|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
| 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.  In order for all school children to return to school we are focused on essential measures. These include:   * 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   How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:   * 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   **If a person becomes unwell during the day please refer to:** <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  They should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus immediately.  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  Telephone0344 2254 524 (option 1)  Out of hours advice0344 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 | * 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 spread of COVID19 | * 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. * Visitors are asked to complete a school form giving contact details and asking if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they are allowed on site. Records kept for one month. |  |  |  |  |  |  |  |  |  |  |
| **Social distancing not being carried out at drop off time.** | Staff, pupils, parents/guardian, visitors and contractors.  Reduced infection control which may result in spread of COVID19 | * Drop off times are staggered and parents and carers (including those who have been vacinated) are required to wear face masks (unless exempt) on site. * Staff are to wear face covering if outside when parents are on site and when moving around school when not in classroom. * Arrangements for drop off are communicated to staff, pupils and parents/guardian in advance. * Only one parent/guardian attends the school. * No parental access to pupils’ classrooms – limits are communicated to pupils, parent and guardian. * Direct access to the pupils’ allocated classroom is available. i.e. final emergency exits. * Signage is installed i.e. warnings for parents not to enter the building. |  |  |  |  |  |  |  |  |  |  |
| **Use of cloakroom/toilet areas** | Staff and pupils  Reduced infection control which may result in spread of COVID19 | * Pupils remain in their outdoor clothing until they are inside school. * Use lockers so that coats/ bags aren’t touching. * Teacher or member of staff to informally supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). * Everyone encouraged to put lids of toilets down before flushing. |  |  |  |  |  |  |  |  |  |  |
| **Social distancing not being carried out within the classroom.** | Staff, pupils, visitors and contractors.  Reduced infection control which may result in spread of COVID19 | * Arrangements for the day are communicated to staff, pupils and parents/guardian. * Staff and pupils remain in cohort of class (Unit) groups. * Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and on subsequent days. * The group distance themselves from other groups. * Desks are placed as far apart as practically possible and all face the same direction (not EYFS). * Pupils are allocated a desk and are seated at the same desk each day (not EYFS). * Desks used by more than one child are cleaned between use. * Pupils remain in the same classroom throughout the day where practical (e.g. booster sessions and Y5/6 Maths swap). * Any equipment used is cleaned after use or set aside for 24 hours. * Windows and doors are opened to ensure good ventilation. * None fire doors are pinned back to avoid excessive touching of surfaces. * Antibacterial wipes are available in classrooms for staff to use as required. |  |  |  |  |  |  |  |  |  |  |
| **Sharing equipment** | Staff, pupils, visitors and contractors.  Reduced infection control which may result in spread of COVID19 | * 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 | * 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. * Movement around school is limited. Outdoor travelling where possible. * Allocation of dedicated areas outside for small groups (zoning). * Levels of supervision considered, and additional information needed for supervisors. * Additional LTS employed to ensure distancing during lunch time. * Procedures identified when First Aid is required. * Activities considered, and the range of equipment reduced to minimise risk. * Arrangements for the cleaning of equipment following activities. * Arrangements for ‘wet breaks’ put in place (teacher and LSAs to cover each other). * Use of toilets to ensure that social distancing is maintained as far as practicable. Classes allocated specific toilets and use limited to three at a time. Wrist band in Milton solution. * Hand washing arrangements/use of sanitiser provision. * Flexibility on break time as required. |  |  |  |  |  |  |  |  |  |  |
| **Social distancing not being carried out at lunch time** | Staff, pupils, visitors and contractors  Reduced infection control which may result in spread of COVID19 | * All the potential control measures suggested for break times. * Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose. Hand cleaning facilities to be available. * Pupils to enter hall/dining area within their cohort or class groups maintaining social distancing and being supervised by LTS team. * Tables to be cleaned between group use. Tables labelled A,B,C D and cohort/class use allocated tables only. Rotated as scheduled. * Communication with Catering provider (External or LTS Catering). * Layout of areas for dinners with numbers calculated to maintain social distancing. * Cutlery, cups and plates etc. not to be shared. * 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** | Staff, pupils, parents/guardian, visitors and contractors.  Reduced infection control which may result in spread of COVID19 | * 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. * Direct egress to the pupils’ allocated classroom is available. i.e. final emergency exits. * Unit staff support children individually into building from vehicles to reduce contact between parents and separate bubbles. |  |  |  |  |  |  |  |  |  |  |
