

## BRAUNSTONE COMMUNITY PRIMARY SCHOOL RE- OPENING RISK ASSESSMENT

<b>Activities Covered by this Assessment</b>	Autumn Term 2021 – School activities during COVID 19 outbreak at Government Roadmap Step 4 <ul style="list-style-type: none"> <li>During this evolving situation please monitor and follow government guidance given in the web links provided</li> <li>All normal working practices should be assumed to continue unless they need to be changed for the duration.</li> </ul>		
<b>Location</b>	BRAUNSTONE COMMUNITY PRIMARY SCHOOL	<b>Organisation</b>	DISCOVERY
<p>Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate</p> <p style="text-align: center;"><b>This risk assessment has been developed in conjunction with LTS and Leicestershire County Council and has been adapted to include</b></p> <p style="color: red;">Schools should retain previous versions of risk assessments as the DfE have indicated that schools may be asked to reinstate controls in the event of a local outbreak. These reinstatements are envisaged to be of short duration but may mean that there are frequent changes required. All reinstatements should be on the advice of public health (PH) and schools should tailor any risk assessment reviews to PH advice.</p> <p style="color: red;">This risk assessment template is designed to address the covid controls during the normal day to day operation of a school in step 4 – Guidance found <a href="#">here</a>.</p> <p><b>Brief summary of changes for schools in Step 4</b></p> <p><b>From 16th August:</b></p> <ul style="list-style-type: none"> <li>Close contacts of a confirmed case under 18 (18yrs + 4 months) will no longer be required to self-isolate. However, they will be <b><u>required to engage with test and trace and take a PCR test.</u></b></li> </ul> <p>Schools should continue to:</p> <ul style="list-style-type: none"> <li>Exercise good hand hygiene.</li> <li>Exercise good respiratory hygiene, catch it, bin it, kill it principles.</li> <li>Use ‘enhanced cleaning’ regimes, particularly on frequently touched surfaces (record cleaning routines daily and sign off weekly).</li> <li>Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort.</li> <li>Use PPE where appropriate to their setting or activity (<a href="#">link</a>).</li> <li>Have systems in place to encourage all who have symptoms of covid to self-isolate (including household siblings), engage with test and trace and follow PH advice.</li> <li>Engage with regular testing 3 days prior to the start of the autumn term. (to be reviewed Sept 2021)</li> </ul>			

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**Schools will be required to have an Outbreak Management Plan for Covid 19 – a template will be available from PHE**

**Outbreak Management:** From Step 4, close contacts will be identified via NHS Test and Trace (not by schools). Schools will be required to operate an 'Outbreak Management Plan'. Schools may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. Schools will continue to have a role in working with health protection teams in the case of a local outbreaks. Schools should ask parents and staff to inform them **immediately** of the results of a test and then they must follow: [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

### **PPE:**

Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.

The majority of staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 1+ metres from others. Guidance found [here](#).

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 1+ metre distance cannot be maintained
- performing aerosol generating procedures (AGPs)

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. The [guidance](#) on safe working in education, childcare and children’s social care provides more information about preventing and controlling infection. This includes:

- when and how PPE should be used
- what type of PPE to use
- how to source it

### **Face Coverings:**

From 19 July, in line with Step 4 of the roadmap, face coverings will no longer be recommended for pupils in classrooms. Face coverings will also no longer be recommended for staff in classrooms. **Staff (employees and supply) must wear face coverings in the communal areas of the school.**

**On Open Days, all adult visitors and staff must wear a face covering.**

**Headteachers will have the discretion to decide whether to ask staff and visitors to wear face masks/coverings as further precautions to help minimise the risk of infection in schools and will develop risk assessments with appropriate measures.**

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The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (bronze/silver/gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for **local directors of public health** to advise on.

### **Domestic residential educational visits:**

Any domestic and international residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time and for the country you are visiting. For international trips the foreign and commonwealth office (FCO) should be consulted before any trip is considered.

*(For **international visits** school will need to be mindful of the restrictions still in place regarding the red, amber and green list and be mindful that for amber countries there may be requirements for all participants to quarantine or self-isolate upon return)*

Schools will also need to be mindful to check their insurance status for short notice cancellation. For guidance refer to gov.uk or <https://oeapng.info/>

### **Rapid Result Tests (Lateral Flow Device Tests)**

Rapid Result Testings (Lateral Flow Tests) should continue to be conducted twice weekly of staff in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. Lateral Flow Tests are undertaken at home, ideally in the morning prior to leaving for work but can be done the evening before. Home tests are taken 3-4 days apart and staff participating report all test results to Track and Trace as per guidance. *Although encouraged and prior consent is required, this testing is voluntary.*

Headteachers actively consult with staff on local setting measures, inviting feedback to develop practice and health and safety measures, that where reasonably practicable, protect the whole school community. Individual risk assessments are developed for all colleagues and pupils that require one. This includes pregnant women, BAME and Clinically Vulnerable / Clinically Extremely Vulnerable.

