

**LET
RISK ASSESSMENT FORM**



DATE: 23.2.21 JOB OR SITUATION: Full Reopening March 2021 Coronavirus/ Covid 19 SITE OR LOCATION: Askern Moss Road Infant Academy			PERSONS AT RISK					INITIAL RISK RATING		
			EMPLOYEE	YOUNG PERSON	CHILD	PUBLIC	OTHER SITE USER	LOW	MEDIUM	HIGH
TASKS OR ACTIVITIES	HAZARDS IDENTIFIED	No.								
Opening up school/closing down	Caretaker lone working. Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE. Use of chemicals and equipment. Slips, trips and falls.	1.	X						X	
Cleaning	Risk of interaction with persons– risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE or not wearing it, when required. Not introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	2.	X		X				X	

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	Use of chemicals and equipment. Slips, trips and falls.								
All Year Groups attending the Academy	Risk of transmission of Covid-19. Too many staff in the workplace rendering social distancing not practicable (in cases of local outbreaks) Too many pupils in the school rendering social distancing not practicable (in cases of local outbreaks) Not minimising contact between individuals and maintain social distancing wherever possible Secure Covid-19 risk assessment not revisited and updated in-line with the full opening of schools Wider risk assessments not reviewed and updated in-line with the full opening of schools – not considered the need for relevant revised controls	3.	X		X				X
Staff, visitors, contractors and children entering/leaving school.	Risk of interaction with persons as people wait for the doors to open – risk of Covid-19 contagion.	4.	X		X				X
Staff and students moving around school	Risk of interaction with persons– risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE.	5.	X		X				X
Classroom activities/lessons	Risk of interaction with persons– risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE.	6.	X		X				X
Playtimes/Outdoor Learning	Risk of interaction with persons– risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE.	7.	X		X			X	X

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Using toilets/staff rooms/break areas	Risk of interaction with persons– risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE.	8.	X		X				X
Food Preparation (catering)	Risk of interaction with persons– risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Cuts, burns, scalds. Slips, trips and falls. Contamination/illness.	9.	X		X				X
Illness	Staff or students become symptomatic of Covid-19. School not engaging with the NHS Test and Trace process No contingency plan in place to deal with a case of self-isolation of multiple pupils or staff or local outbreaks	10.	X		X				X
Clinically Vulnerable/Clinically Extremely Vulnerable Staff/Students	Staff or students were on clinically vulnerable or extremely clinically vulnerable list and were therefore at higher risk of severe illness if they contracted Covid 19.	11.	X		X				X
Administration of Intimate Care and First Aid	Risk of interaction with persons – risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE.	12.	X		X	X			X
Asymptomatic Testing	Incorrect use of the test kits may provide a wrong test result or expose persons to the live virus. Managing business continuity with increase in number of cases and staff self-isolating (Asymptomatic testing impact) GDPR breach. <i>See separate 'Lateral Flow Testing RA'.</i>	13.	X		X				X

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Return after prolonged absence	Mental health and Well Being deterioration as a result of pandemic - periods of lockdown, home learning, bereavement, post-traumatic stress, anxiety.	14.	X		X					X
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Important Notice:

Staff should ensure they are symptom-free (*see below) and not put others at risk before attending work.

***a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) **a new, continuous cough**

– this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

***a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

undertaking testing - staff should instigate a COVID-19 test if they meet the set criteria

Do not go to a GP surgery, pharmacy, or hospital.

Use the 111 online coronavirus service to find out what to do.

For more information, read further [guidance on symptoms](#).

If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 10 days.

