

Significant Findings of Risk Assessment



Site / Premises: Sparkenhoe Primary SAXBY BUILDING		Assessment Carried Out By	
Department: KIDSZONE – Wraparound club – before school care and after school care		Name: Melanie Thorpe /Rhian Jones	Date Carried Out or Reviewed
Activity / Process: <ul style="list-style-type: none"> • Teaching • Admin • Premises • Contractors All school activities during COVID 19 outbreak – For the return to school in September 2020 <ul style="list-style-type: none"> • During this evolving situation government guidance given in the web links provided will be monitored and followed. • All normal working practices should be assumed to continue unless they need to be changed for the duration. 		Signature: Rhian Jones	4.9.2020
		Responsible Manager	14 th December 2020 RJ/MT
		Name: Rhian Jones	3 rd March 2021 RJ/MT
		Signature: Rhian Jones	
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.			
Covid-19 is a newly discovered infectious disease which has caused a global pandemic. Main symptoms include but are not limited to: Fever, new continuous cough, loss of smell and taste. This risk assessment is very much a live document and has been adapted accordingly, aligning with advice given from central/local government (CG/LG) and Public Health England (PHE).			
General Principles of Control	The hierarchy of control measures to be implemented should follow the sequence – <ol style="list-style-type: none"> 1. Avoiding contact with those who have symptoms. 2. Frequent hand cleaning & good Respiratory hygiene practices. 3. Regular Cleaning of settings. 4. Minimising contact & mixing. Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.	The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance.	

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) Use the scoring table below to assist in planning actions.
			Likelihood	Impact / Severity	Risk Rating Score	
<p>Catching or Spreading COVID 19</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Having come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p> <p>It should be noted that not all individuals will show symptoms, there may be individuals who are carriers and will go under the radar.</p>	Staff, Pupils, Visitors	<p>Attendance for all pupils as per government guidance will resume on the 8th March 2021</p> <p>On- going: Rapid Result tests (Lateral Flow Tests) are available for all School staff to conduct twice weekly testing in order to detect those who do not display the Covid 19 symptoms. All staff aware this is voluntary.</p> <p>The test consists of two lateral flow tests taken each week at home 3 – 4 days apart.</p> <p>Lateral Flow Test Results</p> <p>A negative result will allow the member of staff to attend school.</p> <p>A positive result will require staff member to self-isolate for 10 days. Staff informed to undertake a Covid 19 Viral (PCR) Test if LFT is positive.</p> <p>If a member of staff is displaying symptoms they will self – isolate for 10 days regardless of any lateral flow test result, and will arrange a viral (PCR) test.</p> <p>Staff carrying out the tests at home will report to NHS Test and Trace as soon as the test is completed online or by telephone as per instructions in the home test kit. Staff will inform Head teacher of a positive result for contact tracing through the dedicated email.</p> <p>Head teacher issues staff home test kits keeping in line with the 2m distance rule and informs staff to destroy the instruction sheet in the kit. Staff are handed the latest information. All tests given out are recorded in the issue log and records kept. Staff</p>	3	3	9	<p>Head teacher monitors latest government guidelines and appropriate action taken</p> <p>All staffed informed at induction in groups by Head Teacher, SLT and Site Manager and via email by Headteacher.</p> <p>All Staff informed via email and information sent. Staff to contact Head teacher or P Cooper (Deputy Head) if unsure. Teams meeting held for staff to go through test kit and procedure Head teacher & Deputy Head (PC) monitor</p> <ul style="list-style-type: none"> • Monitored by Head teacher and SLT • Head Teacher Monitors and SLT • Implemented by Head teacher, Deputy Head (PC) and Monitored

