

<b>Activities Covered by this Assessment</b>	Reopening of schools during COVID 19 (June 2020)		
<b>Location</b>	Leighfield Primary School	<b>Organisation</b>	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 is for guidance only and must be adapted to include any further hazards and subsequent control measures.  
Once completed, please ensure final risk ratings are added.**

Every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. As a trust we have worked collaboratively with heads in order to consult on health and safety matters relating to opening. SLT in turn consult with school colleagues, best placed to understand the risks in individual settings.

If a person becomes unwell during the day the school will refer to government guidance found [here](#).

**Attendance:** No one with symptoms should attend a setting for any reason. Eligible children – including priority groups - are strongly encouraged to attend their education setting, unless they are self-isolating, or considered to be clinically extremely vulnerable. Children categorized as clinically vulnerable should follow individual medical advice). Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. Further guidance about self-isolating is found [here](#).

It is advised that schools carry out an inspection of the premises before opening and use the COVID Safe Schools – Phased Return to School Toolkit to record the findings.

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 ?
<b>Staff exiting cars in staff car park</b>	Staff, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Staff are encouraged to cycle or walk to work.</li> <li>Parents are not permitted to use this carpark and the barrier will be put down at drop-off and pick up times.</li> <li>Reverse parking only where practicable.</li> <li>Courtesy when alighting cars to maintain 2m distance.</li> <li>Adhere to social distancing when entering/exiting cars ensuring no one in the neighbouring car is doing so at the same time.</li> </ul>	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		
<b>Visitors to site</b>	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"> <li>Visitors to site are restricted.</li> <li>Parents are not permitted to use this carpark</li> <li>Only visitors with prearranged appointments are allowed on site.</li> <li>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.</li> <li>Visitors asked to use hand sanitizer before entering school.</li> </ul>	M	L	L	<p>If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the <a href="#">COVID-19:Guidance for households with possible infection guidance</a>.</p> <p>Signing in for staff and visitors moved to a separate desk 2m away from the reception desks. Clean pens and used pen pots on the dek.</p>	M	L	L	School		

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		<ul style="list-style-type: none"> <li>Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow.</li> <li>Appropriate signage in place.</li> </ul>										
<b>Social distancing not being carried out at drop off time.</b>	<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"> <li>Drop off times are staggered.</li> <li>Arrangements for drop off are communicated to staff, pupils and parents/carer in advance.</li> <li>One- way system in place around the school.</li> <li>Only one parent/carer attends the school.</li> <li>Access to site and pupils' classrooms are communicated to pupils, parents and carers before arrival to the site.</li> <li>Direct access to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>Signage is installed.</li> <li>Parents / carers made aware that gathering outside school at drop off and collection times is <b>forbidden</b>.</li> </ul>	H	M	M	<ul style="list-style-type: none"> <li>Queuing systems and marking on pathways will be in place where traffic is likely to be high. Marshals in place to move parents along and ensure they know the systems for drop-off and collection.</li> <li>School opens at the earlier time of 8.50am to avoid congestion.</li> <li>Headteacher and PO to monitor and share concerns of any parents/children not adhering to arrangements to drop-off and collection.</li> </ul>	M	L	L	School		
<b>Use of cloakroom/toilet areas</b>	Staff and pupils	<ul style="list-style-type: none"> <li>Pupils remain in their outdoor clothing until they are in their</li> </ul>	M	M	M	PO and Headteacher to check cloakroom/toilet areas at	M	L	L	School		

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<b>Use of cloakroom/toilet areas</b>	<i>Reduced infection control which may result in spread of COVID19</i>	allocated classroom. <ul style="list-style-type: none"> <li>Handwashing follows guidance for take into account the NHS guidance found on this <a href="#">link</a>:</li> <li>Space out pegs so that coats/ bags aren't touching.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Only one child to use the toilet at one time.</li> </ul>				intervals during the day.  Each group of children will have their own designated toilet to use.						
<b>Social distancing not being carried out within the classroom.</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Arrangements for the day are communicated to staff, pupils and parents/carer.</li> <li>Staff and pupils remain in small groups of no more than 15 pupils.</li> <li>Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and throughout the whole week.</li> <li>The group distance themselves from other groups at all times.</li> </ul>	H	M	M	Teachers will be planning, where possible, for learning and activities to take place outdoors.	M	M	M	School		

