

Significant Findings of Risk Assessment

Site / Premises: Sparkenhoe Primary school	Assessment Carried Out By		
Department: Education	Name: Melanie Thorpe		Date Carried Out or Reviewed
Activity / Process: <ul style="list-style-type: none"> • Teaching • Admin • Premises • Contractors • Visitors 	Signature: M Thorpe		19 th August M Thorpe 2021 V11a
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, leading to closures of facilities and services countrywide. Main symptoms include but are not limited to: Fever, new continuous cough, loss of smell and taste. Individuals with certain medical conditions, the elderly plus others are more vulnerable to Covid-19. This risk assessment is very much a live document and should be 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. Ventilation 5. Following public health advice on testing, self-isolation and managing confirmed cases of Covid-19. Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk.	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. Staff may choose to wear a face covering in any situation. Face coverings are recommended for staff when interacting with parents and visitors. Appropriate respiratory protective equipment/face masks are to be considered as a last resort 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.	

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 / Spreading</p> <p>Exposure from others due to:</p> <ol style="list-style-type: none"> 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred. <p>However it should be noted that not all individuals will show symptoms, there are going to be individuals who are carriers and will go under the radar.</p>	<p>Staff, Pupils, Visitors</p>	<p>Twice weekly lateral flow testing for Covid 19 carried out by staff.</p> <p>Staff carry out the tests at home and report 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 also report to dedicated school email covid@sparkenhoe.leicester.sch.uk. Staff information on storing and using the kit shared via email.</p> <p>Each test kit issued is recorded in the issue log book and results are logged in the result log and managed by office staff.</p> <p><u>Lateral Flow Test Results</u> A negative result will allow the tested person to remain in school. A positive result will require the tested staff member to start a 10 day self-isolation period and undertake a confirmatory Covid 19 PCR Test as soon as possible (within 2 days). The use of public transport should be avoided where possible by the person testing positive.</p> <p>The results of the PCR Test determining whether self-isolation is to continue [positive result], or if the person can return to School [negative result within 2 days of LFT Test]. Household members of the person testing positive are no longer required to self-isolate for 10 days if they are under 18 or double vaccinated.</p>	3	3	9	<ul style="list-style-type: none"> • All staff informed at induction 23-08-21 by Head teacher, SLT and Site Manager and tool box talks on latest government guidance. This risk assessment is emailed to all staff prior to induction for all staff to raise any questions. • All staff encouraged to take part in twice weekly testing. • Updates and any changes to process to be shared with all staff as necessary. <p>Implemented by Head teacher and Monitored by Head teacher and SLT.</p>
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Lateral Flow Test Incident Reporting
 Staff report as follows:
 Home testing clinical incidents to:
<https://coronavirussyellowcard.mhra.gov.uk> & the School Management.

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 must inform Head teacher if any persons living with them are self-isolating and will follow government latest guidance

Clinically Extremely Vulnerable staff are able to return to work. An individual risk assessment must be undertaken. Additional measures put in place are agreed with staff member.

Clinically Extremely Vulnerable Pupils are able to attend school unless it is advised by their medical support team that they should be shielding.

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.

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.

Head teacher monitors latest guidelines and implements

Implemented by Head teacher and monitored by SLT and staff Member as per government guidelines

Monitored by Head teacher, SLT and line managers and teachers

Monitored by Head teacher and latest Government Guidelines and appropriate action taken

