

SILEBY REDLANDS RE OPENING RISK ASSESSMENT

Activities Covered by this Assessment	Re-Opening of schools during COVID 19 (June 2020)		
Location	Sileby Redlands Community Primary School	Organisation	DISCOVERY

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

**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.**

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.

If a person becomes unwell during the day the school will refer to government guidance found [here](#).

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](#).

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.





SILEBY REDLANDS RE OPENING RISK ASSESSMENT

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 walk to work. Every other car parking space is left empty where practicable. Reverse parking only where practicable. Staff who arrive at the same time, to signal each other to agree safe entry access to the school. Courtesy when alighting cars to maintain 2m distance where possible. 	M	M	M	PO to monitor situation and share concerns of inappropriate car park usage. All staff to review daily and feedback any issues.	M	L	L	School All staff	1/6/20	✓
Visitors to 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"> Visitors to site are restricted. Only one person in the main entrance at one time. 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 use hand gel on entering and exiting the school and signing in/out. Visitors entering school made aware of the Social Distancing arrangements 	H	M	H	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 . Hand gel is available in all rooms. Sign on door, with latest hygiene and social distancing guidance.	M	L	L	School Office Staff	1/6/20	✓



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		in place and instructed to follow.										
Social distancing not being carried out at drop off time.	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"> 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.   Parents / carers made aware that gathering outside school at drop off times is forbidden. 	H	M	H	<ul style="list-style-type: none"> Queuing systems and marking on pathways will be in place where traffic is likely to be high. Parents to enter site via the white gate and exit via the green gate (or Y1 car park gates) following 2m distanced spots. Children will be collected and dismissed by pod, so family groups can arrive together to avoid congestion. Staff to observe and monitor parent and child behaviour at all times. Parent information booklet being sent out prior to re-opening. School opens at the earlier time to avoid congestion: Pod 1 - 8:40 Pod 2 - 8:50 Pod 3 - 9:00 	M	L	L	School All staff	1.6.20	✓



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						Pod 4 – 9:10						
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: Coat pegs are not to be used. Coats, packed lunches etc will be placed on the chair next to them at their table to prevent H&S trips. 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). Toilet stalls and sinks to be designated and signposted to each pod and year group. 	M	M	M	<p>Premises staff to regularly check toilet areas at intervals during the day.</p> <p>Children to be supervised going to and from the toilet and form an orderly queue if the toilet is being used.</p>	M	L	L	School All staff Premises Staff	1.6.20	✓
Social distancing not being carried out within the classroom.	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 – daily text to be sent 	H	M	H	<p>Frequent communication with all staff and parents.</p> <p>Parent Booklet to be issued to all</p>	M	M	M			





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	<i>control which may result in spread of COVID19</i>	to parents to remind them of COVID19 symptoms and not to bring child to school if showing any. <ul style="list-style-type: none"> • Staff and pupils remain in small groups. • Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and throughout the whole week. • There will be group distance themselves from other groups. • Desks are placed as far apart as possible – 2m bubbles maximum. • 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 				families prior to re-opening. Office staff to send out a daily text to remind parents not to send a child in if they are feeling unwell or are showing any Covid 19 symptoms. All staff to check children in morning line, through conversation – to see if they are well enough to attend school. Annex added to Behaviour Policy Sam to look in to purchasing mobile air conditioning units.				School All staff	1.6.20	✓





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		<ul style="list-style-type: none"> handles and aid ventilation. Pupils are encouraged not to touch their mouth, eyes and nose with the hands. Pupils informed that they must use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it'). 										
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 and/or removed 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	All children will have their own resource pack, table and chair to keep their belongings. Soft toys and furnishings have been removed from all rooms. Teachers planning will account for pupils not sharing resources.	M	L	L	All staff	1.6.20	✓
Social distancing not being carried out at break times	Staff, pupils, visitors and contractors <i>Reduced infection</i>	<ul style="list-style-type: none"> Break times are staggered, and timings identified and communicated. Pupils to wash hands before and after 	H	M	H	<ul style="list-style-type: none"> Staff observe Social Distancing during break times and minimise 	M	M	M			





