OUTLINE RISK ASSESSMENT

Activities Covered by this Assessment	Wider opening of schools during COVID 19 (June 2020)		
Site Address / Location		Department / Service / Team	CFS and Traded Services

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

This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. Once completed, please ensure initial risk ratings are added.

Every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.

Person becomes unwell during the day. Please refer to: 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#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june What happens if someone becomes unwell at an educational or childcare setting?

Attendance: No one with symptoms should attend a setting for any reason. Eligible children – including priority groups - are strongly encouraged to attend their education setting, unless they are self-isolating, or they are clinically vulnerable (in which case they should follow medical advice). Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.

It is advised that schools carry out an inspection of the premises before opening and record the findings.

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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 ?
Staff exiting cars in staff car park	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	• Staff are encouraged to cycle or walk to work. • Every other car parking space is left empty where practicable. • Reverse parking only where practicable. • Courtesy when alighting cars to maintain 2m distance.	**1**	**4**	**4**	Communication				Comm SS	15/6	
Visitors to site	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	• Visitors to site are restricted. • Only visitors with prearranged appointments are allowed on site. • Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.	**2**	**3**	**6**	Communication				Comm	15/6	
Social distancing not being carried	Staff, pupils, parents/guardian,	• Drop off times are staggered. • Arrangements for drop off are				Y10 8.40 Start						

out at drop off time.	visitors and contractors. Reduced infection control which may result in spread of COVID19	communicated to staff, pupils and parents/guardian in advance. • Parent/guardian should not attend without a prior appointment. • Access to site and pupils' classrooms are communicated to pupils, parent and guardian 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 as appropriate. • Signage is installed i.e. 	**2**	**3**	**6**					Additional Signage CV	15/6	
Use of cloakroom/toilet areas	Staff and pupils Reduced infection control which may result in spread of COVID19	• Students keep their bag and personal belongings with them at all times. • Only one student to use the toilet at any one time.	**2**	**4**	**8**							

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Social distancing not being carried out within the classroom.	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	• Arrangements for the day are communicated to staff, pupils and parents/guardian. • 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 on subsequent days. • The group distance themselves from other groups. • Desks are placed as far apart as possible. • Pupils are allocated a desk and are seated at the same desk each day. • Pupils remain in the same classroom throughout the day. • Workshop/laboratories are organised to maintain space between desks. • Any equipment used is cleaned after use.	**3**	**3**	**9**	Groupings 'bubbles' Cleaning routine				Grouping and timetable BR Organising and cleaning CV	15/6 ongoing	
Sharing equipment	Staff, pupils, visitors and contractors. Reduced infection	• Pupils do not share equipment. • Teaching resources are discouraged/not removed from the setting.	**3**	**1**	**3**							

	control which may result in spread of COVID19	• Small, intricate items that are difficult to clean are removed from the classroom before the school reopens.										
Social distancing not being carried out at break times	Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19	• 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 of dedicated areas outside for small groups. • Levels of supervision considered, and additional information needed for 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.	**3**	**2**	**6**	Staggered timings and rota				Comm SS Duty Rota BR	15/6 15/6	

		• Arrangements for 'wet breaks' considered. • Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored. • Hand washing arrangements/use of sanitiser provision. • Break supervision by teaching staff								Cleaning and hand wash CV		
Social distancing not being carried out at lunch time	Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19	• All the potential control measures suggested for break times. • Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose. Hand cleaning facilities to be available upon entering and exiting the hall/dining area. • Pupils to enter hall/dining area within their small groups maintaining social distancing. • Tables to be cleaned between group use. • Arrangements for the cleaning of the area following the consumption of food.	**3**	**2**	**6**	Signage and hand wash Layout for lunchtimes maintain 2M social distancing				CV Signage and spacing CV Cleaning dining area CV	15/6	

		• Cleaning regimes to be established for after eating packed lunches, wherever this may be.										
Social distancing not being carried out at pick up	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	• End of day staggered. • Arrangements for pick up are communicated to staff, pupils and parents/guardian in advance. • No parent/guardian attends the school. • Egress to schools and pupils' classrooms are communicated to pupils, parent and guardian 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. 	**2**	**3**	**6**							

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Outdoor play/PE	Staff and pupils Reduced infection control which may result in spread of COVID19	• Teacher ensuring social distancing is in place. • Only allow one group within an outside area any one time.	**1**	**3**	**3**	Supervision and PE organisation				All staff		
Carrying out 1st aid	First Aider Person being treated by the first aider. (Carrying out 1st aid may require the 2mtr social distancing rule to be broken) This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with	• A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance guidance (link at end of document). • If a child presents symptoms of COVID-19 they will be isolated 2m away from people and parents called to collect them. • Persons who have symptoms will isolate for 7 days and will not be in school. • The first aider will wash their hands for at least 20 seconds with soap and water. • Nitrile Gloves conforming BSEN455 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				First Aider to read St John's ambulance guidance Gloves stocked and available				First Aider to read guidance CV		

	an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth. The First aider may have an allergic reaction to latex gloves.	on their hands with water proof 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 conforming BSEN 166.1b.3 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 google and visor 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	**5**	**3**	**15**	Goggles available Cleaning				CV CV		

		putting them into the external waste skip/bin. • Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. • First aiders have been given information on how to correctly don and doff their PPE. • No food will be stored or eaten in the 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.										
Social distancing not being carried out during the use of Staff facilities	Staff, pupils, visitors and contractors Reduced infection control which may result in	• Consider the number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible • Consider the use of another room in addition to usual one	**1**	**3**	**3**	Staff rota to minimise number of staff at any one time				BR		

	spread of COVID19	• Staggering of break times to reduce numbers • Use of signs to inform of hand washing prior to entering/using facilities. • Shared crockery and cutlery are removed. • Reusable sponges are removed • Cleaning of room between use • Operation of dishwasher/water dispensers procedures										
Assembly	Staff and pupils Reduced infection control which may result in spread of COVID19	• Assemblies/Collective Worship (CW) are not to take place. • Head/teaching staff addresses individual groups, within their classroom. CW in classroom - socially distanced. • Measure 2x2 metre squares and mark them out for the children to sit in	**2**	**1**	**2**	Planning and Rota				SLT		
Cleaning	Reduced infection control which may result in spread of COVID19	• A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. • Hard surfaces to be cleaned with soap and water prior to disinfecting.				Cleaning schedule produced and products stocked				CV	15/6	

		• disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected. • 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. • Only cleaning products supplied by the school are to be used. • Please refer to the school's COSHH risk assessments for further control measures in relation to										

		cleaning chemicals used. • PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. • 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. Reduced infection control which may result in spread of COVID19	• 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.				Communicated as necessary				CV	On going	
Contractors working on site	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in	• Contracted work is carried out when the school is closed to staff and pupils – kept to a minimum. • Only essential work completed by contractors • Any documentation required is sent/received prior to the contractor arriving on site.				Communicated as necessary				CV	As apropri ate	

	spread of COVID19	• Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.										
Emergency procedures	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	• 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.	**3**	**2**	**6**							
Use of public transport/school buses	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	• Pupils are encouraged to cycle or walk to work. • Establish robust communication links with transport provider. Meeting in preparation of re-opening to confirm operational controls				Communication				SS	15/6	

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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

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

During this activity, what could go wrong resulting in an emergency situation?	1. Child displays symptoms with CV19 2. Child from teaching group who has been sent home becomes confirmed case. 3. Staff becoming ill and self-isolating.
How could this emergency situation be prevented / controlled?	1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 14 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn. 2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording. 3. Follow guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Consider reallocating staff or capacity of school to remain open. Consult with LA and/or Trust on closure.
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.

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Risk Assessor (s) Name(s):		Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		**Initial**
Date Conducted:		Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

Potential Severity of Harm	**High** Death, paralysis, long term serious ill health.	**Medium**	**High**	**High**
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	**Low**	**Medium**	**High**
	Low Minor injuries not resulting in any first aid or absence from work.	**Low**	**Low**	**Medium**

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	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.