		<p>Head teacher identifies staff who are in the high risk factors and takes appropriate action as per Government guidelines.</p> <p>Individual Risk Assessments are carried out with staff who consider the schools control measures are insufficient for their personal circumstances.</p> <p>Head teacher / SENCO review existing individual Risk Assessments and make sure appropriate safety measures are put in place for pupils who spit uncontrollably or use saliva as a sensory stimulant.</p> <p>Employee support services (Occupational Health Service / Amica) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support.</p> <p>Staff continually monitor pupils wellbeing and appropriate action taken</p> <p>All staff to use their own personal judgement in adopting additional control measures to minimise their own exposure risk to Covid – 19 by limiting close contacts with other staff they do not normally live with and limit the number of contacts within the school.</p> <p>Head teacher & SLT will follow Public Health England and local protection teams advice should there be an outbreak.</p> <p>Contingency plans in place will be implemented on advice of PHE or local protection team. These include remote learning for pupils where this becomes necessary.</p>				<p>Monitored by Head Teacher , SEN Co-coordinator and appropriate action implemented</p> <p>Monitored by Head Teacher, SLT and Teachers</p> <p>Implemented by All staff</p> <p>Head teacher monitor's government & PHE latest guidelines and implements and will revert to previous risk assessment for control measures if required.</p>
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		<p>Staff arrive via staff entrance and use the hand sanitise station located next to the door before entering the building.</p> <p>Staff will wash their hands with soap and water regularly throughout the day and dry their hands using a paper towel.</p> <p>Staff will promote good hand washing with pupils by using the e- bug and handwashing signs in all washroom areas, appropriate for age group.</p> <p>Tissues provided in all rooms for pupils and staff.</p> <p>Staff will promote coughing or sneezing into the crook of their elbow if tissues not available and ensure their hands are washed after.</p> <p>All staff will promote catch, kill it bin it and signs are placed around the school,</p> <p>Staff aware not to touch their eyes, nose or mouth if their hands are not clean</p> <p>Staff know that any contact with personnel suspected of having Covid 19 must be avoided</p> <p>All staff must follow the good respiratory hygiene and skin cleaning hygiene measures at all times</p> <p>Mobile Sanitiser stands are placed at the following locations</p> <ul style="list-style-type: none"> • Main Office (Foyer) • All main entrances to classrooms or cloakrooms • Corridors • Saxby Hall • Gopsall entrances 				<ul style="list-style-type: none"> • Monitored by Head teacher/ SLT/Premises officers/ Site Manager and refilled when required • Monitored by Head teacher, SLT, Line Managers and implemented by all staff • Stock levels monitored by Site manager and replaced by Premises staff when needed • Monitored by Head teacher SLT, Line Managers and implemented by staff <p>Implemented by Head teacher/ SLT by induction, tool box talks and signs</p>
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		<p>External wash stations are located in both Saxby and Gopsall playgrounds.</p> <p>All pupils to sanitise their hands before entering the building and when leaving the building as well as other key points during the day. (Skin sensitive wipes for pupils with sensitive skin)</p> <p>Washbasins in all toilets are 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 station for pupils and staff to wash hands after breaks, before lunch & after lunch.</p> <p>Clear signage and information displayed around the school reminding all of good hygiene and handwashing and child related to ensure they understand.</p> <p>Head teacher emails risk assessment and any other information about procedures to parents and puts on school website.</p> <p>Contractors are emailed by the Site manager</p> <p>Records are kept of all staff, classes, club attendees, contractors and visitors should they be needed for the local public health team.</p> <p>Staff can telephone Amica (Poster Displayed in Staff room) or ask for a referral. Staff can speak to Head teacher regarding any concerns and appropriate support will be offered.</p> <p>Welfare facilities are provided through out the school which contain suitable levels of soap and hand sanitiser.</p>				<p>Monitored by Head teacher / SLT/Line Managers and all Staff</p> <p>Monitored by Headteacher/SLT</p> <p>Implemented by head teacher and monitored</p> <p>Head teacher monitors and appropriate action taken when required</p> <p>Implemented by Head teacher and stock levels monitored by Premises officers / Site manager. Replenished by Premises Staff when needed</p>
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		<p>Frequent hand washing is carried out by all persons throughout the day, 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>Staff use lessons and games to give younger children and SEN pupils additional support and encouragement with hand washing and using tissues.</p> <p>Good respiratory hygiene and skin cleaning measures are promoted by posters, verbally and at tool box talks and by staff encouraging and teaching pupils.</p> <p>Stock levels are kept up to date for replacements. Communal areas cleaned daily with an hourly regime for touched areas.</p> <p>Bins are placed all around all buildings.</p>				<p>Monitored and implemented by Head teacher, SLT, Line Managers and staff</p> <p>Signage monitored by site Manager/ Premises and replaced when necessary</p>
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		<p>Non-legislative additional control measures for consideration based upon Government Expectations & Recommendations.</p> <p>The Government expects and recommends that all non-exempted persons would wear face coverings in crowded areas where they come into contact with others they do not normally meet.</p> <p>All Staff are expected to use their own personal judgement in adopting additional control measures to minimise their own exposure risks to Covid 19.</p> <p>All persons are expected to limit close contacts as far as is reasonably practicable with those persons they do not normally live with (i.e. considering the frequency, duration & numbers of contacts).</p>				<p>Staff are advised to wear face coverings when interacting with parents.</p> <p>Staff are advised to wear face coverings when meeting with a wider group of staff or in any area of the school that is crowded.</p> <p>Staff are advised to take additional precautions if mixing with other staff, such as social distancing, wearing masks.</p> <p>Staff must adhere to any requirements on limited numbers in spaces.</p> <p>Staff meetings will be held with 1m plus distancing in place where possible.</p>
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<p>Suspected case whilst working on site/ or Positive Test Result</p>	<p>Staff, Pupils, Visitors</p>	<p>All staff informed of symptoms and procedure by induction and information displayed as per Government/PHE guidelines</p> <p>Staff inform Head teacher if they feel unwell with a new and persistent cough or a high temperature, or a loss of or change in, their normal sense of taste or smell (anosmia). The staff member will be sent home to start a 10 day self-isolation period and to undertake a PCR Test as soon as possible. The use of public transport should be avoided where possible.</p> <p>Pupils displaying Covid symptoms will be sent home (with a parent) as soon as possible. The parent will be told to arrange a PCR test and the pupil will self-isolate.</p> <p>House hold members of the symptomatic person are no longer required to self-isolate for 10 days if they are under 18 or have had both vaccines.</p> <p>Children in the same class or year as the symptomatic person are no longer required to self-isolate.</p> <p>If the PCR test is negative the staff member can return to work (unless the PCR Test was taken as a result of a Positive Lateral flow test, but within the isolation period over two days later than the LFT Test)</p> <p>NHS Test & Trace system will take the steps to identify close contacts for any person who has tested positive and they will instruct if they need to self-isolate. They will be advised to take a PCR test and will only have to self-isolate if they test positive or have not had both vaccines.</p> <p>Staff notified that they are a close contact must inform the Head teacher.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>All staff informed at induction 23-08-21 by Head teacher, SLT and Site Manager and tool box talks on latest government guidance. This risk assessment is emailed to all staff prior to induction for all staff to raise any questions</p> <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>Monitored by Head teacher & SLT and implemented</p> <p>Head teacher monitors latest government & PHE guidelines and takes appropriate</p> <p>Monitored by Head teacher & SLT</p> <p>Staff identified as a close contact of a positive case will be asked to follow additional precautions, such as social distancing, wearing a face covering, daily LFT testing as well as having a PCR test.</p> <p>Monitored and implemented by the Head teacher/SLT</p>
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	<p>Parents are asked to inform school if their child has been notified as a close contact.</p> <p>Staff who are fully vaccinated who have been identified as a close contact with a person who has tested positive, will not have to self-isolate but will need to take a PCR Test and will only self- isolate if they test positive.</p> <p>Staff not fully vaccinated will self-isolate for 10 days if they are identified as a close contact of a person who has tested positive.</p> <p>House hold members of close contacts, or other close contacts who have not been contacted by NHS Test & 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 & Trace System.</p> <p>School will contact DFE Advice Service Helpline 0800 0468687 option 1, Public Health England's Local Health Protection Team who will conduct a rapid investigation and advise school on action to be taken should there be an outbreak within a 14 day period.</p> <p>Staff will notify the head teacher or SLT immediately if they display symptoms or receive a positive COVID 19 PCR Test result or display symptoms.</p> <p>All to maintain a safe distance from the affected individual.</p> <p>If the affected person needs 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>				<p>Parents advised to monitor child closely for symptoms and advised to undertake PCR test.</p> <p>Head teacher monitors and implements</p> <p>Head teacher & SLT monitor</p> <p>Actions identified in the contingency plan will be implemented on the advice of PHE.</p> <p>Monitored by Head teacher, SLT, Line Managers and implemented</p> <p>Implemented by Premises officers and monitored by site Manager and Head teacher</p>
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	<p>The area occupied and equipment used by the affected person are thoroughly cleaned and disinfected and any waste materials are stored for 72 hours before being disposed off</p> <p>The affected person will get a PCR Test and can return to school if negative and will not return to school if positive until the period of isolation has been completed.</p> <p>Staff and pupils who have been in contact with someone who has tested positive, do not need to go home to self-isolate unless they develop symptoms or are informed to do so by NHS Test & Trace system or are an adult who has not has both vaccines.</p> <p>Staff and pupils will wash their hands thoroughly after contact with someone with symptoms.</p> <p>Pupils who are unwell with Covid symptoms will need to go to a separate room with a window open if possible and the door closed. Staff to keep a 2m distance away from the pupil where possible. If physical contact is needed then PPE is worn ie: Gloves, apron, mask & eye protection if necessary.</p> <p>Staff member will inform parent on government guidelines and not to take the child on public transport. Staff will thoroughly wash their hands after.</p> <p>Staff will inform premises team of a suspected case and room will be cleaned and disinfected after use.</p> <p>Tissues used will be double bagged in a bin liner and left for 72 hours.</p> <p>Remote learning is provided to all pupils who are self- isolating and where they are well enough to participate.</p>				<p>PPE available in all rooms and staff inform if running low and premises staff replenish stock.</p> <p>Stock levels monitored by Premises officers and site manager, Running low order placed to ensure school does not run out.</p> <p>Room will be cleaned and disinfected by premises officer and any waste is doubled bagged and will be kept for 72hours before being put into the waste bin.</p> <p>Monitored by Head teacher & SLT and Site Manager</p> <p>A member of premises staff onsite all day</p> <p>Monitored by Head teacher & SLT and Site Manager</p> <p>Implemented by Head teacher and monitored by SLT and Teachers</p>
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<p>Travel off site</p>	<p>Staff, Pupils</p>	<p>Using transport</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> •Use a vehicle with a bulkhead for segregation. •The driver and the passenger should maintain a distance of 2 metres from each other. •The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. •The vehicle should be cleaned & disinfected afterwards. •Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE •Handwashing/sanitising before and after transport activities and when disposing of waste. <p>External Visits</p> <ul style="list-style-type: none"> •The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits. <p>Staff aware to limit their use of public transport and car sharing.</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>	<p>3</p>	<p>2</p>	<p>6</p>	<ul style="list-style-type: none"> • Monitored by Head teacher /SLT/Staff and implemented by Evolve coordinator /staff <p>Any additional measures will be identified in all visit risk assessments.</p> <p>All staff aware via this risk assessment emailed to staff and start of term induction 23-08-21</p>
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<p>Contamination during Access to & egress from site</p>	<p>Staff, Pupils, Visitors</p>	<p>All staff aware that anyone showing signs of Covid 19 Symptoms are not allowed into school.</p> <p>All parents informed that anyone showing signs of Covid 19 symptoms are not allowed anywhere on the school premises.</p> <p>All Staff will enter via the staff entrance or main entrance and sanitise their hands at the sanitiser stands before entering the building. Staff will wash their hands before leaving site via washroom / class sink and leave by the external door near their classroom. Exit doors will be propped open for staff arrival at set times and then closed.</p> <p>Parents informed that gathering is not allowed outside entrances to school</p> <p>Parents informed of which entrance/gate to use and what time to arrive.</p> <p>Parents advised to maintain social distancing while in the queue outside and when in the playground.</p> <p>Use of a one way system through the playground to drop off children and collect.</p> <p>Staff members situated at the designated entrances to the playground for parents and pupils.</p> <p>Staff will ensure that each child sanitises their hands when going into school and when leaving</p> <p>Gates will be closed at 8.45. Late children will be taken to the main office.</p> <p>Hourly cleaning in place for communal areas for touch points.</p>	<p>2</p>	<p>2</p>	<p>6</p>	<p>Head teacher monitors government latest guidelines and appropriate action taken. Staff informed via emails, tool box talks and posters. Parents informed via letters, emails and posters.</p> <p>All Staff to implement</p> <ul style="list-style-type: none"> • Monitored by designated staff/ Head teacher/ SLT • Monitored by all staff and Head teacher / SLT <p>Rota in place for cleaning and logged monitored by Site Manager</p>
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		<p>Parents who enter the school building for any reason will sanitise hands on entry.</p> <p>Parents will be asked to wear face coverings inside the building.</p> <p>The numbers of parents allowed into any area of the school will be limited to reduce contacts and allow for distancing.</p> <p>Visitors informed of procedures by letters and emails and office staff and contractors via email by site manager.</p>				<ul style="list-style-type: none"> Implemented / Monitored by Head teacher/all staff <p>Monitored by Head teacher & SLT</p>
Contamination within internal areas	Staff, Pupils, Visitors	<p>All wash hands regularly.</p> <p>Sanitiser bottles in all rooms.</p> <p>All contact surfaces are cleaned regularly.</p> <p>Cleaning products are in each room ie wipes, spray bottles and cloths.</p> <p>All staff sanitise hands after using any shared resources, e.g. photocopier</p> <p>All staff limit the use of shared resources.</p> <p>Staff and pupils have their own allocated frequently used equipment.</p> <p>Staff ensure any equipment or resources that may be shared are cleaned regularly.</p> <p>Staff will wash or sanitise hands after touching items that have been handled frequently.</p> <p>Staff will put frequently shared items aside for 48 to 72 hours.</p> <p>Staff will make sure windows are open when singing.</p> <p>Staff will clean tables in rooms regularly.</p>	3	3	9	<p>Re stocked when required and stock levels monitored by premises officers and site manager orders when stock levels are low.</p> <p>Implemented by all staff and monitored by head teacher & SLT</p> <ul style="list-style-type: none"> Monitored by Head teacher / SLT and implemented by all staff