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HAZARD NO.	EXISTING CONTROLS	FURTHER CONTROLS	BY WHOM	COMPLETION DATE	FINAL RISK RATING		
					LOW	MEDIUM	HIGH
1.	<p>Opening up school/closing down Caretaker will be offsite between 8:30am and 3pm. Caretaker has mobile phone in case of emergency and be 'on call'. Maintenance, compliance and servicing should continue and include:</p> <ul style="list-style-type: none"> • Fire safety systems & Risk Assessment • Gas services • Electrical services • Asbestos services • Hot & cold water services (legionella) • Lifting equipment (Inc. platform and passenger lifts where appropriate) • Pressure vessels and systems. <p>A COVID 19 Visitor Policy is in place and is on display and sent to any person booking in to visit the academy. Contractors will not be allowed into school unless they can confirm they do not have any symptoms of coronavirus and do not live with anyone with symptoms. Social distancing should be in place when supporting maintenance and servicing. Face coverings to be worn by visitors and staff in communal areas. Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. PPE is available and orders will be placed when needed. COSHH sheets are in place for all chemicals, and training has been given for all equipment. Wet floor signs are used to indicate slip hazards. Corridors and classrooms and offices are kept tidy, and storerooms have shelving.</p>		HY/CAT/ CARETAKER	Ongoing	X		
2.	<p>Cleaning Principles A cleaning schedule is in place that ensures cleaning is generally enhanced and includes:</p>		HY/ CLEANING TEAM	Ongoing	X		

