

## OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

<b>Activities Covered by this Assessment</b>	Full opening of schools during COVID 19 (Autumn Term 2020) Based on Government guidance issued 2 <sup>nd</sup> July 2020		
<b>Site Address / Location</b>	John Ferneley College	<b>Department / Service / Team</b>	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

**This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. It is intended for activities within the school premises only. Once completed, please ensure initial risk ratings are added.**

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.

**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>

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**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**

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### **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 ?
<b>Mass Testing</b> (please see full appendix additional RA)	Staff, and pupils. Implementation of testing for COVID	<ul style="list-style-type: none"> <li>Staff, and pupils follow DFE and NHS guidance in implementing mass testing to staff and pupils</li> <li>Room set up as directed to reduce infection risk</li> <li>Full PPE used</li> <li>Staff and pupils guided to undertake own test</li> <li>Waste disposed of appropriately</li> <li>Guidance followed if positive test acknowledged</li> </ul>				<ul style="list-style-type: none"> <li>Staff tested weekly</li> <li>All pupils to be tested on initial re-entry to school</li> <li>Pupils, and staff to be tested for 7 days consecutively if they come not contact with a positive case</li> </ul>						
<b>Coming into contact with individuals who are unwell</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in	<ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days.</li> </ul>				<ul style="list-style-type: none"> <li>Engage with the NHS test and trace. (See above pg.</li> </ul>						

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	spread of COVID19	<ul style="list-style-type: none"> <li>Anyone developing COVID19 symptoms is sent home.</li> <li>Persons who have symptoms will isolate for at least 10 days and will not be in school.</li> </ul>				<p>1)</p> <ul style="list-style-type: none"> <li>Complete the visitor track and trace monitoring form</li> </ul>						
<p><b>A pupil shows symptoms of COVID19 whilst in school</b></p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>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.</li> <li>Windows are open for ventilation.</li> <li>PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.</li> <li>The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard)</li> <li>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.</li> </ul>				<ul style="list-style-type: none"> <li>Meeting Room 1 is allocated to accommodate people feeling unwell and awaiting pick up</li> </ul>						

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<p><b>Staff exiting cars in staff car park</b></p>	<p>Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Staff are encouraged to cycle or walk to work.</li> <li>• Every other car parking space is left empty where practicable.</li> <li>• Reverse parking only where practicable.</li> <li>• Courtesy when alighting cars to maintain 2m distance.</li> </ul>										
<p><b>Groups arriving and leaving school (Start and end of the day)</b></p>	<p>Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Increase the number of access points to the site: Bungalow; Darcy Gardens</li> <li>• Introduce staggered finish, leaving 5 minutes between each year group on exit – escorted by staff</li> <li>• Encourage more students to use Darcy gardens exit</li> </ul>				<ul style="list-style-type: none"> <li>• Advise parents to encourage children wear face coverings until they arrive at school</li> </ul>						
<p><b>Use of public transport/school buses</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection</p>	<ul style="list-style-type: none"> <li>• Pupils and staff are encouraged to cycle or walk to work.</li> <li>• Establish robust communication links with transport provider.</li> </ul>				<ul style="list-style-type: none"> <li>• Ensure contact with bus company takes place</li> </ul>						

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	control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Meeting in preparation of re-opening to confirm operational controls</li> </ul>										
<b>Doffing face masks/coverings on arrival at school</b>	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly.</li> <li>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.</li> <li>Reusable face coverings are placed in a plastic bag that can be take home with them.</li> <li>Hands are wash again before heading to their classroom.</li> </ul>				<ul style="list-style-type: none"> <li>Face masks/covering should be doffed, as in the further controls, if wearing to travel in any circumstances, i.e. car, walking.</li> <li>Increase number of hand sanitisers</li> </ul>						
<b>Face masks / coverings during school day</b>		<ul style="list-style-type: none"> <li>Face coverings will be worn during the day on transition between lessons</li> </ul>				<ul style="list-style-type: none"> <li>All students to have individual hand sanitiser and refill opportunities in each</li> </ul>						

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		<ul style="list-style-type: none"> <li>• Safe checks at the end of each lesson will focus on wiping down equipment / desk that has been used in lesson, putting masks on and sanitizing before moving to next lesson</li> <li>• 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.</li> </ul>				<p>zone</p> <ul style="list-style-type: none"> <li>• Each staff member to have own sanitiser and refill opportunity in each zone</li> <li>• Each classroom to have it's own cleaning kit – students required to wipe down at end of lesson – spare masks as part of kit – premises team to refill kits each morning</li> </ul>						
<p><b>Visitors to site</b></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"> <li>• Visitors to site are restricted.</li> <li>• Only visitors with prearranged appointments are allowed on site.</li> <li>• Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.</li> </ul>				<ul style="list-style-type: none"> <li>• Visitors will complete track and trace info</li> <li>• All visitors on site to wear face masks for entirety of visit and to complete track and trace paperwork</li> </ul>						