		<p>Classroom doors will be kept open for natural ventilation if necessary.</p> <p>Staff will open windows fully before pupils arrive and will close partially when pupils in class (if it is too cold) and then open again at break, lunchtime and home time.</p> <p>Staff can use desk fans in areas that are well ventilated but not in areas that are poorly ventilated.</p> <p>School is investigating monitoring areas with poor ventilation by using carbon dioxide monitors.</p> <p>Where available, air conditioning can be used. Staff will check settings with premises staff.</p> <p>Any shared areas (dinner hall) will be cleaned between sittings.</p> <p>The number of adults gathering in one place is limited. Staff will open windows and doors when meeting.</p> <p>Staff informed via induction to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry: • Use alcohol-based hand sanitiser if soap and water not available. • Wash hands every hour for 20 Seconds • Wash hands if face is touched. • All hand contact surfaces to be cleaned throughout the day. <p>Only use cleaning products supplied by the school. Staff all aware not to bring any cleaning products onto site.</p>				<p>Staff informed at induction and in the safer working procedures.</p> <ul style="list-style-type: none"> • Site manager to put signs up and all staff to monitor <p>Head teacher will take appropriate action from the results of the monitors</p> <ul style="list-style-type: none"> • Monitored by All Staff & Implemented <ul style="list-style-type: none"> • Monitored by Head teacher/ SLT/premises staff <ul style="list-style-type: none"> • Monitored by Head teacher SLT, Line Managers and All Staff & Implemented. Refresher training On Covid 19 compliance as necessary
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		<p><u>Equipment, Activities and resources</u></p> <p>Staff and pupils have their own allocated individual frequently used resources such as pens & pencils.</p> <p>Wipes in all rooms with IT equipment (Non-alcohol). Phones are cleaned after each use in shared areas or at the start and end of each day.</p> <p>Staff use their nearest exit door for playtimes.</p> <p>Lift is only to be used by 1 person at a time (unless accompanying a child for specific SEN reasons). Lift touch points will be cleaned after each use and hourly Hands must be washed or sanitised after using the lift.</p> <p>Hand dryers are not in use</p> <p>The office hatch has a perspex screen fitted.</p> <p>Waste bins are provided in each room to collect used tissues. These are emptied regularly and double bagging is used.</p> <p>Pupils bring their own water bottles and refilled at the appropriate place</p>				<p>All Staff to implement</p> <ul style="list-style-type: none"> • Authorisation given by Head teacher / SLT / Site Manager/ Premises officers • Monitored by Site Manager. Touch areas are cleaned hourly and WC by cleaner and 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>Monitored by all Staff</p>
<p>Contamination in Outdoor Areas</p>	<p>Staff, Pupils Parents</p>	<p>Any play equipment used needs to be sanitised regularly. A box of cleaning spray, pump spray and gloves and cloths available.</p> <p>Each year group has their own play equipment. This is sanitised regularly.</p> <p>In the event of wet weather, each class will stay in their classroom at desks and watch a DVD. This will be supervised by one member of staff.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Monitored by head teacher, SLT and implemented by all staff</p> <p>Monitored Head teacher, SLT and staff to Implemented</p>