		<p>inform Head teacher of result and results are recorded on a results log and records kept as per schools testing logging protocols.</p> <p>Lateral Flow Test Incident Reporting Staff will report as follows https://coronavirusyellowcard.mhra.gov.uk & the School Management – covid@sparkenhoe.leicester.sch.uk Home testing Non Clinical Incidents to - NHS Test & Trace Service Telephone No 119 & the School Management. Incidents in School to - DfE Coronavirus Helpline 0800 0468687. Staff taking part in the lateral flow testing all have been sent the RA on home testing</p> <p>All staff are aware of social distancing rules (See below for class/group arrangements) All staff are aware of social distancing rules (See below for class/group arrangements)</p> <p>Staff arrive via staff entrances and use the hand sanitiser stations located next to the doors before entering the building. Staff will wash their hands with soap and water regularly throughout the day.</p> <p>Staff will promote good hand washing with pupils by using the e- bug and handwashing signs in all washroom areas which are appropriate for age group</p> <p>Tissues provided for staff and all children in all rooms along with bins for their disposal. Teachers will place tissues on pupil's desks.</p> <p>Staff will promote coughing or sneezing into the crook of their elbow if tissues not available. Staff will ensure hands are washed after putting used tissue in bin or coughing or sneezing into the crook of their arm.</p>				<p>Head Teacher, Deputy Head (PC) monitor and log kept</p> <p>Implemented by Head teacher</p> <p>Monitored by Head Teacher / SLT, Premises officers, Site Manager All staffed informed at induction in groups by Head Teacher, SLT and Site Manager and via email by Headteacher.</p> <p>Monitored by Head Teacher / SLT, Premises officers, Site Manager</p> <p>Monitored by Head teacher , SLT and teaching staff</p> <p>Stock levels monitored by Site manager and replaced by premises staff when needed</p> <p>Monitored by Head teacher , SLT and teaching staff</p> <p>Implemented by Head Teacher by induction, tool box talks and signs.</p>
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	<p>All staff will promote catch, kill it bin it. Signs are placed around the school.</p> <p>Staff aware not to touch their eyes, nose or mouth if their hands are not clean. Children will be reminded to try not to touch.</p> <p>Staff aware that any contact with personnel suspected of having Covid – 19 must be avoided.</p> <p>Headteacher/ Senco will review existing individual Risk Assessments for SEN children.</p> <p>All staff and pupils will follow the good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Mobile Sanitiser stands are available in the morning in main playgrounds for each year group to sanitise hands before entering the building.</p> <p>Washbasins in all toilets will be monitored by staff to ensure all pupils wash their hands for 20 seconds after using the WC and paper towels are put in the bin provided.</p> <p>External wash stations have been installed for pupils and staff to wash hands after breaks, before lunch & after lunch.</p> <p>Pupils are monitored at wash stations to ensure correct handwashing procedure is adhered too.</p> <p>Clear signage and information is displayed around the school reminding all of social distancing, good hygiene and handwashing. Signs are child friendly to ensure they understand.</p> <p>Headteacher will inform all staff of this Risk Assessment via email and will be communicated to all staff before group inductions to give staff time to question anything on this risk assessment. The group sessions will be held adhering to social distancing.</p>				<p>Monitored by head teacher / SENCO/SLT</p> <p>Monitored by Head teacher / SLT, All Staff</p> <p>Implemented by Head Teacher and stock levels monitored by Premises officers / site manager and orders by placed by site manager. Replenished by Premises Staff when needed. Washbasins and toilets wiped every hour.</p> <p>Signage monitored by site Manager/ Premises and replaced when necessary</p> <p>Monitored by Head Teacher</p> <p>Monitored by Head Teacher/ SLT and Site Manager</p>
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		<p>Records are kept of all staff, classes, groups, visitors and their close contacts should they be needed for the local public health team</p> <p>Any staff with concerns can contact Amica (poster in staff room with telephone Number) and speak to the Headteacher who can refer staff to occupational health services to provide support as necessary.</p> <p>Head teacher monitors Government guidelines on Clinically Extremely Vulnerable & Clinically Vulnerable staff and pupils. (including Pregnancy)</p> <p>Frequent and thorough hand washing is carried out by all persons throughout the day (with soap for 20 seconds), including before & after eating, after sneezing & coughing or using tissues. Hands are then dried using disposable towels etc, which are disposed of into the bins provided.</p> <p>Lessons and games will be used to give younger children and SEN pupils additional support and encouragement with hand washing and using tissues.</p> <p>Only essential visitors allowed onsite and only if approved by head teacher. Log kept to ensure there is a record of how many people are on site. Visitors must adhere to 2 m social distancing. Visitors must wear face coverings when entering the premises. Visitors who are not booked in are to be turned away. Visitors will sanitise their hands upon entry and when leaving.</p> <p>All existing individual Risk Assessments(disability, pupils or new expectant mothers will be reviewed following CG/PHE guide lines</p>				<p>Implemented by Head Teacher</p> <p>Head Teacher/SLT and site manager monitor government guidelines on any changes</p> <p>Head Teacher / SLT / all staff implement and monitor</p> <p>Head Teacher/SENCO/class based staff Implement</p> <p>Monitored by Head Teacher / SLT and office staff</p> <p>Monitored by Headteacher/SENCO/SLT</p>
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		<p>Good respiratory hygiene and skin cleaning measures are promoted by posters, verbally and at tool box talks and by teachers encouraging and teaching pupils.</p> <p>Stock levels are kept up to date for replacements. Areas cleaned daily with an hourly regime for touched areas.</p> <p>Bins are placed all around all buildings.</p> <p>PPE is available at school, i.e, gloves, disposable aprons, masks and visors. Staff shown how to correctly wear them and how to dispose of safely.</p> <p>Clear signage and information displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information will also be easily understandable to small children.</p> <p>All staff informed that they have to inform head teacher immediately if a person living with them is self-isolating, and they are to stay at home for 14 days as per government guidance. Staff informed that people who live with them should have a test if symptomatic. If test is negative staff member can return.</p> <p>Staff are informed to try and avoid working with paper/other materials that are to be shared. Equipment needs to be cleaned after use. Photocopying should be sent electronically whenever possible to reduce contact with buttons. If photocopying machine is used it must be wiped before and after and hands sanitised or washed after use.</p> <p>Visitors must sanitise hands before using the touch screen sign in system and hands must be washed</p>				<p>Monitored by all Staff</p> <p>Monitored by Site Manager / premises officers, Stock levels are monitored and new stock ordered. Should it be hard to get hold of refills, bottles of soap are in stock if needed.</p> <p>Stock levels monitored by Site Manager. All staff informed at induction and signs showing the correct procedure for use of PPE displayed in Rooms and Adult wash areas</p> <p>Monitored for deterioration and replace and replaced by premises officers / Site Manager Monitored by Site Manager/Premises staff</p> <p>Implemented by Headteacher. Monitored by Headteacher/SLT.</p> <p>Monitored by all Staff and implemented</p> <p>Monitored by Head Teacher /SLT/Office staff/Site Manager</p>
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	<p>or sanitised after. The screen must be wiped afterwards.</p> <p>SEN Coordinator will complete a Risk Assessment for safety measures for members of staff working one to one with pupils as part of each identified pupil's individual risk assessment.</p> <p>Parents will be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment) by email and via the school website. Contractors will be emailed by the site manager. Other persons will be informed in advance where possible but on entry to the school building if not.</p> <p>The SLT will monitor and enforce the Covid 19 safety arrangements in this risk assessment.</p> <p>Head teacher will follow medical advice on any children who have been shielding to assess if they can still attend.</p> <p>Contingency plans are in place to provide remote learning for pupils should this become necessary.</p> <p>All employees have access to support services (occupational health/Amica) and have been provided with mental health information via email with this Risk Assessment</p> <p>Staff will inform Head teacher if they feel control measures in place are insufficient for their personal circumstances. An individual Risk Assessment will be completed for the member of staff</p> <p>Staff who are living with a person in a shielding category. Head teacher has notified staff members of the stringent Covid – 19 control measures in place. Staff must request an individual risk</p>				<p>Monitored by Headteacher/SLT/admin. Screen will be wiped by a member of admin team after admitting a visitor to the school.</p> <p>Monitored by Headteacher/SENCO/SLT</p> <p>Implemented by Headteacher/SLT/Site Manager</p> <p>The SLT will be visible around the school at all times of the day especially start and end of day and break and lunch. SLT will monitor safety arrangements and enforce.</p> <p>Monitored by Headteacher and implemented according to most recent government guidelines.</p> <p>Implemented by Headteacher/SLT</p> <p>Informed by Inductions and email by Head Teacher Headteacher/SLT to support referral to appropriate services where relevant.</p> <p>Monitored by All staff onsite. Implemented by Head teacher/SLT</p> <p>Informed and implemented by Headteacher. Additional guidance published by local authority pertaining to local circumstances will be adhered to. External advice will be sought where appropriate.</p>
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	<p>assessment if they feel the measures in place are insufficient for their individual circumstances.</p> <p>Managers/SLT will keep in regular contact with and monitor the wellbeing of staff not currently working onsite.</p> <p>Clinically Extremely Vulnerable & Clinically Vulnerable Staff (including Pregnancy)</p> <p>Will follow guidelines relating to situation as it changes as per main risk assessment.</p> <p>CEV adults are currently not encouraged to attend school until after 31.3.21</p> <p>Shielding Children Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any potential return. Some children have received a shielding letter and have been advised not to attend school until after 31.3.21</p> <p>The school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept</p> <p>Although persons from the Black, Asian & 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 this group.</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>Implemented by Headteacher.</p> <p>Headteacher/SLT to monitor Government guidelines related to shielding in local lockdown area. Seek external advice regarding individual circumstances as appropriate.</p> <p>Additional guidance published by local authority pertaining to local circumstances will be adhered to. External advice will be sought where appropriate.</p> <p>For extremely clinically vulnerable staff an individual risk assessment will be complete. Where there are no further measures that can be implemented and no option for home working then external advice will be sort.</p> <p>For clinically vulnerable staff an individual risk assessment will be completed if requested. Where there are no further measures that can be implemented and no option for home working then external advice will be sort.</p> <p>Headteacher/SLT to monitor Government guidelines related to shielding in local lockdown area. For children unable to return to school, remote learning will continue.</p> <p>Any staff who feel the measures in place are not sufficient must request an individual risk assessment. Where there are no further measures that can be implemented and no option for home working then external advice will be sort.</p>
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Suspected case whilst working on site or Positive Viral Test Result	Staff, Pupils, Visitors	<p>All staff informed of symptoms and procedures by induction and information displayed as per Government/PHE guidelines</p> <p>Staff onsite will inform Headteacher/SLT if they have developed symptoms and will immediately go home and self – isolate for 10 days. Their household should self-isolate for 10 days.</p> <p>Staff must inform Headteacher/SLT if a pupil onsite has suspected symptoms of Covid-19. The pupil must be taken to the Deputy Head's office to isolate until parents arrive. Parents must be told to arrange a test.</p> <p>Staff must book and have a test. Staff will inform Head teacher of the result. If negative then staff member can return to work and household members can end their self-isolation.</p> <p>If a staff member tests positive they will inform the school immediately and will self – isolate for 10 days or (longer if the high temperature symptom continues)</p> <p>Upon identifying a positive test result, the Local Public Health Team will liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members should be sent home and advised to self-isolate for 10 days (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19</p>	3	3	9	<p>Implemented by Head teacher/SLT and Site Manager. Guidelines monitored and if there are any changes, staff to be informed via email, verbally and information displayed</p> <p>Head Teacher / SLT authorise for staff member/pupil to come back to work Areas will be deep cleaned if nothing has been touched. If touched the area will be closed off for 72 hours and then deep cleaned. Rubbish will be double bagged in a bin liner and left for 72 hours and then will be disposed of in general waste as per Government/PHE Guidelines.</p> <p>Head Teacher monitors and implements</p> <p>Head Teacher / SLT monitors</p>

