

Significant Findings of Risk Assessment

Site / Premises: Rushey Mead Primary School	Assessment Carried Out By	Assessment Serial Number: 001 – 07/09/20		
Department:	Name: Wendy West Signature: W. A. West	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak - For the return to School in September 2020 <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. 	Responsible Manager / Team Leader etc	11/09/2020	W/b 26/10/2020	
	Name: Debra Bailey			
	Signature:			

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	<p>There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of,</p> <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good Respiratory hygiene practices. • Regular Cleaning of settings. • Minimising contact & mixing (with a strong focus on group/class separation). <p>Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.</p>	<p>The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, Rushey Mead Primary School will support any individual who chooses to wear one.</p> <p>Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case. This would normally be to the standard of a Fluid Resistant Surgical Mask.</p> <p>If dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance. Having confirmed with the H & S department at Leicester City Council, there are currently no children at Rushey Mead Primary School where the need to wear an FFP3 mask would be required. This situation will be kept under review.</p>
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What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Catching or Spreading COVID 19	Staff, Pupils, Visitors	Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.	3	4	12	Face coverings, single use aprons and single use gloves are available to wear in the event of dealing with a suspected case of Covid. Face shields <i>should</i> be worn in classrooms, and <i>may</i> be worn when moving around the school. Face coverings <i>should</i> be worn when collecting and dismissing children.	SMT	24/8/20	WW
		All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.					Staff	24/8/20	WW
		Tissues will be provided for employees and children, along with bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative. Contact with personnel suspected of having caught COVID-19 will be avoided. All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed. Follow good respiratory hygiene and skin cleaning hygiene measures at all times. Should persons disclose if personnel living with them are self-isolating, they should be told to self-isolate for 14 days as per Government guidance.					Staff	24/8/20	SLT

		<p>Ensure frequent hand washing/sanitising is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>For pupils regular hand washing / sanitising would include washing / sanitising their hands, on arrival, after breaks, before & after lunch, after using the toilet and when changing rooms (Younger children & SEN pupils may need additional support & encouragement or supervision for this).</p> <p>Clear signage and information is to be displayed reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>This information should also be easily understandable to small children where necessary.</p> <p>Persons who are living with a person in the Shielding Category (but who are not ill themselves) should only be permitted to enter the school if stringent COVID 19 control measures can be implemented and if they fully understand them.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>Contingency plans are in place to provide e-learning for pupils should this become necessary.</p> <p>Contingency planning for school attendances during local restrictions will be based upon a Government directed tiered approach.</p> <ul style="list-style-type: none"> • Tier 1 – All schools will be open as normal. • Tier 2 – Secondary schools & FE establishments will use a rota basis to limit on site attendance (possibly 2 weeks attending, followed by 2 weeks home learning). <i>All other sites attendance is unaffected.</i> • Tier 3 – Secondary schools & FE establishments attendance will be limited to vulnerable children & young persons, children of critical workers and selected year groups as prioritised by the DfE. <i>All other sites attendance is unaffected.</i> 			<p>All staff will be expected to read this risk assessment and follow Covid-safe procedures.</p> <p>School to ensure that a copy of this risk assessment is placed on the school website, as well as emailed to Teaching Personnel, Micro Technology Services and City Catering.</p>	DB	24/8/20	DB
						WW	24/8/20	WW

		<ul style="list-style-type: none"> Tier 4 – All Schools & FE establishments attendance will be limited to vulnerable children & young persons and children of critical workers (<i>excepting special school and Alternative Provision which will continue</i>). <p>The detail of the rotas implemented will be at the discretion of the schools concerned.</p> <p>This risk assessment and any safe systems of work must be communicated to staff before they start work, and be available in school. Staff to sign to say they have read and will comply.</p> <p>The SLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.</p> <p>Records should be kept of classes, groups, staff, visitors and their close contacts, such that these can be provided to the Local Public Health Team if required.</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.</p> <p>Managers/SLT are to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site.</p> <p>Clinically Extremely Vulnerable & Clinically Vulnerable Staff (including Pregnancy) From 23rd September, 2020, it is envisaged these staff are able to return to work, provided that they are able to return to a workplace where the Government safety guidance has been implemented in full, and an individual risk assessment has been carried out. The school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. Previous risk assessments may need to be defaulted to.</p>			<p>Wellbeing policy to be reviewed at the next full governing body meeting in September.</p>	<p>WW</p>	<p>21/9/20</p>	<p>WW</p>
						<p>Staff</p>	<p>24/8/20</p>	<p>SLT</p>

