

Risk Assessment The Donington Cowley Endowed Primary School

Operation Description: COVID-19 Schools~ Full school reopening September 2020

Operation Location: All LCC-controlled School and educational settings

Persons at Risk: LCC employees, pupils, parents/carers, visitors to school

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L) without** Control Measures. **Multiply (S x L)**

If applicable, **add** the **Weighting** figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add** the **Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)
Fatality = 5		Likely = 5				20 + Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4				15 - 19 High Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3				9 – 14 Medium Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2		Unlikely = 2				4 – 8 Low Risk
Minor Injury = 1		Very Unlikely = 1				1 - 3 Very Low risk

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S	L	W	R		S	L	W	R
HAZARD: Contact with those who have coronavirus (COVID-19) symptoms	4	3	0	12	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <p><u>Prevention</u></p> <ul style="list-style-type: none"> • Pupils, staff and other adults who have coronavirus symptoms must not come into school. • Anyone who has tested positive for coronavirus in the last ten days must not come into school. • Anyone who has someone in their household who has coronavirus symptoms must not come into school. • If anyone in the school becomes unwell with a new persistent cough or a high temperature, or has a loss of, or change, in their normal sense of taste or smell, they will be sent home and must follow the Government guidance which sets out that they should self-isolate for at least ten days and should arrange to have a test to see if they have coronavirus (COVID-19). If someone tests 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. Please refer to the additional information detailed below about the procedures to be followed when looking after an ill child until they can be collected by a parent. 	4	1	0	4
HAZARD: Staff failing to report feeling unwell and attending school, potentially spreading COVID-19	4	3	0	12	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> • Staff are aware of the importance of following national guidance, and to stay at home and self-isolate. Refer to information detailed above. • Staff to follow the school and/or LCC guidance on reporting sickness due to suspected/confirmed COVID-19. School to report confirmed cases of 	4	1	0	4

					COVID-19 to the LCC Corporate Health and Safety team, via a PO3, to assess if a RIDDOR report is required (See HSA Reporting of COVID-19 for guidance)				
HAZARD Staff or pupil starts to show symptoms of COVID-19 (suspected) whilst at school and immediate action is not taken to send home the pupil/staff member	4	3	0	12	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> • Staff member to be sent home immediately (travel home appropriately) and begin self-isolation, and follow the guidance regarding sickness reporting. Pupils to be moved to an 'isolation room', until a Parent/carer can arrange pick-up. Supervision of the pupil should take place at a minimum of 2 metres away. Isolation room to be clearly signed, to prevent accidental access by others. • Once staff or pupil has left the premises, follow the Reporting of Employee with COVID-19 flowchart, and access to the isolation room will be restricted until cleaning has taken place. Staff cleaning the room will wear PPE. • All staff will receive instruction about how to put on and take off PPE. 	4	1	0	4

<p>HAZARD: School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.</p>	4	3	0	12	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> • Daily checks will be made with:- <ul style="list-style-type: none"> ○ Government websites (Gov.uk) or LCC website ○ Local/National news providers ○ Local school networks/partnerships (if applicable) • Any changes in national/LCC advice and guidance to be shared with the Head, Governing Body etc. for appropriate action. • Staff, Parents and students to be updated in a timely manner, using email, letters etc. as necessary. 	4	1	0	4
<p>HAZARD: COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak.</p>	4	3	0	12	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> • COVID-19 <u>hygiene advice</u> and posters are displayed in key areas of the school site. • Staff to reiterate to Parents and Students (via letter/email/classroom talks etc.) the importance of :- <ul style="list-style-type: none"> ○ Hand washing for 20 seconds on a regular basis ○ Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it) ○ Not touching eyes/nose/mouth with unwashed hands • All welfare facilities to be checked and cleaned regularly, and ensure a supply of anti-bacterial hand wash soap is available • Hand sanitiser to be provided to all classrooms and the main entrance to the school building • Pupils to wash their hands after sporting activities/ PE etc. • Class teachers to be provided with anti-bacterial wipes (if available) to wipe down classroom surfaces. • School cleaning regime is increased to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.) • Where a shared teaching area outside of the classroom has been used by a member of staff, the area will be cleaned in line with the cleaning regime. This will be the responsibility of the member of staff who has used the teaching area. • Where a staff member works with more than class, they will socially distance from the children within each class, where possible. • In cases where a member of staff moves to another class, the member of staff will wash their hands before commencing work within that area. 	4	1	0	4

<p>HAZARD: Appropriate steps not being taken to engage with the NHS Test and Trace process</p>	4	3	0	12	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> • School leaders must ensure that they understand the NHS test and Trace process and how to contact the local Public Health England Health Protection team. • Staff members and parents/carers will be made aware that they will need to be ready and willing to book a test if they or their child are displaying symptoms. Staff and pupils must not come into school if they have symptoms and must be sent home if they develop them in school. • Parents/carers and staff will be asked to immediately inform the school of the results of the test. <ol style="list-style-type: none"> 1. If someone tests negative, they feel well and no longer have symptoms similar to coronavirus they can stop self-isolating. They could still have another virus in which case it is still best to avoid contact with other people until they are better. Other members of their family can stop self-isolating. 2. If someone tests positive, they should follow the 'stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection on the GOV.UK website and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of smell/taste. This is because a cough or loss of smell/taste can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If the individual still has a high temperature, they should keep self-isolating until their temperature returns to normal, Other members of their household should continue self-isolating for the full 14 days. 	4	1	0	4
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<p>HAZARD: The school does not take swift action to respond when it is informed that someone who has attended has tested positive for Coronavirus (COVID-19)</p>	4	4	0	16	<p align="center">CONTROL MEASURES TO REDUCE THE RISK</p> <p><u>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</u></p> <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, schools should keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p>	4	1	0	4
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A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

