

OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

Activities Covered by this Assessment	Full opening of schools during COVID 19 (Autumn Term 2020) Based on Government guidance issued 2 nd July 2020, February '21		
Site Address / Location	Thorpe Acre Infant School	Department / Service / Team	CFS and Traded Services

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

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

Initial risk ratings have been added but will remain under subsequent continued review – 23.08.20, A. Clark

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

Schools should ask parents and staff to inform them immediately of the results of a test: [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

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

System of control: This is the set of actions schools must take.

Prevention: **1)** minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. **2)** clean hands thoroughly more often than usual. **3)** ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. **4)** introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. **5)** minimise contact between individuals and maintain social distancing wherever possible. **6)** where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection: **7)** engage with the NHS Test and Trace process. **8)** manage confirmed cases of coronavirus (COVID-19) amongst the school community. **9)** contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

Attendance: School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

For further advice on clinical and/or public health advice please refer to: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> **Pupils who are shielding or self-isolating**

PPE:

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases:

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

It is advised that schools carry out an inspection of the premises before full opening and record the findings.

Monitoring and review of risk controls

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

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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 ?
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<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 7 days. Anyone developing COVID19 symptoms is sent home. Persons who have symptoms will isolate for at least 7 days and will not be in school. 				<ul style="list-style-type: none"> Engage with the NHS test and trace. (See above pg. 1); Introduce visitor question form as part of 'sign-in' 						
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> 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 				<ul style="list-style-type: none"> revised guidance for non-health care settings due from PHE by the end of the summer term 						

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		<p><u>maintained.</u></p> <ul style="list-style-type: none"> 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. 											
Staff exiting cars in staff car park	<p>Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Staff are encouraged to cycle or walk to work. Every other car parking space is left empty where practicable. Reverse parking only where practicable. Courtesy when alighting cars to maintain 2m distance. 											
Groups arriving and leaving school (Start and end of the day)	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Start and finish times are staggered; Drop-off and collection timely (maintained by class teachers), to help ensure no overlap and thereby congestion Safe social spacing encouraged and monitored 											
Use of public transport/school buses	<p>Staff, pupils, parents/guardian, visitors and</p>	<ul style="list-style-type: none"> Pupils and staff are encouraged to cycle or walk to work. Establish robust communication links with transport provider. 											

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	contractors. Reduced infection control which may result in spread of COVID19	Meeting in preparation of re-opening to confirm operational controls Not directly applicable											
Doffing face masks/coverings on arrival at school	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly. Pupils are instructed not to touch the front of their face covering during use or when removing them. Pupils and staff must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin. Reusable face coverings are placed in a plastic bag that can be take home with them. Hands are washed again before heading to their classroom. 				<ul style="list-style-type: none"> Face masks/covering should be doffed, as in the further controls, if wearing to travel in any circumstances, i.e. car, walking. 							
Visitors to site	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which	<ul style="list-style-type: none"> Visitors to site are restricted – incl requests to use the toilet by family members; Only visitors with prearranged appointments are allowed on site. Visitors are asked if they have any 											

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	may result in spread of COVID19	<p>symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.</p> <ul style="list-style-type: none"> All visitors must sanitize their hands before entering the building and wear a face covering in communal areas, in particular corridors 										
Social distancing not being carried out at drop off time.	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Drop-off/ collection times are staggered. Arrangements for drop off are communicated to staff, pupils and parents/guardian in advance. Only one parent/guardian attends the school. Access to site and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site. Direct access to the pupils allocated classroom is available. i.e. final emergency exits. One-way systems around the site. Signage is installed i.e. 				<ul style="list-style-type: none"> Drop-off/ collection interactions monitored carefully Communication ('duty of care' reminders) maintained with parents/ carers Review continually owing to increase in numbers attending school 						