		<p>If the school receives notification of a positive COVID 19 viral test they should notify the local Public Health Team through DFE hotline. Or for single cases school may use experience to deal with the case. (Parents are to be encouraged to report test results to the school).</p> <p>Upon identifying a positive test result, the Local Public Health Team will liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members should be sent home and advised to self-isolate for 10 days (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>If a person displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> •Notify the Headteacher immediately. •Avoid touching anything. •Go home immediately (Children accompanied by their parent, etc). •All other persons are to maintain a safe distance from affected individual. •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. 				<p>Area will be deep cleaned if areas have not been touched. If touched the area will be closed off for 72 hours and then a deep clean as per . Rubbish will be double bagged in a bin liner and left for 72</p>
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		Tissues used will be double bagged in a bin liner and left for 72 hours and premises officer will put the bag in a store room and then dispose in general waste. Teacher will tell pupil if you needs to cough or sneeze into the crook of their elbow				
Travel off site	Staff, Pupils	<p>Travel is only required for essential purposes.</p> <p>Head teacher will authorise if there needs to be travel for staff beyond travelling to school, e.g a home visit. Staff members must keep in line with the 2 meter social distance rule and mask to be worn.</p> <p>All staff must 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, staying side by side, 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>School will ensure from the company that any buses are cleaned before and after use if buses are required.</p> <p>Travel by coach etc is to be minimised, with social distancing and/or groupings practiced throughout. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact.</p> <p>Staff aware to limit their use of public transport and car sharing.</p> <p>If car sharing is the only option available then passengers must wear a face covering (unless exempt) and windows should be open.</p>	3	2	6	<p>Monitored by Head teacher / SLT and staff informed at induction</p> <p>If external trips take place staff must ensure Covid-19 safety requirements are assessed before confirming and this must be explicit in the additional risk assessment.</p> <p>Monitored by Head teacher / SLT and staff informed at induction</p>

