

Leighfield Primary School RE OPENING RISK ASSESSMENT

Activities Covered by this Assessment	Spring Term 2022 – School activities during COVID 19 outbreak at Government Plan B reintroducing measures as appropriate. <ul style="list-style-type: none"> During this evolving situation please monitor and follow government guidance given in the web links provided All normal working practices should be assumed to continue unless they need to be changed for the duration. 		
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

Schools should retain previous versions of risk assessments as the DfE have indicated that schools may be asked to reinstate controls in the event of a local outbreak. These reinstatements are envisaged to be of short duration but may mean that there are frequent changes required. All reinstatements should be on the advice of public health (PH) and schools should tailor any risk assessment reviews to PH advice.

This risk assessment template is designed to address the covid controls during the normal day to day operation of a school– Guidance found [here](#).

Brief summary of changes for schools at Government Plan B

Close Contacts

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Follow [separate guidance](#) if you have had contact with someone who has tested positive for COVID-19 but **do not currently live** in the same household as them.

Schools should continue to:

- Exercise good hand hygiene.
- Exercise good respiratory hygiene, catch it, bin it, kill it principles.

- Use 'enhanced cleaning' regimes, particularly on frequently touched surfaces (record cleaning routines daily and sign off weekly).
- Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort.
- Use PPE where appropriate to their setting or activity ([link](#)).
- Have systems in place to encourage all who have symptoms of covid to self-isolate (including household siblings), engage with test and trace and follow PH advice.
- Engage with regular LFD testing (twice a week)

Outbreak Management Plan: Schools will be required to operate an 'Outbreak Management Plan'. Schools may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. Schools will continue to have a role in working with health protection teams in the case of a local outbreaks. Schools should ask parents and staff to inform them **immediately** of the results of a test and then they must follow: ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#)

Face Coverings:

The reintroduction of face coverings for pupils, students or staff in corridors and communal areas came into force on 10th December 2021 following the Government announcement of Plan B. Headteachers to review local settings and make local decisions accordingly.

Domestic residential educational visits:

Any domestic and international residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time and for the country you are visiting. For international trips the foreign and commonwealth office (FCO) should be consulted before any trip is considered.

*(For **international visits** school will need to be mindful of any restrictions in place regarding the red, amber and green list and be mindful that for amber countries there may be requirements for all participants to quarantine or self-isolate upon return)*

Schools will also need to be mindful to check their insurance status for short notice cancellation. For guidance refer to gov.uk or <https://oeapng.info/>

Rapid Result Tests (Lateral Flow Device Tests)

Rapid Result Testings (Lateral Flow Tests) should continue to be conducted twice weekly 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.**

Headteachers actively consult with staff on local setting measures, inviting feedback to develop practice and health and safety measures, that where reasonably practicable,

Leighfield Primary School RE OPENING RISK ASSESSMENT

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. Please contact the central team for further guidance as required.

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?
Catching or Spreading COVID-19	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Twice weekly Lateral Flow Device (LFD) testing for all staff - consisting of two LFD tests taken at home each week, 3 to 4 days apart. <p>Lateral Flow Test Results</p> <ul style="list-style-type: none"> A negative result will allow the tested person to remain in school. A positive result will require the tested person start a 10 day self-isolation period with the possibility of ending isolation after 5 full days following a negative LFT on Day 5 and Day 6. The use of public transport 	M	M	M	<p>Staff will be asked to wear face masks in communal areas (unless exempt) and when working in close proximity to others.</p> <p>Staff meetings will be held virtually or socially distanced within a well-ventilated space.</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>	M	L	L			

Leighfield Primary School RE OPENING RISK ASSESSMENT

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Catching or Spreading COVID-19 (continued)	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<p>should be avoided where possible by the person testing positive.</p> <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 and be asked to book a PCR test within 2 days of symptoms developing. Follow good respiratory hygiene and skin cleaning hygiene measures at all times. 										
Suspected case whilst on site or Positive LFT Test result	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> When a person develops symptoms compatible with COVID 19 (A high temperature, a persistent cough, or a loss or change to the sense of taste or smell) they should leave the site to start a 10 day self-isolation period and undertake 	M	M	M	<ul style="list-style-type: none"> The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken. Anyone identifies as a close contact from the age of 5 should 	M	L	L			

Leighfield Primary School RE OPENING RISK ASSESSMENT

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Suspected case whilst on site or Positive PCR Test result (continued)	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<p>a PCR Test as soon as possible.</p> <ul style="list-style-type: none"> The use of public transport should be avoided where possible. A pupil awaiting to be collected, is moved, if possible, to a 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. Windows are open for ventilation. 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 symptoms is cleaned after they have left. (See cleaning hazard) 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. 				conduct a daily LFT for 7 days.						