		 								
Use of cloakroom/toilet areas	Staff and pupils Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing until they are in their allocated classroom. Where possible, space out pegs so that coats/ bags aren't touching. Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). Teacher/ Lead adult in class, introduce simple systems to control numbers entering the cloakroom area at any one time, e.g. breaktime, end of day 				<ul style="list-style-type: none"> Consider specifically as part of H & S aspect of teacher INSET day 				
Social distancing not being carried out within the classroom.	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of	<ul style="list-style-type: none"> Arrangements for the day are communicated to staff, pupils and parents/guardian. Staff and pupils remain in 'class' bubbles Consistent groups/bubbles are maintained as far as is reasonably 				<ul style="list-style-type: none"> DfE guidance for music activities taken into 				

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	COVID19	<p>practicable</p> <ul style="list-style-type: none"> The group distance themselves from other groups. Staff remain at the front of the class, as far as is reasonably practicable and 2m apart from pupils and colleagues. Staff and pupils avoid face to face contact. Desks are placed as far apart as possible. Pupils are seated side to side and face forward. Any equipment used is cleaned frequently and meticulously between groups/bubbles or rotated to allow them to be left unused and out of reach for 48hrs (72 hrs for plastics). Staff not working 'in class', socially distance from all members of bubbles as far as is reasonably practicable 				consideration						
Sharing equipment	Staff, pupils, visitors and contractors. Reduced infection	<p><u>Classroom</u></p> <ul style="list-style-type: none"> Pupils do not share equipment. For individual and frequently used equipment (e.g. pencils, pens), 				<ul style="list-style-type: none"> Individual, site specific risk assessments should be undertaken for science, D&T and PE departments. 						
						<ul style="list-style-type: none"> Keep under review – check regularly with Class teams; 						

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	<p>control which may result in spread of COVID19</p>	<p>staff and pupils have their own;</p> <ul style="list-style-type: none"> Teaching resources are discouraged/not removed from the setting. Soft toys and furnishings that are difficult to clean are removed from the classroom before the school reopens. Small, intricate items that are difficult to clean are removed from the classroom before the school reopens. Classroom-based resources can be used and shared within the bubble; Resources shared between classes/ bubbles (e.g. sports, arts, science equip) should be cleaned between or allow to be unused for 48hr (72hr for plastics) Pupils and teachers can take books and other shared resources home <p>Apparatus – PE and outdoor Equipment should be cleaned more frequently than normal – also applies to wraparound care</p>				<ul style="list-style-type: none"> Each child is provided with a clear pencil case of key items of stationary Pupils limit the amount of equipment they bring into school, to essentials, e.g. lunchboxes, hats and coats 								
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		<p><u>Admin/ Office spaces</u></p> <ul style="list-style-type: none"> Adults do not share stationary, e.g. pens, staplers; No. of staff members in room agreed; All computer equipment cleaned (anti-bacterial wipe) after every use 										
<p>Social distancing not being carried out at break times</p>	<p>Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Break times are staggered - timings identified and communicated. Pupils to wash hands before and after eating/drinking. All groups/bubbles clearly identified and maintained, not mixing as far as is reasonably practicable Movement around school via a one-way system where possible. Allocation of dedicated areas outside for year groups/bubbles. Levels of supervision considered, and additional information needed for supervisors. Procedures identified when First Aid is required. 				<ul style="list-style-type: none"> Keep under review how these periods are monitored for effectiveness and how issues are reported 						

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		<ul style="list-style-type: none"> • Activities considered, and the range of equipment reduced to minimise risk. • Arrangements for the cleaning of equipment following activities/between small group use and by whom. • Arrangements for 'wet breaks' considered. • Use of toilets to ensure that social distancing is maintained as far as practicable - consider how numbers using the facilities will be monitored. • Hand washing arrangements/use of sanitiser provision. • Staff on-duty (lined with 'bubble' class teams) monitor these periods for effectiveness and report any issues. 										
<p>Social distancing not being carried out at lunch time</p>	<p>Staff, pupils, visitors and contractors</p> <p>Reduced infection</p>	<ul style="list-style-type: none"> • All potential control measures suggested for break-times in place (see above) • Pupils to wash/ sanitize their hands before and after eating - encouraged not to touch their 				<ul style="list-style-type: none"> • Careful consideration and attention to table layout – children seated every other space (an offset) to avoid face-to-face 						

