

Fossebrook RE OPENING RISK ASSESSMENT

Activities Covered by this Assessment	Reopening of schools during COVID 19 (November 2020 update)		
Location	Fossebrook Primary	Organisation	DISCOVERY

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

This risk assessment has been developed in conjunction with LTS and Leicestershire County Council and must be adapted to include local hazards and subsequent local control measures pertinent to your school setting. Once completed, please ensure final risk ratings are added and forward to the Corporate Team for official sign off. Your school will not be able to open without a completed Risk Assessment which should also be displayed on your website.

As part of planning for full return in the autumn term, it is a legal requirement that you should revisit and update risk assessments (building on the learning to date and the practices 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 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). You should ensure that you 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: You must ensure you understand the NHS Test and Trace process and how to contact the local [Public Health England health protection team](#). You must ensure 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)

You should ask parents and staff to inform you **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->

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[outbreak/guidance-for-full-opening-schools](#)

System of control:

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 at all time. Number 5 must be properly considered, and measures identified to suit your local 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: Pupil 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:

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- parents' duty to ensure their child attends regularly at a school where the child is a registered pupil 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 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 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 becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child 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 you 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. You 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. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days. Anyone developing COVID19 symptoms is sent home. Persons who have symptoms will isolate for at least 10 days and will not be in school. If you have been in close contact with someone who has COVID you must isolate for 14 days and have a test if you become symptomatic. 	M	M	M	Engage with the NHS test and trace. (See above pg. 1) Clear signage in school Daily communication with parents to remind them of this All visitors must leave sufficient contact details for them to be contacted if necessary (track and trace)	M	L	L	SH	Signage by 24/8/20 Ongoing actions	
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<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 	M	M	M	COVID medical room assigned with PPE and cleaning equipment. Signage in place regarding protocols and actions to take Advice in staff reintegration handbook	M	L	L	KW	March 2020	March 2020

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		maintained. <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	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<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. 	M	M	M	PO to monitor situation and share concerns of inappropriate car park usage. Instructions to staff included in reintegration plan. Carpark will be closed to parents so there will be sufficient space to leave gaps between cars.	L	L	L	School	29/5/20	STAFF BRIEFED IN PLAN
Groups arriving and leaving school (Start and end of the day)	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Start and finish times are staggered Free periods are condensed or staggered Contractors/visitors must come to the office by appointment only, signage in place for social distancing and sanitising. Parents advised to email/telephone 	M	M	M	Designated staggered drop off and collection times have been communicated to staff and parents. All classes have own entrance and exit door and do not have to share. Spots 2m apart on playground for social distancing and clearly	L	L	L	KW SH	July 2020	July 2020





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		and only come to the office in an emergency.				signed one way system in place. Children handwash on entry. Parents have been advised to wear a mask when dropping off and collecting children.						
Use of public transport/school taxis	Staff, pupils, parents/ visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils and staff are encouraged to cycle or walk to work. Communication links with school taxi companies in place. 	M	M	M	School taxi service drop off at office-2 children in school use this Bike store will be cleaned daily. Children hand wash on entry before going to class	L	L	L	SH	Ongoing from 1 st Sept	On going
Doffing face masks/coverings on arrival at school	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<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 	M	M	M	<ul style="list-style-type: none"> Pupils and staff wearing face masks/ covering whilst journeying to school (i.e. car, walking) doff their face masks/covering and wash their hands thoroughly. Plastic bags will be provided for reusable asks in case one is not brought to school (in office) Instructions for donning/doffing shared with staff and parents 	L	L	L	SH	24/8/20	On going