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	<ul style="list-style-type: none"> • more frequent cleaning of rooms / shared areas that are used by different groups. Cleaners will be on duty throughout the day. • frequently touched surfaces being cleaned more often than normal • different groups do not need to be allocated their own toilets, but toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet <p>Personal protective equipment (PPE) The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed. PPE is available in the First Aid Room.</p> <p>Cleaning and disinfection Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>Use one of the options below:</p> <ul style="list-style-type: none"> • a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants or • if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses <p>Avoid mixing cleaning products together as this can create toxic fumes. Avoid</p>						
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<p>creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Laundry Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p> <p>Waste Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place (Outside Bin Store – in marked COVID bin) and marked for storage until the individual’s test results are known <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it</p>						
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<p>must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste <p>Other household waste can be disposed of as normal.</p> <p>We have ensured that sufficient handwashing facilities are available. Where a sink is not nearby, we have provided hand sanitiser in classrooms and other learning environments.</p> <p>We have ensured that there is regular cleaning of surfaces that pupils are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, computer keyboards, i-pads, practical equipment more regularly than normal, and antibacterial wipes are available in every room. Bins with lids for tissues are emptied throughout the day.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>A full 'summer cleaning specification' has taken place over the period of closure.</p> <p>COSHH sheets are in place for all chemicals, and training has been given for all equipment.</p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily, with special emphasis on cleaning door handles, desks, chairs, taps etc.</p> <p>PPE is available around school and stored in our First Aid room. Grab bags are in all classrooms and Reception. Orders will be placed when needed. Staff wear face coverings in communal areas, or where social distancing is not possible.</p> <p>Anti-bacterial wipes/spray are available in all rooms.</p> <p>Wet floor signs are used to indicate slip hazards. Corridors and classrooms and offices are kept tidy.</p> <p>Equipment and substances are stored appropriately and do not present a</p>						
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	manual handling, trip, slip or fall hazard. Heavy items are stored at the appropriate level. Specified personal protective equipment available.						
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3.	<p>All Year Groups attending the Academy</p> <p>The guidance Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools has been used to formulate this risk assessment and particularly Control Measure 3.</p> <p>New variants/strains of Coronavirus</p> <p>From December 2020 new strains/variants of Coronavirus were detected which were more transmissible. Twice weekly lateral flow testing was introduced in January for all staff. This is carried out at home and staff are encouraged to take the test on Mondays and Thursdays.</p> <p>KS1 pupils will be in class bubbles to minimise interaction and staggered start and finish times are in place. The class bubbles will be kept apart from other groups where possible and pupils will be encouraged to keep their distance within bubbles. They are used in schools in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure.</p> <p>In Early Years, our F1 and F2 children will operate as a large bubble during the morning, prior to the F1 children leaving at 11:45am. Adults should try to keep their distance from other adults- ideally 2 metres and also maintain a distance from the children where possible.</p> <p>Contact will be minimised as mixing between people reduces transmission of coronavirus (COVID-19). Endeavouring to keep groups at least partially separate and minimising contacts between pupils will still offer public health benefits as it reduces the network of possible direct transmission.</p> <p>All teachers and other staff can operate across different classes in order to facilitate the delivery of the school timetable. Where staff need to move between classes, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. These members of staff are encouraged to wear a visor or face covering.</p> <p>Rooms need to be kept ventilated, with windows open.</p>	<p><u>The systems of controls: protective measures</u></p> <p>System of controls</p> <p>Prevention:</p> <ol style="list-style-type: none"> 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 	All staff	Ongoing	X		
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	<p>Measures within the classroom</p> <p>Staff and pupils should maintain a distance between each other whilst inside and reduce the amount of time they are in face to face to contact to lower the risk of transmission. Staff should aim to maintain distance from pupils, staying away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from pupils. Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. This will not be possible when working with pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>Face coverings or visors may be worn by staff members on classrooms. Pupils should be reminded and supported to maintain distance and not touch staff and their peers where possible. This will not be possible for some children with complex needs. Cleaning spray, cloths and paper towels will be in every room to allow staff to wipe down chairs and tables on a regular basis.</p> <p>Small adaptations to the classroom will be made to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on, and will include moving unnecessary furniture out of classrooms to make more space.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the year group bubble; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between bubbles, such as PE, art and science equipment will be cleaned frequently and meticulously 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.</p> <p>Outdoor equipment will be more frequently cleaned. This includes resources used inside and outside by other providers. Pupils will limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats and bookbags. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to</p>	<p>distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p><u>Numbers 1 to 4</u> must be in place, all the time.</p> <p><u>Number 5</u> must be properly considered in place where possible.</p> <p><u>Number 6</u> applies in specific circumstances such as dealing with a symptomatic individual.</p> <p>Response to any infection:</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p><u>Numbers 7 to 9</u> must be followed in every case where they are</p>					
