

Activities Covered by this Assessment	Reopening of schools – Spring term 2021 (8 th March)		
Location	Sileby Redlands Community Primary School	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 has been adapted to include local hazards and subsequent local control measures pertinent to **this school setting.**

The 8th of March marks the first stage in the Prime Minister’s roadmap for easing the third National Lockdown. New guidance has been released to support understanding of what people can and can’t do. Primary schools will re-open for all children (excluding CEV children who have been given a letter to continue with shielding). This risk assessment considers current Guidance for Full Opening: Schools updated 22nd February 2021, but is likely to change pending updates expected shortly.

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’

System of control:

Prevention:

The school will always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.

4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.

In specific circumstances:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9. Promote and engage in asymptomatic testing, where available.

Response to any infection

The school will always:

10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice.

Attendance: As of 8th March 2021, primary schools will be open for all children and attendance is mandatory. The usual rules on school attendance apply, including:

- parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Clinically Extremely Vulnerable

Individuals identified as Clinically Extremely Vulnerable (CEV) will continue to [Shield](#) at home and where possible and appropriate, will work from home. CEV Pupils who have been confirmed as such by their medical support team are to [Shield](#) at home and are NOT to attend the School (Remote learning solutions are to be provided).

Rapid Result Tests (Lateral Flow Device Tests)

Rapid Result Tests (Lateral Flow Tests) are now available for schools to conduct twice weekly testing 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.

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.

Headteachers will have the discretion to decide whether to ask staff and visitors to wear face masks/coverings as further precautions to help minimise the risk of infection in schools and will develop risk assessments with appropriate measures.

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.



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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. They must stay at home until they are recovered. Persons who have symptoms but test negative still must self-isolate for 10 days from the date of contact with an infected person. If a member of the household has symptoms or has tested positive, then the person must self-isolate for 10 days. Staff who are pregnant will have a separate risk assessment written for them, in line with the latest guidance. Staff have the option to opt into twice weekly LFD testing. They will report their results to school and via the DfE portal. If a LFD test result is positive (or two consecutive tests are void, staff must access a PCR test and self-isolate according to the latest guidance. 	M	M	M	Engage with the NHS test and trace. (See above pg. 1) Anyone showing symptoms will be informed to access a test immediately and notify the school of the result as soon as possible.	M	L	L	School All Staff	1.2.21	✓





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<p>A pupil shows symptoms of COVID19 whilst in school</p>	<p>Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • A pupil awaiting to be collected, is moved to the Covid Room, where they can be isolated at one end of the room with appropriate adult supervision if required. • Windows/doors will be open for ventilation. • PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. • 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. 	M	M	M	<p>PHE will be publishing revised guidance for non-health care settings by the end of the summer term.</p> <p>Parents will be informed that they must access a test and inform the school of the result immediately.</p>	M	L	L	School All Staff	1.9.20	✓
<p>Staff exiting cars in staff car park</p>	<p>Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • Staff are encouraged to walk to work. • Every other car parking space is left empty where practicable. • Reverse parking only where practicable. • Staff who arrive at the same time, to signal each other to agree safe entry access to the school. • Courtesy when alighting cars to maintain 2m distance where possible. 	M	M	M	<p>PO to monitor situation and share concerns of inappropriate car park usage.</p> <p>All staff to review daily and feedback any issues.</p>	M	L	L	School All staff	1.9.20	✓
<p>Groups arriving and leaving school (Start and end of the day)</p>	<p>Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • Start and finish times are staggered • Break and lunchtimes are staggered • Parents/carers asked to wear masks whilst queuing to drop off/collect their child(ren) • Staff have been given the option to wear a face covering during drop off and collection times. 	M	M	M	<p>SLT will monitor and direct the flow of people on the school grounds.</p> <p>Teachers to greet lines of children on playground and walk them into school and provide each child with hand sanitizer to sanitize their hands before entering the classroom.</p>	M	L	L	School All Staff	24.2.21	✓