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		<ul style="list-style-type: none"> with them. Hands are wash again before heading to their classroom. 										
Visitors to site	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Visitors to site are restricted. Only visitors with prearranged appointments are allowed on site. 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. Visitors asked to wash hands before entering school. Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow. 	H	M	H	<p>If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the COVID-19:Guidance for households with possible infection guidance.</p> <p>Clear signage for visitors in place. Regular cleaning of exit push button/automatic doors. No physical contact required, sanitisation used after handling goods or paperwork. Cleaning monitoring schedule in place. All visitors must leave sufficient contact details for them to be contacted if necessary (track and trace)</p>	L	L	L	School	29/5/20 SIGNAGE UP	ON GOING
Social distancing not being carried out at drop off time.	Staff, pupils, parents/carer, visitors and	<ul style="list-style-type: none"> Drop off times are staggered. Arrangements for drop off are communicated to staff, pupils and 				Queuing systems and marking on pathways will be in place where traffic is likely to be high.	M	L	L			

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	contractors. <i>Reduced infection control which may result in spread of COVID19</i>	parents/carer in advance. <ul style="list-style-type: none"> Only one parent/carer attends the school. Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. Direct access 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.   Parents / carers made aware that gathering outside school at drop off times is forbidden. 				Clearly signed one-way system in place. Reminders of keeping 2m distance in place. Drop off times have been arranged to accommodate family groupings and prevent waiting in the playground. Clear signage asks parents not to congregate. Class opening/collection times are staggered to prevent congestion and waiting on the playground. Clear markings indicate families should stand on the spots 2m apart. SLT presence in the playground Parents have been told to wear masks when dropping off and collecting children				School	29/5/20 SIGNAGE UP	MONITOR ON OPENING TO ENSURE 2M SPACES USED
Use of cloakroom/toilet areas	Staff and pupils <i>Reduced infection control which may result in spread of</i>	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing until they are in their allocated classroom. Handwashing follows guidance for take into account the NHS guidance 	M	M	M	Nominated COVID MARSHALL to check cloakroom/toilet areas at intervals during the day. Toilets will be cleaned after key	L	L	L	School	IN PLAN AND ONGOING	ONGOING

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	COVID19	<p>found on this link:</p> <ul style="list-style-type: none"> Space out pegs so that coats/ bags aren't touching. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). 				<p>usage times, a cleaning monitoring schedule is in place.</p> <p>Handwashing and social distancing signage in place.</p> <p>Children in KS1/KS2 classes will keep their belongings in their named lockers.</p> <p>There are two adults per class bubble so that one can supervise toileting/use of cloakroom and maintain social distancing.</p>						
Social distancing not being carried out within the classroom.	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Arrangements for the day are communicated to staff, pupils and parents/carer. Staff and pupils remain in class groups. Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and throughout the whole week. The group distance themselves from other groups. 	H	M	H	<p>Information leaflet and video for parents. Staff plan shared.</p> <p>Class bubbles in place. Staff and pupils allocated to bubbles. Hygiene measures in place for staff who cover PPA.</p> <p>Staff have been advised that they may wear visors if preferred when they cannot maintain social distancing from children.</p>	M	L	M	School	29/5/20 DESKS DONE, POSTERS UP ONGOING	ONGOING



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		<ul style="list-style-type: none"> Desks are placed as far apart as possible. Surplus chairs stacked and removed from circulation. Pupils are allocated a desk and are seated at the same desk each day. Pupils remain in the same classroom throughout the day. Classrooms are ventilated using natural ventilation (opening windows) or ventilation unit Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Pupils are encouraged not to touch their mouth, eyes and nose. Pupils informed that they must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 				<p>Class bubbles will be kept separate throughout the day.</p> <p>Desks are in rows, two children per desk and desks have been separated. Each child has designated place/equipment that they will use every day.</p> <p>Risk assessment shared with staff.</p> <p>Bounce back programme and catch it kill it bin it posters in place.</p>						

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Sharing equipment	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils do not share equipment. Pupils given writing implements and forbidden from using other pupil's equipment. Teaching resources are discouraged/minimized and/or 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. 	H	L	M	<p>All children have their own school toolkit which remains at their designated seat in the classroom.</p> <p>Planning discussed with staff. Minimal marking and recorded work.</p> <p>All fabric/paper resources have been removed.</p>	L	L	L	SCHOOL	29/5/20	ON GOING
Ventilation	Staff, pupils, visitors	<ul style="list-style-type: none"> Mechanical ventilation to be fully open at all times Windows open at all times, Higher windows should be opened in preference to lower ones to reduce drafts Doors should be open where is to safe to do so 	H	L	M	<p>Windows should be fully opened at breaks to purge the air.</p> <p>Staff and pupils will be allowed to wear additional layers of clothing and bring blankets</p>	L	L	L			
Social distancing not being carried out at break times	Staff, pupils, visitors and contractors	<ul style="list-style-type: none"> Break times are staggered, and timings identified and communicated. Pupils to wash hands before and after 	H	M	H	<p>Staff observe Social Distancing during break times and minimise movement around school.</p>	L	L	L	School	New for 24/8/20	ONGOING

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	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> eating/drinking. Small groups maintained and not mixed. Movement around school via a one-way system where possible. Allocation of dedicated areas outside for small groups. Levels of supervision considered, and additional information given to supervisors. Procedures identified when First Aid is required. 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 				<p>Alternative rooms available for break/lunchtimes to allow staff to socially distance. Staff have the option to wear visors if social distancing cannot be maintained.</p> <p>Classes have an allocated toilet area for toileting and handwashing to prevent groups mixing more than necessary. Cleaning arrangements in place with monitoring schedule.</p> <p>Each class bubble has a field/playground zone. Each bubble has 2 adults so that children can be supervised.</p> <p>Each class bubble has its own first aid kit and PPE equipment. Each bubble has their own equipment which will be cleaned. Each classroom has its own</p>						

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		sanitiser provision. <ul style="list-style-type: none"> Flexibility on length of breaks How these periods are monitored for effectiveness and how issues are reported 				supply of disinfectant and cleaning cloths which will be washed daily. Children will remain in their classes for wet play. Each bubble has 2 adults so that toileting and handwashing can be supervised. Each class has sanitiser and there is sanitiser in the corridor outside each room. Cleaning monitoring schedule in place. ½ hour breaks to enable all staff to have a break. Emergency triangles in place. Staff breaks to be taken outside, weather permitting. Staggered playtime will minimise number of staff in the staffroom						
Social distancing not being carried out at lunch time	Staff, pupils, visitors and contractors <i>Reduced infection</i>	<ul style="list-style-type: none"> 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 	H	M	H	Catering provider (external provider or LTS) has own risk assessment which is shared with school.	L	L	L	SCHOOL	New from 1/9/20	ON GOING



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	control which may result in spread of COVID19	<p>hall/dining area.</p> <ul style="list-style-type: none"> Pupils to enter hall/dining area within their small groups maintaining social distancing. Tables to be cleaned between group use. Communication with catering provider (External or LTS Catering). Layout of tables and areas for hot dinners with numbers calculated to maintain social distancing. Procedures for the serving of hot dinners/packed meal to maintain social distancing, including queuing system and floor marking. Cutlery and plates etc. not to be shared. Halls /dining area is well ventilated using natural ventilation (opening windows) or ventilation units If hot food provided: <ul style="list-style-type: none"> children demonstrated process for queuing and getting their food. Airplane trays to be used to keep 				<p>Handwashing and toileting before eating will take place and will be supervised.</p> <p>All of EYFS/KS1 Will eat in the hall. Tables are arranged in rows and children will sit in their class bubbles with no mixing of year groups.</p> <p>Tables will be cleaned before and after eating. Lunchboxes from home will be cleaned on entry to school and after lunch</p> <p>KS2 children will all eat in their classrooms. Classes will be taken in turn to collect their hot lunch from the hall and to their classroom. Tables and chairs will be cleaned before and after eating.</p> <p>A cleaning monitoring schedule is in place for each class.</p>						

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		<p>all foods in one place.</p> <ul style="list-style-type: none"> - finished trays to be cleared and stacked by children as normal routine. – Younger children to be guided as appropriate. • If cold packed meal provided: <ul style="list-style-type: none"> - children demonstrated process for queuing and getting their food. - Children eat outside observing Social Distancing when weather and temperature allows. - finished bags to be cleared and disposed of by children as normal routine. - Younger children to be guided as appropriate. • If packed lunch from home: <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. • Cleaning of tables and chairs/benches completed when children are finished, and food is consumed. 										

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		<ul style="list-style-type: none"> Cleaning regimes to be established for after eating packed lunches, wherever this may be 										
Social distancing not being carried out at pick up	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Pick up times are staggered. Arrangements for pick up are communicated to staff, pupils and parents/carer in advance. Only one parent/carer attends the school. Egress to schools and pupils' classrooms are communicated to pupils, parent and carer 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. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Way in</p> </div> <div style="text-align: center;">  <p>Please keep 2m apart</p> </div> </div> Parents / carers made aware that 	H	M	H	<p>Queuing systems and marking on pathways will be in place where traffic is likely to be high.</p> <p>Clearly signed one-way system in place. Reminders of keeping 2m distance in place.</p> <p>Drop off times have been arranged to accommodate family groupings and prevent waiting in the playground. Clear signage asks parents not to congregate. Parents have been asked to wear masks when dropping off and collecting children.</p> <p>Class opening/collection times are staggered to prevent congestion and waiting on the playground.</p>	M	L	M	School	29/5/20 SIGNAGE UP	MONITOR ON OPENING TO ENSURE 2M SPACES USED

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		gathering outside school at drop off times is forbidden .				Clear markings indicate families should stand on the spots 2m apart. Teacher supervision at the end of the day.						
Outdoor play/PE	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Play equipment is cleaned and disinfected between each group of users or not used Teacher / support colleagues ensure social distancing is in place. Only allow one class/group within an outside area any one time. prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 	H	M	H	<ul style="list-style-type: none"> Minimal equipment if any will be used and if used will be cleaned after use. Activities have been already planned and shared so that children play socially distanced games. PE will be outdoors where possible Pupils remain in their outdoor clothing until they are in their allocated classroom. Y1+ have individual labelled lockers. Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). 	L	L	L	School	29/5/20	ON GOING



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Carrying out 1 st 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, transmitting the virus through bodily fluids or</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 If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents called to collect them. If an adult presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents and will be asked to go home and Social Distance as per Gov.uk guidance. Persons who have symptoms will isolate for 10 days and will not be in school. The first aider will wash their hands for at least 20 seconds with soap and water. Gloves will be worn to deliver first aid. 	H	M	H	<p>All first aid will be carried out on the playground/ in the COVID medical room for ease of cleaning /lack of soft furnishings. This risk assessment will be shared.</p> <p>All bubbles have their own first aid kit/PPE pack and emergency triangles.</p> <p>Staff will wear PPE when administering all first aid i.e. gloves and a mask and cover any wounds they have before treating anyone.</p> <p>Staff will maintain as big a distance as is practical when administering first aid.</p> <p>Staff training on donning and doffing masks shared.</p> <p>COVID medical room prepared with signage in place, including handwashing.</p> <p>Staff reintegration plan covers what to do in COVID incidents and this information is also in the</p>	M	L	M	School	29/5/20	SIGNAGE/ ROOM PREPARED ONGOING

Fossebrook RE OPENING RISK ASSESSMENT

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 ?
	respiratory droplets entering the persons eyes, nose or mouth. The First aider may have an allergic reaction to latex gloves.	<ul style="list-style-type: none"> Where possible, latex gloves will be avoided to remove the risk of allergic reaction. The first aider will cover any cuts on their hands with waterproof plasters. The first aider will avoid putting their fingers in their mouth and 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 to prevent bodily fluids being splashed into the eyes. After each first aid treatment is given all equipment and surfaces, including goggles used will be cleaned down 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.) goggles will be rinsed with clean water after being disinfected. After use the face masks, aprons and 				COVID medical room. Regular auditing of stock so that orders can be placed in a timely manner. <ul style="list-style-type: none"> 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 County: enquirylinequality&contracts@leics.gov.uk 						

Fossebrook RE OPENING RISK ASSESSMENT

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
		<p>gloves 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.</p> <ul style="list-style-type: none"> where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 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 and the PHE poster is displayed in the first aid room. No food will be stored or eaten in the medical/first aid room. After first aid treatment is given and cleaning has been completed the first 				<p>Doors will be closed by fire marshals in fire drills/in event of a fire if safe to do so</p>						



Fossebrook RE OPENING RISK ASSESSMENT

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
		aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. <ul style="list-style-type: none"> 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. 										
Intimate care	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special 	H	M	H	Intimate care will be carried out in the medical room as usual and not the COVID designated room. Changing table will be disinfected after every use. Stock will be regularly audited to order in a timely fashion. <ul style="list-style-type: none"> 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 County: enquiry@leicestershire.gov.uk 	L	L	L	School	29/5/20	SIGNAGE/ ROOM PREPARED ONGOING

Fossebrook RE OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
		<p>educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE may include: Gloves If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. 										



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
		<ul style="list-style-type: none"> If contact with the unwell child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 										
Social distancing not being carried out during the use of Staff facilities	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff rooms are used dependent on number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible Additional rooms are allocated when numbers impact on not being able to Social Distance. Staff break times are staggered to reduce numbers in the room. Staff are reminded to wash hands before and after using the staff room facilities. NHS hand washing posters have been installed above sinks to give information on good hand washing 	H	M	H	<p>Staff room furniture arranged for spacing.</p> <p>PPE room/interview room/ Specialist Teaching room also available for breakout space. Staff will take breaks outside weather permitting and seating will be socially distanced.</p> <p>Handwashing signage in place on the door and in the room. Cleaning monitoring schedule in place.</p>	L	L	L	school	29/5/20	ON GOING

Commented [KW1]:

Fossebrook RE OPENING RISK ASSESSMENT

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--)	Done ?
		techniques. <ul style="list-style-type: none"> Use of signs to inform of hand washing prior to entering/using facilities. Shared crockery and cutlery is removed and staff use the same equipment as required. Reusable sponges are removed Surfaces are wiped down between use and door handles cleaned Dishwasher is used to clean crockery and cutlery where possible. Water dispenser procedures have been modified to ensure no cross contamination. N/A 				Staff have been advised to bring own crockery and cutlery. Signage in place to tell staff to use the dishwasher and not to touch anyone else's items. If emptying the dishwasher, gloves must be worn. All items must be cleaned after use, monitoring schedule in place.						
Social distancing not being carried out during Catering provision	Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors	<ul style="list-style-type: none"> Robust communication links with hot meal provider established. Meeting in preparation of re-opening to confirm operational controls Hand cleaning facilities available upon entering hall and when leaving 	H	M	H	Handwashing programme before eating in place. Handwashing and toileting before eating will take place and will be supervised.	L	L	L	School	New from 1/9/20	ON GOING



Fossebrook RE OPENING RISK ASSESSMENT

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Procedures established for mealtimes and information communicated to staff and pupils. Pupils' food allergy information is up to date Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. 				<p>All of EYFS/KS1 Will eat in the hall. Tables are arranged in rows and children will sit in their class bubbles with no mixing of year groups.</p> <p>Tables will be cleaned before and after eating.</p> <p>Lunchboxes from home will be cleaned on entry to school and after lunch</p> <p>KS2 children will all eat in their classrooms. Classes will be taken in turn to collect their hot lunch from the hall and to their classroom. Tables and chairs will be cleaned before and after eating.</p> <p>A cleaning monitoring schedule is in place for each class.</p>						

Fossebrook RE OPENING RISK ASSESSMENT

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
						<p>Cutlery and equipment will not be shared. Children will tidy up after themselves following usual procedures for taking trays to the stations.</p> <p>Information provided to parents and staff.</p> <p>Lunchtime staff are allocated to a bubble and will stay with them. Risk assessment shared. Training delivered 28th August before children come in to school. Social distancing procedures shared. Suggested lunchtime activities shared.</p>						
Assembly	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Whole school assemblies/Collective Worship will not take place. Head/teaching staff addresses individual groups, within their classroom. Provision for daily act of Collective 	M	L	L	Whole school assemblies will be delivered remotely via Teams	L	L	L	School	29/5/20	ON GOING

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
		Worship will be made in classrooms.										
Cleaning	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> A detailed cleaning schedule will be implemented throughout the school, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hard surfaces to be cleaned with soap and water prior to disinfecting. Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the goggles will be rinsed with clean water after being disinfected. Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff. 	H	M	H	<p>Deep cleaning schedule available to support enhanced clean. Gov.uk guidance to be monitored to ensure the most up to date information is always available.</p> <p>Each classroom has its own cleaning equipment to enable cleaning throughout the day to ensure regular cleaning takes place. Handles, tables and surfaces will be cleaned at each break in the day. There is sufficient staff/break time allocated to do this. There are sufficient cloths for a new one to be used at each clean. These will be washed daily. Cleaning monitoring schedule in place.</p>	L	L	L	School	29/5/20	ON GOING



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
		<ul style="list-style-type: none"> Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc. Only cleaning products supplied by the school are used. Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. Bins for tissues are emptied throughout the day Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 										
Carrying out daily building maintenance	Staff and pupils. <i>Reduced infection control which may result in spread of COVID19</i>	<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 	M	M	L	Scheduled maintenance usually carried out when the building is empty. Should any need to be done during the school day, children and staff will be kept away from any areas where works are being carried out.	L	L	L	School	29/5/20	ON GOING

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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 ?
		maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. <ul style="list-style-type: none"> Social distancing is maintained throughout working procedures. 										
Contractors working on site	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> 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. Record of contractor's details kept for 21 days to assist with track and trace if necessary 	M	M	L	Scheduled maintenance by appointment only. Clear signage regarding sanitisation and social distancing in place in the office and around the school. Children and staff will be kept away from any areas where works are being carried out.	L	L	L	School	29/5/20	ON GOING
Building reopening after full or partial closure during COVID19	Staff, pupils, visitors, contractors. <i>Legionella</i> <i>Reduced infection</i>	<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. 	H	L	M	Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance with industry guidance.	L	L	L	SM	28/8/20	

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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 ?
	<i>control which may result in spread of COVID19</i>		H	L	M		L	L	L			
Emergency procedures	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> 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. 	H	M	H	<p>New fire plan in place to reflect staffing and pupil numbers and arrangements and shared with staff.</p> <p>Pupils will each wait on a designated spot 2m apart in their bubble's zone.</p> <p>Signage on bin store reminds of social distancing.</p>	L	L	L	School	New from 1/9/20	ON GOING
Breakfast and after school clubs	Staff, pupils, parents/guardian, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Consistent groups/bubbles are maintained as far as is reasonably practicable Outdoor facilities are used where practicable. (See hazards and control measures above for the management of 	H	M	H	<p>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.</p> <p>Cleaning and social distancing measures will be taken as per the rest of the school-handwashing will be in place and children will</p>	M	L	L	KW/CC	1/9/20	30/8/20



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
		activities i.e. cleaning, 1 st aid)				be kept as separate as is practicable and will not be allowed to congregate in groups. Children will be divided into KS1/KS2 groups. Activities will be well spaced and no soft toys etc. will be used. All equipment will be cleaned after every session. WAC has its own first aid equipment and cleaning products.						

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

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<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/>

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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>

- **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>

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

During this activity, what could go wrong resulting in an emergency situation?

1. Child displays symptoms with CV19
2. Child from teaching group who has been sent home becomes confirmed case.

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	3. Staff becoming ill and self-isolating.
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> 1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 14 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	<ol style="list-style-type: none"> 1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn. 2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording. 3. Follow guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Consider reallocating staff or capacity of school to remain open. Consult Trust on closure and inform LEA.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.

Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):	
Authorised By:		Authoriser Signature:	Initial

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Date Conducted:		Date of Next Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	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.



Fossebrook RE OPENING RISK ASSESSMENT

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.