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	<i>control which may result in spread of COVID19</i>	eating/drinking. <ul style="list-style-type: none"> • 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 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. Each pod will have a designated toilet and sink to use. 				movement around school. <ul style="list-style-type: none"> • Timetabled hand washing and toilet time before lunch. • Children to be escorted to and from the toilets throughout the day. • Wet break and wet lunch have been timetabled with allocated staff. • Children will eat and play within own pod and designated area of the school grounds. • PPE purchased for first aid. • Annexe added to Behaviour Policy. 				School All staff	1.6.20	✓





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		<ul style="list-style-type: none"> Hand washing arrangements for children & use of sanitiser provision for adults only. Flexibility on length of breaks & how these periods are monitored for effectiveness and how issues are reported. 										
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. Children will wash their hands before and after lunchtime. Pupils will collect their school pack up from the external hall door. Children will queue up in a socially distanced line and collect their own bag. In case of wet lunch, tables to be cleaned between group use. Communication with catering provider (External or LTS Catering). In case of wet lunch, layout of tables and areas maintain 2m social distancing. Hot meals will not be provided. Cutlery and plates etc. not to be used. 	H	M	H	<ul style="list-style-type: none"> Catering provider (external provider or LTS) has own risk assessment which is shared with school. Children to be supervised whilst collecting school pack up. Picnic tables and staging not to be used during break and lunchtime. Staff observe Social Distancing during break times and minimise movement around school. Timetabled hand washing and toilet time before lunch. Children to be escorted to and from the toilets throughout the day. 				All staff	1.6.20	✓







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		<ul style="list-style-type: none"> Halls /dining area is well ventilated using natural ventilation (opening windows) or ventilation units. Hot food will NOT be provided. A cold pack up will be provided: <ul style="list-style-type: none"> children demonstrated process for queuing and getting their food (see above). Children eat outside observing Social Distancing when weather and temperature allows. finished bags to be cleared and disposed of by children as normal routine. Younger children to be guided as appropriate. If packed lunch from home: <ul style="list-style-type: none"> They will take their packed lunch with them down the corridor, socially distancing and then go to their outside pod to eat. They will clear their own waste and take their lunch box back with them and kept on the chair next to them in the classroom. Cleaning of tables and chairs if 				<ul style="list-style-type: none"> Wet break and wet lunch have been timetabled with allocated staff. Children will eat and play within own pod and designated area of the school grounds. PPE purchased for first aid. Annexe added to Behaviour Policy. Lunchtime supervisors to be trained alongside guidance and risk assessments for social distancing, hygiene, etc. 						





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		necessary, after food is eaten internally. <ul style="list-style-type: none"> Cleaning regimes to be established for after eating packed lunches. No picnic tables or staging to be used outside. 										
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 COVID19</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 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.   	H	M	H	<ul style="list-style-type: none"> Queuing systems and marking on pathways will be in place where traffic is likely to be high. Parents to enter site via the white gate and exit via the green gate (or Y1 car park gates) following 2m distanced spots Children will be dismissed by pod, so family groups can arrive together to avoid congestion. Staff to observe and monitor parent and child behaviour at all times. Parent information booklet and video being sent out prior to re-opening. School opens at the earlier 	M	L	M	School All staff	1.6.20	✓





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		<ul style="list-style-type: none"> Parents / carers made aware that gathering outside school at drop off times is forbidden. 				time to avoid congestion: Pod 1 – 3:00pm Pod 2 -3:10pm Pod 3 -3:20pm Pod 4 – 3:30pm						
Outdoor play/PE	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Limited play equipment available and will be 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 (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 	H	M	H	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing until they are in their allocated classroom. Children to wear trainers, rather than school shoes Children will not change into PE Kits for PE. PE sessions will be socially distanced and not use shared equipment. Any equipment used will be cleaned between use. No coat pegs will be used, all year groups have two chairs - one for belongings. Teacher or member of staff to supervise toilet usage and inform cleaning staff of any 	M	L	L	School All staff	1.6.20	✓