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					<p>At the end of the day, teachers will walk their lines of children to their collection points and await parental/carer collection.</p> <p>Children struggling to leave their parent will be asked to leave the school grounds and come back when settled and once the playground becomes clearer.</p> <p>Queuing systems and marking on pathways will be in place where traffic is likely to be high.</p> <p>Parents to enter site via the white gate and exit via the staff car park gates - following 2m distanced spots.</p> <p>Children will be collected and dismissed by year, so family groups can arrive together to avoid congestion.</p> <p>Staff to observe and monitor parent and child behaviour at all times.</p> <p>Parent information booklet being sent out prior to re-opening.</p> <p>School opens at the earlier time to avoid congestion: Year 5 & 6 - 8:40</p>					
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					Year 2 & 3 - 8:45 Year 1 & 4 - 8:50 EYFS & Pre-School – 8:55							
					Any children arriving late will enter the school via the main office entrance and be signed in by the office staff.							
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	Pupils arriving by taxi will be greeted by a member of staff in the car park, brought into school and wash hands for 20 seconds on arrival. Taxi drop off and collection times will be agreed between the taxi company and the school office	M	L	L	Taxi Company LCC School Office LSA for pupils arriving by taxi	1.9.20	✓
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 and/or use hand sanitizer. 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 taken home with them. Hands are washed again before heading to their classroom. 	M	M	M	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.	M	L	L	School All Staff	24.2.21	✓
Visitors to site	Staff, pupils, parents/carers,	<ul style="list-style-type: none"> Visitors to site are restricted. Only one person in the main entrance at one 	H	M	H	If visitors become unwell with COVID-19 symptoms whilst in	M	L	L	School Office	19.10.20	✓





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	<p>visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<p>time.</p> <ul style="list-style-type: none"> Only visitors with prearranged appointments are allowed on site and take part in track and trace if required. 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 use hand gel on entering and exiting the school and signing in/out. Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow. Visitors are requested to wear face coverings, whilst moving internally around the school site. 				<p>school they will be asked to leave immediately and advised to follow the COVID-19:Guidance for households with possible infection guidance.</p> <p>Hand gel is available in all rooms.</p> <p>Sign on door, with latest hygiene and social distancing guidance.</p>				Staff		
<p>Social distancing not being carried out at drop off time.</p>	<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"> Drop off times are staggered. Arrangements for drop off are communicated to staff, pupils and parents/carer in advance. 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. Parents / carers made aware that gathering outside school at drop off times is forbidden. Parents/carers asked to wear masks whilst queuing to drop off/collect their child(ren) Staff have been given the option to wear a face covering during drop off and collection times. Signage is installed i.e.   	H	M	H	<ul style="list-style-type: none"> Queuing systems and marking on pathways will be in place where traffic is likely to be high. Parents to enter site via the white gate and exit via the staff car park gates - following 2m distanced spots. Children will be collected and dismissed by year group, so bubbles arrive together to avoid congestion. Staff to observe and monitor parent and child behaviour at all times. Parent information booklet being sent out prior to start of academic year. School opens at the earlier 	M	L	L	School All staff	17.12.20	✓





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						<p>time to avoid congestion: Year 5 & 6 - 8:40 Year 2 & 3 - 8:45 Year 1 & 4 - 8:50 EYFS & Pre-School – 8:55</p>						
Use of cloakroom/toilet areas	<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"> Pupils remain in their outdoor clothing until they are in their allocated classroom. Handwashing follows guidance for take into account the NHS guidance. Coat pegs will be used to store coats and bags safely – only three children must enter the cloakroom at a time, socially distanced and under adult supervision. 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). Toilet stalls and sinks to be designated and signposted to each year group. 	M	M	M	<p>Premises staff to regularly check toilet areas at intervals during the day.</p> <p>Children to be supervised going to and from the toilet and form an orderly queue if the toilet is being used.</p> <p>Children to be supervised in the cloakrooms and sent in groups, to avoid large groups of children from congregating.</p>	M	L	L	<p>School</p> <p>All staff</p> <p>Premises Staff</p>	24.1.21	✓
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 – daily text to be sent to parents to remind them of COVID19 symptoms and not to bring child to school if showing any. Staff and pupils remain in small 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. Each year group will be distanced from other groups throughout the day. Desks are placed so that all children face 	H	M	H	<p>Frequent communication with all staff and parents.</p> <p>Parent Booklet to be re-issued to the start of the new academic year.</p> <p>Office staff to send out a daily text to remind parents not to send a child in if they are feeling unwell or are showing any Covid 19 symptoms.</p>	M	M	M	<p>School</p> <p>All staff</p>	10.11.20	✓





