

Activities Covered by this Assessment	March Reopening of schools during COVID 19		
Location	Leighfield Primary School	Organisation	DISCOVERY

Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate

This risk assessment has been developed in conjunction with LTS and Leicestershire County Council and has been adapted to include local hazards and subsequent local control measures pertinent to this school setting.

The 8th of March marks the first stage in the Prime Minister’s roadmap for easing the third National Lockdown. New guidance has been released to support understanding of what people can and can’t do. Primary schools will re-open for all children (excluding CEV children who have been given a letter to continue with shielding. This risk assessment considers current [Guidance for Full Opening: Schools](#) updated 22nd February 2021, but is likely to change pending updates expected shortly. Additional health risk assessments have been put in place for individuals who are CEV and are now able to return to school (from 1st April 2021).

Engage with the NHS Test and Trace process: You must ensure you understand the NHS Test and Trace process and how to contact the local [Public Health England health protection team](#). You must ensure staff members and parents/carers understand that they will need to be ready and willing to: [book a test](#), [self-isolate](#). Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the [NHS testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Health Protection Team (PHE) 0344 2254 524 (option 1)
You should ask parents and staff to inform you **immediately** of the results of a test: [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

System of control:

Prevention:

The school will always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances.

3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.

In specific circumstances:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9. Promote and engage in asymptomatic testing, where available.

Response to any infection the school will always:

10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice.

Attendance: As of 8th March 2021, primary schools will be open for all children and attendance is mandatory. The usual rules on school attendance apply, including:

- parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Rapid Result Tests (Lateral Flow Device Tests)

Rapid Result Tests (Lateral Flow Tests) are now available for schools to conduct twice weekly testing of staff in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. Lateral Flow Tests are undertaken at home, ideally in the morning prior to leaving for work but can be done the evening before. Home tests are taken 3-4 days apart and staff participating report all test results to Track and Trace as per guidance.

Although encouraged and prior consent is required, this testing is voluntary.

PPE:

The majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases:

- Children who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.
- Where an individual child becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

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

Headteachers actively consult with staff on local setting measures, inviting feedback to develop practice and health and safety measures, that where reasonably practicable, protect the whole school community. Individual risk assessments are developed for all colleagues and pupils that require one. This includes pregnant women, BAME and Clinically Vulnerable / Clinically Extremely Vulnerable.

Monitoring and review of risk controls

It is important that employers know how effective their risk controls are. You should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.

Hazard (Something with a potential to cause	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)	Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)	Action Required
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harm)			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days. Anyone developing COVID19 symptoms is sent home. Persons who have symptoms will isolate for at least 10 days and will not be in school. Any individuals who are contacted by track and trace will isolate for 10 days. 	M	M	M	<p>Engage with the NHS test and trace. (See above pg. 1)</p> <p>Any individuals who are symptomatic, going for a test and/or self-isolating are recorded by the school office.</p> <p>A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace. Office to action</p>	M	L	L			
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> A pupil awaiting to be collected, is moved, if possible, to the meeting room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required. Natural ventilation – opening windows (in cooler weather windows will be opened) PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. The area around the pupil with 	M	M	M	<p>Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).</p>	M	L	L			

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		<p>symptoms is cleaned after they have left. (See cleaning hazard)</p> <ul style="list-style-type: none"> Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 										
Staff exiting cars in staff car park	<p>Staff, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Staff are encouraged to cycle or walk to work. Parents are not permitted to use this carpark. Courtesy when alighting cars to maintain 2m distance. Adhere to social distancing when entering/exiting cars ensuring no one in the neighbouring car is doing so at the same time. 	M	M	M	<p>PO to monitor situation and share concerns of inappropriate car park usage.</p> <p>Protocols for staff parking within staff handbook.</p>	M	L	L	School		
Groups arriving and leaving school (Start and end of the day)	<p>Staff, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Staggered start and end times in place. Signage in place for lining up at the start of the school day. Children will enter and exit through their classroom door to avoid congestion in cloakrooms. Only one adult to accompany their 	M	M	M	<p>Children from Year 4 +, if able, to walk onto the school grounds by themselves.</p>	M	L	L			