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		<ul style="list-style-type: none"> <li>• Desks are placed as far apart as possible (approx. 1.5m-2m).</li> <li>• Surplus furniture will be removed from circulation.</li> <li>• Pupils are allocated a desk and are seated at the same desk each day.</li> <li>• Pupils are allocated their own stationery and resources.</li> <li>• Pupils movement around the school building will be limited and children will not be permitted to enter other classrooms where groups are situated.</li> <li>• Classrooms are ventilated using natural ventilation (opening windows/doors)</li> <li>• 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.</li> <li>• Pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>• 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')</li> </ul>										

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<b>Sharing equipment</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils do not share equipment.</li> <li>Pupils given their own personal pencil cases and forbidden from using other pupil's equipment.</li> <li>Teaching resources are discouraged/minimized and/or removed from the setting.</li> <li>Soft toys and furnishings that are difficult to clean are removed from the classroom before the school reopens.</li> <li>Small, intricate items that are difficult to clean are removed from the classroom before the school reopens.</li> </ul>	M	L	L	<p>Some learning resources may be distributed into individual pupil packs (ie maths manipulatives).</p> <p>Reading books will be issued to children for in school and then put into a box for 72 hours before placed back within reading books.</p>	M	L	L			
<b>Social distancing not being carried out at break times</b>	Staff, pupils, visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils are zoned into their own areas at break times.</li> <li>Pupils to wash hands before and after eating/drinking.</li> <li>Small groups maintained and not mixed.</li> <li>Allocation of dedicated areas outside for small groups.</li> <li>Levels of supervision considered, and additional information given to supervisors.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Staff observe Social Distancing during break times and minimise movement around school</li> <li>Only footballs will be used at break times.</li> </ul>	M	L	L	school		

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		<ul style="list-style-type: none"> <li>First Aid kits will be taken outside onto the playground. The appropriate PPE will be available.</li> <li>If weather does not permit children to go outside, children will remain in their groups in their classrooms.</li> <li>Children will be asked to go to the toilet before break by their teacher but if required, children will use their allocated toilet with permission from the adult on duty.</li> <li>Length of break time will be extended to 30 minutes in the morning and afternoon.</li> <li>Allocated areas will be monitored by a member of staff that is working with that group.</li> </ul>										
<b>Social distancing not being carried out at lunch time</b>	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose.</li> <li>Hand cleaning facilities to be available upon entering and exiting the hall/dining area.</li> <li>Pupils to enter hall/dining area within their small groups maintaining social distancing.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Catering provider (external provider or LTS) has own risk assessment which is shared with school.</li> </ul>	M	L	L			

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		<ul style="list-style-type: none"> <li>Children will eat outside, within their groups where possible</li> <li>Tables to be cleaned between group use.</li> <li>Communication with catering provider (External or LTS Catering).</li> <li>Layout of tables and areas for dinners with numbers calculated to maintain 2m social distancing.</li> <li>Cutlery and plates will not be necessary.</li> <li>Cold packed meal (grab bag) provided:               <ul style="list-style-type: none"> <li>Children eat outside observing Social Distancing when weather and temperature allows.</li> <li>finished bags to be cleared and disposed of by children as normal routine.</li> <li>Younger children to be guided as appropriate.</li> </ul> </li> <li>If indoors, cleaning of tables and chairs/benches completed when children are finished, and food is consumed.</li> <li>Cleaning regimes to be established for after eating packed lunches, wherever</li> </ul>										

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		this may be.										
<b>Social distancing not being carried out at pick up</b>	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"> <li>Pick up times are staggered.</li> <li>Arrangements for pick up are communicated to staff, pupils and parents/carer in advance.</li> <li>Only one parent/carer attends the school.</li> <li>Each group will have an allocated collection point where parents can observe social distancing.</li> <li>Older children are encouraged to come to and from school independently.</li> <li>Access to schools and pupils' classrooms are communicated to pupils, parents and carers before arrival to the site.</li> <li>Direct access to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>Signage is installed inside and outside the school.</li> <li>Parents / carers made aware that gathering outside school at drop off times is <b>forbidden</b>.</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Queuing systems and marking on pathways will be in place where traffic is likely to be high.</li> <li>School opens at the earlier time of 3.10pm to avoid congestion.</li> </ul>	M	M	M	School		