		<p>External washroom basins in place with canopy for all to wash hands before and after break times and lunch. Monitored by staff to ensure the 20 second rule is applied while handwashing.</p> <p>PE will take place outdoors where possible and follows the latest guidance on sports https://www.afpe.orf.uk/</p> <p>When PE is indoors, all windows in the hall will be open.</p> <p>Staff are advised to wear face coverings when interacting with parents before and after school.</p>				Monitored Head teacher, SLT and staff to Implemented
Work planning	Staff, Pupils,	<p>Playgrounds will be timetabled for all outdoor use.</p> <p>Nursery children will have access to their outdoor space whenever they wish as it is separate from the rest of the school.</p> <p>Staggered playtimes and lunchtimes and use of different entrances and exits will minimise contacts and movement within the school.</p> <p>Staff will use their own judgement when deciding whether to use the staffroom, based on the number already using it.</p> <p>Staff may use the alternative space in the Ark if the staff room is full.</p> <p>No staff other than designated office staff must go in to the office without permission from admin staff. Any assistance or enquiries from staff must be made from the foyer area.</p> <p>No more than 3 members of office staff will work in the office. These will be consistent members of staff and they will be seated 1 m apart.</p>	3	3	9	<ul style="list-style-type: none"> • Head teacher implements and monitors Government / PHE guidance. • Head teacher /SLT monitor • Head teacher SLT/office staff monitor