		<p>All staff aware when coming onto site after any journey they are to wash their hands.</p> <p>If public transport is the only suitable method of transport, all current guidelines must be followed. Face covering should be worn, maintain social distancing, avoid physical contact.</p>				
Contamination during Access to & egress from site	Staff, Pupils, Visitors	<p>All Staff will enter via the staff entrance (Yr 2 cloakroom) or main front door and sanitise their hands at sanitiser stands located inside the entrance doors or wash hands in staff toilet or medical room.</p> <p>Staff will wash their hands before leaving site via washroom / class sink and leave by the Y2 external door or front entrance. Exit doors will be propped open for staff arrival at set times and then closed where security and safety is not compromised. Staff must practice social distancing when waiting to enter and leave and when waiting to use hand washing facilities.</p> <p>All staff using the car park must ensure that social distancing is adhered to at all times when arriving and leaving.</p> <p>Breakfast Club</p> <p>Children will arrive via Saxby Street and up the steps to the extended services entrance. Staff member will open the door for child to enter and then will wash their hands on entry. Parent will leave their child once child has entered. Staff member will keep a 2m social distance at all times</p> <p>Staff members will take children via the hall and leave via the Year 2 staff entrance towards the playground to line up with their class for start of school day. Pupils will then sanitise their hands at their class entrance. Staff member will keep a 2m distance at all times</p>	2	2	6	<p>Implemented by Head teacher by email and induction and regular reminders</p> <p>Monitored by Headteacher/SLT/staff</p>