<p>HAZARD: The school does not engage with local health protection team advice</p>	4	4	0	16	<p align="center">CONTROL MEASURES TO REDUCE THE RISK</p> <p><u>Contain any outbreak by following local health protection team advice</u></p> <ul style="list-style-type: none"> • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. • In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. • In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. 	4	1	0	4
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<p>HAZARD: Children mixing freely with lots of other children at school</p>	4	4	0	16	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> • The bubble model will be used throughout the school. Each class will become a bubble. The children will remain in their bubble, as far as possible. Staff members from the bubble will supervise children at breaktimes and lunchtimes, as far as possible. • Children will sit in the same place within the classroom and use their own pencil and/or pen for their work. • Classrooms from Year 2 upwards will be arranged with forward facing desks. • Bubbles will be kept apart and movement around the school site will be kept to a minimum. • Large gatherings will be avoided. This means that the children will not use the hall for Assemblies/Collective Worship. The daily Collective Worship will take place within the classroom. Whole School Assemblies will be led by the Headteacher or Assistant Headteacher and will be via Zoom/ Micro Soft Teams. • Reading books and homework can be sent home. Reading books will be placed in dated boxes and left for 72 hours before they are assigned to other pupils. • Children will be asked to bring in a named water bottle from home. In cases where the child does not have a water bottle, they will be given a named beaker which will be put in the dishwasher after use. • Children can bring bags to school. • If older children bring a mobile phone to school, this will be placed in a plastic bag and given to the class teacher to look after until the end of the day. • The number of children using the toilet facilities at any one time will be closely monitored by staff. • The outside area within the EYFS (Reception) area will be split into sections which will be clearly marked. This will enable the children to access carefully selected equipment which can then be easily cleaned. • Start and finish times will be staggered for groups of children. Parents/carers will be told in advance what time to arrive at school and to pick up from school. There will be a member of staff outside on duty throughout this period 	4	2	0	8
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					<p>to direct parents and to provide advice, as necessary. Social distancing of two metres will be adhered to by staff members on duty.</p> <ul style="list-style-type: none"> • If a child is not collected on time at the end of the day, the child will wait in the class bubble with a member of staff from their own bubble. Children will not wait in a communal area within the school. • If a child requires daily medication, administered by school, the two members of staff administering the medication will maintain the bubble as far as possible. 				
<p>HAZARD: Face to face contact could increase the chance of transmission</p>	4	4	0	16	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> • It is not always possible for adults working with younger children to maintain a distance from the children. The current Government guidelines state that adults working with young children should avoid close face to face contact and minimise the time spent within one metre of anyone. • For children old enough to understand, they should be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children or for some children with complex needs. • Children from Year 2 upwards will sit side by side, facing forwards. Working as a full-sized class means that the children will not be able to keep a distance from each other within their own class bubble. They will work within their class size bubbles which will reduce the risk of transmission. This is in line with Government guidance. 	4	2	0	8

<p>HAZARD: Pupils who are shielding mixing within the wider school community</p>	4	4	0	16	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <p>Pupils who are shielding</p> <ul style="list-style-type: none"> Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). The Government states that this means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment) 	4	2	0	8
<p>HAZARD: Staff who are clinically extremely vulnerable or clinically vulnerable not being aware of the precautions they should take within the workplace</p>	4	4	0	16	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <p>The school will adhere to the guidance published by the Government which states, "In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p><i>Staff who are clinically vulnerable</i></p> <p>Clinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre</p>	4	2	0	8

					<p>of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.”</p>				
<p>Hazard: Staff mixing with each other thus increasing the possibility of transmission</p>	4	4	0	16	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> Access to the staff room will be restricted. Staff will be only be able to get a hot drink, prepare their lunch but they will not be able to use the small staffroom for breaktimes. Staff should use alternative areas of the school, including the outside areas if the weather is fine. where there is more space to ensure that adults maintain a distance of 2m from each other at all times. If staff are moving around the school with a hot drink, this MUST be in a lidded container. 	4	2	0	8