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		<p>forwards.</p> <ul style="list-style-type: none"> • Surplus furniture 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 with the hands. • Pupils informed that they must use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it'). 				<p>All staff to check children in morning line, through conversation – to see if they are well enough to attend school.</p> <p>Annex added to Behaviour Policy</p> <p>Mobile air conditioning units to be used in classrooms with higher temperatures and less air flow.</p> <p>Teacher area to be taped out on floor (around teacher desk and IWB), to illustrate 2-metre socially distanced area between teaching space and the first row of children's desks.</p> <p>Children's desks will have tape on the floor to show the children where their desks need to remain throughout the day (if they shift around, children will move them back to the tape)</p> <p>Teacher and Support staff to provide support for children from behind – not in front or beside.</p> <p>Staff will wash hands before and after the marking of work in books.</p> <p>Reading books may be sent home, but upon return the book</p>					
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						<p>must be placed in a 72-hour quarantine box before it is put back into circulation.</p> <p>Internal fire doors and external windows will be kept open throughout the door. Classrooms/rooms with poor ventilation will have external fire doors and windows open. The classrooms with the poorest ventilation will have a mobile air conditioning unit to increase air flow.</p>						
Sharing equipment	<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"> • Pupils do not share equipment (with the exception of EYFS & Pre-School -see further controls). • 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. • Small, intricate items that are difficult to clean are removed from the classroom before the school reopens. 	H	L	M	<p>All children will have their own resource pack, table and chair to keep their belongings.</p> <p>Soft toys and furnishings have been removed from all rooms.</p> <p>Teachers planning will account for pupils not sharing resources.</p> <p>Shared resources for children in Pre-School and EYFS will be on a rotation cycle and cleaned between use. Each station will be carefully supervised by an adult (see separate Early Years Resource Risk Assessments).</p> <p>Staff will use hand gel prior to opening and closing all windows and doors at the start and end of</p>	M	L	L	All staff	19.10.20	✓





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					each school day.							
					Staff will use hand gel prior to using the printers.							
Social distancing not being carried out at break times	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Break times are staggered, and timings identified and communicated. Pupils to wash hands before and after eating/drinking. Small groups maintained and not mixed. Movement around school via a one-way system where possible. Allocation for their year group. 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. Each class has a designated toilet and sink to use. Hand washing arrangements for children & use of sanitiser in place throughout the school. Flexibility on length of breaks & how these periods are monitored for effectiveness and how issues are reported. 	H	M	H	<ul style="list-style-type: none"> Staff observe Social Distancing during break times and minimise movement around school. Timetabled hand washing and toilet time before lunch. Children to be escorted to and from the toilets throughout the day. Wet break and wet lunch have been timetabled with allocated staff. Children will eat and play within own year groups and designated area of the school grounds. PPE purchased for first aid. Annexe added to Behaviour Policy. 	M	M	M	School All staff	1.9.20	✓