		<p>Shielding Children Generally, children who were shielding can return to school. However, those under the care of a specialist medical professional should follow medical advice regarding any potential return. Again, the school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept.</p> <p><i>Although persons from the Black, Asian & Minority Ethnic (BAME) community, or those who possess other recognised high risk factors, are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i></p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant.</p>				Any staff member who feels that this generic risk assessment does not cover their risks, please speak to a member of the SLT.			
Suspected case whilst on site or Positive Viral test result	Staff, Pupils, Visitors	<p>When a person develops symptoms compatible with COVID 19 they should be sent home and isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students attending the school will have access to a viral test <u>if they display COVID 19 symptoms</u>, and are encouraged to undertake the test in this scenario.</p> <p><i>The school will hold 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. Until these are available through the LA or NHS, parents or staff will be directed to go to their nearest testing station</i></p> <p>Parents and staff are requested to immediately inform the school of Covid 19 viral test results.</p> <p>Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation.</p>	3	4	12	The meeting room will be closed off and used as an isolation room for suspected Covid cases. The F2 unisex toilets will be closed off for use. Both areas will be thoroughly cleaned before being reopened.	SLT	24/8/20	SLT

		<p>Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p> <p>Where positive Covid 19 viral test results are notified from pupils, parents or staff the school will inform the Local Public Health Team.</p> <p>When notified of a positive test result, the Local Public Health Team will carry out a risk assessment and liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members or contacts should be sent home and advised to self-isolate for 14 days (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>If a person receives a positive viral test result for Covid 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately by phone. It would be acceptable to use your own mobile phone to do this. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). STAFF MUST NOT LEAVE A CLASS UNATTENDED. • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 			<p>Any potential Covid-infected waste will be double bagged and quarantined in a locked and gated</p>	Premises	24/8/20	Premises
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		<ul style="list-style-type: none"> • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. Double bagged Covid-affected waste needs to be reported to Adam, who will quarantine the waste for 72 hours. • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. • A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. <p>Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If a pupil with COVID 19 symptoms needs to remain at School until collected, they should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room).</p> <p>A separate toilet facility should be used if necessary. Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p> <p>If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required.</p>				<p>area outside the boiler house for 72 hours before disposal.</p> <p>The meeting room and F2 unisex toilets will be closed off and used for this purpose if required. Both areas will be thoroughly cleaned before being reopened.</p>	SLT	24/ 8/2 0	Premises
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<p>Travel off site</p>	<p>Staff, Pupils</p>	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible. When on foot - 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Travel by coach etc is to be minimised, with social distancing and/or groupings practised throughout. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact.</p> <p>School transport is to be cleaned before and after each use, with particular attention being paid to touch points.</p> <p>All persons are to wash and dry their hands upon completion of the journey. Drivers are to have access to and use hand sanitiser throughout the journey.</p> <p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger in a vehicle you should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. Children under the age of 11 years are also not required to wear face masks.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. 	<p>3</p>	<p>4</p>	<p>12</p>	<p>The staff responsible for the essential journey are to ensure that they have sufficient PPE for themselves/children whilst off site.</p>	<p>Lead staff member</p>	<p>1/9/20</p>	<p>SLT</p>
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		<ul style="list-style-type: none"> • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE • Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport,</p> <ul style="list-style-type: none"> • Pupil groupings should reflect those operating in the school to maintain segregation. • Hands are to be sanitised on boarding & disembarking. • Vehicles are to be regularly cleaned, including touch points. • Social distancing is to be maintained as far as possible whilst queueing and when in the vehicle. • Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day. • Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers. • Children are to be encouraged to carry & use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school. • Ventilation is to be maximised (i.e. opening windows). • The vehicle is to be regularly cleaned. • Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger you should wear a face covering. • Children under the age of 11 years are also not required to wear a face covering <p>External Visits,</p> <ul style="list-style-type: none"> • The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended 							
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		<p>are to be complied with as far as possible during external visits.</p> <ul style="list-style-type: none"> No overnight or overseas visits are to be undertaken. 						
Contamination during Access to & egress from site	Staff, Pupils, Visitors	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> Introduce staggered start and finish times to reduce congestion and contact at all times. Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Remove or disable entry systems that require skin contact. (Ensure other measures to ensure security are in place where necessary). Require all persons to wash & dry or clean their hands before entering or leaving the site. <i>Hand washing with soap to be at least 20 seconds each time.</i> Allow plenty of space (two metres) between people waiting to enter site. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. The process for removing & where appropriate disposing of face masks used during travel is communicated to staff & pupils, and covered bins provided. Those arriving with re-useable face masks are to place these into plastic bags that can be taken home. Hands are to be washed / sanitised upon removing face masks. <p>Visitors No non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules. Where external SEN teachers visit, it is imperative that they wear a face covering.</p>	3	4	12	<p>Frequent cleaning of school touch pad entry systems to be carried out throughout the day.</p> <p>For staff who share a PC screen on reception, they should use their own keyboard and mouse. The receptionist at the end of their duty should remove their keyboard and mouse, then use anti-bacterial wipes to clean these items before storing away. The telephone and desk area should also be sanitised before a change of shift. For other staff who share a PC, please ensure that the keyboard and mouse is cleaned before and after use, where there is a likelihood of a change of personnel. Where possible, avoid the sharing of computer equipment.</p> <p>Receptionist to remind external SEN teachers to wear a face</p>	Staff	SLT