<p>HAZARD: Staff not following precautions when delivering first aid to a pupil</p>	4	4	0	16	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> • An assessment will be made in the usual way. In cases where the pupil has a minor scrape or bump to a limb, staff will ensure that the child is able to wipe the area themselves, under verbal instruction from the member of staff. Support and encouragement will be given to the child to ensure that they are not upset or worried. Accidents will be recorded in the usual way. • In cases where first aid is administered by a member of staff, PPE will be worn and the used PPE will be put into the clinical waste container within the staff toilet area. Accidents will be recorded in the usual way and staff should indicate if PPE has been worn. The Headteacher or Assistant Headteacher will be informed. 	4	2	0	8
<p>HAZARD: Staff not wearing Personal protective equipment (PPE) when required</p>	4	4	0	16	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> • The majority of staff within education settings will not require PPE. PPE will be worn within the following contexts: <ol style="list-style-type: none"> 1. Where a pupil becomes ill with coronavirus symptoms whilst at school and an individual member of staff is looking after them until they are collected from school 2. Where a pupil has routine intimate care needs 3. Where first aid is being administered which requires close face to face contact with the child 4. Where physiotherapy or occupational therapy is being administered which requires close contact with the child • Training on the correct use of PPE will be given to all staff • Posters are displayed in key areas instructing staff how to use PPE safely 	4	2	0	8

<p>HAZARD: Visitors to the school premises not adhering to Social Distancing rules</p>	4	4	0	16	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> • Parents/ carers are not to enter the school building. Communication must be through a telephone call or an email. Mrs Baxter will keep the office sliding window closed and will direct all callers to ring her from outside the building. • Signage will be displayed on all entry points to the school. • Only one parent/carer will accompany their child to school and pick them up at the end of the day. The parents/carers of children within KS2 will not enter the school grounds when they bring their children to school. The exception to this will be children requiring physical assistance from their parent or carer. A member of school staff will be at the school gate to greet and reassure the children at the start of the school day. • Parents and Carers must not gather at the school gate. In order for social distancing to be maintained in this area, parents and carers must move away quickly. • The school visitors' toilets will be closed to visitors to the school. • Essential works will continue to be carried out e.g. Legionnaires Water Testing, Cannon Hygiene. The Site Manager or other responsible person will ensure that visitors do not make contact with door handles or surfaces not directly linked to their essential work. Surfaces will be cleaned immediately afterwards. • Meetings involving outside agencies will take place virtually until further notice. • Specialist support workers who visit the school to deliver essential services to pupils will wash their hands upon arrival at school. In cases where the specialist needs to deliver physiotherapy or other close assistance/therapy they will be required to wear PPE whilst working with the child. Any areas used will be immediately sanitised in line with the school's cleaning regime. 	4	2	0	8
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<p>HAZARD: Class bubbles using the same indoor lunchtime space for eating</p>	4	4	0	16	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> • Children are not permitted to share their food with anyone else. • Children will eat lunch within their own classroom. • Hot school meals will not be served at the moment. Packed lunches will be provided by Willoughby Foods, as pre-ordered by parents/carers. Lunchtime staff will sort the lunch packs into classes and deliver the boxes to the outside of each classroom. The Midday Supervisory Assistant assigned to each class will wear gloves to distribute the lunch packs to the children. The waste will be collected at the end of lunchtime. The school boxes will be cleaned whenever they have been used. • The children will wash their hands before and after eating their lunch. • If any of the younger children require help with opening packets, staff will put on a clean pair of gloves each time, before assisting the child. 	4	1	0	4
<p>HAZARD: Sharing of resources between different Class bubbles</p>	4	4	0	16	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> • Resources that are shared between bubbles must be cleaned between bubbles or rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different bubbles. This includes PE/sports equipment. • Outdoor playground equipment must be frequently cleaned. 	4	1	0	4

<p>HAZARD: Children arriving at school in a face covering having arrived via school or public transport and inadvertently posing a risk to themselves and others when they remove the mask on arrival at school.</p>	4	4	0	16	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> Pupils arriving by school transport will enter the school via the outside door to the Art and Music Room. A designated bin will be placed at the entry point to the room. Pupils will be taught how to remove the face covering without touching the outside of it. Disposable coverings will be immediately disposed of in the designated bin which will be emptied once everyone has arrived. Reusable face coverings will be placed in a small sealed, named plastic bag until the end of the school day. Each child will sanitise their hands on arrival, remove their mask, and then immediately wash/sanitise their hands again before they go to their own classroom. 	4	2	0	8
<p>HAZARD: Children mixing freely on school transport</p>	4	4	0	16	<p>CONTROL MEASURES TO REDUCE THE RISK</p> <ul style="list-style-type: none"> The children arriving at school by school transport will be collected from the bus/taxi by designated school staff and the pupils will be supervised whilst they are removing any face coverings in line with the procedures detailed in the previous section. At the end of the school day the children will line up in groups consistent with their school bubbles and they will board the bus in bubbles and sit in their allocated place. The children will use hand sanitiser as they are boarding the school transport. This will be provided by school staff who will provide guidance and reassurance to the children as required. 	4	3	0	12

HAZARD: Music lessons increasing the risk of infections	4	4	0	16	CONTROL MEASURES TO REDUCE THE RISK	4	2	0	8
					<p>Music</p> <p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. The following measures will be put in place:</p> <ul style="list-style-type: none"> • physical distancing and playing outside wherever possible, • limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. 				

*each square to be colour coded to suit the risk rating

Directorate:

School:

HeadTeacher Name

Signature:

Date:

