

Activities Covered by this Assessment	Reopening of schools during COVID 19 (June 2020)		
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>This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. Once completed, please ensure final risk ratings are added.</p> <p>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. As a trust we have worked collaboratively with heads in order to consult on health and safety matters relating to opening. SLT in turn consult with school colleagues, best placed to understand the risks in individual settings.</p> <p>If a person becomes unwell during the day the school will refer to government guidance found here.</p> <p>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 considered to be clinically extremely vulnerable. Children categorized as clinically vulnerable should follow individual 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. Further guidance about self-isolating is found here.</p> <p>It is advised that schools carry out an inspection of the premises before opening and use the COVID Safe Schools – Phased Return to School Toolkit to record the findings.</p>			



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. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff are encouraged to cycle or walk to work. Courtesy when alighting cars to maintain 2m distance where possible. 	M	M	M	*SLT to monitor situation and share concerns if appropriate. If parking less than 2m distance, ensure area clear before alighting vehicle. *Only staff cars in carpark *Carpark gates to be locked as per normal timings *Staff leaving part way through the day advised to park in overflow carpark. *Staff to be informed as part of reintegration plan.	M	L	L	SLT	Ongoing	
Visitors to site	Staff, pupils, parents/carer, visitors and contractors.	<ul style="list-style-type: none"> 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 	H	M	M	*Text to be sent daily at 8.00am to all attending pupils to remind that if they develop symptoms not to send in pupil and follow guidance for self-	M	L	L			







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Visitors to site Continued ...	<i>Reduced infection control which may result in spread of COVID19</i>	contact with anyone who has symptoms of COVID19, before they arrive on site. <ul style="list-style-type: none"> • Visitors asked to sanitize hands before entering school. • Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow. 	High	Medium	High	isolation/testing.	High	Medium	Medium	SLT	Ongoing	
						*If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the COVID-19:Guidance for households with possible infection guidance .				PO	2 nd June	
						*Only school deliveries (no personal home deliveries to school).					Awaiting delivery date	
						*fit screen to reception and office area has floor markings *Tape to mark outside areas.				PO	Y	Y
						*notice on school gates re visitors by prior arrangement *all visitors to be chaperoned				Y	Y	





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Social distancing not being carried out at drop off time.	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Drop off times are staggered. Arrangements for drop off are communicated to staff, pupils and parents/carer in advance. Only one parent/carer attends the school. Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. Direct access to the pupils allocated classroom is available. i.e. final emergency exits. Oneway systems are used around site. Signage is installed i.e.   Parents / carers made aware that gathering outside school at drop off times is discouraged. 	H	M	M	<p>*Drop off times staggered, and different entrances/exits used for each class at allotted time.</p> <p>*Tape outside all entrance/exit areas to help with queuing systems and marking on pathways in place where traffic is likely to be high - 2 metre reminders on all entrance points.</p> <p>*No access to school site by adults collecting or dropping off.</p> <p>*Parents encouraged not to gather outside when dropping off/collecting and to adhere to social distancing.</p> <p>*Marshalls at gate/entrance/exit areas to co-ordinate safe entrance/exit.</p>	H	L	L	SLT	Ongoing	Y
										PO	To be completed by 3rd June	





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Social distancing not being carried out at drop off time. Continued ...			H	M	M	*all entrance/exit routes are clear of furniture for easy access by pupils <u>Handwashing requirements:</u> - Arrive - Before/after break - Before/after lunch - Before/after pm break - Before home	H	L	L	PO to complete work on room 20	3 rd June	Y.
Use of cloakroom/toilet areas	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing until they are in their allocated classroom. Handwashing follows NHS guidance NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). 	M	M	M	*No lockers to be used. Coats to go on back of chairs and bags under allocated desk. *Nominated <i>COVID MARSHALLS</i> at both sets of toilets - to ensure set number of pupils in toilets at given time. <u>Handwashing for toilet use:</u> *Sanitise hands before toilet. *Wash hands in toilet sinks. *Sanitise hands when leaving toilet.	M	L	L	SLT	Ongoing	





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Use of cloakroom/toilet areas Continued ...						<p>*Only one pupil per class to be allowed out of class to go to toilet at a time.</p> <p>*Children encouraged to use toilets during lesson time only.</p> <p>*Y4 Toilets to be used by 6ES, 6TB Max. 2 pupils at any one time</p> <p>*Main Toilets near Office to be used by KW1, KW2, 6AV, 6LR 6ML Max. 2 pupils at any one time</p> <p>*One-way system around school as well as STOP, LOOK signs in reading corridor.</p>				PO	3 rd June	Y
	Staff, pupils, visitors and contractors. <i>Reduced infection</i>	<ul style="list-style-type: none"> • Arrangements for the day are communicated to staff, pupils and parents/carer. • Staff and pupils remain in small 	M	M	M	*Sensible, non-school uniform to be advised - easier for clothes to be cleaned daily.	M	L	L	School	2.6.20	





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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Social distancing not being carried out within the classroom.	<i>control which may result in spread of COVID19</i>	<p>groups. Max of 10 per room</p> <ul style="list-style-type: none"> Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and throughout the whole week. The group distance themselves from other groups. Desks are placed as far apart as possible. Surplus chairs stacked and removed from circulation. Pupils are allocated a desk and are seated at the same desk each day. Pupils remain in the same classroom throughout the day. Classrooms are ventilated using natural ventilation (opening windows) or ventilation unit Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Pupils are encouraged not to touch 				<p>*No PE kit to be used other than trainers to change into.</p> <p>*Y6 trays to go to allocated desk/room and Keyworker/Vulnerable Children to have trays available in rooms.</p> <p>*Maximum 10 children per class.</p> <p>*Laptops to be numbered and allocated for one child use only & to be cleaned before being put back on charge.</p> <p>*PE Groups to be taken to the designated area for PE (weather dependent). No equipment to be shared between groups. PE equipment used needs to be cleaned at the end of every day or moved and not used for further 3 days. Social distancing to be maintained within group.</p>				SLT	ongoing	Y Y
									Ravi	4.6.20	Y	
										ongoing		





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Social distancing not being carried out within the classroom Continued ...		their mouth, eyes and nose. • Pupils informed that they must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')				* Pastoral Groups – Staff to go to classroom. Timings as per timetable. Maximum 2 groups per day. * Pastoral Individuals - To be arranged as and when necessary within pastoral room adhering to hand cleaning/social distancing. Equipment used needs to be cleaned at the end of every day or moved and not used for further 3 days. Soft furnishings to be removed. *Appropriate bins for each classroom to be provided. Ideally tall, lidded bins. *electric fans to only be used if max 1 person in room. AC units may be used without restriction				SLT	4.6.20	Y





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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Sharing equipment	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils do not share equipment. Pupils given writing implements and forbidden from using other pupil's equipment. Teaching resources are discouraged/minimized from the setting. Soft toys and furnishings that are difficult to clean are removed from the classroom before the school reopens. Small, intricate items that are difficult to clean are removed from the classroom before the school reopens. 	H	L	M	<p>*Teachers and Pastoral room to store away any items not needed Items must not be shared.</p> <p>*Children will be provided with their own pencil cases.</p> <p>*Trays to go to allocated children/rooms</p> <p>*Classroom reading books to be used. Books to be kept on desk until finished. Used reading books to be placed in class box, box collected, and books wipe down or stored for 3 days before recycling.</p> <p>*No open access to Pastoral room. Pastoral room access to be pre-arranged.</p> <p>*Wipes to be provided to all rooms in use – including classes, office, staff room, PE and</p>	M	L	L	Teaching staff and PO	4.6.20	Y
Sharing equipment Continued ...										SLT	29.5.20	Y
										Teaching staff	3.6.20	
										SLT	3.6.20	
										SLT	3.6.20	
										PO	3.6.20	Y





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			H	L	M	Pastoral (if wipes not available appropriate cleaning equipment and COSHH sheets shared). *Children to bring water bottles. *The water fountains will be switched off. *children to bring sun cream to be kept in school.	M	L	L			Y
Social distancing not being carried out at break times	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Break times are staggered, and timings identified and communicated. Pupils to wash hands before and after eating/drinking. Small groups maintained and not mixed. Movement around school via a one-way system where possible. Allocation of dedicated areas outside for small groups. Levels of supervision considered, and additional information given to supervisors. Procedures identified when First Aid is 	M	L	L	Handwashing requirements: <ul style="list-style-type: none"> - Arrive - Before/after break - Before/after lunch - Before/after pm break - Before home *All to observe social distancing during break times and minimise movement around school. *All classes MUST follow timetable for breaks/lunch. There is NO BREAK during PE and	M	L	M	School		Y





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Social distancing not being carried out at break times Continued ...		<p>required.</p> <ul style="list-style-type: none"> Activities considered, and the range of equipment reduced to minimise risk. Arrangements for the cleaning of equipment following activities/between small group use and by whom. Arrangements for 'wet breaks' considered. Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored. Hand washing arrangements/use of sanitiser provision. How these periods are monitored for effectiveness and how issues are reported. 	Yellow	Green	Green	<p>no additional break will be provided. Only allocated playground zones to be used.</p> <p>*No play equipment to be used includes fixed equipment, footballs, cricket sets, etc.</p> <p>*Toilets to be discouraged from being used during breaktime and lunchtime.</p> <p>*Wet breaks to stay in room with socially distanced games.</p> <p>*First Aid – Minor first aid will be carried out by first aider in either Year 6 area, Year 4 area, PE group or office staff. First aid that involves bleeding, vomiting to be carried out in First Aid area</p>	Yellow	Green	Green	PO	29.5.20	Y Y Y





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Social distancing not being carried out at lunch time	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> 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. Tables to be cleaned between group use. Communication with catering provider (External or LTS Catering). Cutlery and plates etc. not to be shared. Dining area is well ventilated using natural ventilation (opening windows) or ventilation units Cleaning of tables and chairs/benches completed when children are finished, and food is consumed Cleaning regimes to be established for after eating packed lunches, wherever this may be 	M	L	L	<p>Handwashing times:</p> <ul style="list-style-type: none"> - Arrive - Before/after break - Before/after lunch - Before/after pm break - Before home <p>*Food Marshalls to collect and deliver food for FSM/ordered food for eating in classrooms at appropriate times.</p> <p>Green group 12.05pm Blue group 12.15pm Yellow groups 12.40pm.</p> <p>*Lunch to be eaten in classroom</p> <p>*Containers for cutlery (hot water/washing up liquid) by doors of exits so lunch cutlery can be cleaned.</p> <p>*Food Marshall to collect cutlery to return to kitchen.</p>	M	L	L	SLT	3.6.20	





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<p>Social distancing not being carried out at lunch time Continued ...</p> <p>Social distancing not being carried out at lunch time Continued ...</p>			Yellow	Green	Green	<p>*Catering provider (LTS) has own risk assessment which is shared with school.</p> <p>*Cleaner shift from 11.30-1.30pm to enter classes during playtime to wipe down tables in classes following lunch, empty bins, door handles, etc. Extra attention to be given to doors, toilet flushes, light switches door fobs. PO to co-ordinate.</p> <p>*All classes MUST follow timetable for breaks/lunch. Only allocated playground zones to be used.</p> <p>*All to observe social distancing during break times and minimise movement around school.</p> <p>*No play equipment to be used</p>	Yellow	Green	Green			







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						includes fixed equipment, footballs, cricket sets, etc. *Toilets to be discouraged during breaktime and lunchtime. *Wet breaks to stay in room with socially distanced games. *First Aid – Minor first aid will be carried out by first aider in either Year 6 area, Year 4 area or office staff. First aid that involves bleeding, vomiting to be carried out in First Aid area.						
Social distancing not being carried out at pick up	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of</i>	<ul style="list-style-type: none"> Pick up times are staggered. Arrangements for pick up are communicated to staff, pupils and parents/carer in advance. Only one parent/carer attends the school. Egress to schools and pupils' classrooms are communicated to pupils, parent and carer before arrival 	M	L	L	*Exit times staggered, and different entrances/exits used for each class at allotted time. *Flooring paint outside all entrance/exit areas to help with queuing systems and marking on pathways will be in place where traffic is likely to be high.	M	L	L	School	3.6.20	Y Y





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	COVID19	to the site. <ul style="list-style-type: none"> 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.   Parents / carers made aware that gathering outside school at drop off times is forbidden. 				<ul style="list-style-type: none"> *No access to school site by adults collecting. *Parents encouraged not to gather outside when dropping off/collecting and to adhere to social distancing. *Marshalls at gate/entrance/exit areas to co-ordinate safe exit. *entrance/exit routes are clear of furniture for easy access by pupils 				SLT	3.6.20	Y
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 is cleaned and disinfected between each group of users or not used Teacher / support colleagues ensure social distancing is in place. Only allow one class/group within an outside area any one time. prop doors open, where safe to do so 	M	L	L	<ul style="list-style-type: none"> *No play equipment to be used at break time/lunchtime includes fixed equipment, footballs, cricket sets, etc. *No PE kit required other than PE trainers. 	M	L	L	School	3.6.20	Y





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		(bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation				<p>PE Groups to be taken to the designated area for PE (weather dependent). As per timetable but no equipment to be shared between groups during the day.</p> <p>*Equipment used needs to be cleaned at the end of every day or moved and not used for further 3 days. Social distancing to be maintained within group.</p> <p>*walkie talkie and 1st aid kit to be taken out by PE coach</p>						
Carrying out 1st aid	First Aider Person being treated by the first aider. (Carrying out 1 st aid may require the 2mtr social distancing rule to be broken)	<ul style="list-style-type: none"> A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance guidance If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents called to 	H	M	M	<p>*Staff to wear smart wear and ideally bring in spare set of clothes eg: child being sick in first aid scenario.</p> <p>*Minor first aid to be carried out at separate stations – Year 6 and Year 4 station and PE. First Aid lists, bags to be provided. All first aid recorded in first aid book.</p>	H	L	M	School	3.6.20	





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Carrying out 1 st aid Continued ...	<p>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 an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>collect them.</p> <ul style="list-style-type: none"> If an adult presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents and will be asked to go home and Social Distance as per Gov.uk guidance. Persons who have symptoms will isolate for 7 days and will not be in school. The first aider will wash their hands for at least 20 seconds with soap and water. Gloves will be worn to deliver first aid. Where possible Latex gloves will be avoided to remove the risk of allergic reaction. The first aider will cover any cuts on their hands with waterproof plasters. The first aider will avoid putting their fingers in their mouth and touching their face. The first aider will avoid touching any 				<p>*More complex or “severe” First aid involving bodily fluids eg: nose bleeds, vomiting, etc must be carried out in first aid area.</p> <p>*Clear visors/masks to be worn for first aider that involves close first aid.</p> <p>*Child presenting with COVID-19 symptoms please send red card to the office. Child to be collected and taken to Room 32 (Post Office). PPE kit to be used as per instructions. Parents notified and guidance given to parent. Suspected COVID children to exit the building by the side entrance.</p> <p>*Bins to be provided.</p>						Ongoing
												Y





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Carrying out 1 st aid		<p>part of a dressing that will come in contact with a wound.</p> <ul style="list-style-type: none"> The first aider will wear visors 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.) goggles and will be rinsed with clean water after being disinfected. After using the face masks, aprons and gloves will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. where possible, all spaces should be 										Y





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Continued ...		<p>well ventilated using natural ventilation (opening windows) or ventilation units</p> <ul style="list-style-type: none"> prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. First aiders have been given information on how to correctly don and doff their PPE and PHE poster is displayed in the first aid room https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures No food will be stored or eaten in the medical/first aid room. After first aid treatment is given and cleaning has been completed the first 										Y	
Carrying out 1 st aid													Y





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Continued ...		<p>aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.</p> <ul style="list-style-type: none"> 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. 										Y





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Social distancing not being carried out during the use of Staff facilities	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff rooms are used dependent on number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible Additional rooms are allocated when numbers impact on not being able to Social Distance. Break times are staggered to reduce numbers in the room. Staff are reminded to wash hands before and after using the staff room facilities. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Use of signs to inform of hand washing prior to entering/using facilities. Excess shared crockery and cutlery is removed and staff use the same equipment as required. Reusable sponges are removed 	M	L	L	*Soft furniture in staff room to be removed and tables/chairs provided to promote social distancing. Secondary staff room to be established in the mobile classroom *Excess staff crockery and cutlery will be removed, staff are encouraged to bring their own. All staff to be responsible for putting their own items in the dishwasher or to take home to wash. *Wipes to be provide for both staff room areas. Staff reminded to clean down any table after use and dispose of rubbish in bins provided. *One-way system to be used to enter and exit staff room.	M	L	L	School	3.6.20	Y
										PO	3.6.20	Y
										PO	3.6.20	Y
										PO	3.6.20	Y
										PO	3.6.20	Y





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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Social distancing not being carried out during the use of Staff facilities Continued ...		<ul style="list-style-type: none"> Surfaces are wiped down between use and door handles cleaned Dishwasher is used to clean crockery and cutlery where possible. Water dispenser procedures have been modified to ensure no cross contamination. 	M	L	L	*All equipment to be cleaned/wiped after use *Staff to use their own laptops and not staffroom ones. *Wipes to be provided for use by the Photocopier and laptop keyboards in staff room. Teachers are to make their own drinks in order to combat cross contamination	M	L	L	Staff	On going	Y
										PO	3.6.20	Y
										Staff	3.6.20	Y
Assembly	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Whole school assemblies will not take place. Head/teaching staff addresses individual groups, within their classroom. Provision for daily act of community cohesion will be made in classrooms. 	M	L	L		M	L	L	School		Y





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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Cleaning	<i>Reduced infection control which may result in spread of COVID19</i>	<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 thoroughly cleaned and disinfected regularly. Hard surfaces to be cleaned with soap and water prior to disinfecting. 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 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 checked and replaced as needed by the Premises Officer and cleaning 	H	M	M	*Deep cleaning schedule available to support enhanced clean.	M	L	M	PO	3.6.20	
						*Gov.uk guidance to be monitored to ensure the most up to date information is always available.				PO	Ongoing	
						*Staff to take responsibility for cleaning surfaces they have touched/used				PO	Ongoing	
						*Cleaning staff will clean in mornings covering classrooms used, toilets and areas used.				PO	Ongoing	
						*Lunchtimes additional cleaning of tables, emptying of bins and door handles, toilet flushes, etc to be carried out.				PO	Ongoing	
						*PO to continue with regime of regularly wiping down of door				PO	Ongoing	



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 ?
Cleaning Continued		<ul style="list-style-type: none"> staff. Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc. Only cleaning products supplied by the school are used. Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. Bins for tissues are emptied throughout the day Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 				handles.						
Carrying out daily building maintenance	Staff and pupils.	<ul style="list-style-type: none"> General maintenance is carried out when the school is closed to staff and 	M	M	L		M	M	L		Ongoing	



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 ?			
Carrying out daily building maintenance Continued ...	<i>Reduced infection control which may result in spread of COVID19</i>	<p>pupils. (See lone working risk assessment).</p> <ul style="list-style-type: none"> 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. 										Ongoing			
Contractors working on site	<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"> Contracted work is carried out when the school is closed to staff and pupils. Any documentation required is sent/received prior to the contractor arriving on site. Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences. 	M	M	L				M	M	L			Ongoing	
Emergency procedures	Staff, pupils, parents/carer, visitors and	<ul style="list-style-type: none"> Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress 	H	M	M	*New fire evacuation procedures are in place and assembly signs to be made for the rooms as	H	M	M	School	Ongoing	Y			





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 ?
Emergency procedures Continued ...	contractors. <i>Reduced infection control which may result in spread of COVID19</i>	from building. <ul style="list-style-type: none"> 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. 				follows: *6ES, 6TB to exit out of usual fire door in classroom and line up on right hand side cage *KW1/2 LM out of classroom doors, towards playground stairway exit. AD to exit main school door into top hall and exit by the library entrance. Both to line up on the left hand side of the cage *6AV out of classroom doors and exit school via small library door, line up left hand side cage. *6ML, 6LR out of classroom doors and exit school via Room 20 (Anita G room), walk to the top of the playground alongside the dinning room in order to line up left hand side of cage.						





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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
						*fire marshals to shut fire doors if safe to do so Special responsibilities to be amended and circulated to all staff. *Invacuation procedures – existing practices for room will be maintained and take place. * Responsibilities to be circulated as reminder to all staff.						Y

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>





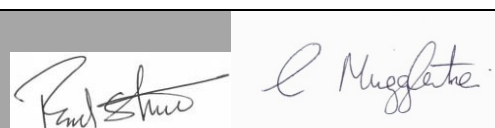
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **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>

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 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?	<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):		
	C Mugglestone, A Corbett, L Hackett, G Williams,			
	J Mellar, L Tait			
Authorised By:	C Mugglestone Paul Stone	Authoriser Signature:		Initial
Date Conducted:	19/05/20	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
		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.