| **Outdoor learning/play/PE** | Staff and pupils  Reduced infection control which may result in spread of COVID19 | * Outdoor learning is to be promoted – use of canopies and hand washing stations * Play equipment is cleaned and disinfected between each group of users or not used * Teacher ensuring social distancing is in place. * Cohort and classes distanced from each other. E.g. two groups, one on field and one on playground area. |  |  |  |  |  |  |  |  |  |  |
| **Carrying out 1st aid** | First Aider  Person being treated by the first aider.  (Carrying out 1st aid may require the 2mtr social distancing rule to be broken)  This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.  The First aider may have an allergic reaction to latex gloves. | * A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John’s ambulance guidance (link at end of document). * If a child presents symptoms of COVID-19 they will be isolated away from people and parents called to collect them. ELSA room to be used with window open. * Persons who have symptoms will isolate for 10 days and will not be in school. * The first aider will wash their hands for at least 20 seconds with soap and water. * Gloves will be worn to deliver first aid. * Latex gloves will be avoided to remove the risk of allergic reaction. * The first aider will cover any cuts on their hands with water proof plasters. * The first aider will avoid putting their fingers in their mouth and touching their face. * The first aider will avoid touching any part of a dressing that will come in contact with a wound. * The first aider will wear visor to prevent bodily fluids being splashed into the eyes. * After each first aid treatment is given all equipment and surfaces, including visors used will be cleaned down using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the visor will be rinsed with clean water after being disinfected. * After using the aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. * Aprons and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. * First aiders have been given information on how to correctly don and doff their PPE. * After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. * There is a dedicated area for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. |  |  |  |  |  |  |  |  |  |  |
| **Intimate care** |  | * The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. * NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. * Face coverings will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. * Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE may include:   Gloves  Apron  Visor   * If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical visor and face mask should be worn by the supervising adult if social distancing cannot be maintained. The surgical masks used conform to **BS EN 14683:2019 Type IIR.** * After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. * If contact with the unwell child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask/visor should be worn by the supervising adult. If a there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (visor). |  |  |  | * Ensure a stock of surgical face masks that conform to **BS EN 14683:2019 Type IIR** 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).   (Please see PPE suppliers list P21)   * Ensure aprons, nitrile/latex disposable gloves and splash 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 | * 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 in place to warn staff of risks and encouragement to bring own food and drinks as required. * No sharing of food * Microwave use discouraged but cleaning equipment & guidance available. |  |  |  |  |  |  |  |  |  |  |
| **Social distancing not being carried out during Catering provision** | Staff, LTS Catering/Catering Staff from external  company,  pupils, visitors and contractors  Reduced infection control which may result in spread of COVID19 | * Establish robust communication links with meal provider. Confirm operational controls. Working with LTS. * Hand cleaning facilities to be available upon entering hall and when leaving * Confirm how pupils will receive their meals. Pack ups being taken from lockers to hall or outside area. * Checking that all pupils’ food allergy information is up to date * Delivery arrangements for meals is as usual (JF) * After service collection arrangements for containers (JF) * Facilities to stagger service times to avoid congestion and contact – in cohort or class tables or outside area. * Clearing of tables following service including equipment used and the cleaning of that equipment including chairs, tables and door handles. LTS aware and working with external provider. * Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons) (JB overseeing) |  |  |  |  |  |  |  |  |  |  |
