of Clinically Extremely Vulnerable:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev>

Education restrictions from 5<sup>th</sup> November 2020

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

Safe working in education childcare and children social care including the use of PPE

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps>

Shielding advice from 02<sup>nd</sup> December 2020

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec>

School Covid 19 routine & serial testing guide

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>  
<https://get-help-with-remote-education.education.gov.uk/rapid-testing/>

School Covid 19 Testing 04 – 11 January 2021

<https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

Lateral Flow Testing in Primary Schools

[Rapid asymptomatic coronavirus \(COVID-19\) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools)

## Scoring Table

HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5

## Impact (B)

### Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

## Risk Scoring Guide

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is <b>MORE THAN LIKELY</b> to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event <b>NOT EXPECTED</b> . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
Very Unlikely / Rare	1	<b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.	



