

MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

Activities Covered by this Assessment	Reopening of schools - Autumn Term 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 style="text-align: center;">This risk assessment has been developed in conjunction with LTS and Leicestershire County Council and must be adapted to include local hazards and subsequent local control measures pertinent to your school setting.</p> <p style="text-align: center;">Once completed, please ensure final risk ratings are added and forward to the Corporate Team for official sign off. Your school will not be able to open without a completed Risk Assessment which should also be displayed on your website.</p> <p>As part of planning for full return in the autumn term, it is a legal requirement that you should revisit and update risk assessments (building on the learning to date and the practices already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). You should ensure that you implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.</p> <p>Engage with the NHS Test and Trace process: You must ensure you understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. You must ensure staff members and parents/carers understand that they will need to be ready and willing to: book a test, self-isolate. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Health Protection Team (PHE) 0344 2254 524 (option 1)</p> <p>You should ask parents and staff to inform you immediately of the results of a test: 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p>			

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

System of control:

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 **must** be in place at all time. Number 5 must be properly considered, and measures identified to suit your local circumstances. Number 6 applies in specific circumstances.

Response to any infection:

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.



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Attendance: Pupil attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to ensure their child attends regularly at a school where the child is a registered pupil and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

For further advice on clinical and/or public health advice please refer to: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> - Pupils who are shielding or self-isolating

PPE:

The majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases:

- Children who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.
- Where an individual child becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

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

Monitoring and review of risk controls

It is important that employers know how effective their risk controls are. You should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.

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Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 7 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. 	M	M	M	Engage with the NHS test and trace. (See above pg. 1) *Use school overview to send home to parents.	M	L	L	SLT SLT/ Office	Ongoing 1 st Sept	
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<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 (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required. Windows are open for 	M	M	M	PHE will be publishing revised guidance for non-health care settings by the end of the summer term *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 school overview given to	M	L	L	SLT	Ongoing	

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		<ul style="list-style-type: none"> ventilation. PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard) Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 				<p>parent. Suspected COVID children to exit the building by the side entrance.</p> <p>Office staff are to establish whether the family have on-line access or not. Staff to organise work to be sent home for children who are isolating and/or awaiting test results.</p>						
<p>Staff exiting cars in staff car park</p>	<p>Staff, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Staff are encouraged to cycle or walk to work. Courtesy when alighting cars to maintain 2m distance. 	M	M	M	<p>*PO/SLT to monitor usage and share concerns if appropriate.</p> <p>*If parking less than 2m distance, ensure area clear before alighting vehicle.</p> <p>* Do not park alongside the staffroom wall – this is a red route (fire exit route).</p> <p>*Please do not use the coned off disabled car parking space so staff can use all designated spaces, filling the spaces from the furthest by the bike shed down. Please park only 2 along the fence.</p> <p>*Only staff cars in carpark.</p>	M	L	L	PO/SLT	Ongoing	

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					<p>*Carpark gates to be locked at 8.30am (if carpark is full it may be locked earlier than 8.30am) and not opened until 3.30pm.</p> <p>*Staff who know they are leaving part way through the day MUST park in overflow carpark.</p> <p>*Staff to be informed as part of reintegration plan.</p>						
<p>Groups arriving and leaving school (Start and end of the day)</p>	<p>Staff, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Start and finish times are staggered Free periods are condensed or staggered 	M	M	M	<p>*Due to the size of the site and to avoid congestion at our gates the following is planned:</p> <p>*All year groups arrive from 8.30am but must be in school by 8.45. All other times and access to playground will remain.</p> <p><u>YEAR 3</u></p> <p>* One parent/carer may bring their child into the playground to drop off and collect but must wait within the football/ basketball cages area. Adults must always wear masks and socially distance.</p> <p>*End of school will be 3.10pm every day.</p> <p>*Teachers/pupils will use the Library entrance/exit</p>	M	L	L	SLT	On-going