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		<ul style="list-style-type: none"> child onto the school grounds. All adults entering the school grounds are asked to wear a face covering when on the school grounds. Parents reminded to adhere to social distancing on the school premises and asked to leave children to walk to the class when their teacher arrives. 										
Doffing face masks/coverings on arrival at school	<p>Staff, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> On arrival at school, pupils using public transport, doff their face masks/covering and wash their hands thoroughly. Pupils are seated 2m away from the bus drive. Pupils are instructed not to touch the front of their face covering during use or when removing them. Pupils and staff must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin. Reusable face coverings are placed in a plastic bag that can be take home with them. Hands are washed again before entering their classroom. 	M	M	M	<ul style="list-style-type: none"> Pupils wearing face masks/covering whilst journeying to school (i.e. car, walking) doff their face masks/covering and wash their hands thoroughly. 	M	L	L			

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		<ul style="list-style-type: none"> Adults will follow guidance of doffing face masks in school using a sealable plastic bag when not in use. 										
Visitors to site	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Visitors to site are restricted. Parents are not permitted to use the school carpark Only visitors with prearranged appointments are allowed on site. Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site. Visitors told to use hand sanitizer before entering school. Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow. Appropriate signage in place. Visitors in school must wear a face covering at all times. 	M	M	M	<p>If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the COVID-19:Guidance for households with possible infection guidance.</p> <p>Signing in for staff and visitors moved to a separate desk 2m away from the reception desks.</p> <ul style="list-style-type: none"> Clean pens and used pen pots on the desk. Visitors should wear a face covering in school if it is necessary for them to come onto the premises. <p>Visitors are restricted during regional and local lockdowns.</p>	M	L	L	School		
Social distancing not being carried out at drop off time.	Staff, pupils, parents/carer, visitors and	<ul style="list-style-type: none"> All adults are asked to wear a face covering when on the school grounds. Arrangements for drop off are 	H	M	M	<ul style="list-style-type: none"> Headteacher and PO to monitor and share concerns 	M	L	L	School		

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	contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<p>communicated to staff, pupils and parents/carer in advance.</p> <ul style="list-style-type: none"> • Only one parent/carer attends the school and Year 4 + children enter the school grounds on their own, if able. • Access to site and pupils' classrooms are communicated to pupils, parents and carers before arrival to the site. • Direct access to the pupils allocated classroom is available. i.e. final emergency exits. • Signage is installed. • Parents / carers made aware that gathering outside school at drop off and collection times is forbidden. 				of any parents/children not adhering to arrangements to drop-off and collection.						
<p>Use of cloakroom/toilet areas</p> <p>Use of cloakroom/toilet areas</p>	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • Cloakrooms are organised to avoid any mixing of bubbles and children only sent to use their cloakroom when children from other bubbles are not there. • Handwashing follows guidance to take into account the NHS guidance found on this link: • NHS hand washing posters have been installed above sinks to give information on good hand washing 	M	M	M	<p>PO and Headteacher to check cloakroom/toilet areas at intervals during the day.</p> <p>Each group of children will have their own designated toilet to use.</p> <p>In some instances, girl/boy toilets have changed into year group toilets to avoid any mixing</p>	M	L	L	School		

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		techniques. <ul style="list-style-type: none"> Only one child to use the toilet at one time. Signage is in place. 				between bubbles.						
Social distancing not being carried out by adults within the classroom.	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Children will be grouped into year group bubbles (no more than 32 pupils) Staff will remain with the same bubble where this is possible. Bubbles distance themselves from other bubbles at all times. Desks are arranged forward facing. Pupils are allocated a desk and are seated at the same desk each day. Pupils are allocated their own pencil cases and equipment. Shared equipment will be cleaned regularly. Pupils movement around the school building will be limited and children will not be permitted to enter other classrooms where groups are situated. Classrooms are ventilated using natural ventilation (opening 	H	M	M	Teachers will be planning, where possible, for learning and activities to take place outdoors. Teachers and support staff will support children from behind or side by side. Adults should maintain 2-metre distance from others, and where this is not possible, avoid close face-to-face contact and minimise time spent within 1-metre of others. Adults should continue to take care to socially distance from other adults.	M	M	M	School		

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		<p>windows/doors).</p> <ul style="list-style-type: none"> Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Pupils are encouraged not to touch their mouth, eyes and nose. Pupils informed that they must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Adults desk 2m away from children and adults will remain 2m away from children where possible. 										
Sharing equipment	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> No equipment will be shared across bubbles without being cleaned. Pupils given their own personal pencil cases and forbidden from using other pupil's equipment. Shared equipment will be frequently cleaned. Any unnecessary equipment/resources will be removed. Sports equipment will be cleaned 	M	L	L	<p>Some learning resources may be distributed into individual pupil packs (i.e. maths manipulatives).</p> <p>Reading books will be issued to children and then put back onto the shelves after 72 hours.</p> <p>Sand will not be used in EYFS.</p> <p>Inform parents of cashless</p>	M	L	L			