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<p><b>Social distancing not being carried out at drop off time.</b></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"> <li>• Drop off times are staggered.</li> <li>• Arrangements for drop off are communicated to staff, pupils and parents/guardian in advance.</li> <li>• Only one parent/guardian attends the school.</li> <li>• Access to site and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site.</li> <li>• Direct access to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>• One-way systems are used around the site.</li> <li>• Signage is installed</li> </ul>				<ul style="list-style-type: none"> <li>• Encourage use of face masks.</li> </ul>						
<p><b>Use of cloakroom/toilet areas</b></p>	<p>Staff and pupils Reduced infection control which may result in</p>	<ul style="list-style-type: none"> <li>• Pupils remain in their outdoor clothing until they are in their allocated classroom.</li> <li>• Students to use back of chair to</li> </ul>				<ul style="list-style-type: none"> <li>• Deep clean of toilets each evening</li> </ul>						

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	spread of COVID19	<p>hang coats and put bags under chairs</p> <ul style="list-style-type: none"> <li>• Students to use toilets in allocated year group area wherever possible</li> <li>• During lessons students to use toilet in teaching area if required, however, will be asked to sanitise on entry and exit</li> </ul>										
<p><b>Social distancing not being carried out within the classroom.</b></p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Arrangements for the day are communicated to staff, pupils and parents/guardian.</li> <li>• Staff and pupils remain in year groups/bubbles whilst on break and lunch.</li> <li>• Consistent year groups bubbles are maintained as far as is reasonably practicable during break / lunch periods</li> <li>• The group distance themselves from other groups.</li> <li>• Staff remain at the front of the</li> </ul>				<ul style="list-style-type: none"> <li>• Inform all staff and students of procedures to ensure safety</li> </ul>						

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		<p>class, as far as is reasonably practicable and 2m apart from pupils and colleagues.</p> <ul style="list-style-type: none"> <li>• Staff and pupils avoid face to face contact.</li> <li>• Desks are placed as far apart as possible.</li> <li>• Pupils are seated side to side and face forward.</li> <li>• Workshop/laboratories are organised to maintain space between desks/benches.</li> <li>• Any equipment used is cleaned frequently and meticulously between year groups bubbles or rotated to allow them to be left unused and out of reach for 48hrs (72 hrs for plastics).</li> </ul>				<ul style="list-style-type: none"> <li>• Individual, site specific risk assessments should be undertaken for science, D&amp;T and PE departments.</li> </ul>						
<p><b>Sharing equipment</b></p>	<p>Staff, pupils, visitors and contractors. Reduced infection</p>	<ul style="list-style-type: none"> <li>• Pupils are discouraged from sharing equipment and definitely not between year groups.</li> </ul>				<ul style="list-style-type: none"> <li>• Inform all staff and students of procedures to ensure safety</li> </ul>						

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	control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Teaching resources are discouraged/not removed from the setting.</li> <li>Soft toys and furnishings that are difficult to clean are removed from the classroom before the school reopens.</li> <li>Small, intricate items that are difficult to clean are removed from the classroom before the school reopens.</li> </ul>										
<b>Social distancing not being carried out at break times</b>	Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Break times take place within year groups.</li> <li>Pupils to wash hands before and after eating/drinking.</li> <li>All year groups/bubbles clearly identified and maintained and not mixed.</li> <li>Students kept separate via separate exit and entry points to allocated areas</li> </ul>				<ul style="list-style-type: none"> <li>Outdoor spaces have been allocated to adhere to year group bubbles.</li> <li>Year groups of students will not mix at any point during breaks and lunches, unless moving between allocated areas, at which time face masks will be</li> </ul>						