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					<p>YEAR 4</p> <ul style="list-style-type: none"> * One parent/carer may bring their child into the playground to drop off and collect but must wait on the concrete basketball area outside the Y4 classroom entrances. Adults must always wear masks and socially distance. *End of school will be 3.10pm every day. *Teacher/pupils will use their own classroom door entrance/exit. <p>YEAR 5/6</p> <ul style="list-style-type: none"> *No parents allowed on school playground in the mornings. A safe place to stand and wait has been arranged at the Claydon road entrance and Hastings road entrance. This moves Parents out of the way of parents who are leaving earlier with their children. Parents are asked to wear masks *End of school will be 3.20pm every day *Y5 will use normal exit with 5LD existing first followed by 5HH & 5TB queue. *6ML will use Room 20 (Anita's room), with 6AV & 6LR using the server room exit for Claydon Road and the Library exit door for Hastings Road. <p>*All year groups arrive from 8.30am</p>				
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					<p>but must be in school by 8.45. All other times and access to playground will remain.</p> <p>*All year groups may use either pedestrian gate on Claydon Road or Hastings Road.</p> <p>*No entry or exit for pupils or parents through the reception area of the school.</p> <p>*Staff will be around the gates to guide parents.</p> <p>*Level 3s will be within year group areas from 8.30am.</p> <p>*Break and lunch duties staggered. See other sections for details.</p>							
<p>Doffing face masks/coverings on arrival at school</p>	<p>Staff, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly. Pupils are instructed not to touch the front of their face covering during use or when removing them. Pupils and staff must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in 	M	M	M	<p>*Pupils and staff wearing face masks/covering whilst journeying to school (i.e. car, walking) doff their face masks/covering and wash their hands thoroughly.</p>	M	L	L			

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		<ul style="list-style-type: none"> a covered bin. Reusable face coverings are placed in a plastic bag that can be take home with them. Hands are washed again before heading to their classroom. 									
Visitors to 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"> 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. Visitors asked to wash hands before entering school. Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow. 	H	M	H	<p>*Text to be sent daily at 8.00am to all attending pupils to remind that if they develop symptoms (or a family member) not to send in pupil and follow guidance for self-isolation/ testing.</p> <p>*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.</p> <p>*Only school deliveries (no personal home deliveries to school).</p> <p>* Screen in place to reception and office area has floor markings</p> <p>*Tape to mark outside areas.</p> <p>*Notice on school gates re visitors by prior arrangement</p>	M	L	M	School	On-going

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						<p>*All visitors (including contractors) to be chaperoned and to wear face mask.</p> <p>*Records of visitor details (including telephone numbers) kept for 21 days to assist with track and trace if necessary</p>						
<p>Social distancing not being carried out at drop off time.</p>	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Drop off times are staggered. Arrangements for drop off are communicated to staff, pupils and parents/carer in advance. Only one parent/carer attends the school. Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. Direct access to the pupils allocated classroom is available. i.e. final emergency exits. One-way systems are used around the site. Signage is installed i.e. <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  <p>Way in</p> </div> <div style="text-align: center;">  <p>Please keep 2m apart</p> </div> </div> Parents / carers made aware that gathering outside school at drop off times is discouraged. 	H	M	H	<p>*Parents encouraged not to gather outside when dropping off/collecting and to adhere to social distancing.</p> <p>*No entry or exit for pupils or parents through the reception area of the school.</p> <p>*Staff will be around the gates to guide parents.</p> <p>*Queuing systems and marking on pathways will be in place where traffic is likely to be high.</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>*Gate Marshalls are to wear masks during the time that the children are dropped off and picked up.</p>	M	L	M	School	On-going	



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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 guidance for take into account the NHS guidance found on this link: NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). 	M	M	M	<p>*No lockers to be used. Coats to go on back of chairs and bags under allocated desk.</p> <p>*Y3 lunch boxes will go on the bookcase outside their room.</p> <p>*Y4 will take their lunch boxes into class.</p> <p>*Y5 lunch trolleys will be at the bottom of the stairs.</p> <p>*Y6 will have a trolley outside each room (6ML lunches will be placed on top of their tray holder).</p> <p>Handwashing requirements:</p> <ul style="list-style-type: none"> Children wash hands as they enter in the morning Children wash hands as they go out to break Children sanitize as they return from break Children wash hands as they go to lunch Children wash hands as they return from lunch Children sanitize as they leave for home <p>*Additional handwashing before/after PE/going to library/to Pastoral, etc</p> <p>Handwashing for toilet use:</p>	M	L	L	School	On-going
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					<p>*Sanitise hands in classroom before going to toilet. *Wash hands in toilet sinks. *Sanitise hands when back in classroom.</p> <p>*Only one pupil per class to be allowed out of class to go to toilet at a time.</p> <p>*Y4 Toilets to be used by Y4 & 5LD</p> <p>*Main Toilets near Office to be used by Y3, 5HH, 5TB and Y6</p> <p>*One-way system around school as well as STOP, LOOK signs in reading corridor and area outside hall for toilet access for 5LD.</p> <p>*Toilets at break and lunchtimes - pupils to queue outside and staff member to monitor access. 2/3 inside initially and then one in, one out system to be used.</p> <p>*Additional cleaning of toilets during school day. PO to co-ordinate.</p>							
<p>Social distancing not being carried out within the classroom.</p>	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of</i></p>	<ul style="list-style-type: none"> • Arrangements for the day are communicated to staff, pupils and parents/carer. • Staff and pupils remain in small group (Year Group Bubbles) • Teachers (and other staff) are allocated to a group and 	H	M	H	<p>*Children to stay in same seating place during one school day.</p> <p>*Pastoral - To be arranged as and when necessary within pastoral room adhering to hand cleaning/social distancing. This includes lunchtimes and breaktimes.</p>	H	M	M	School		