	<p>control which may result in spread of COVID19</p>	<p>mouth, eyes and nose. Additional hand-cleaning facilities available in the hall/dining area</p> <ul style="list-style-type: none"> • Pupils to enter hall/dining area within their group/bubble maintaining social distancing wherever possible • Tables to be cleaned between group use. • Communication with Catering provider (External or LTS Catering). • Layout of areas for hot dinners with numbers calculated to maintain social distancing wherever possible • Procedures for the serving of hot dinners to maintain social distancing. For example, queuing, consider floor markings. • Use of cutlery and plates monitored - not to be shared. • Children manage their own plates, cutlery and food, as far as is reasonable • Lunchtime supervisors wipe 'touch surfaces' following the consumption of food. 													
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		<ul style="list-style-type: none"> Consider the arrangements for packed lunches. If this is not possible within their own small group in the hall then is there another area possible. Children with a packed lunch, dispose of their own litter in a separate bag and return their lunchbox to the classroom 								
<p>Social distancing not being carried out at pick up</p>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Pick up times are staggered. Arrangements for pick up are communicated to staff, pupils and parents/guardian in advance. Only one parent/guardian attends the school. Egress to schools and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site. Direct egress to the pupils allocated classroom is available. i.e. final emergency exits. One-way systems are used around the site. Signage is installed i.e. 			<p>'Pick-up' period monitored and reported regularly – adjustments made as necessary to arrangements, incl close communication with families</p>					

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<p>Outdoor play/PE</p>	<p>Staff and pupils Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Play equipment/PE Equipment is cleaned and disinfected between each "bubble/group" of users - if this cannot be achieved then the equipment should not be used. Cleaning then disinfecting is conducted with a standard detergent (to remove soiling) followed with the use of disinfectant containing 1000 parts per million available chlorine. Resources that are shared between groups or bubbles, such as sports and playground equipment is cleaned frequently and meticulously and always between bubbles/groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different 				<ul style="list-style-type: none"> PHE will be publishing revised guidance cleaning of non-health care settings by the end of the summer term 						

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		<p>bubbles/groups.</p> <ul style="list-style-type: none"> • Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use • Teachers and support staff on duty, ensure social distancing is in place. • Only allow one bubble/group within a specific outside area at any one time. • Contact sports will be avoided. • Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. • Minimise contact between individuals and maintain social distancing wherever possible. • All pupils to wash hands for a minimum of 20 seconds using soap and water 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 													
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		<p>respiratory hygiene.</p> <ul style="list-style-type: none"> Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene. 											
Carrying out 1st aid	<p>First Aider Person being treated by the first aider. (Carrying out 1st aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier,</p>	<ul style="list-style-type: none"> A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John’s ambulance guidance (link at end of document). If a child presents symptoms of COVID-19 they will be isolated 2m away from people and parents called to collect them. Persons who have symptoms will isolate for 7 days and will not be in school. The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves. Nitrile Gloves conforming BSEN455 will be worn to deliver first aid. Latex gloves will be avoided to remove the risk of allergic reaction. The first aider will cover any cuts on their hands with water proof 											