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<b>Outdoor play/PE</b>	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Play equipment is not used and where it is used, it is cleaned afterwards.</li> <li>Teacher / support colleagues ensure social distancing is in place.</li> <li>Only allow one class/group within an outside area any one time.</li> <li>prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>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.</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Pupils remain in their outdoor clothing until they are in their allocated classroom.</li> <li>Space out pegs so that coats/ bags aren't touching.</li> <li>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</li> </ul>	M	L	L	School		
<b>Carrying out 1<sup>st</sup> aid</b>	First Aider Person being treated by the first aider. (Carrying out 1 <sup>st</sup> aid may require the 2mtr social distancing rule to be broken)	<ul style="list-style-type: none"> <li>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 <a href="#">guidance</a></li> <li>If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid area (meeting</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Senior leader to hold a first aid briefing for all first aiders within school w/c 1<sup>st</sup> June 2020.</li> <li>Each class first aid will be taken outside at lunch and breaktime for administering first aid.</li> </ul>	M	L	L	School		

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	<p>This activity requires the 2mtr social distancing rule to be broken. 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 persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>room) away from people and parents called to collect them.</p> <ul style="list-style-type: none"> <li>• If an adult presents symptoms of COVID-19 they will be isolated in the medical room (meeting room) away from people and parents and will be asked to go home and Social Distance as per Gov.uk <a href="#">guidance</a>.</li> <li>• Persons who have symptoms will isolate for 7 days and will not be in school.</li> <li>• The first aider will wash their hands for at least 20 seconds with soap and water before administering first aid.</li> <li>• Gloves will be worn to deliver first aid.</li> <li>• The first aider will cover any cuts on their hands with waterproof plasters.</li> <li>• The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>• The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>• Where possible latex gloves will be avoided to remove the risk of allergic</li> </ul>				Each pack will contain necessary letters and accident recording.						

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		<p>reaction.</p> <ul style="list-style-type: none"> <li>The first aider will wear goggles to prevent bodily fluids being splashed into the eyes.</li> <li>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.</li> <li>where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>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.</li> <li>First aiders have been given information on how to correctly don and remove their PPE.</li> </ul>										

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		<ul style="list-style-type: none"> <li>No food will be stored or eaten in the medical area.</li> </ul>										
<b>Intimate care</b>	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>The staff member providing the intimate care will wash hands 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.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will <b>not</b> 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.</li> <li>Children, young people and students whose care routinely already involves the use of PPE due to their intimate</li> </ul>	H	M	L	<ul style="list-style-type: none"> <li>No pre-school or children currently requiring intimate care within school.</li> </ul>	H	L	L	School		

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		<p>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: Gloves / Goggles Apron / Mask</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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</li> </ul>										

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		supervising adult. If a there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.										
<b>Social distancing not being carried out during the use of Staff facilities</b>	Staff, pupils, visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>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</li> <li>Additional tea making facilities are allocated when numbers impact on not being able to Social Distance.</li> <li>Staff are reminded to wash hands before and after using the staff room facilities.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Use of signs to inform of hand washing prior to entering/using facilities.</li> <li>Staff can bring their own cutlery/dishes/cups if they wish.</li> </ul>	H	M	H		H	L	L	school		

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		<ul style="list-style-type: none"> <li>Reusable sponges are removed</li> <li>Surfaces are wiped down between use and door handles cleaned using antibacterial wipes.</li> <li>Dishwasher is used to clean crockery and cutlery where possible.</li> </ul>										
<b>Social distancing not being carried out during Catering provision</b>	<p>Staff, LTS Catering/Catering Staff from external company, 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"> <li>Robust communication links with Aspens established.</li> <li>Meeting in preparation of re-opening to confirm operational controls</li> <li>Hand cleaning facilities available upon entering hall and when leaving</li> <li>Procedures established for mealtimes and information communicated to staff and pupils.</li> <li>Pupils' food allergy information is up to date</li> <li>Service arrangements</li> <li>Facilities to stagger service times to avoid congestion and contact</li> <li>Staffing required to extend service times (Internal and external staffing)</li> <li>Clearing of dining room following service including equipment used and the cleaning of that equipment</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Aspens have their own risk assessment in place and all staff have received COVID-19 training. This has all been shared with school.</li> </ul>	M	L	L			