Leighfield Primary School RE OPENING RISK ASSESSMENT

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		<ul style="list-style-type: none"> Those persons under 18 Years old and/or double vaccinated, who are identified as close contacts by the NHS Test & Trace system, will not be required to self-isolate, but will be advised to take a daily LFT for 7 days. If someone has had close contact with another person who has tested positive with the omicron variant, they will be contacted by test and trace and required to isolate for 10 days. 										
Lack of awareness	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of hygiene and hand washing requirements. Staff are to challenge any person not adhering to the 	M	L	L	<ul style="list-style-type: none"> Regular letters and emails to staff are sent to remind parents/staff of the latest guidance and school protocols. 	M	L	L			

Leighfield Primary School RE OPENING RISK ASSESSMENT

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		control measures within this risk assessment.	M	L	L		M	L	L			
Visitors to site	Staff, pupils, parents/ visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Visitors to site should be kept to a minimum, appointments preferred so that: <ul style="list-style-type: none"> 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. 	M	L	L	<ul style="list-style-type: none"> All visitors will be asked to wear a face covering whilst on site. 	M	L	L			

Leighfield Primary School RE OPENING RISK ASSESSMENT

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Use of public transport/school taxis	Staff, pupils, parents/ visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils and staff are encouraged to cycle or walk to work. Communication links with school taxi companies in place Communicate information to parents and staff where appropriate. pupils clean their hands before boarding transport and again on disembarking. Fresh air (from outside the vehicle) through ventilation, is maximised through opening windows and ceiling vents. Pupils have been informed not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19) 	M	M	M		M	M	M			
Lunchtime hall / canteen use – exposure from large	Staff, pupils, parents/ visitors and contractors.	<ul style="list-style-type: none"> Children will wash or sanitise their hands when entering and exiting the dinner hall. 	M	L	L	<ul style="list-style-type: none"> Contingency planning in place if deemed necessary for children to go back to sittings 	M	L	L			

Leighfield Primary School RE OPENING RISK ASSESSMENT

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numbers of persons	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Hall windows will be opened for ventilation. Drinking water should be provided with enhanced cleaning measures. Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted). Tables and chairs should be cleaned regularly. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles. 				to reduce the number of contacts within the hall.						
Poor Hand Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Pupils and staff to wash their hands with soap and water for at least 20 seconds, or sanitise on arrival at school, before eating and after breaks. Avoid touching your 	M	L	L		M	L	L			

Leighfield Primary School RE OPENING RISK ASSESSMENT

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		face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.										
Poor Respiratory Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Tissues provided in all classroom. Lidded bins provided in all classrooms and in communal areas. Relay the "catch it, kill it, bin it" approach to all staff and pupils. 	M	L	L		M	L	L			
Outdoor play/PE	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Play equipment/PE Equipment is cleaned and disinfected regularly. All pupils to wash hands for a minimum of 20 seconds using soap and water, or hand sanitiser before and after using PE/playground/sports equipment. Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene. Tissues are kept with the 	M	L	L		M	L	L			

Leighfield Primary School RE OPENING RISK ASSESSMENT

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		teacher to facilitate “catch it, bin it, kill it” , this will help with good respiratory hygiene.										
First Aid provision / Medical Needs	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i> (Carrying out 1st aid may require the 1+mtr social distancing rule to be broken)	<ul style="list-style-type: none"> A first aider should not be administering first aid treatment to a person who has the symptoms of COVID-19 unless life threatening condition and using St John’s ambulance guidance (link at end of document). Isolation care can be given. If a child presents symptoms of COVID-19 they will be isolated 1+m away from people and parents called to collect them. When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection). 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 	H	M	M		H	M	M			

Leighfield Primary School RE OPENING RISK ASSESSMENT

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		touching their face. <ul style="list-style-type: none"> Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area. After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a bag and the bags tied. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. 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. There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. 										

