

Merrydale Junior School RE OPENING RISK ASSESSMENT

Activities Covered by this Assessment	Spring Term 2022 – School activities during COVID 19 outbreak at Government Plan B <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. 		
Location	Merrydale Junior School	Organisation	DISCOVERY
<p>Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate</p> <p style="text-align: center;">This risk assessment has been developed in conjunction with LTS and Leicestershire County Council and has been adapted to include</p> <p style="color: red;">Schools should retain previous versions of risk assessments as the DfE have indicated that schools may be asked to reinstate controls in the event of a local outbreak. These reinstatements are envisaged to be of short duration but may mean that there are frequent changes required. All reinstatements should be on the advice of public health (PH) and schools should tailor any risk assessment reviews to PH advice.</p> <p style="color: red;">This risk assessment template is designed to address the covid controls during the normal day to day operation of a school – Guidance found here.</p> <p>Brief summary of changes for schools at Government Plan B</p> <p>Close Contacts</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> fully vaccinated adults – people who have had 2 doses of an approved vaccine all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status people who are not able to get vaccinated for medical reasons people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>Follow separate guidance if you have had contact with someone who has tested positive for COVID-19 but do not currently live in the same household as them.</p> <p>Schools should continue to:</p> <ul style="list-style-type: none"> Exercise good hand hygiene. Exercise good respiratory hygiene, catch it, bin it, kill it principles. 			

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

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

Face Coverings:

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

Domestic residential educational visits:

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

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

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

Rapid Result Tests (Lateral Flow Device Tests)

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

Headteachers actively consult with staff on local setting measures, inviting feedback to develop practice and health and safety measures, that where reasonably practicable,

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protect the whole school community. Individual risk assessments are developed for all colleagues and pupils that require one. This includes pregnant women, BAME and Clinically Vulnerable / Clinically Extremely Vulnerable.

Monitoring and review of risk controls

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

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--/-)	Done?
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<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. 				Follow advice from PH concerning return to school.						
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. Reduced infection control which may	<ul style="list-style-type: none"> A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door 				You should call the dedicated advice service who will escalate the issue to your local health protection team where						

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	result in spread of COVID19	<p><i>(depending on the age and needs of the pupil)</i> with appropriate adult supervision if required.</p> <ul style="list-style-type: none"> • Windows are opened 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 and disinfected 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. 				necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.						
Catching or Spreading COVID-19	<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"> • Twice weekly Lateral Flow Device (LFD) testing for all staff - consisting of two LFD tests taken at home each week, 3 to 4 days apart. <p>Lateral Flow Test Results</p> <ul style="list-style-type: none"> • A negative result will allow the tested person to remain in school. • A positive result will require the tested person start an up to 10 day self-isolation period. • The person can test on day 6 and 7 in order to return to work early. 	M	M	M	<p>Engage with the NHS test and trace.</p> <p>All Staff are expected to use their own personal judgement in adopting additional control measures to minimise their own exposure risks to Covid 19.</p> <p>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).</p>	M	L	L	All staff	23/8	

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		<ul style="list-style-type: none"> Follow good respiratory hygiene and skin cleaning hygiene measures at all times. 				<p>If anyone has any of the main symptoms of COVID 19, they are strongly advised to take a PCR test not an LFD test.</p> <p>If someone with symptoms has already taken an LFD test for any reason and the result is positive, they do not need to take a follow-up PCR test.</p>							
<p>Suspected case whilst on site or Positive PCR Test result</p>	<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"> 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. The use of public transport should be avoided where possible. Household members of the symptomatic person are also required to self-isolate for 10 days. A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required. Windows are open for ventilation. 	M	M	M	<ul style="list-style-type: none"> The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken. 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>). 	M	L	L	All staff	23/8		
<p>Suspected case whilst on site or Positive PCR Test result (continued)</p>	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of</i></p>												

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	COVID19	<ul style="list-style-type: none"> 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. 										
Lack of awareness	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> 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. Staff are to challenge any person not adhering to the control measures within this risk assessment. 	M	L	L	Signage to be checked regularly by Lee Tait and ensure that it is maintained.	M	L	L	Lee Tait	23.8	
Visitors to site	Staff, pupils, parents/ visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Visitors to site should be kept to a minimum, appointments preferred so that: <ol style="list-style-type: none"> i. 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. 	M	L	L	Office staff to ask the questions referenced.	M	L	L	P.O and Office staff	23.8	

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<p style="text-align: center;">Use of public transport/school taxis</p>	<p style="text-align: center;">Staff, pupils, parents/ visitors and contractors.</p> <p style="text-align: center;"><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Pupils and staff are encouraged to cycle or walk to work. Communication links with school taxi companies in place Communicate information to parents and staff where appropriate. pupils clean their hands before boarding transport and again on disembarking. Fresh air (from outside the vehicle) through ventilation, is maximised through opening windows and ceiling vents. Pupils have been informed not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19) 	M	M	M	<p>We currently do not have children being delivered by Taxi. If this situation changes this section of the Risk assessment will be reviewed.</p>	M	M	M			
<p style="text-align: center;">Lunchtime hall / canteen use - exposure from large numbers of persons</p>	<p style="text-align: center;">Staff, pupils, parents/ visitors and contractors.</p> <p style="text-align: center;"><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> 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. 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. 	M	L	L	<p>Moving the hand sanitiser to the other side of the entrance so that children can sanitise their hands on the way in and out of the building. (Lee Tait)</p> <p>Gloves to be provided by school for the dining room.</p>	M	L	L	<p>P.O and lunch staff</p>	23.8	

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		<ul style="list-style-type: none"> Drinking water should be provided with enhanced cleaning measures. Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted). Tables and chairs should be cleaned regularly. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles. 									
Poor Hand Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Pupils and staff to wash their hands with soap and water for at least 20 seconds on arrival at school, before eating and after breaks. 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. 	M	L	L	Schedule for handwashing, On arrival, After break, Before lunch, Hand sanitise as the children enter the dining room, As children return to class after lunch. PO to maintain the soap and sanitiser stations.	M	L	L	All school	23.8
Poor Respiratory Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Tissues provided in all classroom. Lidded bins provided in all classrooms and in communal areas. Relay the "catch it, kill it, bin it" approach to all staff and pupils. 	M	L	L	Bins to be monitored by Lee Tait	M	L	L	PO	23.8
Airborne Transmission in Communal Areas	Reduced infection control which may	<ul style="list-style-type: none"> Face coverings to be worn by staff and visitors in corridors 	M	L	L	The wearing of a face mask in the classroom is at the discretion of the	M	L	L		

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	result in spread of COVID19	and communal areas				adult/s in the room.					
Outdoor play/PE	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Play equipment/PE Equipment is cleaned and disinfected regularly. 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. 	M	L	L	PE coach to organise cleaning of PE equipment. PE equipment to be cleaned between year groups.	M	L	L		
First Aid provision / Medical Needs	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i> (Carrying out 1st aid may require the 1+mtr social distancing rule to be broken)	<ul style="list-style-type: none"> A first aider should not be administering first aid treatment a person who has the symptoms of COVID-19 unless life threatening condition and using St John’s ambulance guidance (link at end of document). Isolation care can be given. If a child presents symptoms of COVID-19 they will be isolated 1+m away from people and parents called to collect them. When physical contact is 	H	M	H	First aid bags to be maintained in year groups. Break and lunch first aid bags to be taken out into the given areas. First aid bags to be maintained by Sue Butler. Ensure that the equipment required for first aid is maintained. (Sue Butler)	H	M	H	All staff Sue Butler	23.8

		<p>necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <ul style="list-style-type: none"> • 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. • Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area. • After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a bag and the bags tied. • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. • 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. • 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 							
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		<p>the building.</p> <ul style="list-style-type: none"> The first aid room is well ventilated at all times. No food will be stored or eaten in the first aid room. 										
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 routinely already involves the use of PPE due to their intimate care needs will continue to receive their 	H	M	H	<p>Intimate care to be provided by Fern Watkins and Bruna Patel.</p> <p>Other staff members are trained to provide support in the event of staff absent.</p>	H	M	H	<p>Fern Watkins Bruna Patel</p>	23.8	

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		<p>care in the same way.</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 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. 										
Insufficient Cleaning	<p>Staff, pupils, parents/ visitors and contractors</p> <p><i>Reduced infection</i></p>	<ul style="list-style-type: none"> A detailed cleaning schedule will be implemented throughout the school, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all 	H	M	H	<ul style="list-style-type: none"> Deep cleaning schedule available to support enhanced clean. Gov.uk guidance to be 	H	L	M	Office manager and PO	23.8	

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		<p>further control measures in relation to cleaning chemicals used.</p> <ul style="list-style-type: none"> • PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. • Bins for tissues are emptied throughout the day • Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 										
<p>Poor Ventilation / Lack of Ventilation</p> <p>Thermal Discomfort in colder months</p>	<p>Staff, pupils, visitors, contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19.</i></p> <p>COVID-19 transmitting through mechanical ventilation ducts that link between rooms.</p>	<ul style="list-style-type: none"> • Mechanical systems have been adjusted to provide full fresh air in rooms: • Natural ventilation is provided by opening windows. In cooler weather windows will be opened just enough to provide constant background ventilation. • Windows will be opened more fully during breaks to purge the air in the space. • Parents have been informed that the uniform policy has been relaxed to allow for pupils to wear warm clothing such as 				<ul style="list-style-type: none"> • Consider using CO2 monitors to check air quality in poorly ventilated rooms. When the monitor indicates open windows and doors till monitor returns to normal. To be discussed in school ASAP. • Children to be provided with blankets when the weather is cold so that ventilation can be maintained. These blankets will also be washed on a rota basis. 				Office manager PO	23.8	

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		<p>a jumper or jacket in colder months.</p> <p>Advice to inform the control measures for mechanical ventilation systems has been sought from the</p> <ul style="list-style-type: none"> school's/academy's HVAC engineer (Name of Engineer). Natural ventilation is provided by opening external doors where this would not create a safeguarding and/or fire risk. Furniture has been re-arranged where possible to avoid direct drafts. This may prove to be difficult where class sizes are large. <p>Heating will be used and adjusted as necessary in occupied spaces to help to ensure thermal comfort</p>										
<p>Carrying out daily/essential building maintenance</p>	<p>Staff, pupils, parents/ visitors and contractors .</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ol 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. 	M	M	L	<p>The school will endeavour to arrange contractors around the school hours. This will be organised by the Office manager and PO</p>	M	M	L	<p>Office manager and PO</p>	23.8	

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		<ul style="list-style-type: none"> The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. 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. 										
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	School to share the emergency procedures with staff and to monitor throughout the coming weeks.	H	M	H	School SLT		
Breakfast and after school clubs	Staff, pupils, parents/ visitors and contractors	<ul style="list-style-type: none"> Individual Covid risk assessments should be available for activities taking place out of school hours. This 	M	M	L	PE coach to organise the Risk assessments for the after-school clubs. Office manager and PE coach to sort	M	L	L	Office Manager and		

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	<i>Reduced infection control which may result in spread of COVID19</i>	should contain controls to reduce the spread of COVID19 and be consistent with step 4 guidance for the activity being undertaken e.g. music clubs, grassroots sport				the timetable of activities.				Lemmon		
Residential visits / off-site visits	Staff, pupils, parents/ visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> • A COVID risk assessment will be created for each off-site visit. • Any educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time both domestically and internationally. • OEAP and government guidance will be followed during the visits and will be used to help develop risk assessments for the visits. 										

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

Source:

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

- **Contacts: PHE health protection teams:** <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
- **Contact for PPE orders if you have difficulties with your own suppliers:**
 - Leicester City : icrs.service@leicester.gov.uk
 - Leicester County: enquirylinequality&contracts@leics.gov.uk
 - Rutland: PPE@rutland.gov.uk

During this activity, what could go wrong resulting in an emergency situation?	<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.
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> 1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 10 days.

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

Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):		
	Antony Corbett			
	Catriona Mugglestone			
	Nikita Grant			
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	5 th January 2022	Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

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Date of Review:

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

To be made school specific