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		<ul style="list-style-type: none"> <li>including chairs, tables and door handles</li> <li>Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons)</li> </ul>										
<b>Assembly</b>	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Whole school assemblies will not take place.</li> <li>Head/teaching staff addresses individual groups, within their classroom adhering to social distancing.</li> <li>Use TEAMS for assemblies.</li> <li>Provision for daily act of Collective Worship will be made in classrooms.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Virtual assemblies can be done via TEAMS by the headteacher.</li> </ul>	M	L	L	School		
<b>Cleaning</b>	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>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.</li> <li>Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Deep cleaning schedule available to support enhanced clean.</li> <li>Gov.uk <a href="#">guidance</a> to be monitored to ensure the most up to date information is always available.</li> <li>PO to monitor the cleaning within school</li> </ul>	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>chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected.</p> <ul style="list-style-type: none"> <li>• Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by the school are used.</li> <li>• Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>• PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for</li> </ul>				and feedback if any concerns.						

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 ?
		cleaning chemicals used. <ul style="list-style-type: none"> <li>Bins for tissues are emptied throughout the day</li> <li>Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip.</li> </ul>										
<b>Carrying out daily building maintenance</b>	Staff and pupils.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment).</li> <li>Only essential maintenance is carried out during school opening hours.</li> <li>Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>Social distancing is maintained throughout working procedures.</li> </ul>	M	M	L		M	L	L			
<b>Contractors working on site</b>	Staff, pupils, parents/carer, visitors and contractors.  <i>Reduced infection control which may</i>	<ul style="list-style-type: none"> <li>Where possible, contracted work is carried out when the school is closed to staff and pupils.</li> <li>Any documentation required is sent/received prior to the contractor arriving on site.</li> <li>Safe systems of work/Risk</li> </ul>	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 ?
	<i>result in spread of COVID19</i>	assessment, which include COVID19 control measures, are received and agreed by the school before work commences.										
<b>Emergency procedures</b>	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"> <li>• Fire drill will take place when children return to school. Amendments made where necessary to emergency evacuation procedures.</li> <li>• Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building.</li> <li>• Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> <li>• Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable.</li> </ul>	M	M	M				School			
<b>Use of public transport/school taxis/buses</b>	Staff, pupils, parents/carer, visitors and contractors.	<ul style="list-style-type: none"> <li>• Pupils are encouraged to cycle or walk to work.</li> <li>• Robust communication links established with transport provider.</li> </ul>	H	M	H	All parents who have used transport in the past have been written to with the guidelines from the transport provider and	M	M	M	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 ?
	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils and staff aware of taxi procedures and follow Social Distancing as appropriate</li> </ul>				school will be aware if any children will continue using the transport.						

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

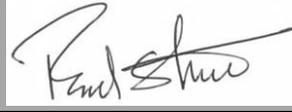
- **source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **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>

<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<ol style="list-style-type: none"> <li>1. Child displays symptoms of CV19</li> <li>2. Child from teaching group who has been sent home becomes confirmed case.</li> <li>3. Staff becoming ill and self-isolating.</li> </ol>
<p>How could this emergency situation be prevented / controlled?</p>	<ol style="list-style-type: none"> <li>1. Isolate child until collected.</li> <li>2. All children in that teaching group to be sent home and told to self-isolate for 14 days.</li> <li>3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.</li> </ol>
<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"> <li>1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn.</li> <li>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.</li> <li>3. Follow guidance: <a href="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">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</a> Consider reallocating staff or capacity of</li> </ol>

**Leighfield Primary School**

	school to remain open. Consult Trust on closure and inform LEA.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.

Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):		
	Sarah Eaton			
Authorised By:	Sarah Eaton Paulstone	Authoriser Signature:	 	<b>Initial</b>
Date Conducted:	19.05.20	Date of Next Review:	12 <sup>th</sup> June	
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

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

Risk Rating Definitions	
<b>Low</b>	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.
<b>Medium</b>	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.