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<p>Social distancing not being carried out at lunch time</p>	<p>Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • Pupils to wash/sanitise their hands before and after eating and encouraged not to touch their mouth, eyes and nose. • Children will wash/sanitise their hands before and after lunchtime. • Tables will be cleaned between use by the school staff. • All children will eat in their designated year group area, or classroom. • EYFS children will eat in the hall and be supervised by EYFS staff and lunchtime supervisors. • Lunchtimes are staggered for all year groups and staff allocated to supervise each year group. • Communication with catering provider (External or LTS Catering). • Packed lunches will be provided in the style of a grab bag for all children. • Any cutlery that is used, will be collected in washing up bowl and taken to the kitchen for cleaning/sterilising. • If packed lunch from home: <ul style="list-style-type: none"> - Children will take their packed lunch with them to their classroom and sit socially distanced from other children. - They will clear their own waste and take their lunch box back home with them each day. • Cleaning of tables and chairs after food is eaten internally. • Cleaning regimes to be established for after eating packed lunches. • No picnic tables or staging to be used outside. 	<p>H</p>	<p>M</p>	<p>H</p>	<ul style="list-style-type: none"> • Catering provider (external provider or LTS) has own risk assessment which is shared with school. • School packed lunches for all children who require one will be brought to their classroom at the start of the lunch break. • Picnic tables and staging not to be used during break and lunchtime. • Staff observe Social Distancing during break times and minimise movement around school. • Timetabled hand washing/hand sanitiser and toilet time before lunch. • Children to be escorted to and from the toilets throughout the day. • Wet break and wet lunch have been timetabled with allocated staff. • Children will eat and play within own year group and designated classroom. • PPE purchased for first aid. • Annexe added to Behaviour Policy. • Lunchtime supervisors to be trained alongside guidance and risk assessments for 				<p>All staff</p>	<p>24.2.21</p>	<p>✓</p>
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						<p>social distancing, hygiene, etc.</p> <ul style="list-style-type: none"> Hand gel will be provided in all rooms for a lunchtime supervisor to administer to all children before and after eating. Staff will socially distance themselves when in their allocated staffrooms. Interventions will not take place in staffroom areas. 						
<p>Social distancing not being carried out at pick up</p>	<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; margin-top: 10px;"> <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 gathering outside school at drop off times is forbidden. Parents/carers asked to wear masks whilst queuing to drop off/collect their child(ren) Staff have been given the option to wear a face covering during drop off and collection times. 	H	M	H	<ul style="list-style-type: none"> Queuing systems and marking on pathways will be in place where traffic is likely to be high. Parents to enter site via the white gate and exit via the green gate (or Y1 car park gates) following 2m distanced spots Children will be dismissed by year group at the pick-up times stated in the parent handbook to avoid congestion. Staff to observe and monitor parent and child behaviour at all times. Parent information booklet and video will be sent out prior to start of the academic year. School opens at the earlier 	M	L	M	<p>School All staff</p>	<p>17.12.20</p>	✓





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					time to avoid congestion: Year 6 & 5 - 3:00pm Year 2 & 3 - 3:05pm Year 1 & 4 – 3:10pm EYFS & Pre-School – 3:15pm								
Outdoor play/PE	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Limited play equipment available and will be cleaned and disinfected between each group of users or not used. Teacher / support colleagues ensure social distancing is in place. Only allow one class/year 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 Play equipment/PE Equipment is cleaned and disinfected between year groups, if this cannot be achieved then the equipment should not be used. Cleaning then disinfecting is conducted with a standard detergent (to remove soiling) followed with the use of disinfectant containing 1000 parts per million available chlorine. Resources that are shared between year groups, such as sports and playground equipment is cleaned frequently and meticulously and always between year groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different year groups. Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers. Teacher ensuring social distancing is in place. 	H	M	H	<p>PHE will be publishing revised guidance cleaning of non-health care settings by the end of the summer term</p> <ul style="list-style-type: none"> Pupils remain in their outdoor clothing until they are in their allocated classroom. Children to wear PE kit to school on their PE day. PE sessions will be socially distanced. Any equipment used will be cleaned between use. Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). 	M	L	L	School All staff	1.9.20	✓	