### *Monitoring and review of risk controls*

*It is important that employers know how effective their risk controls are. You should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls. Please contact the central team for further guidance as required.*

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Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--/-)	Done?
Catching or Spreading COVID-19	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Twice weekly Lateral Flow Device (LFD) testing for all staff - consisting of two LFD tests taken at home each week, 3 to 4 days apart.</li> </ul> <p><b>Lateral Flow Test Results</b></p> <ul style="list-style-type: none"> <li>A negative result will allow the tested person to remain in school.</li> <li>A positive result will require the tested person start a 10 day self-isolation period and undertake a Confirmatory Covid 19 PCR Test as soon as possible (within 2 days).</li> <li>The use of public transport should be avoided where possible by the person testing positive.</li> </ul> <p>[The results of the PCR Test determining whether self-isolation is to continue [<i>positive result</i>], or if the person can return to School [<i>negative result within 2 days of LFT Test</i>].</p>	M	M	M	<ul style="list-style-type: none"> <li>Engage with the NHS test and trace.</li> <li>All Staff are expected to use their own personal judgement in adopting additional control measures to minimise their own exposure risks to Covid 19.</li> <li>All persons are expected to limit close contacts as far as is reasonably practicable with those persons they do not normally live with (i.e. considering the frequency, duration &amp; numbers of contacts).</li> <li>The Government expects and recommends that all non-exempted persons would wear face coverings in crowded areas where they come into contact with others they do not normally meet.</li> </ul>	M	L	L	SLT/HJ		

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<p><b>Catching or Spreading COVID-19 (continued)</b></p>	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<p>[Household members of the person testing positive are also required to self-isolate for 10 days]</p> <ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days.</li> <li>Anyone developing COVID19 symptoms is sent home.</li> <li>Persons who have symptoms will isolate and be asked to book a PCR test within 2 days of symptoms developing.</li> <li>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</li> </ul>				<ul style="list-style-type: none"> <li>Classes to have seating plans in place in the first instance so that close contacts can be identified if needed</li> <li>Where intervention lessons take place in small groups, children to be spaced out where possible.</li> <li>Year groups to continue to use allocated toilets to reduce contact with other year groups</li> <li>One way system in place in school to reduce contact with other year groups</li> </ul>						
<p><b>Suspected case whilst on site or Positive PCR Test result</b></p>	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>When a person develops symptoms compatible with COVID 19 (A high temperature, a persistent cough, or a loss or change to the sense of taste or smell) they should leave the site to start a 10 day self-isolation period and undertake a PCR Test as soon as possible, and make the appropriate NHS Test &amp; Trace notification.</li> <li>The use of public transport should be avoided where possible.</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</li> <li>The NHS Test &amp; Trace system will take steps to identify close contacts of the person tested positive and instruct them to self-isolate for 10 days as appropriate. <i>(In exceptional circumstances, the School may be requested to assist in identifying close contacts).</i></li> </ul>	M	L	L	SLT/HJ		

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<p>Suspected case whilst on site or Positive PCR Test result (continued)</p>	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Household members of the symptomatic person are also required to self-isolate for 10 days.</li> <li>A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required.</li> <li>Windows are open for ventilation.</li> <li>PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.</li> <li>The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard)</li> <li>Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li><b>With Effect From 16 August-</b> Those persons under 18 Years old who are identified as close contacts by the NHS Test &amp; Trace system will not be required to self-isolate, but will be advised to undertake a PCR</li> </ul>										
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		<p>Test and will only be required to self-isolate if they themselves then test positive.</p> <ul style="list-style-type: none"> <li>With Effect From 16 August - If a member of staff has been fully vaccinated and are identified as a close contact with a person who has tested positive, they will be required to self-isolate (work from home) and take a PCR Test. If they test positive, then they will isolate for 10 days from the date of the test. If they have a negative result, they can return to work but will be encouraged to take daily LFD tests as part of our Trust policy and email/text these to the Office Manager. If not fully vaccinated they will be required to self-isolate for 10 days.</li> </ul>												
Lack of awareness	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of hygiene and hand washing requirements.</li> <li>Staff are to challenge any person not adhering to the</li> </ul>	M	L	L				M	L	L	AT/HJ		