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	<p>these resources.</p> <p>Measures elsewhere Classes will be kept apart, and there will be no large gatherings such as assemblies with more than one class. When timetabling, classes will be kept apart and movement around the school site kept to a minimum. Passing briefly in the corridor or outside is low risk. To avoid creating busy corridors, entrances and exits, there will be staggered break times and lunch times. Staff will plan how shared staff spaces are set up and used to help staff to distance from each other. Use of the staff room should be minimised, although staff must still have a break of a reasonable length during the day. Furniture will be arranged with adequate spacing, removing chairs or marking them out of use. To avoid creating busy corridors, entrances and exits, there will be staggered start/finish times, break times and lunch times. This risk assessment will be reviewed and revised regularly, and in line with government guidance and updates. Subject specific risk assessments have been revised to include specific Covid-19 related risks and control measures.</p> <p>NHS COVID 19 App Use of the NHS COVID-19 app in education and childcare settings - GOV.UK (www.gov.uk)</p> <p>The app has 6 key features that will help to reduce personal and public risk:</p> <ul style="list-style-type: none"> • Trace – alerts the individual if they were in close contact with a confirmed case • Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter • Check in – allows the individual to check in to locations via the app and official NHS QR codes • Symptoms – allows the individual to check symptoms against government guidance and to get advice • Test – allows the individual to order a free test and to receive results 	<p>relevant.</p>					
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	<p>and advice via the app</p> <ul style="list-style-type: none"> Isolate – provides an isolation ‘companion’, which counts down how many days they have left to isolate and provides links to useful advice <p>Bluetooth needs to be enabled on the phone as the app uses Bluetooth low energy to anonymously assess the distance, over time, between people who have downloaded it. If an individual with the app tests positive for coronavirus (COVID-19), the app will ask them to allow those that they have been in contact with to be alerted. If so, the app will then alert relevant individuals if they have been in close contact with a positive case. ‘Close contact’ is based on an algorithm, but generally means you’ve been within 2 metres of someone for 15 minutes or more. Individuals are not informed who the positive case is. It is possible to pause the contact tracing function (‘trace’) in the app. If paused, the phone and Bluetooth remain on but the phone does not record contacts. Pausing contact tracing is only recommended in 3 situations:</p> <ul style="list-style-type: none"> when an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone when an individual is working behind a perspex (or equivalent) screen, fully protected from other colleagues and members of the public, as the individual is considered to be adequately protected from contracting coronavirus (COVID-19) in a health or care setting where staff are wearing medical grade PPE (for example, a surgical mask) as these individuals are also considered to be adequately protected <p>The agreed process for ensuring a setting is aware of a positive case, as set out in the guidance for full opening for schools and further education colleges in the autumn term, is still in place and is not changed by the introduction of the app.</p> <p>Use of the app does not replace the requirement of individuals to social distance or to report positive cases to the setting. Neither does the app change the processes of escalation if there any positive cases linked to education</p>						
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	<p>settings.</p> <p>It is possible that whilst in their setting, visitors or staff could receive a notification via the app that they have been in close contact with a confirmed case and should therefore self-isolate. Close contacts are likely to have taken place at least 1-2 days previously. The app uses the minimum amount of personal data possible, which means it will not know if that contact took place in an education setting.</p> <p>If a staff member receives this notification, they should follow the usual process of informing an appropriate person at the setting before self-isolating. If a number of staff members were informed at the same time that they had been in close contact with a positive case, SLT should be informed immediately, to ensure continuity of education. No further action is needed unless the member of staff goes on to become a confirmed case themselves.</p>						
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4.	<p>Staff, visitors, contractors and pupils arriving/leaving school</p> <p>We have informed students, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Signage in Reception is clear regarding entering the building and a COVID 19 Visitor Policy is in place. Visitors will be required to wear a face covering whilst in the building in communal areas. To facilitate the NHS test and trace service, Leger Education Trust will encourage workers to heed any notifications to self-isolate and provide support to these individuals when in isolation.</p> <p>All schools will log attendance and contact details of pupils, staff, visitors and contractors to ensure compliance with Track and Trace through Entry Sign, registers, and signing in sheets.</p> <p>We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>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.</p> <p>Polymerase Chain Reaction (PCR) tests contingency supply</p>		All staff	Ongoing	X		
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	<p>Separate to the asymptomatic testing regime, the school received an initial supply of 10 PCR test kits before the start of the autumn term in 2020. These PCR test kits are provided to be used in the exceptional circumstance that an individual becomes symptomatic and there may be barriers to accessing testing elsewhere. We will give the kits directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. We have asked parents and staff to inform the academy immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ 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 cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have 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. <p>Parents and pupils have been informed of their allocated drop off and collection times and the process for doing so and we have made it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). One person at a time can enter the Reception area to speak to office staff. Only one parent/carer should accompany their child to and from school.</p> <p>There is a process for removing face coverings when staff arrive at school and this has been communicated clearly to them in a letter. They must wash their</p>						
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	<p>hands immediately on arrival dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children’s social care provides more advice if required.</p> <p>A member of staff will be at the gate each morning to remind people to maintain a distance, and a one way system will be in operation to ensure social distancing. Markers will be placed on the floor around entrances/exits and pinch points. Posters reminding staff and students of the need to social distance will be displayed. Staff will remind pupils and other staff of social distancing and the need for frequent handwashing. The pupils will wash their hands on arrival in the building.</p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily.</p> <p>PPE is available in all classrooms and Reception. PPE resources are stored in our First Aid room.</p> <p>We have encouraged parents and students to walk or cycle to school where possible, and will follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required.</p> <p>Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Wider public transport</p> <p>We expect that public transport capacity will continue to be constrained in the coming weeks. Its use by pupils, particularly in peak times, should be kept to an absolute minimum.</p> <p>Families using public transport should refer to the safer travel guidance for passengers.</p>						
5.	<p>Staff, pupils and visitors moving around school</p> <p>Face coverings should be worn by adults when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing between adults is not possible; and when occupying shared spaces with colleagues outside their bubble.</p> <p>This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE</p>		All staff	Ongoing	X		