| **Assembly** | Staff and pupils  Reduced infection control which may result in spread of COVID19 | * Assemblies/Collective Worship (CW) are not to take place. * Head/teaching staff addresses individual groups, within their classroom. CW in classroom -socially distanced. |  |  |  |  |  |  |  |  |  |  |
| **Cleaning** | Reduced infection control which may result in spread of COVID19 | * A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. * Hard surfaces to be cleaned with soap and water prior to disinfecting. * disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the visor will be rinsed with clean water after being disinfected. * Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. * Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. Move to hand dryers where practical to reduce need for hand towels. * Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. * Only cleaning products supplied by the school are to be used. * Please refer to the school’s COSHH risk assessments for further control measures in relation to cleaning chemicals used. * PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. * Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. |  |  |  |  |  |  |  |  |  |  |
| **Carrying out daily**  **building maintenance** | Staff and pupils.  Reduced infection control which may result in spread of COVID19 | * General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment). * Only essential maintenance is carried out during school opening hours. * Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. * Social distancing is maintained throughout working procedures. |  |  |  |  |  |  |  |  |  |  |
| **Contractors working on site** | Staff, pupils, parents/guardian, visitors and contractors.  Reduced infection control which may result in spread of COVID19 | * Contracted work is carried out when the school is closed to staff and pupils. * Any documentation required is sent/received prior to the contractor arriving on site. * Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences. * School Covid form completed before assess granted to school premises. |  |  |  |  |  |  |  |  |  |  |
| **Emergency procedures** | Staff, pupils, parents/guardian, visitors and contractors.  Reduced infection control which may result in spread of COVID19 | * No changes are needed to our emergency evacuation procedures. * Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). * Staff, pupils, visitors and contractors’ social distance at assembly areas as far as is reasonably practicable. |  |  |  |  |  |  |  |  |  |  |
| **Use of public transport/school buses** | Staff, pupils, parents/guardian, visitors and contractors.  Reduced infection control which may result in spread of COVID19 | * Pupils are encouraged to cycle or walk to school. * Establish robust communication links with transport provider (Leics LA). Taxis and parents operating in line with LA guidance and controls. |  |  |  |  |  |  |  |  |  |  |
| **Music lessons** | Reduced infection | * Some music lessons are to be restricted to reduce airborne particles being spread in a class or hall. * Instruments that require blowing are to be avoided in large numbers and instruments not shared. * Small groups may have lessons but are to face away from each other. The room must be well ventilated or lessons held outside. * Singing lessons – pupils are to face away from each other (back to back or side to side) and gentle voices used. Large group singing is to be avoided. |  |  |  |  |  |  |  |  |  |  |
| **Mental wellbeing** | Mental health issues impacted by CV | Children and staff to be given support and care in respect to mental wellbeing.  Allow discussions about concerns and recognise that this is normal feelings.  Remind staff of LA free confidential help lines |  |  |  |  |  |  |  |  |  |  |
| **Avoidance of discrimination** | Wellbeing issues impacted by CV | Care must also be taken to avoid stigmatizing students and staff who may have been exposed to the virus. It is important to remember that COVID-19 does not differentiate between borders, ethnicities, disability status, age or gender. Education settings should continue to be welcoming, respectful, inclusive, and supportive environments to all. |  |  |  |  |  |  |  |  |  |  |

* **Source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
* **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
* **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
* **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
* **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
* **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
* **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
* **COVID-19: cleaning in non-healthcare settings**: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
* **St. John Ambulance Covid-19: advice for first aiders**: <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
* **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
* **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
* **Contact for PPE orders if you have difficulties with your own suppliers:**

Leicester City : [icrs.service@leicester.gov.uk](mailto:icrs.service@leicester.gov.uk)

Leicester County: [enquirylinequality&contracts@leics.gov.uk](mailto:enquirylinequality&contracts@leics.gov.uk)

Rutland: [PPE@rutland.gov.uk](mailto:PPE@rutland.gov.uk)

|  |  |
| --- | --- |
| During this activity, what could go wrong resulting in an emergency situation? | 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? | 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? | 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. |