		<p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Ensure a log is kept of areas visited and people they have been in contact with.</p> <p>Staff Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation, etc. as advised by the Government.</p> <p>Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>Parents etc Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed inside and out of the school site.</p> <p>Parents, etc. are to be reminded not to gather by the School gates etc whilst awaiting their children, and are only allowed on site by appointment.</p> <p>A protocol should be in place to deal with those arriving at school who are not supposed to be there.</p>			<p>covering before meeting with individual pupils. All other visitors are required to wear a face covering or a face shield if they require access to the school.</p> <p>Premises staff to regularly check stocks.</p> <p>Sign to be placed on the office entrance to state that there is no admittance to visitors, unless they have a prior appointment.</p>	<p>Premises</p> <p>WW</p>	<p>24/8/20</p> <p>24/8/20</p> <p>24/8/20</p>	<p>Premises</p> <p>WW</p>
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<p>Contaminati on within Internal Areas</p>	<p>Staff, Pupils, Visitors</p>	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Desks should be as far apart as possible, with the aim of placing the sitting positions as far apart as possible. Pupil sitting positions should be side to side, forward facing and not facing each other.</p> <p>Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups.</p> <p>Consider marking out separate areas for each group etc.</p> <p>Pupils are as far as practicable to be kept in separate groups. For primary, these groups should be based upon individual classes. For SEN the group size will be determined by local circumstances. It is accepted that there will be some cross over between groups, but this should be kept to a minimum. These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them. The groups refer to the pupils only, and staff are permitted to work between groups, but this should be minimised as far as possible. <i>Where the practicalities of the school or curriculum requirements render class sized groupings impractical, the school should look to implement year group bubbles.</i></p> <p>These groups are as far as possible to keep to the same areas within the School.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres). The use of the Staffroom is to be kept to a minimum.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>The playground is to be separated to enable 2 year groups of children to play in the playground at one time. Staff will have staggered breaks, but the use of the staffroom should be kept to a minimum. Staff should remain within their working areas as much as possible and NOT leave the school site during the school day.</p>			
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	<p>Limit the number of Staff in each room/area as far as possible to follow social distancing guidance. Where possible, Staff are to keep 2m apart from other Staff & Pupils, avoid close face to face contact, and minimise necessary contact within 1m of others.</p> <p>In Assemblies each group is to be kept separate from others (This may require single group or class assemblies).</p> <p>All persons are to wash & dry/sanitize their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry and regularly thereafter. • Use alcohol-based hand sanitiser. • Wash hands if face is touched. • All hand contact surfaces to be regularly cleaned. <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Staff to Staff interaction;</p> <ul style="list-style-type: none"> • Staff should only complete authorised activities. • No close contact activities (within 2 metre distance). <p>Equipment, Activities and resources</p> <ul style="list-style-type: none"> • Limit the use of shared resources. • Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. • All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. • Pupils should be reminded only to bring essential items into the school. <p>Singing activities or playing brass or wind instruments is permitted only,</p> <ul style="list-style-type: none"> • Where social distancing of 2m between each individual can be maintained. • Voices are not be raised unduly. 				<p>Class teachers to ensure that every pupil has their own allocation of frequently used resources, e.g. pens and pencils. Phase assistant heads to ensure sufficient stock is available for their phases.</p> <p>Class teachers to alert premises staff if cleaning product stocks, e.g. anti-bacterial surface wipes, are running low.</p>	<p>Staff</p> <p>Staff</p>	<p>24/8/20</p> <p>24/8/20</p>	<p>Staff</p> <p>Staff</p>
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		<ul style="list-style-type: none"> • Where possible musical instruments should be cleaned by the pupils using them. • Participants are not facing others and not sharing instruments. • Good levels of ventilation are provided, with preferably the activity being carried out outdoors. • Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person <p>For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/</p> <p><i>As an alternative to cleaning between each use, equipment & resources etc could be removed and quarantined for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups – But putting resources out of use for extended periods and the potential for premature unauthorised reuse needs to be considered.</i></p> <p>Where possible, meetings are to be held by remote means, rather than face to face (i.e. video calling).</p> <p>Doors may be propped open to reduce contact points, provided fire safety, security & safeguarding requirements <u>are not compromised.</u></p> <p>Consider fitting Maglocks (magnetic release devices) to doors where appropriate that must operate in a fail safe way to ensure fire safety is maintained.</p> <p>Ensure occupied rooms are well ventilated, opening windows where possible.</p> <p>Centralised ventilation systems that circulate air between different rooms only are to be turned off, and fresh air ventilation selected.</p> <p><i>Ventilation systems that use a mix of recirculated and fresh air, or single room recirculating units are acceptable, and the use of desk fans etc may help to prevent pockets of stagnant air.</i></p> <p>Where possible implement a one-way system for travelling within the school (consider partitioning corridors where this is not practicable - but only if the fire safety arrangements of the school are not compromised).</p> <p>When walking along corridors or using the stairs all persons</p>				<p>All fire doors in corridors are to be kept closed AT ALL TIMES.</p>			
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		<p>are to keep to the left side in order to enhance segregation. Maintain a consistent side to walk on throughout the premises.</p> <p>Access & exit to classrooms etc should be made by external doors where this option is available.</p> <p>Before starting a lesson indoors, consider if it could be conducted outside instead.</p> <p>The Screen separating the main Reception Staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided returned badge holders are to be cleaned immediately.</p> <p>Where not already provided, a screen is to be fitted to separate the main Reception Staff from persons entering the building.</p> <p>Bins are to be provided in each main room to collect used tissues, and emptied regularly.</p> <p>Drinking water fountains are not in use (Additional drinking water facilities may need to be provided - i.e. bottled water).</p>							
Contaminati on in Outdoor Areas	Staff, Pupils	<p>It is understood that Primary age and some SEN children may find it difficult to understand and maintain social distancing separation. Therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Areas to be organised to allow 2m separation between all Staff or pupil groups. Consider marking out separate areas for each group etc.</p> <p>Consideration should be given to reviewing timetables in order to stagger lunch & break times and reduce congestion where possible.</p> <p>Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p>	3	4	12	Year groups (including staff) will operate in 'bubbles' with year groups/phases having separate welfare facilities. This information has been emailed to staff.			