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	<p>lessons. Face coverings should be worn in classrooms or during activities unless social distancing can be maintained. Face shields can be worn when teaching if the member of staff can maintain 2 metre distance from other adults. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>Exemptions Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>Markers will be placed on the floor around entrances/exits and pinch points to show 2m distance, although this distance is not compulsory. Posters reminding staff and pupils of the need to social distance will be displayed. Staff will remind pupils and other staff about social distancing and the need for frequent handwashing. Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. PPE is available around school and stored in the First Aid Room and orders will be placed when needed. Doors may be propped open for classrooms and offices. The fire risk assessment has been updated.</p>						
6.	<p>Classroom Activities/Lessons The timetable will be followed as normal. Shared materials and surfaces will be cleaned and disinfected more frequently. Practical lessons can go ahead if equipment can be cleaned thoroughly. Pupils will be kept in class bubbles, PE equipment thoroughly cleaned between each use by different individual groups, and contact with other pupils avoided.</p>		All staff	Ongoing	X		

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	<p>PE: Pupils will be kept in consistent groups, and sports equipment will be thoroughly cleaned between each use by different individual groups. Indoor PE lessons will take place in the hall with a maximum of 15 children in a group. Scrupulous attention will be paid to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. External facilities will be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>We will only consider team sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.</p> <p>Competition between different schools will not take place until wider grassroots sport for under 18s is permitted.</p> <p>Refer to:</p> <ul style="list-style-type: none"> • guidance on grass root sports for public and sport providers, safe provision and facilities, and guidance from Sport England • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents • using changing rooms safely <p>We will continue to work with external coaches, clubs and organisations for curricular and extra-curricular activities, and we will ensure that the appropriate control measures are in place, that risk assessments have been</p>						
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	<p>undertaken, and that the system of controls are in place.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel will help students to be physically active while encouraging physical distancing.</p> <p>Music and Drama. There may be an additional risk of infection in environments where there is singing, chanting or shouting. This applies even if individuals are at a distance. We will reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by 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 should not take place in larger groups such as school choirs or school assemblies. Staff to maintain 2 metre distance from students wherever possible.</p> <p>Drama lessons can take place in the hall to allow a larger space and access to outside space if the weather allows.</p> <p>Physical intervention and intimate care plans should continue.</p> <p>PPE is available in the First Aid Room and grab bags for emergencies are in all classrooms and Reception. The Behaviour Policy and Safeguarding Policy has been updated to reflect any changes in practice as a result of Coronavirus.</p> <p>Educational visits will not be going ahead at this current time.</p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily.</p> <p>Staff have been issued with a copy of this risk assessment and have been directed to https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools to ensure all staff have received up to date guidance and training.</p>						
7.	<p>Outdoor Learning/Playtimes</p> <p>Our KS1 classes will take breaks in rotation or in separate areas and will not mix. Breaks will be taken outdoors wherever possible. The hall may be used in case of wet weather but only by one class bubble at any one time. Markers will be placed on the floor around entrances/exits and pinch points. Posters reminding staff and pupils of the need to social distance will be displayed. Staff</p>		All staff	Ongoing	X		

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	<p>will remind pupils and other staff of social distancing and the need for frequent handwashing. Pupils should bring water bottles from home. Brief, transitory contact, such as passing in a corridor, is low risk. Equipment used will remain with a class bubble and will be cleaned after use.</p>					
8.	<p>Using toilets/offices/staff rooms/break areas Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. Staff will supervise toilet areas, ensuring low numbers at all times and that year group bubbles do not mix. Staff should ensure that they maintain social distancing in offices and face coverings should be worn if more than one adult is working in the office at any time. Telephones and computer keyboards should be used by one individual or should be wiped with antibacterial wipes if used by another person. Social distancing should be in place when using the staff room. Staff are encouraged to bring their own cup and crockery etc and to wash, dry and put away anything they use. PPE is available around school and stored in the First Aid Room and orders will be placed when needed.</p>		All staff	Ongoing	X	
9.	<p>Food Preparation and Service (catering) It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly. We continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes, and preventative practices (pre-requisite programmes (PRPs)). We will follow the guidance for food businesses on coronavirus (COVID-19). Staff supervision will ensure social distancing where possible and to promote personal hygiene.</p>	Existing school risk assessments for catering to be used in conjunction. Catering risk assessments to be used in conjunction.	CATERING	Ongoing	X	