		<p>After school Club</p> <p>All children will be collected from the playground where they will be with their classes. They will wash their hands for 20 seconds at the outside sinks before entering the hall and leaving.</p> <p>Gopsall children will be brought to the Saxby playground. Parents will collect their child from the entrance to extended services via Saxby Street by going up the steps to the door to the entrance.</p> <p>Staff will ensure each child is sent to the parent keeping in line with the 2m social distance rule</p> <p>If a parent arrives at school with a child who should not be there the situation will be explained and they will be asked to leave the site.</p> <p>If a child who should not be at school arrives on their own a member of SLT will stay with them, either outside or in an unused room in school until their parent collects them.</p> <p>Parents must not gather outside the extended services entrance.</p> <p>Hourly cleaning is in place for touch points</p> <p>Visitors No non-essential visitors are allowed onto the school site</p> <p>Site rules will be displayed on the hatch and front door for all to read and only booked in visitors authorised by Head teacher will be allowed on site.</p> <p>Only visitors deemed necessary to the safe running of the school are to be allowed on site. All visitors will enter the school wearing a mask and sanitise</p>				<p>Monitored and overseen by designated staff/ head teacher / SLT/Site Manager</p> <p>Alternative wipes will be provided for use by pupils with allergies or sensitive skin.</p> <p>Monitored and overseen by Head Teacher / SLT/designated staff/Site Manager</p> <p>Parents informed by email and verbally. Implemented by Headteacher/SLT.</p>
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		<p>their hands at the sanitization station located next to the door and sanitise when leaving.</p> <p>Log is kept of who the visitor has had contact with and locations.</p> <p>Staff Staff who are showing any of the signs of Covid-19 are not allowed in school.</p> <p>Staff MUST inform the head teacher if a member of their family are displaying signs of Covid-19 and they are not to come into school.</p> <p>All staff have been informed via induction about the need for self – isolation as advised by the Government Guidelines.</p>				<p>Monitored by Headteacher/SLT/</p> <p>Implemented by all staff.</p>
Contamination within internal areas	Staff, Pupils, Visitors	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain a 2m social distancing separation, therefore where this proves to be impracticable, the hierarchy of control measures identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>be washed or cleaned daily or put away for 72 hours.</p> <p>Before and After School club</p> <p>All groups will be kept 2m apart from the other groups. A maximum no of 10 per group.</p> <p>The groups are as follows and are located in the hall and extended services room.</p> <ul style="list-style-type: none"> • YRS 5 and 6 • F2 to Year 4 (Saxby children) 	3	3	9	<p>Implemented and monitored by Head Teacher / SLT and Teaching Staff</p>

		<p>High level windows will be kept open</p> <p>Staff will keep a 2m distance where possible and will use a visor if close contact is needed.</p> <p>Equipment will not be shared between groups and equipment used will be cleaned regularly.</p> <p>Equipment, toys and other resources will be used for one day then put away for 72 hours before being used again.</p> <p>Any resources used every day will be cleaned thoroughly.</p> <p>Groups will not share any resources with other groups during a session,</p> <p>Children will put their coats and bags on the benches in the hall in the zone their group is assigned to.</p> <p>Staff ratios for each group to be no more than one.</p> <p>Breakfast club Hall</p> <p>Staff member will wear gloves and mask when preparing the toast and will hand out to each child. Staff member will remove all plates and wash and sanitise tables after use. Any equipment used will be cleaned after each use.</p> <p>Children will be sat in their group 2 m apart from other groups</p> <p>Children will wash hands before eating and after and will be monitored by staff member to ensure the 20 second rule is applied and hands are dried with paper hand towel and towels put in bin.</p>				<p>Staff at times may choose to wear a visor when working with children.</p> <p>Where staff wish to wear a face mask when working with children this must take into consideration the individual needs of the children.</p> <p>If face masks are worn then stringent hygiene measures must be carried out when putting on, taking off and disposing of them.</p> <p>Implemented and monitored by Head Teacher / SLT and Kidszone Staff</p> <p>Implemented and monitored by Head Teacher / SLT and Kidszone Staff</p> <p>Monitored by Site Manager/Headteacher/SLT Touch areas are cleaned hourly and WC by cleaner. Restocked ie soap, paper hand towels and deep cleaned daily at the end of school day. Carpet is sprayed with a sanitiser on Fridays ready for the next week. Rubbish removed</p>
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		<p>Only use cleaning products supplied by the school. Staff all aware not to bring any cleaning products onto site.</p> <p>Staff to staff interaction</p> <p>Staff must stay 2 m apart from other staff as much as is possible.</p> <p>Equipment, Activities and resources</p> <p>Staff & Children have their own allocated individual frequently used resources such as pens & pencils</p> <p>Ipads (Non-alcohol wipes) and phones are cleaned after each use.</p> <p>Staff to ensure high level windows are open in hall, Kitchen and extended services room</p> <p>Hand dryers are not in use</p> <p>Waste bins are provided in each room to collect used tissues. These are emptied regularly and double bagging used.</p>				<p>Staff may have their own personal sanitiser and hand cream. This must be kept out of reach of children and must be for personal use only. These must not be shared with other staff. Staff must check that these products are safe for personal use in school.</p> <p>Monitored by Head teacher/SLT and Site manager Stock levels monitored by Site Manager and orders placed when running low. Premises officer and cleaners will re stock class rooms when required.</p> <p>Monitored by Head Teacher / SLT and Site Manager / Premises officers. Check all rooms have sufficient air flow.</p>
<p>Contamination in Outdoor Areas</p>	<p>Staff, Pupils</p>	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the hierarchy of control measures identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Each group will be more than 2 m away from any other group when outside.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Implemented and monitored by Head Teacher / SLT /all staff</p>