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	<i>COVID19</i>	<p>remain with their allocated group, as far as possible, during the day and throughout the whole week.</p> <ul style="list-style-type: none"> • The group distance themselves from other groups. • Desks are placed facing forward where possible. • Pupils are allocated a desk and are seated at the same desk each day. • Pupils remain in the same classroom throughout the day. • Classrooms are ventilated using natural ventilation (opening windows) or ventilation unit • Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. • Pupils are encouraged not to touch their mouth, eyes and nose. • 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') 			<p>*No open access to Pastoral room. Pastoral room access.</p> <p>*In September, any cross-class groupings will not take place i.e. phonics, guided reading interventions. This is with the exception of an EAL/SEND group with up to 10 children. This will be continually reviewed.</p> <p>*We will review the marking of books as we go along. During September the work will go in the September book which can be left open on desks for teachers to read.</p> <p>*During PPA cover the L3 TAs will only cover two bubbles. They will follow the year groups through the rota.</p> <p>*In order to conduct the normal running of the school class cover protocols have been written in order for a class release schedule to happen. The cover teachers will only be asked to work across two bubbles.</p> <p>*In the case of staff sickness the year group Level 3 TA will be asked to cover first. A supply teacher will be a last resort in the case of multiple absence.</p>					
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						*Encourage pupils to bring own tissues.						
Sharing equipment	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Classroom based resources can be used and shared within the bubble. Cleaned regularly along with frequently touched surfaces eg: books and games. Pupils given frequently used items such as writing implements for own use and recommended that staff and pupils use their own items and they are not shared. Resources that are shared outside of bubbles must be cleaned meticulously or rotated to allow them to be used unused for 72 hours. Eg: sport, art and science equipment. 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	<ul style="list-style-type: none"> *Each child to continue to use their own pencil case which contains equipment used frequently by them. *Classroom based resources can be used within the class and year group bubble but should be cleaned regularly (eg dictionaries). *Resources shared outside of bubbles must be cleaned in between, this includes sport, arts and science equipment. *ICT access - Y5 to have access to use ICT suite and Y3, Y4, Y6 to have access to one Laptop trolley each. Laptops to be wiped down after use. * When choosing books, sanitise before going to choose book and when back in classroom. *Any returned books to be quarantined for 72 hours *Classroom reading 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 	H	L	M			



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						<p>days before recycling.</p> <p>*No home reading books.</p> <p>*Wipes to be provided to all rooms in use – including classes, office, staff room, PE and Pastoral (if wipes not available appropriate cleaning equipment and COSHH sheets shared).</p> <p>*Washing up liquid, plugs to be provided to each classroom for general cleaning of resources used.</p> <p>*Children to bring water bottles</p> <p>*The water fountains will be switched off.</p> <p>*Children to bring own sun cream to be kept in school.</p> <p>*TAs also to have their own equipment in order not to share with the children. This is to be kept securely in the classroom.</p>						
Social distancing not being carried out at break times	<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"> 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 	H	M	H	<p>*All to observe social distancing during break times and minimise movement around school.</p> <p>First play 10.15-10.30: Y3 in football/basketball cages Y4 outside Y4 on basketball courts</p> <p>Second play 10.35-10.50:</p>	M	M	M	school		