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						issues. (See cleaning hazard and controls).						
Carrying out 1st 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 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</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 collect them: Old Staff Room where parent can collect from the back door. 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 and access a test. The first aider will wash their hands for at least 20 seconds with soap and 	H	M	H	<p>PPE purchased for First Aid and suspected Covid 19 cases.</p> <p>Rooms allocated for First Aid and Covid 19 suspected cases. Exiting arrangements in place to ensure limited cross-contamination whilst waiting to be collected/leave the premises.</p> <p>Used PPE and First Aid to be double bagged for 72hours and binned appropriately.</p> <p>Staff given information booklet with regards to protocols.</p> <p>Fire discussion had with staff. Staff meeting for RA and re-integration plan. Questions page on Team. First aiders in every year group.</p>	M	L	L	School All staff	1.6.20	✓





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	<p>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>water.</p> <ul style="list-style-type: none"> Gloves will be worn to deliver first aid. Latex gloves will be avoided to remove the risk of allergic reaction. The first aider will cover any cuts 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. After each first aid treatment is given all equipment and surfaces, including goggles used will be cleaned down using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the goggles/visors will be rinsed with clean water after 				<p>NHS Donning and Doffing video link: https://www.youtube.com/watch?v=-GncQ_ed-9w</p>						





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		<p>being disinfected.</p> <ul style="list-style-type: none"> • After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. • 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 used to treat a second person requiring first aid. • First aiders have been given information on how to correctly don and doff their PPE their PPE and PHE poster is displayed in the first aid room. • No food will be stored or eaten in the 										





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		<p>medical/first aid room.</p> <ul style="list-style-type: none"> 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: Music Room. 										
Intimate care	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by 	H	M	H	<p>PPE purchased for Intimate Care.</p> <p>Toilets and staff allocated for intimate care.</p> <p>Intimate care policy and plans are in place.</p> <p>Staff have been trained in providing intimate care.</p> <p>Used PPE to be double bagged for 72hours and binned appropriately.</p>	M	L	M	School All staff S-JB, LH & LS	1.6.20	✓





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		<p>those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE may include: Gloves/Masks/Goggles/Wipes/Aprons Apron/Visor (for steam cleaning toilets) If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. After using the face masks, aprons and gloves they will be correctly 				<p>Staff given information booklet with regards to protocols.</p> <p>Staff to receive training to be provided on 1st June for all procedures.</p>						





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		<p>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.</p> <ul style="list-style-type: none"> If contact with the unwell child or young person is necessary, then nitrile 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</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 (filed and outdoors). Break times are staggered to reduce numbers in the room. Staff are reminded to wash hands 	H	M	H	<ul style="list-style-type: none"> Staff to be fully briefed on the hygiene measures for the below points: Water cooler can be used, under guidance given by SB (use clean cup to press button to access water flow). Microwave and fridge will not be used for personal food storage or cooking. 	M	L	M	School All staff	1.6.20	✓





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	COVID19	<ul style="list-style-type: none"> 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. Shared crockery and cutlery is not to be used and staff to bring their own from home and take it home daily for washing. Staff to bring in own lidded cups for hot drinks. 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. Cleaning spray will be available to clear surfaces regularly. 	H	M	H	<ul style="list-style-type: none"> No congregating in the staff room – staff must eat in own pod, car or on the field. Cleaning equipment provided for staff to wipe down after each individual use. Staff to wash hands before entering staff room. Staff to adhere to one-way system in staff room and in corridor. Staff to bring in their own dishes and cutlery. Staff have already been informed of staff room usage during staff meeting (21.5.20). 	M	M	M			
Social distancing not	Staff, LTS	<ul style="list-style-type: none"> Robust communication links with 	H	M	H	<ul style="list-style-type: none"> Catering provider (external 	M	M	M	All staff	1.6.20	✓