		For SEN pupils the same principles of hygiene, cleaning and ventilation should be applied as far as is possible, but 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.				<ul style="list-style-type: none"> Head teacher /SENCO to review risk assessments' Head teacher/SLT/ /Site Manager to ensure adequate PPE is availability, i.e. gloves, masks, visors, individual sanitiser.
Cleaning	Staff, Pupils, Visitors	<p>Each individual cleaner will have designated runs and wear the correct PPE at all times.</p> <p>Cleaners will dispose of PPE by double bagging, storing for 72 hours then disposing of in the regular rubbish.</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 virimicidal 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>A cleaner will be onsite while the school is occupied to complete hourly clean of touch area surfaces, toilets, main entrance foyer and to replenish stock in all rooms when needed.</p>	2	3	6	<p>Site Manager / Premises officers monitor stock levels to ensure there is a constant supply for replenishing.</p> <p>Site Manager to ensure a sufficient supply of eye and respiratory protection for the use of cleaning staff.</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>All carpets are sanitised on a Friday.</p>				<p>Site Manager / Premises officers monitor stock levels to ensure there is a constant supply for replenishing.</p>
Deliveries & Waste collection.	<p>Staff, Pupils, Delivery drivers, Waste collection operatives</p>	<p>Site Manager is notified by phone when the delivery is expected.</p> <p>Goods are dropped off in the designated space. Contractors and premises officer/Site manager keep a safe distance.</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 a safe distance.</p> <p>Leicester city cleansing service 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.</p>	2	3	6	<ul style="list-style-type: none"> • All staff made aware of procedures. • Head teacher /Site Manager to monitor.
Contractors	<p>Staff, Pupils, Contractors</p>	<p>Contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Contractors are booked in.</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</p>	2	3	6	