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		<p>one-way system where possible.</p> <ul style="list-style-type: none"> • Allocation of dedicated areas outside for small groups. • Levels of supervision considered, and additional information given to supervisors. • Procedures identified when First Aid is required. • Activities considered, and the range of equipment reduced to minimise risk. • Arrangements for the cleaning of equipment following activities/between small group use and by whom. • Arrangements for 'wet breaks' considered. • Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored. • Hand washing arrangements/use of sanitiser provision. • How these periods are monitored for effectiveness and how issues are reported. 				<p>Y6 in football/basketball cages Y5 outside back entrance Y5/6 side</p> <p>*All classes MUST follow timetable for breaks/lunch. 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 pupils to queue outside and staff member to monitor access. 2/3 initially and then one in, one out system to be used.</p> <p>*Wet breaks to stay in room with socially distanced games.</p> <p>*First Aid – Toilet queue Marshall to be first aid trained. First aid that involves bleeding, vomiting to be carried out in First Aid area</p>						
Social distancing not being	Staff, pupils, visitors and	<ul style="list-style-type: none"> • Pupils to wash their hands before and after eating and encouraged not to touch their 	H	M	H	<p>*Catering provider (external provider or LTS) has own risk assessment which is shared with school.</p>						

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<p>carried out at lunch time</p>	<p>contractors <i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • 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. • Communication with catering provider (External or LTS Catering). • Layout of tables and areas for hot dinners with numbers calculated to maintain 2m social distancing. • Procedures for the serving of hot dinners/packed meal to maintain social distancing, including queuing system and floor marking. • Cutlery and plates etc. not to be shared. • Halls /dining area is well ventilated using natural ventilation (opening windows) or ventilation units • If hot food provided: <ul style="list-style-type: none"> • children demonstrated process for queuing and getting their food. • If packed lunch from home: • Consider the arrangements for packed lunches. If this is not 				<p>Lunches to be taken during year group bubbles as follows:</p> <p><u>YEAR 3/4 – lunchtime 11.50-12.50 (eating between 11.50 and 12.20)</u></p> <ol style="list-style-type: none"> 1) Y4 to collect hot meals from dining hall and to return to classrooms to eat with pack ups. 2) Y3 pack ups to eat in dining hall. 3) Y3 hot meals to follow straight after Y4s and eat in dining hall. 4) 12.20-12.50 Y3 play within football/basketball cages and Y4 outside Y4 on basketball courts <p><u>YEAR 5/6 – lunchtime 12.30-1.30 (eating between 12.30 and 1.00)</u></p> <ol style="list-style-type: none"> 5) Y6 to collect hot meals from dining hall and to return to classrooms to eat with pack ups. 6) Y5 pack ups to eat in dining hall. 7) Y5 hot meals to follow straight after Y6s and eat in dining hall. 8) 1.00-1.30 Y6 play within football/basketball cages and Y5 outside back entrance Y5/6 side <p>*One way system for hot meal collection – enter through kitchen tech room to collect meal, cutlery handed out by Midday staff, leave through back door of dining room and return to class.</p>						
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		<p>possible within their own small group in the hall then is there another area possible.</p> <ul style="list-style-type: none"> • 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 			<p>*If eating in dining room sit on one side of table as directed for first sitting. Second sitting on other side to help reduce cleaning of chairs between sittings. Tables to have different coloured chairs each side.</p> <p>* Tables to be wiped in between service by Midday Staff. LTS Catering staff to clean dining area, including tables and chairs at end of service.</p> <p>*Hall for pack ups - sit on one side of table as directed for first pack up sitting. Second sitting to sit on other side to reduce cleaning of chairs between sittings.</p> <p>*Washing bowls with water to be in Y4 and Y6 classrooms, dining room and hall for used cutlery. Cutlery to be returned to dining room following lunch sessions.</p> <p>*Office to check numbers of year group pack ups/hot dinners to make sure seating in each area is adequate for pack ups and hot meals. Liaise with teachers about location as and when needed. Capacity in hall 60, dining hall 32.</p> <p>*Staff to walk through with classes lunchtime routine.</p>					
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						<p>*Additional lunch time cleaning in classrooms - enter classes during playtime to wipe down tables in classes following lunch, empty bins, door handles, backs of chairs, etc. Extra attention to be given to doors, toilet flushes, light switches, door fobs. Additional cleaning of tech room will be required. 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 includes fixed equipment, footballs, cricket sets, etc.</p> <p>*Wet breaks to stay in room with socially distanced games.</p> <p>*First Aid – Toilet queue Marshall to be first aid trained. First aid that involves bleeding, vomiting to be carried out in First Aid area.</p>						
Social distancing not being	Staff, pupils, parents/carer,	<ul style="list-style-type: none"> Pick up times are staggered. Arrangements for pick up are communicated to staff, pupils 	H	M	H	*Collection of times staggered with some access for Y3 & Y4 parents/carers to designated areas of the playground.	H	L	M	School		