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		<p>down after use or quarantined for 72 hours.</p> <ul style="list-style-type: none"> Books are quarantined for 72 hours before being reissued. 				system. Parents asked to pay using Parent Pay only.						
Social distancing not being carried out between 'bubbles' at break times	<p>Staff, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Pupils are zoned into their own areas at break times for year group bubbles so that bubbles do not mix. Break times are staggered. Pupils to wash hands before and after eating/drinking. Levels of supervision considered, and additional information given to supervisors. First Aid kits will be taken outside onto the playground with all necessary recording and paperwork. The appropriate PPE will be available. If weather does not permit children to go outside, children will remain in their bubbles within their classrooms or in bubbles in the school hall (all forward facing) Children will be asked to go to the toilet before break by their teacher but if required, children will use their 	M	L	L	<ul style="list-style-type: none"> Staff observe Social Distancing during break times and minimise movement around school. Each year group will have their own playtime resources that will be cleaned regularly. 	M	L	L	school		

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		allocated toilet with permission from the adult on duty. <ul style="list-style-type: none"> Allocated areas will be monitored by a member of staff that is working with that group. 										
Social distancing not being carried out between 'bubbles' at lunch time	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose. Each bubble will collect their dinner from the servery – maintaining 2m distance from the kitchen staff. Tables to be cleaned between sittings. Communication with catering provider (External or LTS Catering). If necessary, layout of tables and areas for dinners with numbers calculated to maintain 2m social distancing. Hot meals will be provided but disposable packaging will be used for those children who are eating within their classrooms. Lunch bands are cleaned daily after use. Children eat forward facing. 	M	L	L	<ul style="list-style-type: none"> Catering provider (external provider or LTS) has own risk assessment which is shared with school. Lunchtime staff to wear a face mask. Kitchen staff (ASPENS) to wear a face covering. 	M	L	L			

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Social distancing not being carried out at pick up	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Adults are asked to wear face coverings when on the school premises. Arrangements for pick up are communicated to staff, pupils and parents/carer in advance. Only one parent/carer attends the school. Older children are encouraged to come to and from school independently. Direct access to the pupils allocated classroom is available. i.e. final emergency exits. Signage is installed inside and outside the school. Parents / carers made aware that gathering outside school at drop off times is forbidden. 	M	M	M	<ul style="list-style-type: none"> Queuing systems and marking on pathways will be in place where traffic is likely to be high. 	M	L	L	School		
Outdoor play/PE	Staff and pupils <i>Reduced infection control which may result in spread of</i>	<ul style="list-style-type: none"> Play equipment boxes are allocated to each bubble which is cleaned after use. Only allow one bubble within an outside area any one time. 	M	M	M	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing until they are in their allocated classroom. Teacher or member of staff 	M	L	L	School		

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	COVID19	<ul style="list-style-type: none"> prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation walkie talkies will be used when staff are outside delivering PE should another member of staff from the same group need to be called to provide first aid, etc. These are cleaned after use. PE equipment cleaned down or quarantined after use. 				to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).						
Carrying out 1 st aid	<p>First Aider Person being treated by the first aider. (Carrying out 1st aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken.</p>	<ul style="list-style-type: none"> A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance guidance If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid area (meeting room) away from people and parents called to collect them. If an adult presents symptoms of COVID-19 they will be isolated in the medical room (meeting room) away 	H	M	H	<ul style="list-style-type: none"> Each class first aid kit will be taken outside at lunch and breaktime for administering first aid. Each pack will contain necessary letters and accident recording. 	M	L	M	School		

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	<p>This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the person's eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>from people and parents and will be asked to go home and Social Distance as per Gov.uk guidance.</p> <ul style="list-style-type: none"> • Persons who have symptoms will isolate for 10 days and will not be in school. • The first aider will wash their hands for at least 20 seconds with soap and water before administering first aid. • Appropriate PPE will be worn to deliver first aid if necessary. • The first aider will cover any cuts on their hands with waterproof plasters. • The first aider will avoid putting their fingers in their mouth and touching their face. • The first aider will avoid touching any part of a dressing that will come in contact with a wound. • Where possible latex gloves will be avoided to remove the risk of allergic reaction. • The first aider will wear goggles to prevent bodily fluids being splashed into the eyes. • After using the face masks, aprons 										

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		<p>and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</p> <ul style="list-style-type: none"> • where possible, all spaces will be well ventilated using natural ventilation (opening windows) • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. • First aiders have been given information on how to correctly don and remove their PPE. • No food will be stored or eaten in the medical area. • Where possible, first aid will be given outside. 										
Intimate care	Staff and pupils	<ul style="list-style-type: none"> • The staff member providing the intimate care will wash hands 	H	M	L	<ul style="list-style-type: none"> • No pre-school or children currently requiring intimate 	H	L	L	School		

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	<i>Reduced infection control which may result in spread of COVID19</i>	<p>thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</p> <ul style="list-style-type: none"> NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE may include: 				care within school.						