		<p>Groups will be allocated an area of the playground for free play.</p> <p>Each group will have their own set of equipment for outside use for each session.</p> <p>Any play equipment used needs to be sanitised after use. A box of cleaning spray, pump spray and gloves and cloths available.</p> <p>Play equipment used by a group will be sanitised after each use or put away for 72 hours.</p> <p>Games and activities for all the children together have been planned to be led by staff which are all games that can be played with social distancing in mind. The groups will be apart from each other.</p> <p>Staff to ensure the activities make sure inadvertent close contact between staff and child is minimised.</p> <p>Staff and children to wash hands before going outside and upon entering the building.</p> <p>External washroom basins in place to wash hands before entering the building</p>				<p>Implemented and monitored by Headteacher/SLT</p>
<p>Allocation of Staff</p>	<p>Staff</p>	<p>Access to school is authorised by Head Teacher</p> <p>All staff medical needs are discussed with the head teacher before entering the school</p> <p>All staff will confirm if they wish to go into school and this is confirmed by the head teacher.</p> <p>Head teacher ensures that qualified first aiders are onsite.</p> <p>First aiders cannot keep in line with social distancing during the delivery of first aid, but physical contact should be kept to a minimum.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Head Teacher/SLT implements and monitors daily</p> <p>Head Teacher implements and monitors Government / PHE guidance.</p> <p>Only Kidszone staff can enter the Kidszone kitchen.</p> <p>Kidszone staff using the kitchen area must wash hands before using any appliances and utensils.</p> <p>All surfaces must be cleaned after use.</p> <p>First aid guidance as per HSE Guidelines/ PHE</p>

		<p>Those administering first aid will wear PPE appropriate to the circumstances i.e gloves, surgical mask and disposable apron and will wash hands and ensure the affected area is cleaned upon completion.</p> <p>No staff, other than the allocated staff must go into the main office. All enquiries for office staff must be directed from the hatch.</p> <p>Cleaning staff rotas have been changed to make sure there is hourly cleaning of touch points and washrooms/toilets.</p> <p>Staff will enforce, as far as is reasonably practical, social distancing between parents and groups of children when collecting their children.</p>				<p>Stock levels monitored by Site Manager and orders placed when stock levels are low. Masks, visors, aprons and gloves available for staff to use.</p> <p>Staff will have access to a pack of gloves and masks when outside in order to deal with any accidents or injuries in the playground.</p> <p>Implemented and monitored by head teacher</p> <p>Head teacher/SLT/Site Manager monitor</p>
Work planning	Staff, Pupils,	<p>If art activities take place, individual children will be allocated their own paintbrush, scissors and paint pot.</p> <p>Any items that are shared must be cleaned & disinfected after each use or put away for 72 hours.</p> <p>Toys, games and difficult to clean items will be put away for 72 hours after use.</p> <p>IPads and any computer keyboards, mice and screens will be cleaned before and after use,</p>	3	3	9	<p>Head Teacher implements and monitors Government / PHE guidance.</p> <p>Head teacher/SLT monitor</p>
Cleaning	Staff, Pupils, Visitors	<p>All areas for after school care will be cleaned before the club starts and stock will be replenished if required</p> <p>Cleaners will dispose of PPE by double bagging, storing for 72 hours then disposing of in the regular rubbish.</p>	2	3	6	<p>Site Manager / Premises officers monitor stock levels to ensure there is a constant supply for replenishing.</p>