Leighfield Primary School RE OPENING RISK ASSESSMENT

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		<ul style="list-style-type: none"> The first aid room is well ventilated at all times. No food will be stored or eaten in the first aid room. 										
Intimate care	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> 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. 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 	H	M	H		H	M	H			

Leighfield Primary School RE OPENING RISK ASSESSMENT

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		<p>inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> 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. 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. 										

Leighfield Primary School RE OPENING RISK ASSESSMENT

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		<ul style="list-style-type: none"> 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 worn. 										
Insufficient Cleaning	<p>Staff, pupils, parents/ visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<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. Hard surfaces to be cleaned with soap and water prior to disinfecting. Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per 	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. 	H	L	M			
Insufficient Cleaning												

Leighfield Primary School RE OPENING RISK ASSESSMENT

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(continued)		<p>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.</p> <ul style="list-style-type: none"> 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. 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 										

Leighfield Primary School RE OPENING RISK ASSESSMENT

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		conducted for cleaning chemicals used. <ul style="list-style-type: none"> Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 										
Poor Ventilation / Lack of Ventilation Thermal Discomfort in colder months	Staff, pupils, visitors, contractors. <i>Reduced infection control which may result in spread of COVID19.</i> COVID-19 transmitting through mechanical ventilation ducts that link between rooms.	<ul style="list-style-type: none"> Natural ventilation is provided by opening windows. In cooler weather windows will be opened just enough to provide constant background ventilation. Windows will be opened more fully during breaks to purge the air in the space. Parents have been informed that the uniform policy has been relaxed to allow for pupils to wear warm clothing such as a jumper or jacket in colder months. Natural ventilation is provided by opening external doors where this would not create a safeguarding and/or fire risk. Furniture has been re-arranged 										

Leighfield Primary School RE OPENING RISK ASSESSMENT

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		where possible to avoid direct drafts. This may prove to be difficult where class sizes are large. <ul style="list-style-type: none"> Heating will be used and adjusted as necessary in occupied spaces to help to ensure thermal comfort levels are maintained. 												
Carrying out daily/essential building maintenance	Staff, pupils, parents/ visitors and contractors . <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ol style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising regularly. The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Contractors & Third Party Organisations working on site 	M	M	L				M	M	L			

Leighfield Primary School RE OPENING RISK ASSESSMENT

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		are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.										
Breakfast and after school clubs	Staff, pupils, parents/ visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Individual Covid risk assessments should be available for activities taking place out of school hours. This should contain controls to reduce the spread of COVID19 and be consistent with step 4 guidance for the activity being undertaken e.g. music clubs, grassroots sport 										
Residential visits / off-site visits	Staff, pupils, parents/ visitors and contractors <i>Reduced infection control which may</i>	<ul style="list-style-type: none"> A COVID risk assessment will be created for each off-site visit. Any educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time both domestically and 										

Leighfield Primary School RE OPENING RISK ASSESSMENT

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	<i>result in spread of COVID19</i>	internationally. • OEAP and government guidance will be followed during the visits and will be used to help develop risk assessments for the visits.										

Source:

- [Schools COVID-19 operational guidance](#)
- [Actions for early years and childcare providers during the COVID-19 pandemic](#)
- [Health and safety: responsibilities and duties for schools](#)
- [The use of personal protective equipment \(PPE\) in education, childcare and children’s social care settings, including for aerosol generating procedures \(AGPs\)](#)
- [Dedicated transport to schools and colleges COVID-19 operational guidance](#)
- [COVID-19: Actions for out-of-school settings](#)
- [Out-of-school settings: COVID-19 guidance for parents and carers](#)
- **Contacts: PHE health protection teams:** <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **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/>

Leighfield Primary School RE OPENING RISK ASSESSMENT

- **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

During this activity, what could go wrong resulting in an emergency situation?	<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.
How could this emergency situation be prevented / controlled?	<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.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	<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-

Leighfield Primary School RE OPENING RISK ASSESSMENT

	<p>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>
<p>Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?</p>	<p>Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.</p>

Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):		
	Sarah Eaton			
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	22.07.21	Date of Next Review:		
		Date of Review:	30.10.2021	SE
		Date of Review:	December 2021	SE
		Date of Review:	January 2021	SE
		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

Leighfield Primary School RE OPENING RISK ASSESSMENT

	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.