

Significant Findings of Risk Assessment

Site / Premises:	Assessment Carried Out By	Assessment Serial Number: 002 – 24.08.20		
Department:	Name: Luke Whitney (Head Teacher) Signature:	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak - For the return to School in September 2020 <ul style="list-style-type: none"> During this evolving situation please monitor and follow government guidance given in the web links provided All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Responsible Manager / Team Leader etc Name: Yasmin Nana (Chair of GB) Signature:	24.08.20	05.09.20	HT
		05.09.20	16.10.20	HT
		04.01.21	21.02.21*	HT
		05.03.21	09.04.21	HT
		02.06.21	09.07.21	HT
		20.08.21	15.10.21	HT
		05.01.22	21.02.22	HT

***This review date may move on the basis of any Government announcement regarding the return of pupils to school**

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	<p>There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of,</p> <ul style="list-style-type: none"> Avoiding contact with those who have symptoms. Frequent hand cleaning & good Respiratory hygiene practices. Regular Cleaning of settings. Minimising contact & mixing (with a strong focus on group/class separation). <p>Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk.</p> <p>It should also be remembered that more than one of the principles can be adopted simultaneously.</p>	<p>The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask.</p> <p>If dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance, or speak to the Head Teacher/Site Manager, as required.</p> <p>A protocol was adopted by the school in June 2020, and all vulnerable staff have been subject to individual Risk Assessments. This is more necessary in our school, given the locality within the City of Leicester, and the high incidence of staff from the BAME community. All Risk Assessments have been individually recorded, and were conducted by the Head Teacher before the children returned to school on 01.09.20. Each Risk Assessment will be subject to review, in-line with the expectations that have been established as part of the school's main Risk Assessment (see above).</p>
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What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			L	S	=				
Catching or Spreading COVID 19	Staff, Pupils, Visitors	Twice weekly Lateral Flow Testing for Covid 19 is now available for persons to carry out at home.				Monitoring of test outcomes (positive and negative), frequency, outcomes, and any follow-on actions required	LW	Oct 21	
		Ongoing - Rapid Result Tests (Lateral Flow Tests)							
		Rapid Result Tests (Lateral Flow Tests) are available for All Schools to conduct weekly testing of Staff, and Secondary School age Pupils in order to help detect those who are carrying the Covid 19 virus without displaying symptoms.	3	2	6	Self-isolation flow-chart to be shared with all staff, informing decisions that are made by staff, leaders and managers	LW	Aug 21	
		The testing available consists of two Lateral Flow Tests taken at home each week, 3 to 4 days apart.	3	2	6				
		The requirement for continued weekly testing for Staff and Secondary aged pupils will be reviewed at the end of September 2021.							
		Lateral Flow Test Results							
		A negative result will allow the tested person to remain in school.	5	1	5				
		A positive result will require the tested person start a 10 day self-isolation period and undertake a Confirmatory Covid 19 PCR Test as soon as possible (within 2 days).	1	5	5				
		The use of public transport should be avoided where possible by the person testing positive.	3	2	6				
		The results of the PCR Test determining whether self-isolation is to continue [positive result], or if the person can return to School [negative result within 2 days of LFT Test].	2	2	4				
		Household members of the person testing positive are not required to self-isolate for 10 days provided they have been double vaccinated and have a negative PCR test.	2	3	6				
		Where tests are carried out at home the results must be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff became familiar with this during the summer term 2021.	2	3	6				

	Issuing of home test kits to Staff are to be recorded in an Issue Log, and results of home tests are to be recorded in a separate Results Register.	2	3	6				
	Results for tests taken at School will be recorded & reported in line with current School test logging protocols. Reminders will also be issued on the training day on 24.08.21.	2	3	6				
	LATERAL FLOW TEST INCIDENT REPORTING							
	Incidents regarding LFT testing are to be reported as follows.							
	Home testing Clinical Incidents to – https://coronavirus-yellowcard.mhra.gov.uk & the School Management.	2	2	4				
	Home testing Non-Clinical Incidents to - NHS Test & Trace Service Telephone N° 119 & the School Management.	2	2	4				
	Incidents in School to –							
	It is important that all incidents related to testing are recorded, including void results.	2	2	4				
	Serious incidents, including those that require immediate pausing of all testing on site, should be escalated immediately to the DfE helpline.	1	5	5				
	Incidents that disrupt testing and/or could potentially impact quality or safety of testing and cannot be resolved locally should be reported to the DfE helpline.	1	5	5				
	Any other incidents that disrupt testing in any way, but that are resolved locally, should be reported to DfE through the Incident Reporting Form on www.Gov.uk . DfE will escalate issues to DHSC through the clinical governance process for rapid testing as required.	1	5	5				
	DfE Coronavirus Helpline 0800 0468687.							
	Records of all incidents are kept.							
	Where any doubt exists, staff are requested to contact the Head Teacher directly.							

Catching or Spreading COVID 19	Staff, Pupils, Visitors	Non-legislative additional control measures for consideration based upon Government Expectations & Recommendations.				Guidance will be issued to parents, and measures established during the summer term 2021 will be maintained.	LW	Aug 21	
		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.	2	2	4				
		The Government expects and recommends that a gradual resumption to full workplace attendance will be practiced.	2	2	4				
		All Staff are expected to use their own personal judgement in adopting additional control measures to minimise their own exposure risks to Covid 19.	2	2	4				
		All persons are expected to limit close contacts as far as is reasonably practicable with those persons they do not normally live with (i.e. considering the frequency, duration & numbers of contacts).	2	3	6				
		As meetings outside are less prone to virus spreading, the government expectation is that meetings outside would be prioritised over meetings indoors.	2	2	4				
		Consideration may be given to maintaining records of staff, visitor & contractor attendance for NHS Test & Trace purposes.	2	2	4				
Suspected case whilst on site or Positive PCR Test result	Staff, Pupils, Visitors	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 a 10 day self-isolation period and undertake a PCR Test as soon as possible, and make the appropriate NHS Test & Trace notification.	1	5	5	The school will support children in Key Stage 2 to engage with the contact tracing system, and this will also be published to parents, so they can support the process overall.	LW	Aug 21	
		The use of public transport should be avoided where possible.	3	2	6				
		Household members of the person testing positive are not required to self-isolate for 10 days provided they have been double vaccinated and have a negative PCR test.	3	2	6				
		Where a person tests negative for COVID 19 they can return to school (<i>Unless the PCR Test was taken as a result of a positive Lateral Flow Test, but within the self-isolation period over two days later than the LFT Test</i>).	4	1	4				

	Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).	1	5	5			
	The use of public transport should be avoided where possible.	3	2	6			
	The NHS Test & Trace system will take steps to identify close contacts of the person tested positive and instruct them to self-isolate for 10 days as appropriate. <i>(In exceptional circumstances, the School may be requested to assist in identifying close contacts).</i>	3	2	6			
	With Effect From 16 August 2021 Those persons under 18 Years old who are identified as close contacts by the NHS Test & Trace system will not be required to self-isolate, but will be advised to undertake a PCR Test and will only be required to self-isolate if they themselves then test positive.	2	4	8			
	With Effect From 16 August 2021 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 a PCR Test and will only be required to self-isolate if they themselves then test positive. If not fully vaccinated they will be required to self-isolate for 10 days.	2	4	8			
	<i>Household members of those close contacts, or other close contacts who have not been contacted by the Test & Trace system, do not need to self-isolate unless they themselves later receive a positive test result, develop symptoms themselves, or the affected person later tests positive and they are then informed to do so by the NHS Test & Trace system.</i>	2	4	8			
	If several positive cases are identified within a 14 day period, this may indicate an outbreak, and in these circumstances the School should contact the DfE Advice Service (Helpline Number 0800 0468687 Option 1). Public Health England's Local Health Protection Teams will then conduct a rapid investigation and will advise the school on the most appropriate action to take (such as implementing Outbreak Management Plans).	1	5	5			
	If a person receives a positive Covid 19 PCR Test result or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:	1	5	5			

		<ul style="list-style-type: none">▪ Notify the Head Teacher immediately.▪ Avoid touching anything.▪ Go home immediately (Children accompanied by their parent, etc).▪ All other persons are to maintain a safe distance from affected individual.▪ If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.▪ Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal.▪ They must then follow the guidance on self-isolation & testing and not return to school until their period of self-isolation has been completed or have received a Negative PCR Test result.								
		Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves, or unless the affected person later tests positive and they are informed to do so by the NHS Test & Trace system.	1	5	5					
		They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.	2	3	6					
		If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed. In our school, this will be the resources room, and the Head Teacher will assume responsibility for supervision, while office staff alert parents.	2	3	6					
		A separate toilet facility should be used if necessary.	2	3	6					

		<p>Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p> <p>Arrangements should be made for the parent etc to collect the child, and only under exceptional circumstances is school transport to be used to return the child home.</p> <p>Remote learning is provided to pupils who are self-isolating, and where they are well enough to participate.</p>	2	3	6			
			2	3	6			
			5	1	5			
Travel off site	Staff, Pupils	<p>Children must not board home to school transport if they or any member of their household has Covid 19 symptoms.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> Use a vehicle with a bulkhead for segregation. The driver and the passenger should maintain a distance of 2 metres from each other. The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. The vehicle should be cleaned & disinfected afterwards. Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport,</p> <ul style="list-style-type: none"> Hands are to be sanitised on boarding & disembarking. Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day. Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers. Children are to be encouraged to carry & use tissues on home to school transport. If used, these will need to 	2	3	6	<p>EVOLVE forms will be developed to reflect the changing requirements in respect of Covid 19, and the EVC completed update training in June 2021, so these matters can be fully addressed</p>	LW	Aug 21
			2	3	6			
			1	4	4			
			1	4	4			

		<p>be disposed of into a covered bin, either on board the vehicle or upon arrival at school.</p> <ul style="list-style-type: none"> Ventilation is to be maximised (i.e. opening windows). The vehicle is to be regularly cleaned. Face coverings are recommended to be worn in enclosed crowded spaces where other persons who you do not normally meet are encountered, such as when using dedicated transport. <p>External Visits,</p> <ul style="list-style-type: none"> The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits. Overseas visits are not recommended to be undertaken until the start of the autumn 2021 Term. 	1	4	4				
Contamination during access to & egress from site	Staff, Pupils, Visitors	Any persons who are showing any of the signs of Covid 19 may NOT come to school.	1	5	5	Signage and communication to be updated throughout the school, and parents to be notified via all media channels	LW HB	Aug 21	
		Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.	2	3	6				
		Common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, are to be regularly cleaned, particularly during peak flow times.	2	3	6				
		<p>Visitors</p> <p>All visitors & contractors are to be made aware of site rules.</p>	2	2	4				
Contamination within Internal Areas	Staff, Pupils, Visitors	All persons are to wash & dry/sanitize their hands upon entering classrooms.	5	1	5	Stock-taking in respect of cleaning materials and consumable resources, established protocols already in place from the summer term 2021	LW WW	Aug 21	
		<p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry and regularly thereafter. Use alcohol-based hand sanitiser. Wash hands if face is touched. All hand contact surfaces to be regularly cleaned. 	3	2	6				
		Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.	2	2	4				

		<p>Equipment, Activities and resources</p> <ul style="list-style-type: none"> ▪ Limit the use of shared resources. ▪ Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. ▪ All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. ▪ Pupils should be reminded only to bring essential items into the school. 	2	2	4			
		<p>Singing activities or playing brass or wind instruments is permitted with the following conditions,</p> <ul style="list-style-type: none"> ▪ Voices are not be raised unduly, in-line with staff code of conduct. ▪ Where possible musical instruments should be cleaned by the pupils using them. ▪ Participants are not sharing instruments. ▪ Good levels of ventilation are provided, with preferably the activity being carried out outdoors. ▪ Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person. <p>For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/</p> <p><i>As an alternative to cleaning between each use, equipment & resources etc could be removed and quarantined for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups – But putting resources out of use for extended periods and the potential for premature unauthorised reuse needs to be considered.</i></p> <p>Doors may be propped open to reduce contact points and increase ventilation, provided fire safety, security & safeguarding requirements are not compromised.</p> <p>Fire doors should not be held open – unless by the use of devices that automatically release them in the event of a fire alarm activation.</p> <p>Consider fitting Maglocks (magnetic release devices) to doors where appropriate, but these must operate in a fail-safe way to ensure fire safety is maintained.</p>	2	2	4			
			2	2	4			
			3	2	6			
			3	2	6			
			3	2	6			

		<p>Ensure occupied rooms are well ventilated, opening windows where possible (<i>The School management may need to give careful consideration to how far to open windows when rooms are occupied & unoccupied for the maintenance of thermal comfort</i>).</p> <p>Centralised ventilation systems that the circulate air between different rooms only are to be turned off, and fresh air ventilation selected.</p> <p><i>Ventilation systems that use a mix of recirculated and fresh air, are acceptable, and the use of desk fans etc may help to prevent pockets of stagnant air.</i></p> <p><i>Recirculation units that do not draw in a supply of fresh air can remain in operation as long as there is a supply of outdoor air - This could mean leaving windows and doors open.</i></p> <p>Areas of poor ventilation should be identified, and measures taken where possible to increase ventilation in these areas. The use of Carbon Dioxide monitors may be useful in identifying areas of poor ventilation. <i>But the manufacturer's instructions for these should be followed to ensure accurate results.</i></p> <p><i>Air cleaning & filtration units may be considered in some circumstances where poor ventilation remains an issue.</i></p> <p>Desk or ceiling fans can be used provided that the area is well ventilated but they should not be used in poorly ventilated Areas.</p> <p>Before starting a lesson indoors, consider if it could be conducted outside instead.</p> <p>Bins are to be provided in each main room to collect used tissues, and are emptied regularly.</p> <p>Drinking water fountains are not in use (Additional drinking water facilities may need to be provided - i.e. bottled water). Protocols were established for this during the summer term 2021, and the Risk Assessment updated to reflect these process changes..</p>	3	2	6				
			3	2	6				
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Contamination in Outdoor Areas	Staff, Pupils	External play equipment if used, should be cleaned after each use. The Activated Water System remains in place.	3	2	6	Activated Water System to be updated every 2-days, using coloured bottles	WW	Aug 21	

		<p>Hand washing & drying facilities are to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/</p> <p>Sporting activities should prioritise outdoor sports where possible.</p> <p>Only Team Sports where national governing bodies have developed guidance (and have been approved by the Government such as those on the list of available grassroots sports) are to be undertaken, and the control measures identified in that guidance adopted.</p> <p>Where lessons are taken inside or outside, the same ventilation, and hand washing protocols etc should be adopted.</p>	3	2	6				
			3	2	6				
			3	2	6				
			3	2	6				
Work planning	Staff, Pupils,	<p>Priority is to be given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned upon change of user.</p> <p>Where SEN pupils are attending School the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p>	2	2	4	The playing fields on Evington Drive will be utilised as often as possible, in partnership with LCC	LW	Aug 21	
			3	2	6				
			2	3	6				
Cleaning	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring all areas and equipment are all thoroughly cleaned at least twice per day, focusing on frequently touched surfaces.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. 	2	3	6	The cleaning regime will be subject to review on a weekly basis, staff will be encouraged to report back any outstanding matters via established reporting procedures	LW WW	Aug 21	
			2	3	6				

		<ul style="list-style-type: none">▪ Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used).▪ Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished▪ When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces.▪ Cleaners are to wash & dry their hands after removing the PPE.▪ The fogging protocol will be amended, ensuring that all areas in school are subject to a clinical deep clean at least once per week▪ The Activated Water System will remain available, with bottles being upgraded every 2-days, storage located at the top of the main corridor▪ The go-to cleaning team will remain on standby, but at the moment, they have not been commissioned for the beginning of the current academic year							
		Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).	2	3	6				
		Bin liners should be used in all bins and bins emptied daily.	2	3	6				
		External play equipment is to be included in the cleaning regimes.	2	3	6				
		Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products).	2	3	6				
		<i>Although disinfecting may also be carried out routinely as an assurance measure.</i>	2	3	6				
		Alternative cleaning & disinfecting methods may be appropriate in some circumstances (e.g. after known contamination), but these should only be carried out following control measures developed from a separate risk assessment and in consultation with the product suppliers.	2	3	6				

Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	If practicable drivers should wash or clean their hands before unloading goods and materials.	2	2	4	This service is contracted out and subject to LCC oversight	WW	Aug 21	
		Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.	2	2	4				
		Waste bags and containers - to be kept closed.	2	2	4				
Contractors	Staff, Pupils, Contractors	All contractors are to wash their hands upon entering the site.	2	2	4	Individual Risk Assessments will be produced in partnership with the provider to ensure that all matters of safety have been addressed			
		Strict hygiene rules to be implemented, all contractors are to be asked to do the following:	2	2	4				
		<ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising regularly. 							
		The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.	2	2	4				
		Contractors & 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.	2	2	4				
Poor hygiene	Staff, Pupils, Visitors	Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.	2	2	4	Welcome packs to be developed for all classrooms, which will include gloves, soap, sanitiser, aprons, masks etc.	WW	Aug 21	
		Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.	2	2	4				
		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.	2	2	4				
		Provide additional hand washing & drying facilities where necessary.	2	2	4				
		Regularly clean the hand washing facilities and check soap and sanitiser levels. Stocks are maintained by the Premises Officer and can be made available anytime.	2	2	4				

		Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	2	2	4			
		Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.	2	2	4			
Canteen use - exposure from large numbers of persons	Staff, Pupils	Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.	2	2	4	A copy of the this Risk Assessment will be made available to colleagues at City Catering, who provide the canteen service	LW	Aug 21
		Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged.	2	2	4			
		Food displays should be protected against contamination by coughing, sneezing, etc).	2	2	4			
		Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.	2	2	4			
		Payments should be taken by contactless methods wherever possible.	2	2	4			
		Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.	2	2	4			
		Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).	2	2	4			
		Tables and chairs should be cleaned between each use.	2	2	4			
		All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.	2	2	4			
		All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.	2	2	4			
		For the duration of this Risk Assessment, only Reception children will eat in the main hall. All other classes will eat in their classroom, with an enhanced cleaning regime, supported by catering staff. A delivery system from the canteen to classrooms will also be maintained, as per the system established last year.	2	2	4			

Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.	2	2	4	Procedures have been firmly established in this area of our work	LW WW	Aug 21	
		Bin liners should be used in all bins.	2	2	4				
		Consider the disconnection of forced air hand driers to reduce unnecessary air movement (This may require the provision of additional hand towels/tissues).	2	2	4				
		Wash & dry hands after using the facilities.	2	2	4				
Lack of awareness	Staff, Pupils, Visitors	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. This information should also be easily understandable to small children where necessary.	1	4	4	Assemblies and social media channels will be used to support the understanding of children, parents, and staff	LW HB	Aug 21	
		“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.	1	4	4				
		Staff are to challenge any person not adhering to the control measures within this risk assessment.	2	3	6				
First Aid provision / Medical Needs	Staff Pupils, Visitors	When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).	2	3	6	Additional first-aid resources have been stored in the main school office, and are overseen by the Administrative Assistant	SH	Aug 21	
		Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.	2	3	6				
		If dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance for the procedure.	2	3	6				
		Additional Risk Assessments have been developed for those pupils with a higher level of need, and these have been supported by both the Head Teacher and SENDCo. Each plan will be subject to review every 6-weeks.	2	3	6				

Bubbles	Staff Pupils, Visitors	Bubbles have now been folded into phases, as follows: <ul style="list-style-type: none"> ▪ Bubble 1: EYFS ▪ Bubble 2: Key Stage 1 ▪ Bubble 3: Lower Key Stage 2 ▪ Bubble 4: Upper Key Stage 2 	2	2	4	Bubbles will remain in place until October half-term, and are subject to review. If cases increase, the old system of year group bubbles will again be utilised.	LW WW	Aug 21	
		Barriers have been removed from the centre of the playground, enabling bubbles to play together at morning break and lunchtime	2	2	4				
		Entry times have been published at each of the gated entrances, as follows: <ul style="list-style-type: none"> ▪ Bubble 1: 8.35-8.50*, Ethel Road ▪ Bubble 2: 8.34-8.45, Main Entrance ▪ Bubble 3: 8.35-8.45, Evington Drive Gate 2 ▪ Bubble 4: 8.35-8.45, Evington Drive Gate 1 	2	2	4				
		*Different entry times have been agreed for pupils in the Orchard, morning group, afternoon group, and those that have a full-time place							
		At the end of the day, all children will be dismissed at 3.15, using the following procedures: <ul style="list-style-type: none"> ▪ Bubble 1: Classroom cloakrooms ▪ Bubble 2: Key Stage 1 playground ▪ Bubble 3: Bottom of the KS2 playground, with parents being invited to wait in a holding area ▪ Bubble 4: Parents will wait on the opposite side of Evington Drive, children will be supported to cross the road by Mr. Variava 	2	2	4				
		The school will support contact tracing, and older children will be encouraged to engage with this process by the Head Teacher. Parents will also receive literature from the school that can be used in the event of a positive test. Reporting procedures will also be maintained with the LA and PHE.	2	2	4				

Changes to RA for the spring term 2022	Staff Pupils Visitors	<p>There have been no significant changes to the Risk Assessment for the spring term 2022, with the exception of playtimes in Key Stage 2, as follows:</p> <ul style="list-style-type: none"> All children will take their break at the same time as per established arrangements at lunchtime The playground will be sub-divided to give dedicated space for the children in each phase, which will also support the supervisory requirement and reduce the number of duties that staff will need to cover across any given week A new games rota has been drawn up that reflects the changes to the space, and also with input from the children, DHT to launch in each class 	2	2	4	All additional guidance has been prepared in-line with advice received from the LA, NEU and NAHT			
		Ventilation remains a significant issue in school, and CO2 monitors have now been installed in each classroom. Procedures have also been published as to the required response if CO2 levels increase to intolerable levels.	2	2	4				
		Under joint guidance from the NAHT and NEU, face coverings will be allowed, by pupils and staff; parents will be expected to wear face coverings as soon as they enter the school site	2	2	4				
		It is envisaged that staff shortages will impact on the delivery of our core offer; while all efforts will be made to ensure that school can stay open; leaders and managers reserve the right to close classes, bubbles, and even the school if we cannot provide the staffing required to offer an effective education to pupils	2	2	4				
		It remains the position of the school to encourage all staff to receive the vaccination, and arrangements will be agreed to ensure that this can happen, including paid time-off, as required. Where specialist clinics become open to school staff, they will be signposted, and time given for all staff to be able to attend.	2	2	4				

Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

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>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Travel guidance

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

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Guidance for the full opening of schools

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

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
	Impact (B)					

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.