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		Gloves / Goggles Apron / Mask <ul style="list-style-type: none"> If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. If contact with the unwell child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be 										

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		worn.										
Social distancing not being carried out during the use of Staff facilities	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff rooms are used dependent on number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible – maximum of 4 staff members at any time. An additional staff room is now in place in the library for KS1 staff. Staff moving between the staffrooms is forbidden. Breaks are staggered to minimise number of adults in one space. All windows must be open to ensure the room is well ventilated. Furniture will be arranged within the rooms to ensure social distancing can be adhered too. Staff are reminded to wash hands before and after using the staff room facilities. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Use of signs to inform of hand 	H	M	H	Staff to wear masks in corridors and communal areas. Where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, staff will also wear a face covering. High contact point stickers visible to remind adults to avoid/wash hands. Additional guillotines in other locations across the school to avoid congestion by the reprographics area.	H	L	L	school		

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		<p>washing prior to entering/using facilities.</p> <ul style="list-style-type: none"> Staff can bring their own cutlery/dishes/cups if they wish. All cutlery and dishes must be washing in the dishwasher. Signage up to remind staff. Reusable sponges are removed Surfaces are wiped down between use and door handles cleaned using antibacterial wipes. Appropriate signage in place. Only one member of staff to be in the photocopier area at one time. Tape in place to indicate a safe distance while waiting to use the photocopier area. Equipment must be wiped down and hands sanitised before and after use. 										
Social distancing not being carried out during Catering provision	Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors	<ul style="list-style-type: none"> Robust communication links with Aspens established. Aspens staff will wear the appropriate PPE including face coverings. Meeting in preparation of re-opening to confirm operational controls 	H	M	H	<ul style="list-style-type: none"> Aspens have their own risk assessment in place and all staff have received COVID-19 training. This has all been shared with school. 	M	L	L			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Hand cleaning facilities available upon entering hall and when leaving Procedures established for mealtimes and information communicated to staff and pupils. Pupils' food allergy information is up to date Service arrangements Facilities to stagger service times to avoid congestion and contact Staffing required to extend service times (Internal and external staffing) Clearing of dining room following service including equipment used and the cleaning of that equipment including chairs, tables and door handles Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons) 										
Assembly	Staff and pupils <i>Reduced infection control which may result in spread of</i>	<ul style="list-style-type: none"> Whole school assemblies will take place through Microsoft TEAMS. Provision for daily act of Collective Worship will be made in classrooms. 	M	L	L	<ul style="list-style-type: none"> Virtual assemblies will be done via TEAMS by the headteacher. 	M	L	L	School		

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
	COVID19											
Cleaning	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> A detailed cleaning schedule will be implemented throughout the school, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected. Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff. Enhanced cleaning regimes in place 	H	M	H	<ul style="list-style-type: none"> Deep cleaning schedule available to support enhanced clean. Gov.uk guidance to be monitored to ensure the most up to date information is always available. PO to monitor the cleaning within school and feedback if any concerns. Box available for each classroom with cleaning products which is to be renewed daily so that staff can do cleaning throughout the day as needed and necessary in addition to cleaning of high touch areas by PO. 	M	L	L			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		for toilet facilities, particularly door handles, locks and the toilet flush, etc. <ul style="list-style-type: none"> Only cleaning products supplied by the school are used. Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. Bins for tissues are emptied throughout the day Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 										
Carrying out daily building maintenance	Staff and pupils. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment). Only essential maintenance is carried out during school opening hours. Staff are informed of any maintenance being carried out in 	M	M	L		M	L	L			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		communal areas, toilets, etc., and the area is cordoned off. <ul style="list-style-type: none"> Social distancing is maintained throughout working procedures. Any contractors who come onto the school grounds will wear a face covering. 										
Building reopening after full or partial closure during COVID19	Staff, pupils, visitors, contractors. <i>Legionella</i> <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Hot and cold-water systems are flushed before the school reopens. Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications. 	H	L	M	Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance with industry guidance.	M	M	M			
Contractors working on site	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Where possible, contracted work is carried out when the school is closed to staff and pupils. Any documentation required is sent/received prior to the contractor arriving on site. Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work 	M	M	L	Contractors log has been amended to include information about COVID-19 and school expectations. All contractors must sign this before they commence the work and/or enter the school building.	M	L	L			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		<p>commences.</p> <ul style="list-style-type: none"> Records of contractor's details kept for 21 days to assist with track and trace if necessary. All contractors to wear a face covering when on the school premises. 										
Emergency procedures	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Fire drill will take place when children return to school. Amendments made where necessary to emergency evacuation procedures. Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building. Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). Staff, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable. Each 'bubble' must socially distance where safe to do so. 	M	M	L		M	L	L	School		