		<ul style="list-style-type: none"> Only allow 1 year group within a specific outside area any one time. Contact sports will be avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Minimise contact between individuals and maintain social distancing wherever possible. All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment. Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene. Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene. 										
Carrying out 1st aid	<p>First Aider Person being treated by the first aider. (Carrying out 1st aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to</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: Old Staff Room where parent can collect from the back door. 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 	H	M	H	<p>All staff have received first aid training.</p> <p>If first aid is required within the classroom, the LSA will administer the first aid.</p> <p>If first aid is required at break or lunchtime, one of the adults on duty for that year group will inform the other adult on duty and take the child to the first aid room to receive treatment.</p> <p>PPE purchased for First Aid and</p>	M	L	L	School All staff	17.12.20	✓



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	<p>either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<ul style="list-style-type: none"> • days and will not be in school and access a test. • The first aider will wash their hands for at least 20 seconds with soap and water. • Gloves will be worn to deliver first aid. • Latex gloves will be avoided to remove the risk of allergic reaction. • The first aider will cover any cuts on their hands with 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.) the goggles/visors will be rinsed with clean water after being disinfected. • 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. • 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 		<p>suspected Covid 19 cases.</p> <p>Rooms allocated for First Aid and Covid 19 suspected cases. Exiting arrangements in place to ensure limited cross-contamination whilst waiting to be collected/leave the premises.</p> <p>Used PPE and First Aid to be double bagged for 72hours and binned appropriately.</p> <p>Staff given information booklet with regards to protocols.</p> <p>Fire discussion had with staff. Staff meeting for RA. Questions page on Team. First aiders in every year group.</p> <p>NHS Donning and Doffing video link: https://www.youtube.com/watch?v=-GncQ_ed-9w</p> <ul style="list-style-type: none"> • PHE will be publishing revised guidance for cleaning of non-health care settings by the end of the summer term • Ensure an adequate supply for PPE is procured from 		
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SILEBY REDLANDS RE OPENING RISK ASSESSMENT

		<ul style="list-style-type: none"> 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 <u>information</u> on how to correctly don and doff their PPE and 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 aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. • There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building: Music Room. 				<p>your usual supplier. Contact for PPE orders if you have difficulties with your own suppliers:</p> <ul style="list-style-type: none"> • Leicester City: icrs.service@leicester.gov.uk • Leicester County: enquirylinequality&contracts@leics.gov.uk • Rutland: PPE@rutland.gov.uk 						
Intimate care	<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"> • 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 educational needs or disabilities) as it may inadvertently increase the risk of transmission. • Children, young people and students whose care 	H	M	H	<p>PPE purchased for Intimate Care.</p> <p>Toilets and staff allocated for intimate care.</p> <p>Intimate care policy and plans are in place.</p> <p>Staff have been trained in providing intimate care.</p> <p>Used PPE to be double bagged for 72hours and binned appropriately.</p> <p>Staff given updated information</p>	M	L	M	<p>School</p> <p>All staff</p> <p>S-JB, LH & LS</p>	1.9.20	✓





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		<p>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/Masks/Goggles/Wipes/Aprons Apron/Visor (for steam cleaning toilets)</p> <ul style="list-style-type: none"> • 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. • If contact with the unwell child or young person is necessary, then nitrile 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. 				<p>booklet with regards to protocols.</p> <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 City: icrs.service@leicester.gov.uk • Leicester County: enquirylinequality&contracts@leics.gov.uk • Rutland: PPE@rutland.gov.uk 						
Social distancing not being carried		<ul style="list-style-type: none"> • School staff are scheduled in school on a rota, in order to reduce staff numbers (with the exception of WAC, office and cleaning staff, due 	H	M	H	<ul style="list-style-type: none"> • Staff to be fully briefed on the hygiene measures for the below points: 	M	L	M	School All staff	11.1.21	✓





