

Activities Covered by this Assessment	Online working and Key Worker & Vulnerable pupil opening Jan 2021 (reviewed by SMT 4/1/21 & 4/3/21)		
Site Address / Location	Newbold Verdon Primary School	Department / Service / Team	Leics Traded Services
<p>From September 2020, all children will be back into school full time and schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>In order for all school children to return to school we are focused on essential measures. These include:</p> <ul style="list-style-type: none"> • a requirement that people who are ill stay at home • robust hand and respiratory hygiene • enhanced cleaning arrangements • active engagement with NHS Test and Trace • formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable <p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> • grouping children together • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible • engaging with the Test and Trace process • managing confirmed cases and following local health protection team advice/guidance <p>If a person becomes unwell during the day please refer to: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>They should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus immediately.</p>			

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Attendance: People with symptoms should stay at home. Where the child, young person or staff member tests positive, the health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

Our school will be operating mainly as cohort classes or Unit classes but also allow mixing into wider groups for specialist teaching, wraparound care and transport. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.

Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.

For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the cohort/class; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently and meticulously and always between classes, 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 classes/cohorts.

In the autumn term, schools can resume non-overnight domestic educational visits. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.

Remote education support

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September.

East Midlands HPT

Public Health England
Seaton House
City Link
Nottingham
NG2 4LA
Telephone 0344 2254 524 (option 1)
Out of hours advice 0344 2254 524

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Staff exiting cars in staff car park	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Staff are encouraged to cycle or walk to work. Cars are to leave car parking space where practicable. Reverse parking only where practicable. Courtesy when alighting cars to maintain social distancing. 										
Visitors to site	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in	<ul style="list-style-type: none"> Visitors to site are restricted & encouraged to visit when pupils not present. Meetings are to be virtual where possible. Only visitors with prearranged appointments are allowed on site. 										

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Sharing equipment	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> • Pupils do not share equipment – school provides ‘busy bag’ with equipment for each child in named bag. • Teaching resources are not removed from the setting. • Soft toys and furnishings that are difficult to clean are removed from the classroom. • Small, intricate items that are difficult to clean are removed from the classroom. • Children are not to bring in own equipment. • Equipment that has to be shared is to be cleaned in Milton bins provided. E.g. balls and rackets. 													
Social distancing not being carried out at break times	Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> • Break times are staggered and timings identified and communicated. • Pupils to wash hands before and after eating/drinking. Young children and SEND pupils will need to be supervised in this. • Cohort and class groups maintained and not mixed. 													

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		<ul style="list-style-type: none"> • Risk assessment shared with external cooks who layout tables. • Arrangements for the cleaning of the area following the consumption of food – LTS to sanitise tables between sittings. • Packed lunches to use designated tables or weather permitting & convenient eat outside. • Extra cleaning of main toilets undertaken as required. • Air hand dryers installed where possible to reduce use of towels. 										
Social distancing not being carried out at pick up	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Pick up times are staggered. • Arrangements for pick up are communicated to staff, pupils and parents/guardian in advance. • Only one parent/guardian attends the school. • No parents are allowed in school. This has been communicated to pupils, parent and guardian before arrival to the site. 										

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[illegible]

		is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (visor).				resistant goggles/visor are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF)						
Social distancing not being carried out during the use of Staff facilities	Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Consider the number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible Consider the use of another room in addition to usual one and use outside spaces. E.g. community lounge. Staggered break times to reduce numbers Use of signs to inform of hand washing prior to entering/using facilities. Shared crockery and cutlery are removed. Reusable sponges are removed Cleaning of room between use Operation of dishwasher/water dispensers procedures – signage 										

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[illegible]

[illegible]

[illegible]

- **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 social distancing cannot be implemented PPE to be worn. 2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording. 3. Follow guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Consider reallocating staff or capacity of school to remain open. Consult with LA and/or Trust on closure.

Risk Assessor (s) Name(s):	Heather Causon	Risk Assessor(s) Signature (S):		
	John Freeman			
	Consultation with staff 4/3/21			
Authorised By:	Heather Causon	Authoriser Signature:		Initial
Date Conducted:	4/3/21	Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

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

Likelihood of Harm Occurring

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