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		control measures within this risk assessment.										
<b>Visitors to site</b>	<p>Staff, pupils, parents/ visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Visitors to site should be kept to a minimum, appointments preferred so that: <ul style="list-style-type: none"> <li>Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.</li> </ul> </li> </ul>	<b>M</b>	<b>L</b>	<b>L</b>	<p>Visitors on Open Days will be required to provide proof of a negative LFD test taken that day, before entering the school.</p> <p>Visitors to the school will be advised to wear a face covering.</p>	<b>M</b>	<b>L</b>	<b>L</b>	Office staff		



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<p style="text-align: center;"><b>Use of public transport/school taxis</b></p>	<p style="text-align: center;">Staff, pupils, parents/ visitors and contractors.</p> <p style="text-align: center;"><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>• Pupils and staff are encouraged to cycle or walk to work.</li> <li>• Communication links with school taxi companies in place</li> <li>• Communicate information to parents and staff where appropriate.</li> <li>• pupils clean their hands before boarding transport and again on disembarking.</li> <li>• Fresh air (from outside the vehicle) through ventilation, is maximised through opening windows and ceiling vents.</li> <li>• Pupils have been informed not to board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19)</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>• Parents/carers of children using taxis, public transport will update school as necessary in relation to any changes of health</li> </ul> <p>Staff discouraged from car sharing – only essential travel is recommended and only when face coverings are worn and windows are open.</p>	M	M	M	Office staff		
<p style="text-align: center;"><b>Lunchtime hall / canteen use – exposure from large numbers of persons</b></p>	<p style="text-align: center;">Staff, pupils, parents/ visitors and contractors.</p> <p style="text-align: center;"><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>• Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</li> <li>• Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>• Children will be sat in class groups, within their year groups in the dining hall</li> <li>• Lunch times will have a slight stagger to allow for this to take place</li> </ul>	M	L	L	HJ		

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		<ul style="list-style-type: none"> <li>Drinking water should be provided with enhanced cleaning measures.</li> <li>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</li> <li>Tables and chairs should be cleaned regularly.</li> <li>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles.</li> </ul>								Kitchen staff Midday assistants		
<b>Poor Hand Hygiene</b>	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Pupils and staff to wash their hands with soap and water for at least 20 seconds on arrival at school, before eating and after breaks.</li> <li>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Pupils with individual risk assessments for dermatitis etc to use alternative soap/hand sanitiser provided by parent/carer</li> </ul>	M	L	L	HJ Class staff		
<b>Poor Respiratory Hygiene</b>	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Tissues provided in all classroom.</li> <li>Lidded bins provided in all classrooms and in communal areas.</li> </ul>	M	L	L		M	L	L	AT/HJ		

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		<ul style="list-style-type: none"> <li>Relay the <u>“catch it, kill it, bin it”</u> approach to all staff and pupils.</li> </ul>										
<b>Outdoor play/PE</b>	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Play equipment/PE Equipment is cleaned and disinfected regularly.</li> <li>All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment.</li> <li>Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene.</li> <li>Tissues are kept with the teacher to facilitate <u>“catch it, bin it, kill it”</u>, this will help with good respiratory hygiene.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Boxes with breaktime equipment in for all year groups to be cleaned by class staff</li> <li>PE equipment to be cleaned by Sports Coach/Sports Apprentice</li> <li>Lunchtime equipment to be cleaned by midday assistants</li> <li>Year groups have been allocated to specific playgrounds to reduce mixing with other pupils</li> <li>Children will come to school in their PE kit, on their set PE days</li> </ul>	M	L	L	<p>Class staff</p> <p>Sports coach/apprentice</p> <p>Midday assistants</p>		
<b>First Aid provision / Medical Needs</b>	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p> <p>(Carrying out 1st aid may require the 1+mtr social distancing rule to be broken)</p>	<ul style="list-style-type: none"> <li>A first aider should not be administering first aid treatment to a person who has the symptoms of COVID-19 unless life threatening condition and using St John’s ambulance guidance (link at end of document). Isolation care can be given and a common sense approach will be used on a case by case basis.</li> </ul>	H	L	M	<ul style="list-style-type: none"> <li>Isolation room is located at the front of the school so that anyone displaying symptoms can be isolated away from other people in the building</li> <li>Doffing room is located near to the isolation room so that PPE can be disposed of inline with correct doffing procedures</li> </ul>	M	L	L			