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<p>out during the use of Staff facilities</p>	<p>Staff, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<p>to the nature of their work).</p> <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 staff rooms are allocated to specific year groups to allow for better Social Distancing – see staff Covid 19 Booklet. • 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 techniques. • Use of signs to inform of hand washing prior to entering/using facilities. • Shared crockery and cutlery are not to be used and staff to bring their own from home and take it home daily for washing. • Staff to bring in own lidded cups for hot drinks. • 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. • Cleaning spray will be available to clear surfaces regularly. 		<ul style="list-style-type: none"> • Water cooler can be used, under guidance given by SB (use clean cup to press button to access water flow). • Microwave may be used for personal food preparation, but staff must wash hands before use and clean the microwave with appropriate cleaning materials before and after use (cleaning to be provided). • To avoid congregating in the main staff room, all staff have been allocated their own 'staffroom' and times they can be accessed. Staff may choose to eat elsewhere but must adhere to hygiene and social distancing where appropriate. • Cleaning equipment provided for staff to wipe down after each individual use. • Staff to wash hands before entering staff room. • Staff to adhere to one-way system in staff room and in corridor. • Staff to bring in their own dishes and cutlery. • Staff informed of staff room usage during staff training (24.8.20). 		
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SILEBY REDLANDS RE OPENING RISK ASSESSMENT

					<ul style="list-style-type: none"> Staff have been given the option to wear a face covering in high traffic areas around the school, where social distancing may be difficult. 							
<p>Social distancing not being carried out during Catering provision</p>	<p>Staff, LTS Catering/Catering Staff from external company, 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"> Robust communication links with meal provider established. Meeting in preparation of re-opening to confirm operational controls. Hand cleaning facilities available upon entering kitchen and when leaving. Procedures established for mealtimes and information communicated to staff and pupils. Pupils' food allergy information is up to date. Service arrangements planned. Facilities to stagger service times to avoid congestion and contact Staffing required to extend service times (Internal and external staffing). Clearing of dining room following service including equipment used and the cleaning of that equipment including chairs, tables and door handles if required. Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required (Gloves). 	H	M	H	<ul style="list-style-type: none"> Catering provider (external provider or LTS) has own risk assessment which is shared with school. Children's pack ups to be collected by a member of the school staff. Picnic tables and staging not to be used during break and lunchtime. Staff observe Social Distancing during break times and minimise movement around school. Wet break and wet lunch have been timetabled with allocated staff. Children will eat in their designated classroom and play within own designated area on the school grounds. LTS catering risk assessments shared and in place. Catering staff to follow procedures, as above for visitors. Lunchtime supervisors to be trained alongside guidance 	M	M	M	<p>All staff</p> <p>Catering Staff</p> <p>Kitchen deliverers.</p>	11.1.21	✓





SILEBY REDLANDS RE OPENING RISK ASSESSMENT

					and risk assessments for social distancing, hygiene, etc.							
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 Worship will be made in classrooms. 	M	L	L	<p>All assemblies to be conducted virtually via TEAMS – either live or pre-recorded.</p> <p>Assembly rota updated and shared with all staff (16.12.20)</p>	M	L	L	School All staff	17.12.20	✓
Cleaning	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> A detailed cleaning schedule has been implemented throughout the school, ensuring that contact points, e.g. worksurfaces, printers, 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 appropriate cleaning solutions, the google and visor will be rinsed with clean water after being disinfected. Extra attention is given to frequently touched areas and surfaces, e.g. doors, printers, toilets, door handles, phones, light switches and door fobs, etc. Paper towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff. 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. 	H	M	H	<ul style="list-style-type: none"> 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. See separate Deep Cleaning schedule and risk assessment. All rooms to have cleaning equipment available. Hand gel available in all rooms. Staff to be trained and understand their responsibilities for cleaning in individual rooms. 	M	L	L	Premises staff All staff	1.9.20	✓