		<p>If cleaning a heavily contaminated area then eye and respiratory protection will be worn.</p> <p>Cleaners will use Jey cloths in each area they clean and throw the cloths away into a bin liner.</p> <p>All surfaces are cleaned prior to using the virmicdal spray</p> <p>The cleaners will give extra attention to touched areas that are used more frequently: Doors, toilets, Doors handles, phones, light switches, door fobs, exit buttons, bannister rails and fire call points and emergency exit buttons.</p> <p>Cleaners will wash and dry hands after removing PPE.</p> <p>Only cleaning products supplied by the school are to be used.</p> <p>Bin liners will be used in all bins and bins will be emptied at least daily but more often if needed.</p> <p>.</p>				<p>Site Manager to ensure a sufficient supply of eye and respiratory protection for the use by cleaning staff.</p> <p>Site Manager / Premises officers monitor stock levels to ensure there is a constant supply for replenishing.</p>
<p>Deliveries & Waste collection.</p>	<p>Staff, Pupils, Delivery drivers, Waste collection operatives</p>	<p>Site Manager is notified by phone when a delivery is expected.</p> <p>Goods are dropped off in the car park and left. Contractors and premises officer/Site manager keep a safe distance with the 2 meter rule.</p> <p>Premises staff will wear gloves and sanitise the items before bringing them into the building and will wash hands thoroughly and then will either distribute items or put into store room.</p> <p>PHS will contact school for access and will wash hands upon entry and leaving to collect the sanitary bins and bodily fluid bin. They must be escorted by Site Manager or Premises officer keeping within the 2 meter rule.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>All staff made aware of procedures.</p> <p>Head teacher/Site Manager to monitor.</p>

		Biffa have no need to access the building and collect bins from the car park for waste collections. Premises staff will wipe bin lids after touched. Rubbish will be piled next to the bin and the premises officer will use gloves to put in the bin and will wash hands after gloves are removed.				
Contractors	Staff, Pupils, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Contractors must be booked in and asked the timescale of how long the works will take.</p> <p>Contact will only be with the premises officer or Site manager outside to complete site induction. This will be at a safe distance (2 m)</p> <p>Access times are limited between the hours of 07:00 – 08:00 / 15:30 – 17:30 hours, when staff and pupils are not onsite.</p> <p>Contractors who fail to turn up with the correct PPE are not allowed onsite.</p> <p>Contractor is verbally informed that a 2 meter distance must be kept at all times.</p> <p>Contractors must wash their hands or sanitise before entering the main building.</p> <p>Contractors must wash their hands or sanitise before entering individual work areas</p> <p>The Premises officers or Site Manager will meet contractors and take them to the location where they are working</p> <p>PO/Site manager will monitor the work from a safe distance to ensure the contractor stays in the same area and then will escort them off the premises keeping in with the 2 meter rule.</p>	2	3	6	<p>Site manager monitors and any changes needed are implemented immediately</p> <p>Contractors will not have access to the Kidszone areas during these hours.</p> <p>If access to Kidszone areas is required this must be notified in advance and a suitable alternative area used. After any works the areas must be cleaned.</p>

		<p>Depending on works that have been done a deep clean will take place where the work has taken place.</p> <p>Contractors will also inform who they have been in contact with for tracing purposes</p> <p>Contractors & Third Party organisations will email the school before working onsite their own COVID – 19 risk assessment and safe working procedure to ensure it is compatible to the school COVID – 19 arrangements, or are to comply with the school arrangements</p> <p>Areas that need emergency works will not be occupied in the day and Head teacher/ SLT will be informed straight away.</p> <p>Should an area need closing off while occupied the HT/SLT will be informed and the area cleaned while waiting for a contractor and then cleaned again after the contractor has finished.</p>				<p>Premises officer will wear gloves and mask to enter the classroom/area and then will sanitise area where he has been working.</p> <p>Head teacher/SLT to ensure a suitable space is available should a class need to move. This must be a space that has not been occupied. This is likely to be the Ark.</p>
Inclement weather Winter	Staff, Pupils, Visitors	<p>All staff informed to dress appropriately for the weather.</p> <p>Hand sinks are located around the school with paper hand towels for pupils and staff to wash hands when entering site. Staff members will monitor the hand washing of children.</p> <p>All staff will be offered the flu jab through the school (subject to availability) to reduce the incidence of winter flu.</p> <p>Parents will be actively encouraged to allow their children to have the annual flu inoculation. Heating in the school to be monitored carefully and turned off if classrooms are too hot.</p> <p>Staff to open windows at key times during the day to allow rooms to be ventilated.</p>	2	3	6	<p>Implemented by Head Teacher and monitored</p> <p>Monitored by Site Manager/Premises Officers and adjustments to heating made as required on a daily basis.</p>