		<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 where possible.</p> <p>Contractors should wear face coverings if working in a crowded space. Contractors must provide their own PPE.</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 a safe distance.</p> <p>Depending on works that have been done a deep clean will take place where the work has taken place.</p> <p>Contractors & Third Party organisations will email the school their own COVID 19 risk assessment and safe working procedure to ensure it is compatible to the school COVID 19 arrangements, or they are to comply with the school arrangements</p> <p>Areas that need emergency works will not be occupied while the work is taking place. Head teacher/ SLT will be informed straight away.</p>				<ul style="list-style-type: none"> • Site manager monitors and any changes needed are implemented immediately • Premises officer will wear gloves and mask to enter the classroom/area and then will sanitise area where he has been working. • Head teacher /SLT to make arrangements for pupils to work in a different area.
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		<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>Hour cleaning in place ie touch points, door handles, stair rails, light switches, toilets including flush handles door handles etc</p>				<p>Monitored by Site Manager</p> <p>Monitored by Head Teacher & Site Manager</p>
Cold weather	Staff, Pupils, Visitors	<p>Ventilation In cooler weather windows should be opened just enough to provide constant background ventilation.</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce drafts • Rearrange furniture where possible to avoid direct drafts • Open windows fully while the space is unoccupied e.g. between classes, during break and lunch, when a room is unused <p>Windows will be closed when pupils have left the school.</p> <p>Opening internal doors can also assist with creating a throughput of air.</p> <p>If necessary external opening of doors may also be used (as long as they are not fire doors and where safe to do so)</p> <p>Parents informed pupils can wear additional, suitable indoor items of clothing can be worn during the winter period in addition to the school's current uniform. School ensures that there are no extra financial pressure placed on parents</p>	2	3	6	<ul style="list-style-type: none"> • Staff informed • Implemented by Head teacher and monitored by SLT • Implemented by Head teacher, SLT and line managers on safe way of opening and closing windows • Monitored by Site Manager/Premises Officers and adjustments to heating made as required on a daily basis. Areas where current areas may need additional heating will be sourced by Site Manager from LCC <p>Implemented by Head teacher and monitored by SLT</p>