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
Use of public transport/school taxis/buses	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils are encouraged to cycle or walk to work. Robust communication links established with transport provider. Pupils and staff aware of taxi procedures and follow Social Distancing as appropriate 	H	M	H	All parents who have used transport in the past have been written to with the guidelines from the transport provider and school will be aware if any children will continue using the transport.	M	M	M	School		
Breakfast and after school clubs	Staff, pupils, parents/guardian, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Children will be put into bubbles within WAC (maximum of 2 year groups) and forbidden from mixing with children from other bubbles. Outdoor facilities are used where practicable. Unnecessary resources and furniture is removed from the room. School hall will be used for before and after school club. Room and resources will be cleaned daily or rotated to ensure there is 72 hours between use. 				Visors available for staff to wear.						

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
		<ul style="list-style-type: none"> • Tables will be cleaned at the end of every session. • Children will use their own allocated toilets within their bubble. • Children to wash their hands on entering and exiting the hall and frequently throughout the session. • Children to have their own water bottles. • Adults to serve food to the children so that they are not helping themselves to food. • All cutlery and crockery to be washed in the dishwasher at the end of each session. • Appropriate signage up. • Parents to leave children at the front door and collecting from the front door using the doorbell to notify staff. • Windows to remain open at all times to ensure the room is well ventilated. • WAC staff will ensure they adhere to 										

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
		social distancing – particularly with members of staff working in WAC. • (See hazards and control measures above for the management of activities i.e. cleaning, 1 st aid)										
Peripatetic Music Teachers providing 1:1 music lessons to children within KS2.	Music teachers/children	<ul style="list-style-type: none"> • All music teachers must adhere to school risk assessment. • All lessons will be conducted in the Leighfield Lion’s mobile which is a separate building to the main school. • The mobile will be well ventilated with windows opened. • Children will sanitize/wash their hands before entering the mobile and before returning to their classroom. • Teachers will adhere to 2m distance when teaching where possible. • Teachers to wear a face covering if unable to adhere to 2m distancing. • All musical instruments/equipment will be cleaned between pupils. • Pupils will be collected by the music 				<ul style="list-style-type: none"> • Only one music teacher in on any one day. • Music teachers have also been asked to provide their own risk assessment. 						

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		teacher from their external classroom doors to avoid any unnecessary walking around in the school building.										

To add more **Source:**

<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> (16th June)

Guidance for full opening: schools

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

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Legionella risks during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

Air conditioning and ventilation during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>





Guidance for food businesses on coronavirus (COVID-19)

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Coronavirus (COVID-19): safer travel guidance for passengers

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

Testing and tracing for coronavirus

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

COVID-19: guidance for households with possible coronavirus infection

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Coronavirus (COVID-19): getting tested

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Contacts: PHE health protection teams

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (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>

- **Source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>



- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
- **Contact for PPE orders if you have difficulties with your own suppliers:**
Leicester City : icrs.service@leicester.gov.uk
Leicester County: enquirylinequality&contracts@leics.gov.uk
Rutland: PPE@rutland.gov.uk

<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<ol style="list-style-type: none"> 1. Child displays symptoms with CV19 2. Child from teaching group who has been sent home becomes confirmed case. 3. Staff becoming ill and self-isolating.
<p>How could this emergency situation be prevented / controlled?</p>	<ol style="list-style-type: none"> 1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 10 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
<p>Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?</p>	<ol style="list-style-type: none"> 1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn. 2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording. 3. Follow guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Consider reallocating staff or capacity of school to remain open. Consult Trust on closure and inform LEA.
<p>Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather,</p>	<p>Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new</p>

people, equipment etc.) What can be done?	government guidance.
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Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):		
	Sarah Eaton			
Authorised By:		Authoriser Signature:		Initial
Date Conducted:		Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium

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

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