<p>Poor hygiene</p>	<p>Staff, Pupils, Visitors</p>	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Posters at main entrance to inform visitors and staff to sanitise hands.</p> <p>Posters at entrance informing that all need to wash hands in the allocated area before entering the main building.</p> <p>All Staff will encourage each other on good hygiene measures.</p> <p>Staff will ensure pupils hands are washed or sanitised on entering the building, before break and after break times, before lunch time and after Lunch time and before going home at a minimum.</p> <p>Age related posters are displayed in all toilets to encourage washing hands and around buildings enforcing good hygiene</p> <p>All pupils are encouraged by Kidszone staff to avoid touching face /eyes/nose/mouth with unwashed hands.</p> <p>Pupils taught to cover their cough or sneeze in a tissue (or sleeve) and then throw it in the bin.</p> <p>PHSE lessons to regularly remind pupils about good hygiene and the rules.</p> <p>Posters up with catch bin kill it around school.</p> <p>Bins provided around school.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Informed at induction and posters located around the school to re – enforce,</p> <p>Stock levels monitored by Site Manager and ordered to keep stock levels correct</p> <p>Daily checks by Premises officers of any detrition and replaced</p> <p>All Staff Monitor</p> <ul style="list-style-type: none"> • Daily checks by Premises officers of any detrition and replaced • Implemented by teaching staff and monitored
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		<p>Teatime snacks will be taken to the children by a member of staff and rubbish/cups collected.</p> <p>Staff members must wash hands after collecting cups and rubbish.</p> <p>Tables and chairs are cleaned by member off staff with virmcidal spray and cloth is disposed of after the pupils have finished.</p> <p>All rubbish and waste is disposed by member of staff.</p>				
Use of Changing facilities, toilets and showers	Staff, Pupils	<p>Posters and signs displayed in suitable places around school reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>Child friendly posters in suitable places around the school.</p> <p>Child friendly rules displayed in all classrooms and other areas of the school.</p> <p>Signs will be outside meeting rooms, offices, staffroom displaying the number of persons allowed in the room for appropriate distancing.</p> <p>Induction and toolbox talks will be carried out by Head teacher /SLT/Site Manager for all personnel on site, warning them of the risks posed by the virus, symptoms as well as the control measures outlined in this assessment and from government guidance.</p> <p>Posters will be displayed in way to continually re – enforce the message.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>	3	3	9	<ul style="list-style-type: none"> Monitored by Premises officers and site manager and updated information will be removed and latest one put up Site manager, premise staff will monitor and replace posters when needed Implemented by Head teacher /SLT. Any changes in government guidance/PHE then staff will be informed verbally, by email and copy given to members of staff. Displayed in school. <p>Monitored by all Staff and implemented</p>

Lack of awareness	Staff, Pupils, Visitors	<p>Posters and signs displayed in suitable places around school reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>Child friendly posters in suitable places around the school.</p> <p>Child friendly rules displayed in all classrooms and other areas of the school.</p> <p>Induction and toolbox talks will be carried out by Head teacher/SLT/Site Manager for all personnel on site, warning them of the risks posed by the virus, symptoms as well as the control measures outlined in this assessment and from government guidance.</p> <p>Posters will be displayed in ways to continually re – enforce the message.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>	2	3	6	<p>Monitored by Premises officers and site manager and updated information will be removed and latest one put up</p> <p>Site manager to put signs up</p> <p>Implemented by Head teacher /SLT. Any changes in government guidance/PHE then staff will be informed verbally, by email and copy given to members of staff. Displayed in school.</p> <p>Monitored by all Staff</p>
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<p>All staff aware of the emergency procedures via staff training and information displayed in all rooms.</p> <p>Groups will line up at the assembly point with 2m distance from the other groups.</p> <p>Evacuations: social distancing will be followed where practical.</p> <p>Social distancing between year groups and between staff will be in place at assembly points.</p> <p>Invacuation: social distancing will be followed where practical.</p> <p>Named staff will check any doors hooked or wedged open are closed.</p>	3	3	9	<p>Implemented and Monitored by Head teacher / Site Manager</p> <p>Emergency procedures included in staff training in August.</p> <p>Implemented and monitored by Headteacher/SLT/Site Manager.</p>

<p>First Aid provision</p>	<p>Staff Pupils, Visitors</p>	<p>Staff allocated to Kidszone checked to ensure one is a first aider.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</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, hands must be washed & dried and any points of contact, and the affected area cleaned and disinfected.</p> <p>Kidszone has a first aid bag with PPE included for use indoors and outdoors.</p> <p>All usual first aid procedures must be adhered to.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Monitored by Head teacher/SLT/Site Manager</p>
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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>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance on actions for early years and childcare providers:

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

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Guidance for the full 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 planning

<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>

National Restrictions 05 November 2020 – 02 December 2020 (Includes identification of Clinically Vulnerable)

https://www.gov.uk/guidance/new-national-restrictions-from-5-november?utm_source=2%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

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 5th 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 02nd 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 \(www.gov.uk\)](#)

Scoring Table

LEVEL OF RISK	OVERALL RATING	HOW THE RISK SHOULD BE TACKLED/MANAGED
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
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

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

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

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 or 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 WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY 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	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.	