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	<p>The hall will be used by our children for lunch and there will be two sittings. Hand washing will take place in classrooms prior to entering the hall. Hand sanitiser will be available in the hall. Children will sit side by side at tables and will not be seated opposite other children. There will be no queuing and staff will bring the meals to the children. Children will wear coloured wristbands at lunchtime and these will be washed daily.</p> <p>Lunchtime playtimes: F2 children will play in the EYFS play area and the KS1 children will play in zoned areas on the playground.</p> <p>The frequency of cleaning will be increased, especially hand touch surfaces, such as tables tops, drinks levers, keypads, grab-rails, elevator buttons, light switches, door handles, plates or cutlery, and any surface or item which is designed to be, or has a high likelihood of being touched. All doors and windows will remain open wherever possible to allow greater ventilation and prevent touching of window handles. Doncaster Council Food Safety Management System in place to reduce risk of contamination.</p> <p>Face coverings should be worn by all kitchen staff serving food and by our mid- day supervisors and other staff when taking meals to the children.</p>						
10.	<p>Illness.</p> <p>We will 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</p> <p>We will ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home. We will ensure all staff are aware of it by sharing this risk assessment and communication at staff briefings and emails.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate</p>		All staff	Ongoing	X		

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<p>for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved to the Intervention Room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window will be opened for ventilation. If it is not possible to isolate them, for example if the room is already in use, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. If contact with the student is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</p> <p>Persons exhibiting symptoms should not enter the medical room. The intervention room should not be used for any other purpose than symptomatic individuals.</p> <p>Grab bags with full PPE are available in the all classrooms and Reception. We have provided PPE training to all staff via Microsoft Teams- delivered by DMBC Health & Safety Team.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any students 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</p>						
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	<p>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 & Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>We will not take temperatures of staff, visitors or pupils. Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). Staff and pupils will be reminded to ensure good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. All rooms have lidded bins and tissues are provided. Students with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant will have an individual risk assessment.</p> <p>Managing confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will 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 10 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"> • anyone who lives in the same household as someone with coronavirus 						
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	<p>(COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)</p> <ul style="list-style-type: none"> • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre • been within 1 metre for 1 minute or longer without face-to-face contact • sexual contacts • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane <p>We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 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, we recommend schools keep a record of students and staff in each group, and any close contact that takes places between children and staff in different groups (see section 6 of the system of control for more on grouping students). This should be a proportionate recording process. Schools do not need to ask students to record everyone</p>						
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<p>they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>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.</p> <p>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 10-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 10-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 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection <p>We will 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> <p>In the majority of cases, school and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their students and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-</p>						
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	<p><u>19).</u> Contain any outbreak by following local health protection team advice If the school has two or more confirmed cases within 10 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 students self-isolate at home as a precautionary measure – perhaps the whole school or key stage. 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.</p>						
11.	<p>Clinically Vulnerable/Clinically Extremely Vulnerable Staff/Pupils We will review according to the current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Pupils The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated. Staff Clinically Extremely Vulnerable Staff</p>		All staff	Ongoing	X		