	<p>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>plasters.</p> <ul style="list-style-type: none"> • The first aider will avoid putting their fingers in their mouth and touching their face. • The first aider will avoid touching any part of a dressing that will come in contact with a wound. • The first aider will wear goggles/ a visor (if the person requiring first aid is showing signs of COVID19) conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes. • A fluid-resistant surgical face mask will be worn by the first aider, if the person is presenting with COVID19 symptoms. The surgical masks used conform to BS EN 14683:2019 Type IIR. • After each first aid treatment is given all equipment and surfaces, including goggles and visor used will be cleaned down using a detergent solution. This is followed by disinfection using a solution that contains 1000 parts per million (1000 ppm av.cl.). The goggles and visor are rinsed with clean water after being disinfected to remove any chemical residue. 				<p>procured from the local resilience forum (LRF)</p>									
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		<ul style="list-style-type: none"> • 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. • 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. • First aiders have been given information on how to correctly don and doff their PPE. • No food will be stored or eaten in the first aid room. • After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. • There is a dedicated room for first aid that will be used solely for first 		<ul style="list-style-type: none"> • PHE will be publishing revised guidance for cleaning of non-health care settings by the end of the summer term • Ensure an adequate supply for PPE is procured from your usual supplier. 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 					
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		<p>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, using the same PPE as they have always done for this task. This PPE may include: (Please delete as appropriate) Gloves Goggles Apron Mask Visor If a child, young person or other learner 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. The surgical masks used conform to BS EN 14683:2019 Type IIR. 	<div style="background-color: red; width: 100%; height: 100%;"></div> <div style="background-color: green; width: 100%; height: 100%;"></div> <div style="background-color: yellow; width: 100%; height: 100%;"></div>	<p>from your usual supplier. Contact for PPE orders if you have difficulties with your own suppliers:</p> <ul style="list-style-type: none"> Leicester City: icrs.service@leicester.gov.uk Leicester County: enquirylinequality&contracts@leics.gov.uk Rutland: PPE@rutland.gov.uk 					
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		<ul style="list-style-type: none"> After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. If contact with the unwell child or young person is necessary, then nitrile/latex 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. The room is well ventilated at all times. 				<ul style="list-style-type: none"> Ensure aprons, nitrile/latex disposable gloves and splash resistant goggles are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF) 						
Social distancing not being carried out during the use	Staff, pupils, visitors and contractors Reduced infection	<ul style="list-style-type: none"> Face coverings (masks) to be worn by all staff members outside of their 'work space-base', when moving to/ from communal areas/ 				<ul style="list-style-type: none"> Staff meetings to take place in the school hall or via MS 'Teams' 						

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<p>of Staff facilities</p>	<p>control which may result in spread of COVID19</p>	<p>facilities and 2M distancing cannot be maintained;</p> <ul style="list-style-type: none"> • Consider the number of staff that can be accommodated in the rest/break-room area(s) to achieve social distancing and rearrange the furniture where possible • Consider the use of another room in addition to usual one • Break-times will be staggered to reduce the number of staff using welfare facilities • Use of signs to inform of hand washing prior to entering and exiting /using facilities. • Crockery and cutlery must not be shared • Reusable sponges are removed • Cleaning of room between use • Operation of dishwasher/water dispensers' procedures displayed 												
<p>Social distancing not being carried when sharing information in the main school office/ reception</p>	<p>Staff Reduced infection control which may result in the spread of COVID19</p>	<ul style="list-style-type: none"> • Number of staff members physically in 'office' room at any one time, reduced to 2 (and socially distanced); • Staff members consider need to talk with member of the office team... could a note be passed on or message phoned through; 				<ul style="list-style-type: none"> • Members of office team review work station and relocate where possible to other to alternative rm in school and/ or home 								

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<p>Social distancing not being carried out during Catering provision</p>	<p>Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Establish robust communication links with hot meal provider. Meeting in preparation of re-opening to confirm operational controls Hand cleaning facilities to be available upon entering hall and when leaving Confirm how pupils will receive their meals. Queuing or brought to them. (Meals may be pre-packed) Checking that all pupils' food allergy information is up to date Delivery arrangements for meals if not cooked on site to maintain social distancing Year group servings at staggered timings to avoid congestion and contact Staffing required to extend service times (Internal and external staffing) Clearing of dining room following each service including equipment used and the cleaning of that equipment including chairs, tables and door handles additional briefing/ training that will be required by lunchtime 													
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		supervisors and what additional protective equipment will be required. (Gloves/aprons)											
Assembly	Staff and pupils Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Assemblies/Collective Worship take place in consistent (year) groups - 1 group per day/ morning; 2M distancing between forward-facing lines possible; Assemblies 10-15 mins long 				Scenario kept under review and amended in light of circumstances at local/ community, regional and National level – incl change of tier.							
Cleaning	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. A record of each cleaning/disinfecting activity is recorded to include what has been cleaned, by who, when and how. Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting. disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) 				<ul style="list-style-type: none"> Consider increasing hours of cleaning staff to enhance the cleaning regime. 							