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		<ul style="list-style-type: none"> <li>• Allocation of dedicated areas outside for small groups/bubbles.</li> <li>• Levels of supervision considered, and additional information needed for supervisors.</li> <li>• Procedures identified when First Aid is required.</li> <li>• Activities considered, and the range of equipment reduced to minimise risk.</li> <li>• Arrangements for the cleaning of equipment following activities/between small group use and by whom.</li> <li>• Arrangements for 'wet breaks' considered.</li> <li>• Use of toilets to ensure that social distancing is maintained as far as practicable, in year group bubble.</li> <li>• Hand washing arrangements/use</li> </ul>				worn.					
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		of sanitiser provision.								
<b>Social distancing not being carried out at lunch time</b>	Staff, pupils, visitors and contractors  Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• All the potential control measures suggested for break times.</li> <li>• Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose. Hand cleaning facilities to be available upon entering and exiting the hall/dining area.</li> <li>• Pupils to enter allocated area within their year group/bubble maintaining social distancing wherever possible</li> <li>• Tables to be cleaned between group use.</li> <li>• Communication with Catering provider (External).</li> <li>• Layout of areas for hot dinners with numbers calculated to maintain social distancing wherever possible</li> </ul>				<ul style="list-style-type: none"> <li>• Speak to Catering staff to ensure plans are in place to provide food and protect year groups</li> <li>• Year groups of students will not mix at any point during breaks and lunches, unless moving between allocated areas, at which time face masks will be worn.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Procedures for the serving of hot dinners to group bubbles</li> <li>• Cutlery and plates etc. not to be shared.</li> <li>• Food delivered to allocated areas by lunchtime supervisors</li> <li>• External provider has risk assessment completed by them and shared with the school.</li> <li>• Arrangements for the cleaning of the area following the consumption of food.</li> <li>• Packed lunches are eaten within allocated area.</li> <li>• Cleaning regimes established by lunchtime supervisors for after eating packed lunches in allocated area.</li> </ul>										
						<ul style="list-style-type: none"> <li>• Encourage use of face</li> </ul>						

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<p><b>Social distancing not being carried out at end of day</b></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"> <li>• Increase access routes to and from site.</li> <li>• Students use allocated exit routes from site.</li> <li>• Parents do not pick at end of day.</li> </ul>				<p>masks.</p> <ul style="list-style-type: none"> <li>• Split exit time from site. Staff escorting students out of buildings and off site to ensure social distancing is followed as far as reasonably practicable</li> </ul>						
<p><b>Outdoor play/PE</b></p>	<p>Staff and pupils</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>• Resources that are shared between groups or bubbles, such as sports and playground equipment is cleaned frequently and meticulously and always</li> </ul>				<ul style="list-style-type: none"> <li>• Students will use PE changing rooms, however, will sanitise on entry and exit, have their own allocated space, and wipe down own area on exit from changing</li> </ul>						

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		<p>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 bubbles/groups.</p> <ul style="list-style-type: none"> <li>• Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers.</li> <li>• Teacher ensuring social distancing is in place.</li> <li>• Only allow one bubble/group within a specific outside area any one time.</li> <li>• Contact sports will be avoided.</li> <li>• 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.</li> <li>• Minimise contact between individuals and maintain social</li> </ul>										
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		<p>distancing wherever possible.</p> <ul style="list-style-type: none"> <li>All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment.</li> <li>Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene.</li> <li>Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene.</li> </ul>										
<p><b>Carrying out 1<sup>st</sup> aid</b></p>	<p>First Aider Person being treated by the first aider. (Carrying out 1<sup>st</sup> aid may require the 2mtr social distancing rule to be broken)  This activity</p>	<ul style="list-style-type: none"> <li>A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John’s ambulance guidance (link at end of document).</li> <li>If a child presents symptoms of COVID-19 they will be isolated 2m away from people and parents called to collect them.</li> </ul>				<ul style="list-style-type: none"> <li>Meeting Room 1 to be used to isolate students with COVID symptoms whilst they await collection from parents</li> <li>Ensure an adequate supply for PPE is procured from supplier.</li> </ul>						

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	<p>requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<ul style="list-style-type: none"> <li>• Persons who have symptoms will isolate for 10 days and will not be in school.</li> <li>• The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves.</li> <li>• Nitrile Gloves conforming BSEN455 will be worn to deliver first aid.</li> <li>• Latex gloves will be avoided to remove the risk of allergic reaction.</li> <li>• The first aider will cover any cuts on their hands with water proof plasters.</li> <li>• The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>• The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>• The first aider will wear goggles (if</li> </ul>							
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		<p>the person requiring first aid is showing signs of COVID19) conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes.</p> <ul style="list-style-type: none"> <li>• 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 <b>BS EN 14683:2019 Type IIR.</b></li> <li>• 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.</li> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before</li> </ul>						
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		<p>putting them into the external waste skip/bin.</p> <ul style="list-style-type: none"> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</li> <li>• First aiders have been given information on how to correctly don and doff their PPE.</li> <li>• No food will be stored or eaten in the first aid room.</li> <li>• 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.</li> <li>• There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building.</li> </ul>							
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		<ul style="list-style-type: none"> <li>The room is well ventilated at all times.</li> </ul>									
<b>Social distancing not being carried out during the use of Staff facilities</b>	Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>All staff to be designated specific own classroom or space in workroom if no classroom base to store personal items, adhering to social distancing</li> <li>Rearrange furniture in workspaces to adhere to social distancing</li> </ul>									
<b>Social distancing not being carried out during Catering provision</b>	Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Establish robust communication links with hot meal provider. Meeting in preparation of re-opening to confirm operational controls</li> <li>Students receive meals within their year group bubbles</li> <li>Checking that all pupils' food allergy information is up to date</li> <li>Lunchtime Supervisors act as the link between kitchen and school. They collect and return food to the kitchen.</li> <li>Lunchtime supervisors to clean</li> </ul>									