<p>Poor hygiene</p>	<p>Staff, Pupils, Visitors</p>	<p>All staff, pupils and visitors wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, 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 entrance informing that all need to wash hands in the allocated area before entering the main building.</p> <p>Staff will ensure pupils' hands are washed before 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 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 displayed with catch bin kill it around school.</p> <p>Bins provided around school.</p> <p>Hourly cleaning regime in place for cleaning and soap, paper towels levels checked.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> • Informed at induction and posters located around the school to re – enforce and staff to implement and monitor • Stock levels monitored by Site Manager and ordered to keep stock levels correct • Daily checks by Premises officers of any deterioration and replaced • All Staff Monitor and implement • Monitored by Site Manager Premises officers , Cleaning staff • Monitored by all staff and implemented • Head teacher / Site manager monitor
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		<p>Bins checked regularly and emptied.</p> <p>All supplies are stored in the correct way as per COSHH regulations for soap and room is secure.</p> <p>Pupils using the toilets are monitored by staff to ensure hands are washed and dried and paper towel is put in the bin.</p> <p>Hand washing facilities are available in all classrooms as well as outside.</p>				<ul style="list-style-type: none"> • Site Manager and Premises officers implement and monitor • Monitored by Head teacher /SLT and Staff
Canteen use - exposure from large numbers of persons	Staff, Pupils	<p>Break/lunch times will be staggered to ensure congestion is kept to a minimum.</p> <p>Staff and pupils will wash their hands before lining up for dinner.</p> <p>Hand cleaning facilities are available in the toilets outside dinner hall in the corridor if pupils need to wash their hands during lunch.</p> <p>Other children will bring pre packed food from home and stored away until needed.</p> <p>Any cutlery/trays provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Water will be available on tables.</p> <p>Food displays should be protected against contamination by coughing, sneezing, etc.)</p> <p>Tables will be cleaned between use.</p> <p>All rubbish and waste will be put straight in the bin.</p>	2	3	6	<ul style="list-style-type: none"> • Implemented by Head teacher and monitored by /SLT/phase leaders • Implemented by lunch time supervisors. • Head teacher/ SLT and teaching staff monitor • Staff informed at induction • Monitored by Head teacher /SLT