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	<p>CEV staff are advised not to attend the workplace and should work from home where possible. CEV staff will receive full pay. Staff living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated.</p> <p>Clinically Vulnerable Staff CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>Pregnancy Coronavirus infection and pregnancy (rcog.org.uk) We follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. All pregnant or nursing mothers have an individual risk assessment. As part of this risk assessment, we consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19). We follow the same principles for pregnant students, in line with their wider health and safety obligations. Female staff in the third trimester are considered as CEV, and must work from home.</p> <p>Increased Risk Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Who's at higher risk from coronavirus (COVID-19) - NHS (www.nhs.uk) Individual risk assessments will be put in place or any vulnerable member of staff or student.</p>						
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	<p>We will be mindful of the particular needs of different groups of workers or individuals taking into account particular responsibilities towards disabled workers and those who are new or expectant mothers.</p> <p>We will involve and communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk and will consider whether any particular measures or adjustments; taking into account duties under the equalities legislation need to be put in place. We will also make reasonable adjustments to avoid disabled workers being put at a disadvantage, and assess the health and safety risks for new and expectant mothers. We have and will continue to provide support for workers around mental health and wellbeing.</p> <p>We will take the appropriate actions if there in an implementation of local restrictions.</p>					
12.	<p>Administration of Intimate Care and First Aid</p> <p>PPE to be used and child to receive care in same way.</p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily.</p> <p>F1 children who are not toilet trained will be changed and parents will sign the Intimate Care Agreement and receive a copy of the Intimate Care policy. Staff will wear PPE equipment when changing a child.</p>		Trained staff	Ongoing	x	
13.	<p>Asymptomatic Testing</p> <p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify staff who are infectious but do not have any coronavirus (COVID-19) symptoms. A home testing model has been implemented. The lateral flow devices used have received regulatory approval from the MHRA for self-use. Testing remains voluntary but strongly encouraged.</p> <p>Staff are asked to conduct their tests on Mondays and Thursdays, prior to coming to school.</p> <p>Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result, whether void, positive or negative,</p>		All Staff	Ongoing	X	

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	<p>with their school to help with contact tracing. Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.</p> <p><i>See separate 'Lateral Flow Testing Risk Assessment'.</i></p>						
14.	<p>Return after prolonged absence</p> <p>Some pupils may experience a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers.</p> <p>We have put in place pastoral and extra-curricular activities to:</p> <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip student to respond to issues linked to coronavirus (COVID19) • support students with approaches to improving their physical and mental wellbeing <p>We will also provide more focused pastoral support for student' individual issues, drawing on external support where necessary and possible.</p> <p>Where there is a concern a pupil is in need or suffering or likely to suffer harm, we will follow the child protection policy and part 1 of keeping children safe in education. We will consider any referral to statutory services (and the police) as appropriate. We will work with school nurses, where they are in place, to:</p> <ul style="list-style-type: none"> • ensure delivery of the healthy child programme (which includes immunisation) • identify health and wellbeing needs • provide support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues <p>We will utilise the Wellbeing for Education Return programme, which provides training and resources to help school staff respond to the wellbeing and mental health needs of student. The training provides practical examples to support staff and student within a school.</p>		All Staff	Ongoing	X		



<p>Support and Resources</p> <p>Teachers can access the free MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff. The training module on teaching about mental wellbeing will help improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom. A recording of the free webinar for school staff DfE, PHE and NHS England hosted to set out how to support returning student is available.</p> <p>The SENDCO and team have utilised the Whole School SEND consortium resources on the Whole School SEND Resource page of the SEND gateway. This includes:</p> <ul style="list-style-type: none"> • successful returns following a period of absence • a COVID-19 SEND review guide • a handbook to support teachers to take a whole school approach to supporting student following a traumatic event <p>Supporting staff</p> <p>Leger Education Trust is committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all members of staff. We will explain the measures we have put in place, and send out this document by email.</p> <p>We have developed extra systems in place to support staff wellbeing. A new Wellbeing Policy is in place, and a Well Being working party is working towards a Well Being Charter.</p> <p>Senior staff have been trained as Mental Health First Aiders to support staff, and this will be rolled out to all staff over the next two years.</p> <p>Counselling can be provided where appropriate through Leger Education Trust's provider. This will be a confidential, independent service using professionally qualified counsellors. Staff can access the Counselling Service by contacting DMBC Occupational Health 01302 737043.</p> <p>There are other services that Leger Education Trust is able to offer such as 'With me in Mind', and this can be accessed by emailing Jasmine Hatch, a Senior Mental Health Practitioner j.hatch@nhs.net</p>						
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Important notice:

Important notice:

This risk assessment should be read and implemented in conjunction with the latest Government Guidance (see below).

Latest Government Guidance:
[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

ASSESSED BY	REBECCA GRANGE/ HELEN YOUNG	APPROVED BY	ADAM DALE /CAROL ANN TURNER/ANNE MARIE COLLINS	REVIEW DATE:	MARCH 2021
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