SILEBY REDLANDS RE OPENING RISK ASSESSMENT

		<ul style="list-style-type: none"> 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 at the end of 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 maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. Social distancing is maintained throughout working procedures. 	M	M	L	See visitor's guidance above Contractors to be inducted on hygiene and social distancing measures in place.	M	M	M	PO Office staff	1.9.20	✓
Building reopening after full or partial closure during COVID19	Staff, pupils, visitors, contractors. <i>Legionella</i> <i>Reduced infection control which may result in spread of COVID19</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.	M	M	M	PO Office Staff	1.9.20	
Contractors working on site	Staff, pupils, parents/carer, visitors and contractors.	<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 	M	M	L	See visitor's guidance above Contractors to be inducted on hygiene and social distancing measures in place.	M	M	M	PO Office staff	1.9.20	✓





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	<i>Reduced infection control which may result in spread of COVID19</i>	include COVID19 control measures, are received and agreed by the school before work commences.											
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"> 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>TB to update and disseminate fire evacuation procedures.</p> <p>Fire evacuation drill/invacuation practise to take place each half term.</p> <p>Staff training (24.8.20) on fire assembly points.</p> <p>Fire evacuation signage to be updated for fire assembly points.</p> <p>Invacuation procedure – make way calmly to class area and await further instruction (to be shared with staff 24.8.20)</p>	M	M	M	School All staff PO	1.9.20	✓	
Use of public transport/school taxis	<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"> Pupils and staff are encouraged to walk to school – no scooters or bikes to be brought to the school. Robust communication links established with transport provider. Pupils and staff aware of taxi procedures and follow Social Distancing as appropriate. 	H	M	H	<p>Parents requiring transport will communicate closely with the school with regards to drop-off and collection times.</p> <p>Individual risk assessments carried out on high needs children.</p> <p>Parents do not have permission to access the staff car park with any vehicle.</p>	L	L	L	School LA Office Staff	1.9.20	✓	





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					<p>Staff car park to be marked for parental exiting, once children have been dropped off. Staff to observe and guide parents off the premises safely.</p> <p>Vehicle movement ban on school premises during pupil drop off (8:40-9:20am) and pick up times (3:00-3:40pm).</p> <p>Parents using WAC instructed to park off site.</p>					
Breakfast and after school clubs	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<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 activities i.e. cleaning, 1st aid) 			<p>Children to wash hands for 20 seconds/use hand sanitiser on arrival to WAC each morning and again on arrival to WAC each afternoon.</p> <p>Children stationed at year group tables to avoid mixing between bubbles.</p> <p>Resources used on rotation and not shared between year group bubbles.</p> <p>Resources to be cleaned thoroughly between use.</p> <p>Year groups of children to be taken from breakfast club to their</p>				<p>Lee Gill</p> <p>WAC Staff</p> <p>All staff</p>	1.9.20



SILEBY REDLANDS RE OPENING RISK ASSESSMENT

						<p>year group drop off point by a member of WAC staff.</p> <p>School support staff to walk children to after school WAC at end of school day.</p> <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>					
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To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

- **source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<ol style="list-style-type: none"> 1. Child displays symptoms with CV19 2. Child from teaching group who has been sent home becomes confirmed case. 3. Staff becoming ill and self-isolating.
<p>How could this emergency situation be prevented / controlled?</p>	<ol style="list-style-type: none"> 1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 10 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
<p>Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?</p>	<ol style="list-style-type: none"> 1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn. 2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording. 3. Follow guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Consider reallocating staff or capacity of

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	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):		
	Michelle Tobin			
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	17.8.2020	Date of Next Review:		
		Date of Review:	26.8.2020	MT & NB
		Date of Review:	19.10.2020	MT & NB
		Date of Review:	10.11.2020	MT & NB
		Date of Review:	17.12.2020	MT
		Date of Review:	11.1.2021	MT
		Date of Review:	24.2.21	MT



SILEBY REDLANDS RE OPENING RISK ASSESSMENT

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

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



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Staff on the gate are checking equipment making sure the children have things such as water bottles. Adults to fill up water bottles from another room.