		<p>Staff</p> <p>Staff must provide their own drinks, cups, cutlery and other utensils.</p> <p>These must be washed after use and stored in a personal bag. No individual utensils etc must be left in or around sinks or on tables in shared areas.</p> <p>Staff ensure when eating and drinking they wash their hands and put paper towels in the bin.</p> <p>Area must be cleaned after use .</p>				
<p>Use of Changing facilities, toilets and showers</p>	<p>Staff, Pupils</p>	<p>Staggered break times and lunch will reduce congestion in toilet areas.</p> <p>Pupils are supervised by an adult, during set toilet times to ensure hand washing and drying is enforced.</p> <p>Pupils who need to use the toilet at other times of the day will be taken by an adult where possible.</p> <p>Cleaning of toilets during the day is increased to hourly.</p> <p>Hand driers will not be used in any pupil or staff toilets.</p> <p>Paper towels must be put in the bin provided.</p> <p>Changing facilities</p> <p>Staff will wear gloves and plastic apron to change a child. Staff can wear a mask if preferred.</p> <p>The door to the facility should be left open or ajar providing the dignity of the child is not compromised.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Monitored by Head teacher/SLT and implemented by teaching staff</p> <ul style="list-style-type: none"> • Monitored by Site Manager/ Premise officers • Monitored by all staff • All Staff to monitor and implement

		<p>Bin liners are in all bins and nappy bin used which is collected by PHS.</p> <p>Wash & dry hands before and after using the facilities.</p> <p>Area is sanitised after each use by member of staff.</p>				<ul style="list-style-type: none"> • Monitored by Premises officers / site Manager • Monitored by all staff and implemented
Lack of awareness	Staff, Pupils, Visitors	<p>Posters and signs displayed in suitable places around school reminding all persons of 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 where this is necessary.</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>	2	3	6	<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 to put signs up • Implemented by Head teacher/SLT. If there are any changes in government guidance/PHE then staff will be informed verbally, by email and copy given to members of staff. Refresher training given to staff as necessary. • Monitored by all Staff and implemented

Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	All staff aware of the emergency procedures via information displayed in all rooms All year groups will line up at the assembly point in designated areas. Year groups are separate. Evacuations: social distancing for adults/visitors will be followed where practical. Social distancing will be in place at assembly points. Invacuation: social distancing for adults/visitors will be followed where practical.	3	3	9	Implemented and Monitored by Head teacher , SLT , Line Managers , Site Manager
First Aid provision	Staff Pupils, Visitors	Staff allocated to each class checked to ensure one is a first aider. Sensible precautions should be taken when direct physical contact is not necessary. When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection). Upon completion of first aid, hands must be washed & dried and any points of contact, and the affected area cleaned and disinfected.	3	3	9	Monitored by Head teacher/SLT/ Line Managers and Site Manager

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>

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>

Contingency Framework

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

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>

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/>

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 \(www.gov.uk\)](#)

HSE Guidance on alternative cleaning & disinfecting methods using fogging, mists etc

[Disinfecting using fog, mist and other systems during the coronavirus \(COVID-19\) pandemic - HSE news](#)

Grassroots sports guidance for 1st April 2021

[Coronavirus \(COVID-19\): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK \(www.gov.uk\)](#)

School's Covid 19 operational guidance – July 2021

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](#)

Promoting and supporting mental health and wellbeing in schools and colleges

[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK \(www.gov.uk\)](#)

Press Release for 16 Aug 21

[Self-isolation to be eased for fully vaccinated adults in step 4 - GOV.UK \(www.gov.uk\)](#)

Press Release Twice weekly testing availability

[Twice weekly rapid testing to be available to everyone in England - 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.
	Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.