	<p>These groups are as far as possible to keep to the same areas.</p> <p>External play equipment if used, should be cleaned after each use.</p> <p>Hand sanitiser to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/ Currently, this includes prohibiting contact sports, cleaning equipment between each group use, and prioritising outside activities.</p> <p>The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised. Contact sports are to be avoided.</p> <p>Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) should be adopted as for indoors lessons.</p> <p>Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary.</p>			<p>Adventure playground and equipment outside of field to be used on a weekly rota for one year group. Equipment to be cleaned every Friday afternoon. Gym equipment on the field will be cordoned off as 'out of bounds' during lunchtimes, but may be used as part of a PE session for an individual year group, provided that the equipment is wiped clean after use.</p> <p>Teachers/TAs to ensure that staff take hand sanitiser onto playground for children to use before entering the building.</p>	Premises	4/9/20	Premises
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Allocation of Staff	Staff	<p>SLT to ensure that there is adequate staff on a daily basis. Staff absence to be</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Headteacher. • All staff medical needs to be discussed with the Head teacher prior to them entering the school. • Staff to only use their allocated staff room unless for individual use when using essential equipment • Staff to confirm if they wish to go into school and this will be confirmed by the Headteacher. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom. • As far as possible, try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups. • Cleaning staff rotas should be reviewed to ensure appropriate coverage. • Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. 	3	4	12				
Work planning	Staff, Pupils,	<p>Areas are to be organised to allow effective separation between all Staff or groups (the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining 2m distance.</p> <p>Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school.</p> <p>Start & finish times (including for pupil drop off & pick up), assemblies, breaks and lunchtimes to be staggered to reduce congestion.</p>	3	4	12	All staff on PPA time should use the workroom only.			