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<p>carried out at pick up</p>	<p>visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> and parents/carer in advance. Only one parent/carer attends the school. Egress to schools and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. Direct egress to the pupils allocated classroom is available. i.e. final emergency exits. One-way systems are used around the site. Signage is installed i.e. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Way in</p> </div> <div style="text-align: center;">  <p>Please keep 2m apart</p> </div> </div> Parents / carers made aware that gathering outside school at drop off times is discouraged. 				<p>Difference entrances/exits used for year groups. Timings, locations above.</p> <p>*Parents encouraged not to gather outside when dropping off/collecting and to adhere to social distancing.</p> <p>*Parents asked to wear a mask while on school grounds.</p> <p>*No entry or exit for pupils or parents through the reception area of the school.</p> <p>*Staff will be around the gates to guide parents. Staff to wear masks</p> <p>*Queuing systems and marking on pathways will be in place where traffic is likely to be high.</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>*Year 5 and 6 parents will be offered a place to safely wait at the two main entrances. They will be asked to wear masks in order to be safe.</p>						
<p>Outdoor play/PE</p>	<p>Staff and pupils</p> <p><i>Reduced infection control which</i></p>	<ul style="list-style-type: none"> Play equipment/PE Equipment is cleaned and disinfected between each "bubble/group" of users, if this cannot be 	H	M	H	<p>PHE will be publishing revised guidance cleaning of non-health care settings by the end of the summer term</p>	M	L	L			



MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

	<p><i>may result in spread of COVID19</i></p>	<p>achieved then the equipment should not be used.</p> <ul style="list-style-type: none"> • Cleaning then disinfecting is conducted with a standard detergent (to remove soiling) followed with the use of disinfectant containing 1000 parts per million available chlorine. • Resources that are shared between groups or bubbles, such as sports and playground equipment is cleaned frequently and meticulously and always between bubbles/groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles/groups. • Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers. • Teacher ensuring social distancing is in place. • Only allow one bubble/group within a specific outside area any one time. • Contact sports will be avoided. • Outdoor sports will be prioritised where possible, and 			<p>*PE to take place outside, weather dependent.</p> <p>*Social distancing by the PE coach.</p> <p>* Activities will need to be individual with facing one direction and not too strenuous.</p> <p>*Equipment used by a year group in the morning cannot be used by a different year group in the afternoon without being cleaned in between.</p> <p>*Equipment used needs to be cleaned at the end of every day or moved and not used for further 3 days.</p> <p>*Walkie talkie and 1st aid kit to be taken out by PE coach</p> <p>*Pupils into PE kit in year groups.</p> <p>*Pupils only to bring in PE kit on days when PE takes place. Parents/carers to be notified of days.</p> <p>*Bins to be provided in hall.</p> <p>*Any PE kit that needs to be loaned out will also be given a plastic bag.</p> <p>*Any PE kit that is loaned out will be</p>						
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MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

		<p>large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible. All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment. Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene. Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene. 				<p>washed at 60 degrees. Loaned PE kit will be bagged and placed in the laundry bin, PE kit will be washed after use.</p>						
Carrying out 1 st aid	<p>First Aider Person being treated by the first aider. (Carrying out 1st aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing</p>	<ul style="list-style-type: none"> A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John’s ambulance guidance If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents called to 	H	M	H	<ul style="list-style-type: none"> PHE will be publishing revised guidance for cleaning of non-health care settings by the end of the summer term Ensure an adequate supply for PPE is procured from your usual supplier. Contact for PPE orders if you have difficulties with your own suppliers: Leicester City: icrs.service@leicester.gov.uk Leicester County: 	H	L	M			