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		<p>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 to be 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 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. • Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home. • Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. • PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals 													
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		<p>used.</p> <ul style="list-style-type: none"> Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly. 									
Carrying out daily building maintenance	<p>Staff and pupils. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment). Only essential maintenance is carried out during school opening hours. Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. If practicable, social distancing is maintained throughout working procedures. Contractor/ rep asked to sanitize hands before entering building; face covering worn in and to/ from communal areas 									
Building reopening after full or partial closure during COVID19	<p>Staff, pupils, visitors, contractors. Legionella Reduced infection control which may result in</p>	<ul style="list-style-type: none"> Hot and cold-water systems are flushed before the school reopens. Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications. <p>Not directly applicable – open</p>				<ul style="list-style-type: none"> Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance 					

	spread of COVID19	throughout; heating system replaced (see note opposite)				with industry guidance.					
Contractors working on site	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Contracted work is carried out when the school is closed to staff and pupils. Any documentation required is sent/received prior to the contractor arriving on site. Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences. Records of contractor's details should be kept for 21 days to assist with track and trace if necessary. 									
Breakfast and after school clubs	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Consistent groups/bubbles are maintained as far as is reasonably practicable; Staffing reduced and maintained to 1 lead member – no. of pupils capped at 10; Outdoor facilities are used where practicable. (See hazards and control measures above for the management of activities i.e. cleaning, 1st aid) 				<ul style="list-style-type: none"> A risk assessment should be obtained for any activity taking place out of school hours. This should contain controls to reduce the spread of COVID19. 					

OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

<p>Emergency procedures</p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building. • Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). • Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable. 													
<p>Parents evening (Aut [a] – wk beg: 12th Oct)</p>		<ul style="list-style-type: none"> • One year group/ x2 classes per evening (over x3 days); • One-way system maintained, with doors held open; • Supervising member of staff on duty throughout; • All parents/ carers required to wear a mask and sanitize hands on entry; • Teachers/ supporting staff wear visors throughout • Families ltd where possible to one parent/ carer attending; • Limited waiting chairs/ places – positioned by open doors; • Ventilation – windows/ doors 				<p>Spring term, Feb mtg – may be done virtually depending upon local/ community, regional, National circumstances.</p>									

OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

		open throughout... staff and visitors aware of need to dress accordingly																		
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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/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> (16th June)

Guidance for full opening: schools

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

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

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

Legionella risks during the coronavirus outbreak

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

Air conditioning and ventilation during the coronavirus outbreak

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

Guidance for food businesses on coronavirus (COVID-19)

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

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

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

Children who should be advised to 'shield'

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

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

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

Testing and tracing for coronavirus

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

COVID-19: guidance for households with possible coronavirus infection

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

Coronavirus (COVID-19): getting tested

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

Contacts: PHE health protection teams

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

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

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

- **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>

OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

- **Contact for PPE orders if you have difficulties with your own suppliers:**
 Leicester City : icrs.service@leicester.gov.uk
 Leicester County: enquirylinequality&contracts@leics.gov.uk
 Rutland: PPE@rutland.gov.uk

<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<ol style="list-style-type: none"> 1. Child displays symptoms with CV19 2. Child from teaching group who has been sent home becomes confirmed case. 3. Staff becoming ill and self-isolating.
<p>How could this emergency situation be prevented / controlled?</p>	<ol style="list-style-type: none"> 1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 14 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
<p>Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?</p>	<ol style="list-style-type: none"> 1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn. 2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording. 3. Follow guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Consider reallocating staff or capacity of school to remain open. Consult with LA and/or Trust on closure. 4. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

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):	Mr A. Clark	Risk Assessor(s) Signature (S):	
Authorised By:		Authoriser Signature:	Initial
Date Conducted:	Ratings completed 23.08.20	Date of Next Review:	Fri 4 th September '20
		Date of Review:	Fri 11 th Sep
		Date of Review:	30.10.2020 AC
		Date of Review:	3 rd Jan '21 AC
		Date of Review:	10 th Mar '21 AC

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OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

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

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

OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT