

## SILEBY REDLANDS COVID 19 RISK ASSESSMENT

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

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

**This risk assessment has been developed in conjunction with LTS and Leicestershire County Council and has been adapted to include**

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

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

**Brief summary of changes for schools at Government Plan B**

**Close Contacts**

If you do not have symptoms of COVID-19 and live in the same household as someone with COVID-19, you are legally required to self-isolate **unless** you meet any of the following conditions:

- you are fully vaccinated. Fully vaccinated means you have had 2 doses of an approved vaccine such as Pfizer BioNTech, AstraZeneca or Spikevax (formerly Moderna). You are also fully vaccinated if you have had one dose of the single-dose Janssen vaccine
- you are below 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons
- If you meet any of these four conditions (and are therefore not legally required to self-isolate)

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

Schools should continue to:

- Exercise good hand hygiene.

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

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

### Face Coverings:

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

### Domestic residential educational visits:

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

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

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

### Rapid Result Tests (Lateral Flow Device Tests)

Rapid Result Testings (Lateral Flow Tests) should continue to be conducted twice weekly of staff in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. Lateral Flow Tests are undertaken at home, ideally in the morning prior to leaving for work but can be done the evening before. Home tests are taken 3-4 days apart and staff participating report all test results to Track and Trace as per guidance. ***Although encouraged and prior consent is required, this testing is voluntary.***

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Headteachers actively consult with staff on local setting measures, inviting feedback to develop practice and health and safety measures, that where reasonably practicable, protect the whole school community. Individual risk assessments are developed for all colleagues and pupils that require one. This includes pregnant women, BAME and Clinically Vulnerable / Clinically Extremely Vulnerable.

### *Monitoring and review of risk controls*

*It is important that employers know how effective their risk controls are. You should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls. Please contact the central team for further guidance as required.*

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--/ -)	Done?
Coming into contact with individuals/ Catching or Spreading COVID-19	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Twice weekly Lateral Flow Device (LFD) testing for all staff - consisting of two LFD tests taken at home each week, 3 to 4 days apart.</li> <li><b>Lateral Flow Test Results</b></li> <li>A negative result will allow the tested person to remain in school.</li> <li>A positive result will require the tested person to self-isolate for 10 days, or on day 7, if LFD tests on day 6 and 7 are negative and the tests are completed 24 hours apart and</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Follow advice from PH concerning return to school.</li> <li>Teachers to keep weekly seating plans up to date, to aid NHS Track &amp; Trace for close contacts if required.</li> <li>Engage with the NHS test and trace.</li> <li>All Staff are expected to use their own personal judgement in adopting additional control measures to minimise their own exposure risks to Covid 19.</li> <li>All persons are expected to limit</li> </ul>	M	L	L	School All Staff	4/1/22	✓

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<p>Catching or Spreading COVID-19 (continued)</p>	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<p>prior to the start of the school day to confirm a return to work on day 7.</p> <ul style="list-style-type: none"> <li>The use of public transport should be avoided where possible by the person testing positive.</li> </ul> <p>[The results of the PCR Test determining whether self-isolation is to continue [<i>positive result</i>], or if the person can return to School [<i>negative result within 2 days of LFT Test</i>].</p> <p>[Household members of the person testing positive are also required to self-isolate for 10 days, or on day 7, if LFD tests on day 6 and 7 are negative and the tests are completed 24 hours apart and prior to the start of the school day to confirm a return to work on day 7.</p> <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> <li>Anyone developing COVID19 symptoms is sent home.</li> <li>Persons who have symptoms will isolate and be asked to book a PCR test within 2 days of symptoms developing.</li> </ul>		<p>close contacts as far as is reasonably practicable with those persons they do not normally live with (i.e. considering the frequency, duration &amp; numbers of contacts).</p> <ul style="list-style-type: none"> <li>The Government expects and recommends that all non-exempted persons would wear face coverings in crowded areas where they come into contact with others they do not normally meet.</li> </ul>						
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		<ul style="list-style-type: none"> <li>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</li> <li>As of 1<sup>st</sup> December – staff are requested to wear face coverings in corridors and areas that are crowded/lack ventilation.</li> </ul>										
A pupil/staff member shows symptoms of Covid-19 whilst in school.	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p> <p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may</i></p>	<ul style="list-style-type: none"> <li>When a person develops symptoms compatible with COVID 19 (A high temperature, a persistent cough, or a loss or change to the sense of taste or smell) they should leave the site to start their self-isolation period and undertake a PCR Test as soon as possible, and make the appropriate NHS Test &amp; Trace notification.</li> <li>The use of public transport should be avoided where possible.</li> <li>A pupil awaiting to be collected, is moved, if possible, to the Covid 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</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Teachers to keep weekly seating plans up to date, to aid NHS Track &amp; Trace for close contacts if required.</li> <li>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</li> <li>The NHS Test &amp; Trace system will take steps to identify close contacts of the person tested positive and instruct them to self-isolate for up to 10 days unless LFD tests on days 6 and 7 show negative results and can return to school on day if LFD tests on day 6 and 7 are negative and the tests are completed 24 hours apart and prior to the start of the school day to confirm a return to work on day 7. (<i>In exceptional circumstances, the School may be requested to assist in identifying close contacts</i>).</li> <li>You should call the dedicated advice service who will escalate</li> </ul>	M	L	L	School All Staff & Pupils	4/1/22	✓

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<p>A pupil/staff member shows symptoms of Covid-19 whilst in school. (Continued)</p>	<p><i>result in spread of COVID19</i></p>	<p>collection if a distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> <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> <li>Those persons under 18 Years old who are identified as close contacts by the NHS Test &amp; Trace system will not be required to self-isolate, but will be advised to undertake daily LFD testing for 7 days and will only be required to take a PCR and self-isolate if they themselves then test positive.</li> </ul> <p>If a member of staff has been fully vaccinated and are identified as a close contact with a person who has tested positive, they will not be required to self-isolate, but will be advised to undertake daily LFD testing for 7 days and will only be required to take a PCR and self-isolate if they themselves then test positive.</p>				<p>the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p>						
<p>Social distancing not being carried out at drop off /pick up time.</p>	<p>Staff, pupils, parents/carer, visitors and</p>	<ul style="list-style-type: none"> <li>Parents/Carers are encouraged to wear face coverings during picking up and dropping off</li> </ul>				<ul style="list-style-type: none"> <li>Parents who need to speak to the teacher do so via conversation on the playground, or via</li> </ul>				<p>School All Staff &amp; Pupils</p>	<p>4/1/22</p>	<p>✓</p>

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	<p>contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<p>times.</p> <ul style="list-style-type: none"> <li>One-way systems are used around the site.</li> <li>Signage is installed i.e.</li> </ul>   <ul style="list-style-type: none"> <li>Parents / carers made aware that gathering outside school at drop off times is <b>forbidden</b>.</li> </ul>				<p>email/telephone conversations</p>						
<b>Sharing equipment</b>	<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"> <li>Pupils do not share equipment.</li> <li>Pupils given writing implements and forbidden from using other pupil's equipment.</li> <li>Teaching resources are discouraged/minimized and/or 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>				<ul style="list-style-type: none"> <li>Pupils will be given their own resource packs to contain all personal learning implements</li> </ul>			School All Staff & Pupils	4/1/22	✓	
<b>Lack of awareness</b>	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of</i></p>	<ul style="list-style-type: none"> <li>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of hygiene and hand washing requirements.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Frequent communication with staff/children/parents/carers via weekly update.</li> </ul>	M	L	L	School All Staff	4/1/22	✓

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	COVID19	<ul style="list-style-type: none"> <li>Staff are to challenge any person not adhering to the control measures within this risk assessment.</li> </ul>										
Visitors to site	<p>Staff, pupils, parents/ visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Visitors to site should be kept to a minimum, appointments preferred so that:               <ol style="list-style-type: none"> <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> </ol> </li> <li>Visitors are requested to wear a face covering when operating inside the school buildings.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the <u>COVID-19:Guidance for households with possible infection guidance</u>.</li> <li>Hand gel is available in all rooms.</li> </ul>	M	L	L	School All Staff	4/1/22	✓

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<p style="text-align: center;"><b>Use of public transport/school taxis</b></p>	<p style="text-align: center;">Staff, pupils, parents/carers/visitors and contractors.</p> <p style="text-align: center;"><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>• Pupils and staff are encouraged to cycle or walk to work.</li> <li>• Communication links with school taxi companies in place</li> <li>• Communicate information to parents and staff where appropriate.</li> <li>• Pupils clean their hands before boarding transport and again on disembarking.</li> <li>• Fresh air (from outside the vehicle) through ventilation, is maximised through opening windows and ceiling vents.</li> <li>• Pupils have been informed not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19)</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>• Pupils arriving by taxi will be greeted by a member of staff at the office, brought into school and wash hands for 20 seconds/use hand sanitiser on arrival.</li> <li>• Taxi drop-off and collection times will be agreed between the taxi company and the school office.</li> </ul>	M	L	L	<p style="text-align: center;">Taxi Company LCC School Office LSA for pupils arriving by taxi</p>	4/1/22	✓
<p style="text-align: center;"><b>Lunchtime hall - exposure from large numbers of persons</b></p>	<p style="text-align: center;">Staff, pupils, parents/carers visitors and contractors.</p> <p style="text-align: center;"><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>• Pupils to wash/sanitise their hands before and after eating and encouraged not to touch their mouth, eyes and nose.</li> <li>• Hand sanitiser is available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</li> <li>• Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>• Catering provider (external provider or LTS) has own risk assessment which is shared with school.</li> <li>• Wet break and wet lunch have been timetabled with allocated staff.</li> <li>• Lunchtime supervisors to be trained alongside guidance and risk assessments for hygiene, etc.</li> <li>• Hand gel will be provided in all rooms for a lunchtime supervisor to administer to all children before and after eating.</li> </ul>	M	L	L	<p style="text-align: center;">School All Staff</p>	12/21	✓

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		<p>select their own.</p> <ul style="list-style-type: none"> <li>• Any cutlery that is used, will be collected in washing up bowl and taken to the kitchen for cleaning/sterilising.</li> <li>• Drinking water should be provided with enhanced cleaning measures.</li> <li>• Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</li> <li>• Tables and chairs will be cleaned regularly by staff.</li> <li>• All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</li> <li>• All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles.</li> <li>• Lunchtimes are staggered for all year groups and staff allocated to supervise each year group.</li> <li>• Communication with catering provider (External or LTS Catering).</li> <li>• If packed lunch from home:             <ul style="list-style-type: none"> <li>• Children will take their packed lunch with them to eat either in the hall or outside – they will be</li> </ul> </li> </ul>										
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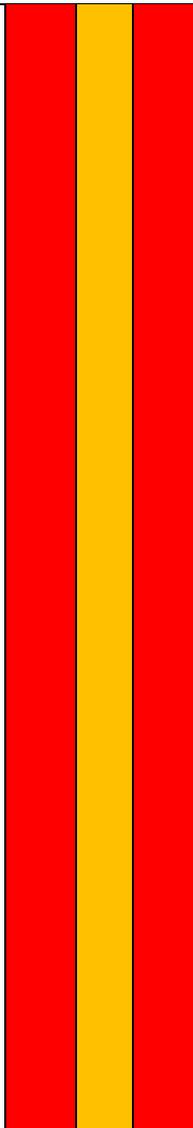
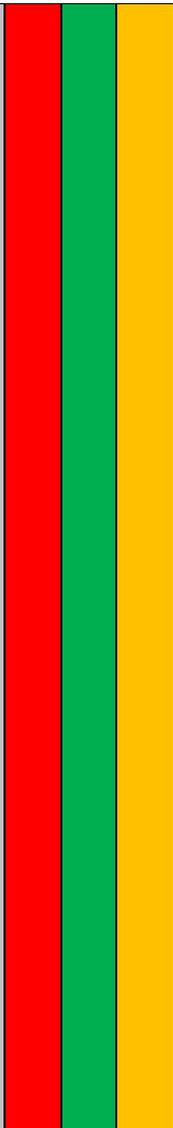
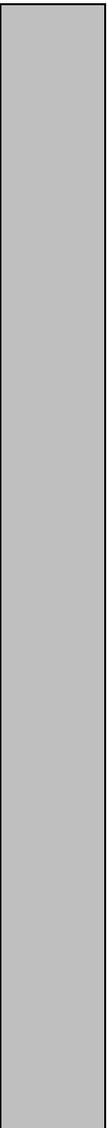
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		<p>encouraged to remain seated whilst eating and to not share food.</p> <ul style="list-style-type: none"> <li>They will clear their own waste and take their lunch box back home with them each day.</li> </ul>										
<b>Poor Hand Hygiene</b>	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Pupils and staff to wash their hands with soap and water for at least 20 seconds on arrival at school, before eating and after breaks.</li> <li>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Individual pupil packs given out to all children, thus eliminating the need to share certain resources and limiting transmission of the virus.</li> <li>Hand washing is discussed and encouraged several times throughout the school day.</li> <li>Hand sanitiser is available in all rooms of the school building.</li> </ul>	M	L	L	School All Staff	08/21	✓
<b>Poor Respiratory Hygiene</b>	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Tissues provided in all classroom.</li> <li>Lidded bins provided in all classrooms and in communal areas.</li> <li>Relay the <u>"catch it, kill it, bin it"</u> approach to all staff and pupils.</li> <li>Co2 monitors are now in each classroom to monitor air quality</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Windows/doors will be open for ventilation.</li> <li>PO to regularly monitor readings of Co2 monitor.</li> </ul>	M	L	L	School All Staff	4/1/22	✓
<b>Airborne Transmission in Communal Areas</b>	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Face coverings to be worn by staff and visitors in corridors and communal areas</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Staff to socially distance themselves as much as possible and wear face covering</li> </ul>	M	L	L	School All Staff/visitors	4/1/22	✓
<b>Outdoor play/PE</b>	Staff and pupils	<ul style="list-style-type: none"> <li>Play equipment/PE Equipment is cleaned and disinfected</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Staggered playtimes and lunchtimes for EYFS, KS1 and KS2.</li> </ul>	M	L	L	School All Staff	08/21	✓

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	<p><i>Reduced infection control which may result in spread of COVID19</i></p>	<p>regularly.</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/ use hand sanitiser 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 “<a href="#">catch it, bin it, kill it</a>”, this will help with good respiratory hygiene.</li> </ul>										
<p><b>First Aid provision / Medical Needs</b></p>	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p> <p>(Carrying out 1st aid may require the 1+mtr social distancing rule to be broken)</p>	<ul style="list-style-type: none"> <li>A first aider should not be administering first aid treatment a person who has the symptoms of COVID-19 unless life threatening condition and using St John’s ambulance guidance (link at end of document). Isolation care can be given.</li> <li>If a child presents symptoms of COVID-19 they will be isolated 1+m away from people and parents called to collect them.</li> <li>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</li> <li>The first aider will cover use</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Identified staff have received first aid training.</li> <li>If first aid is required within the classroom, the LSA will administer the first aid.</li> <li>If first aid is required at break or lunchtime, one of the adults on duty for that group of children will inform the other adult on duty and take the child to the first aid room to receive treatment.</li> </ul>	H	L	M	<p>School All Staff</p>	<p>08/21</p>	<p>✓</p>

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		<p>gloves if they have any cuts on their hands.</p> <ul style="list-style-type: none"> <li>• The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>• Upon completion of first aid, thoroughly wash &amp; dry the hands and any points of contact, and clean &amp; disinfect the affected area.</li> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a bag and the bags tied.</li> <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>• 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> <li>• The first aid room is well ventilated at all times.</li> <li>• No food will be stored or eaten in the first aid room.</li> </ul>						
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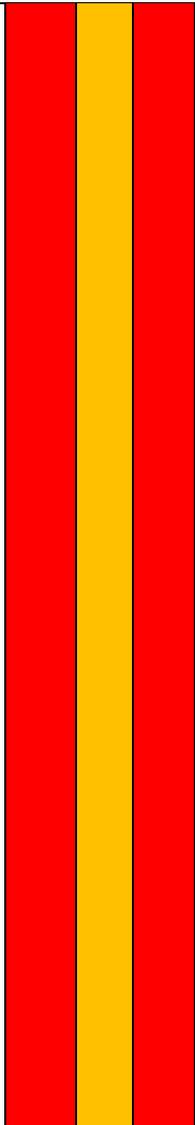
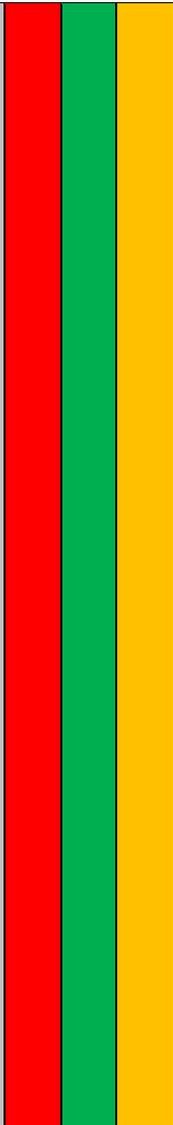
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<b>Intimate care</b>	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) <b>will not</b> be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>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.</li> <li>If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>PPE purchased for Intimate Care.</li> <li>Toilets and staff allocated for intimate care.</li> <li>Intimate care policy and plans are in place.</li> <li>Staff have been trained in providing intimate care.</li> <li>Used PPE to be double bagged and binned appropriately.</li> <li>Ensure an adequate supply for PPE is procured from your usual supplier.</li> </ul>	H	L	M	<p>School All Staff</p>	<p>08/21</p>	✓
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		<p>return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained.</p> <ul style="list-style-type: none"> <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 putting them into the external waste skip/bin.</li> <li>• 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.</li> </ul>	H	M	H		H	L	M			
<b>Insufficient Cleaning</b>	<p>Staff, pupils, parents/ visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Hard surfaces to be cleaned with soap and water prior to</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>• Deep cleaning schedule available to support enhanced clean.</li> <li>• High Frequency Touch Points to be cleaned during the school day and again at the end of the school day.</li> <li>• Classroom desks to be cleaned by classroom staff between the morning and afternoon sessions; and again before the next school</li> </ul>	H	L	M	School All Staff	08/21	✓

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<p>Insufficient Cleaning (continued)</p>		<p>disinfecting.</p> <ul style="list-style-type: none"> <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 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 checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>Only cleaning products supplied by the school are used.</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</li> </ul>		<p>day by the cleaning team.</p> <ul style="list-style-type: none"> <li>Deep cleaning checklists to be used daily for classroom and whole school cleaning – these are to be initialled by the person carrying out the cleaning.</li> <li>Gov.uk <a href="#">guidance</a> to be monitored to ensure the most up to date information is always available.</li> </ul>				
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## SILEBY REDLANDS COVID 19 RISK ASSESSMENT

		<p>noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</p> <ul style="list-style-type: none"> <li>• Bins for tissues are emptied throughout the day</li> <li>• Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip.</li> </ul>										
<p><b>Poor Ventilation / Lack of Ventilation</b></p> <p><b>Thermal Discomfort in colder months</b></p>	<p>Staff, pupils, parents, carers, visitors, contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19.</i></p> <p>COVID-19 transmitting through mechanical ventilation ducts that link between rooms.</p>	<ul style="list-style-type: none"> <li>• Air conditioning units situated in the Office, Class 3MS and The Hive, which all vent out to the outside.</li> <li>• Internal ventilation built in to all the toilets and vent out to the outside.</li> <li>• Natural horizontal ventilation, by leaving windows and doors open throughout the buildings.</li> <li>• Co2 monitors are now in each classroom to monitor air quality.</li> </ul>				<ul style="list-style-type: none"> <li>• CO2 monitors used in the EYFS, Year 5 and 6 classrooms and SLT office - to check air quality in poorly ventilated rooms. When the monitor indicates open windows and doors till monitor returns to normal.</li> <li>• PO to regularly monitor readings of Co2 monitor.</li> </ul>				School All Staff	4/1/22	✓
<p><b>Carrying out daily/essential building maintenance</b></p>	<p>Staff, pupils, parents/ visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of</i></p>	<ul style="list-style-type: none"> <li>• Strict hygiene rules to be implemented, all contractors are to be asked to do the following:             <ol style="list-style-type: none"> <li>1. Wash hands on entry into individual work areas – or use alcohol-based hand</li> </ol> </li> </ul>	M	M	•	<ul style="list-style-type: none"> <li>• See visitor’s guidance above</li> <li>• Contractors to be inducted on hygiene and social distancing measures in place.</li> </ul>	M	M	L	PO Office Staff	08/21	✓

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	COVID19	<p>sanitiser.</p> <p>2. Repeat the hand washing/sanitising regularly.</p> <ul style="list-style-type: none"> <li>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</li> <li>Contractors &amp; Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</li> </ul>										
Emergency procedures	<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"> <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>	H	M	H	<ul style="list-style-type: none"> <li>TB to update and disseminate fire evacuation procedures.</li> <li>Fire evacuation drill/invacuation practise to take place each half term.</li> <li>Fire evacuation signage to be updated for fire assembly points.</li> <li>Invacuation procedure – make way calmly to class area and await further instruction.</li> </ul>	H	M	H	<p>School</p> <p>All Staff</p> <p>Visitors</p> <p>PO</p>	08/21	✓
Breakfast and after	Staff, pupils,	<ul style="list-style-type: none"> <li>Individual Covid risk</li> </ul>				<ul style="list-style-type: none"> <li>Children to wash hands for 20</li> </ul>				Lee Gill	08/21	✓

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school clubs	<p>parents/ visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<p>assessments should be available for activities taking place out of school hours. This should contain controls to reduce the spread of COVID19 and be consistent with step 4 guidance for the activity being undertaken e.g. music clubs, grassroots sport</p>				<p>seconds/use hand sanitiser on arrival to WAC each morning and again on arrival to WAC each afternoon.</p> <ul style="list-style-type: none"> <li>Resources to be cleaned thoroughly between use.</li> </ul>						
Residential visits / off-site visits	<p>Staff, pupils, parents/ visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>A COVID risk assessment will be created for each off-site visit.</li> <li>Any educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time both domestically and internationally.</li> <li>OEAP and government guidance will be followed during the visits and will be used to help develop risk assessments for the visits.</li> </ul>				<ul style="list-style-type: none"> <li>Teachers will conduct all risk assessments and upload all relevant documents onto Evolve – these will be thoroughly checked by the EVC and agreed by the HT.</li> <li>Any overnight residential visits will be placed on Evolve with all relevant documentations at least 6 months in advance – these will be checked by the EVC and agreed by the HT and Trust Leader.</li> </ul>				<p>School All Staff</p> <p>EVC</p> <p>CEO</p>	08/21	✓

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

**Source:**

- [Schools COVID-19 operational guidance](#)
- [Actions for early years and childcare providers during the COVID-19 pandemic](#)
- [Health and safety: responsibilities and duties for schools](#)
- [The use of personal protective equipment \(PPE\) in education, childcare and children’s social care settings, including for aerosol generating procedures \(AGPs\)](#)
- [Dedicated transport to schools and colleges COVID-19 operational guidance](#)

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- [COVID-19: Actions for out-of-school settings](#)
- [Out-of-school settings: COVID-19 guidance for parents and carers](#)
- **Contacts: PHE health protection teams:** <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **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](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 /	<ol style="list-style-type: none"> <li>1. Isolate child until collected.</li> </ol>

## SILEBY REDLANDS COVID 19 RISK ASSESSMENT

controlled?	<ol style="list-style-type: none"> <li>2. All children in that teaching group to be sent home and told to self-isolate for 10 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 school to remain open. Consult Trust on closure and inform LEA.</li> </ol>
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):	
	Michelle Tobin		
	Nicky Ball		
Authorised By:		Authoriser Signature:	Initial
Date Conducted:	09/08/2021	Date of Next Review:	2/12/2021 MT
		Date of Review:	4/1/2022 MT & NB
		Date of Review:	
		Date of Review:	
		Date of Review:	

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<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.

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