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	<p>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 14 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 part of a dressing that will come in contact with a wound. • The first aider will wear goggles to prevent bodily fluids being splashed into the eyes. 			<p>enquirylinequality&contracts@leics.gov.uk</p> <ul style="list-style-type: none"> • Rutland: PPE@rutland.gov.uk <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 group takes it with them for breaks and lunch. Each year group, PE, Main office.. First Aid lists, bags to be provided. All first aid recorded in first aid book. Year group inhalers to be kept with Year group first aid bag (TL to collect inhalers required for PE).</p> <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 overview given to parent. Suspected COVID children to exit the building by the side entrance.</p>				
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MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

		<ul style="list-style-type: none"> • 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 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 well ventilated using natural ventilation (opening windows) or ventilation units • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit 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 			<p>*Bins to be provided</p> <p>*Office staff are to establish whether the family have on-line access or not. Staff to organise work to be sent home for children, this can be done on-line, who are isolating and/or awaiting test results.</p> <p>*Following a positive test the school will contact the local track and trace team and seek further advice about closing of bubbles if necessary.</p> <p>*The school will work alongside the Trust in any partial closures that may need to take place.</p>				
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MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

		<p>used to treat a second person requiring first aid.</p> <ul style="list-style-type: none"> • 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. • No food will be stored or eaten in the medical/first aid room. • After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. • There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. 										
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 	H	M	H		H	L	M			
		<ul style="list-style-type: none"> • Ensure an adequate supply for PPE is procured from your usual supplier. Contact for PPE orders if you have difficulties with your own suppliers: • Leicester City: icrs.service@leicester.gov.uk • Leicester County: enquirylinequality&contracts@leics.gov.uk 										

Commented [LB1]: <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

		<p>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.</p> <ul style="list-style-type: none"> 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. 										
<p>Social distancing not being carried out during the use of Staff facilities</p>	<p>Staff, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<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 	H	M	H	<p>*When it cannot be guaranteed water dispensers can be used safely – coolers will not be used and put out of use with appropriate signage displayed.</p> <p>*Tables/chairs set up to promote social distancing.</p> <p>*Secondary staff room to be established in the mobile classroom</p> <p>*Staff are encouraged to bring their own crockery and cutlery. School crockery and cutlery to be used at staff own risk.</p> <p>*All staff to be responsible for putting their own items in the dishwasher or to</p>	H	L	M	school		



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		<p>good hand washing techniques.</p> <ul style="list-style-type: none"> • Use of signs to inform of hand washing prior to entering/using facilities. • Shared crockery and cutlery is removed and staff use the same equipment as required. • Reusable sponges are removed • Surfaces are wiped down between use and door handles cleaned • Dishwasher is used to clean crockery and cutlery where possible. • Water dispenser procedures have been modified to ensure no cross contamination. 				<p>take home to wash.</p> <p>*Staff are to make their own drinks to combat cross contamination</p> <p>*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.</p> <p>*One-way system to be used to enter and exit staff room. Please keep this “walk through route” in the staff room clear.</p> <p>*All equipment to be cleaned/ wiped after use</p> <p>*MAXIMUM 4 staff members in the photocopying area only 1 per station (1 at copier, 1 laminating area, 2 at spaced PCs facing wall). Windows must be open for ventilation.</p> <p>*Staff to use their own laptops where possible. There are 2 PCs in the staff room that can be used.</p> <p>*Staff to sanitise before and after using photocopiers and PCs. DO NOT USE WIPES ON PHOTOCOPIER.</p> <p>*Half of reprographics to be moved to room into SLT room (19a) for use by all staff. Copier 2, guillotine, laminator.</p>						
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MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

<p>Social distancing not being carried out during Catering provision</p>	<p>Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> • Robust communication links with hot meal provider established. • Meeting in preparation of re-opening to confirm operational controls • Hand cleaning facilities available upon entering hall and when leaving • Procedures established for mealtimes and information communicated to staff and pupils. • Pupils' food allergy information is up to date • Service arrangements • Facilities to stagger service times to avoid congestion and contact • Staffing required to extend service times (Internal and external staffing) • Clearing of dining room following service including equipment used and the cleaning of that equipment including chairs, tables and door handles • Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. 	H	M	H	<p>*Reduced menu choice and hot meals provided in take away containers to reduce washing up and speed up time through dining hall.</p> <p>*Handwashing to take place by pupils before leaving classroom.</p> <p>*Pupils and staff will be made aware of lunchtime routine and timings and walkthrough arrangements that are put in place.</p> <p>*Lunches to be taken during year group bubbles.</p> <p>*See lunch arrangements above for details of timings and use of dining room and one way system.</p> <p>*Staff to walk through with classes lunchtime routine.</p> <p>*Maximum capacity in hall 60, dining hall 32 (using half seating for sitting)</p> <p>*Cleaning of dining room/tech room Tables need to be cleaned in between sittings. Doors to be propped open and pupils wash hands. Additional cleaning of tech room will be required</p>	H	M	M			
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MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