SILEBY REDLANDS RE OPENING RISK ASSESSMENT

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 ?
<p>being carried out during Catering provision</p>	<p>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>	<p>meal provider established.</p> <ul style="list-style-type: none"> Meeting in preparation of re-opening to confirm operational controls. Hand cleaning facilities available upon entering kitchen and when leaving. Procedures established for mealtimes and information communicated to staff and pupils. Pupils' food allergy information is up to date. Service arrangements planned. 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 if required. Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required (Gloves). 				<p>provider or LTS) has own risk assessment which is shared with school.</p> <ul style="list-style-type: none"> Children to be supervised whilst collecting school pack up., forming an orderly queue. Picnic tables and staging not to be used during break and lunchtime. Staff observe Social Distancing during break times and minimise movement around school. Wet break and wet lunch have been timetabled with allocated staff. Children will eat and play within own pod and designated area of the school grounds. LTS catering risk assessments shared and in place. Catering staff to follow procedures, as above for visitors. 				<p>Caterin g Staff</p> <p>Kitchen deliver ers.</p>		





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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 ?
			H	M	H	<ul style="list-style-type: none"> Lunchtime supervisors to be trained alongside guidance and risk assessments for social distancing, hygiene, etc. 	H	M	H			
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 Collective Worship will be made in classrooms. 	M	L	L	MT, NB & LS to conduct virtual assemblies via TEAMS. Staff to be trained on accessing virtual assemblies 1.6.20.	M	L	L	School All staff	1.6.20	✓
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 appropriate cleaning solutions, the google and visor will be rinsed with clean water after being disinfected. Extra attention is given to frequently 	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. See separate Deep Cleaning schedule and risk assessment. All rooms to have cleaning equipment available. Hand gel available in all rooms. 	M	L	L	Premes is staff All staff	1.6.20	✓





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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 ?
		<p>touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</p> <ul style="list-style-type: none"> • Paper 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 at the end of the day. • Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 				<ul style="list-style-type: none"> • Staff to be trained and understand their responsibilities for cleaning in individual rooms. 						





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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 ?
Carrying out daily building maintenance	Staff and pupils. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment). Only essential maintenance is carried out during school opening hours. Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. Social distancing is maintained throughout working procedures. 	M	M	L	See visitor's guidance above Contractors to be inducted on hygiene and social distancing measures in place.	M	M	M	PO Office staff	1.6.20	✓
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	See visitor's guidance above Contractors to be inducted on hygiene and social distancing measures in place.	M	M	M	PO Office staff	1.6.20	✓
Emergency procedures	Staff, pupils, parents/carer,	<ul style="list-style-type: none"> Changes to emergency evacuation procedures are communicated to all 	H	M	H	TB to update and disseminate fire evacuation procedures.	M	M	M			





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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 ?
	visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<p>persons on site i.e. changes of egress from building.</p> <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. 				<p>Fire evacuation drill to take place once all pupils are in.</p> <p>Staff to receive training (1.6.20) on fire assembly points.</p> <p>Fire evacuation signage to be updated for fire assembly points.</p> <p>Invacuation procedure – make way calmly to pod and await further instruction (to be shared with staff 1.6.20)</p>				School All staff PO	1.6.20	✓
Use of public transport/school taxis	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"> Pupils and staff are encouraged to walk to school – no scooters or bikes to be brought to the school. Robust communication links established with transport provider. Pupils and staff aware of taxi procedures and follow Social Distancing as appropriate. 	H	M	H	<p>Parents requiring transport have decided not to send their children to school.</p> <p>Individual risk assessments carried out on high needs children.</p> <p>Parents do not have permission to access the staff car park with any vehicle.</p> <p>Staff car park to be marked for</p>	L	L	L	School LA Office Staff	1.6.20	✓



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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 ?
						parental exiting, once children have been dropped off. Staff to observe and guide parents off the premises safely. Vehicle movement ban on school premises during pupil drop off (8:40-9:120am) and pick up times (3:00-3:40pm). Parents using WAC instructed to park off site.						

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

SILEBY REDLANDS RE OPENING RISK ASSESSMENT

	<p>pupils on self-isolation and student attendance recording.</p> <p>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.</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):	
Authorised By:		Authoriser Signature:	Initial
Date Conducted:		Date of Next Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	



SILEBY REDLANDS 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.

Staff on the gate are checking equipment making sure the children have things such as water bottles. Adults to fill up water bottles from another room.