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		<p>allocated areas after food has been eaten, including chairs, tables and door handles</p> <ul style="list-style-type: none"> <li>• PPE and individual cleaning equipment provided to all lunchtime supervisors.</li> </ul>										
<b>Assembly</b>	<p>Staff and pupils</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Assemblies/Collective Worship (CW) are to take place in socially distanced environments within year group bubbles only.</li> <li>• Head/teaching staff addresses individual groups, from a socially distanced perspective</li> </ul>										
<b>Cleaning</b>	<p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• A record of each cleaning/disinfecting activity is recorded to include what has been cleaned, by who, when and how.</li> <li>• Hard surfaces are cleaned with</li> </ul>				<ul style="list-style-type: none"> <li>• Consider increasing hours of cleaning staff to enhance the cleaning regime.</li> </ul>						

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		<p>soap and water/standard detergent prior to disinfecting.</p> <ul style="list-style-type: none"> <li>• Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <li>• disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected.</li> <li>• 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.</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door</li> </ul>										
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## OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

		<p>handles, locks and the toilet flush, etc.</p> <ul style="list-style-type: none"> <li>• Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home.</li> <li>• Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>• PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>• Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly.</li> </ul>										
<p><b>Carrying out daily building maintenance</b></p>	<p>Staff and pupils. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment).</li> <li>• Only essential maintenance is carried out during school opening hours.</li> </ul>										

## OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

		<ul style="list-style-type: none"> <li>Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>If practicable, social distancing is maintained throughout working procedures.</li> </ul>										
<b>Building reopening after full or partial closure during COVID19</b>	Staff, pupils, visitors, contractors. Legionella Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Hot and cold-water systems are flushed before the school reopens.</li> <li>Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications.</li> </ul>				<ul style="list-style-type: none"> <li>Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance with industry guidance.</li> </ul>						
<b>Contractors working on site</b>	Staff, pupils, parents/guardian, visitors and contractors.	<ul style="list-style-type: none"> <li>Contracted work is carried out when the school is closed to staff and pupils.</li> <li>Any documentation required is</li> </ul>				<ul style="list-style-type: none"> <li>All visitors on site to wear face masks for entirety of visit and to complete track and</li> </ul>						

## OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

	Reduced infection control which may result in spread of COVID19	<p>sent/received prior to the contractor arriving on site.</p> <ul style="list-style-type: none"> <li>• Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.</li> <li>• Records of contractor's details should be kept for 21 days to assist with track and trace if necessary.</li> </ul>				trace paperwork						
<b>Breakfast and after school clubs</b>	<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"> <li>• Consistent groups/bubbles are maintained as far as is reasonably practicable</li> <li>• Outdoor facilities are used where practicable.</li> <li>• (See hazards and control measures above for the management of activities i.e. cleaning, 1<sup>st</sup> aid)</li> </ul>				<ul style="list-style-type: none"> <li>• 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.</li> </ul>						
<b>Minibus Use</b>	Staff, Pupils, using minibus	<ul style="list-style-type: none"> <li>• All staff, pupils on minibus to use face masks</li> <li>• Minibus to be cleaned by driver with sanitised products between</li> </ul>										

## OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

		<p>usage unless left for 72 hours in between use</p> <ul style="list-style-type: none"> <li>• Key to be sanitised before handed back</li> <li>• All pupils, staff to be encouraged to use hand sanitiser before and after travel</li> </ul>										
<b>Emergency procedures</b>	<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"> <li>• Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building.</li> <li>• Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> <li>• Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable.</li> </ul>				<ul style="list-style-type: none"> <li>• Fire drill needs to take place for Yr 7 only.</li> <li>• Fire safety information is communicated but no drill – for all other year groups.</li> </ul>						

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

## **OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT**

### **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>

## **OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT**

### **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)**

## **OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT**

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

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

## OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

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

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

## OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

	<p>school to remain open. Consult with LA and/or Trust on closure.</p> <p>4. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>
<p>Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?</p>	<p>Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.</p>

Risk Assessor (s) Name(s):	Christine Stansfield	Risk Assessor(s) Signature (S):		
	Heather Robinson			
	Camilla Bradley			
Authorised By:		Authoriser Signature:		<b>Initial</b>
Date Conducted:	14/10/2020	Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

## OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

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

Risk Rating Definitions	
<b>Low</b>	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
<b>Medium</b>	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
<b>High</b>	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 <b>High</b> , 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.