	<p>Any use of shared offices, etc. is also to be staggered.</p> <p>Pupils are as far as practicable to be kept in separate groups. The bubbles at Rushey Mead Primary School will be based upon year groups. For SEN the group size will be determined by local circumstances.</p> <p>It is accepted that there will be some cross over between groups, particularly in Secondary education, but this should be kept to a minimum.</p> <p>These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible.</p> <p><i>Where the practicalities of the school or curriculum requirements render class sized groupings impractical, the school should look to implement year group bubbles.</i></p> <p>Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the same desk.</p> <p>Priority is to be given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned considering change of user.</p> <p>Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p>							
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<p>Cleaning</p>	<p>Staff, Pupils, Visitors</p>	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs and mag locks. • Rooms or areas shared by different groups are to be cleaned between each group use. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. • When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. • Cleaners are to wash & dry their hands after removing the PPE. <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Two bin liners should be used in all bins and bins emptied daily.</p> <p>External play equipment is to be cleaned regularly and between each group use.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Additional cleaning hours have been arranged to ensure that the cleaning protocol can be carried out.</p>			
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		<p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p>				Premises staff to provide black bin liners for each classroom at lunchtime.			
Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	3	4	12				
Contractors	Staff, Pupils, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul 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. <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p>	3	4	12				

		<p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also who they have been in contact with for tracing purposes.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Contractors & Third Party Organisations working on site 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.</p>				Premises staff to note down which staff a contractor has been in contact with for tracing purposes.	Premises	24/8/20	Premises
Poor hygiene	Staff, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing & drying facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>	3	4	12				
Canteen use - exposure from large	Staff, Pupils	All persons should be required to stay on site once they have entered it and not use local shops etc.	3	4	12	Children and staff will need to remain in school at all times, e.g. staff not using local shops or smoking outside school premises			

<p>numbers of persons</p>		<p>Food and drink should only be consumed in dedicated facilities where possible.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact. In dining halls each group is to be kept separate from others.</p> <p>Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged. Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>				<p>during break periods. Children who currently go home at lunchtime will be expected to stay in school.</p> <p>Hot deli bags will be provided by City Catering for all children who have school meals.</p>			
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<p>Use of Changing facilities, toilets, showers and drying rooms</p>	<p>Staff, Pupils</p>	<p>Allow staggered start and finish times to reduce congestion and contact wherever possible.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins.</p> <p>Consider the disconnection of forced air hand driers to reduce unnecessary air movement (This may require the provision of additional hand towels/tissues). The hand driers in school are not high speed hand driers.</p> <p>Limit the number of persons using the toilet and shower facilities to single groups or classes at any one time.</p> <p>Wash & dry hands after using the facilities.</p>	<p>3</p>	<p>4</p>	<p>12</p>				
<p>Lack of awareness</p>	<p>Staff, Pupils, Visitors</p>	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Signs are to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>To ensure that 2m social distancing signs remain displayed.</p> <p>Phase meetings with phases to remind staff to read the risk assessment and go over procedures for collecting and dismissing children.</p>	<p>SLT</p> <p>WW</p>	<p>24/8/20</p> <p>24/8/20</p>	<p>SLT</p> <p>WW</p>

Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP's and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.</p>	3	4	12				
First Aid provision	Staff Pupils, Visitors	<p>First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p>	3	4	12	<p>Staff members to ensure that their face shield is kept at close hand for their own personal use only, This should be worn alongside other PPE if conducting first aid and cleaned thoroughly after each use.</p> <p>PPE to be stored next to first aid boxes.</p>	<p>Staff</p> <p>WW</p>	<p>24/8/20</p> <p>24/8/20</p>	<p>Staff</p> <p>WW</p>

Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Travel guidance

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

Guidance on actions for early years and childcare providers:

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

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

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

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

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

Guidance for the full opening of schools

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

Scoring Table							Risk Scoring Guide			
LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED			Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.			
HIGH RISK		15-25		Immediate Management Action						
MEDIUM RISK		9-12		Plan for Change						
LOW RISK		1-8		Continue to Manage						
Likelihood	5	5	10	15	20	25	Impact Criteria (R)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Almost Certain							Critical/Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.

4 Probable /Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Very Unlikely / Rare	1	2	3	4	5
	1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Major	4	Death of an employee, service user, member of the public, etc.
Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.