		(Gloves/aprons)										
Assembly	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Whole school assemblies/Collective Worship will not take place. Head/teaching staff addresses individual groups, within their classroom. Provision for daily act of community cohesion will be made in classrooms . 	M	L	L	<ul style="list-style-type: none"> *If an assembly does take place in the hall then this must be year group bubble only, all facing forwards, adults socially distancing and 2m gap to be kept between classes. 	M	L	L	School		
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 goggle and visor will be rinsed with clean water after being disinfected. Extra attention is given to 	H	M	H	<ul style="list-style-type: none"> *Deep cleaning schedule available to support enhanced clean. *Gov.uk guidance to be monitored to ensure the most up to date information is always available. *Staff to take responsibility for cleaning surfaces they have touched/used *Cleaning staff will clean in mornings (or afternoon shift) covering classrooms used, toilets and areas used. *Lunchtimes additional cleaning of tables, emptying of bins and door handles, toilets, toilet flushes, etc to be carried out. *Allocated staff to continue with regime of regularly wiping down of door handles. 	H	L	M			

Commented [LB2]: This needs to be personalised to the school and the arrangements with the catering provider.

MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

		<p>frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</p> <ul style="list-style-type: none"> • Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff. • Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are used. • 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. 										
Carrying out daily building	Staff and pupils. <i>Reduced infection</i>	<ul style="list-style-type: none"> • General maintenance is carried out when the school is closed to staff and pupils. (See 	M	M	L		M	M	L			

MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

maintenance	<i>control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> 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. 										
Building reopening after full or partial closure during COVID19	Staff, pupils, visitors, contractors. <i>Legionella</i> <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Hot and cold-water systems are flushed before the school reopens. Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications. 	H	L	M	*Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance with industry guidance.	M	M	M			
Contractors working on site	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<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			



MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

		<ul style="list-style-type: none"> Records of contractor's details kept for 21 days to assist with track and trace if necessary. 										
Emergency procedures	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building. Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable. 	H	M	H	<p>*Fire evacuation procedures are in place.</p> <p>*Exit out of usual fire door for the classroom and line up as follows:</p> <p><u>Fire Assembly Points:</u> Looking from the back of the school to the football/basketball cages. All classes to enter and line up:</p> <p>Y6 - Left cage enter via bottom entrance near Hastings Road. Y3 - Left cage enter via nearest entrance Y5 - Right cage Y4 – On the grass on the right of cages.</p> <p>*PO to reinstate fire assembly point signs in classrooms.</p>	H	M	M	School		
Breakfast and after school clubs	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Consistent groups/bubbles are maintained as far as is reasonably practicable Outdoor facilities are used where practicable. (See hazards and control measures above for the management of activities i.e. cleaning, 1st aid) 	H	M	H	<p>A risk assessment should be obtained for any activity taking place out of school hours. This should contain controls to reduce the spread of COVID19.</p> <p>*Plans will be put in place to restart after school clubs during October. Breakfast club will start with maximum of 10 pupils pre booked.</p>	H	M	H			

MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

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/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> (16th June)

Guidance for full opening: schools

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

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Legionella risks during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

Air conditioning and ventilation during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

Guidance for food businesses on coronavirus (COVID-19)

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Children who should be advised to 'shield'

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

Coronavirus (COVID-19): safer travel guidance for passengers

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

Testing and tracing for coronavirus

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

COVID-19: guidance for households with possible coronavirus infection

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Coronavirus (COVID-19): getting tested

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Contacts: PHE health protection teams

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

- **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>

MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

- **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 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



MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

	<p>protective-measures-in-education-and-childcare-settings Consider reallocating staff or capacity of school to remain open. Consult Trust on closure and inform LEA.</p> <p style="color: #e91e63;">4.</p>
<p>Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?</p>	<p>Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.</p>

Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):	C Mugglestone, A Corbett, L Hackett, G Williams, J Mellar	
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	26 th August 2020 – Version 4	Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		



MERRYDALE JUNIOR SCHOOL - RE OPENING RISK ASSESSMENT

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

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