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		<ul style="list-style-type: none"> <li>• If a child presents symptoms of COVID-19 they will be isolated 1+m away from people and parents called to collect them.</li> <li>• When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</li> <li>• The first aider will cover any cuts on their hands with waterproof plasters.</li> <li>• The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>• Upon completion of first aid, thoroughly wash &amp; dry the hands and any points of contact, and clean &amp; disinfect the affected area.</li> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a bag and the bags tied.</li> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face masks and gloves will only be used for 1 treatment of first aid they will not be used to</li> </ul>								<p>HJ</p> <p>Office Staff</p> <p>BG</p>		
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		<p>treat a second person requiring first aid.</p> <ul style="list-style-type: none"> <li>There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building.</li> <li>The first aid room is well ventilated at all times.</li> <li>No food will be stored or eaten in the first aid room.</li> </ul>										
<b>Intimate care</b>	<p>Staff and pupils</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>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.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) <b>will not</b> 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</li> </ul>	H	M	H		H	L	M	LM		

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		<p>inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained.</li> <li>• 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.</li> <li>• If contact with the unwell child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing,</li> </ul>									
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		spitting, or vomiting, then eye protection should also be worn.										
<b>Insufficient Cleaning</b>	Staff, pupils, parents/ visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>A detailed cleaning schedule will be implemented throughout the school, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <li>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 google and visor will be rinsed with clean water after being disinfected.</li> <li>Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>Hand towels and hand wash are checked and replaced as</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Deep cleaning schedule available to support enhanced clean.</li> <li>Gov.uk <u>guidance</u> to be monitored to ensure the most up to date information is always available.</li> </ul>	H	L	M	AT HJ Cleaning staff Midday Assistant Class staff		
<b>Insufficient Cleaning (continued)</b>												

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		<p>needed by the Premises Officer and cleaning staff.</p> <ul style="list-style-type: none"> <li>Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>Only cleaning products supplied by the school are used.</li> <li>Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>Bins for tissues are emptied throughout the day</li> <li>Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip.</li> </ul>											
<p><b>Poor Ventilation / Lack of Ventilation</b></p> <p><b>Thermal Discomfort in colder months</b></p>	<p>Staff, pupils, visitors, contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19.</i></p>	<ul style="list-style-type: none"> <li>Natural ventilation is provided by opening windows. In cooler weather windows will be opened just enough to provide constant background ventilation.</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>CO2 monitors in use to check air quality in poorly ventilated rooms. When the monitor indicates open windows and doors till monitor returns to normal</li> </ul>	M	L	L	AT	All staff		



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	<p>COVID-19 transmitting through mechanical ventilation ducts that link between rooms.</p>	<ul style="list-style-type: none"> <li>• Windows will be opened more fully during breaks to purge the air in the space.</li> <li>• Parents have been informed that the uniform policy will be in place, but pupils can wear jumpers or jackets in colder months.</li> <li>• Natural ventilation is provided by opening external doors where this would not create a safeguarding and/or fire risk.</li> <li>• Furniture has been re-arranged where possible to avoid direct drafts. This may prove to be difficult where class sizes are large.</li> <li>• Heating will be used and adjusted as necessary in occupied spaces to help to ensure thermal comfort levels are maintained.</li> </ul>										
<p><b>Carrying out daily/essential building maintenance</b></p>	<p>Staff, pupils, parents/ visitors and contractors .</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>• Strict hygiene rules to be implemented, all contractors are to be asked to do the following:             <ol style="list-style-type: none"> <li>1. Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> </ol> </li> </ul>	M	L	L		M	L	L	<p>AT</p> <p>HJ</p> <p>Office Staff</p>		

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		<p>2. Repeat the hand washing/sanitising regularly.</p> <ul style="list-style-type: none"> <li>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</li> <li>Contractors &amp; Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</li> </ul>										
Emergency procedures	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building.</li> <li>Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> <li>Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable.</li> </ul>	H	M	H		M	L	L	AT HJ		

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<p><b>Breakfast and after school clubs</b></p>	<p>Staff, pupils, parents/ visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Any activities taking place before and after school will follow the main school risk assessment. This contains controls to reduce the spread of COVID19 and be consistent with step 4 guidance for the activity being undertaken e.g. music clubs, grassroots sport</li> </ul>	H	M	H		H	L	M	<p>Pastoral Team</p> <p>Clubs Coordinator</p>		
<p><b>Residential visits / off-site visits</b></p>	<p>Staff, pupils, parents/ visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>A COVID risk assessment will be created for each off-site visit.</li> <li>Any educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time both domestically and internationally.</li> <li>OEAP and government guidance will be followed during the visits and will be used to help develop risk assessments for the visits.</li> </ul>	H	M	H		H	M	H	<p>SLT</p> <p>EVC coordinator</p>		
<p><b>Sharing Equipment</b></p>	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>Pupils do not share equipment.</li> <li>Pupils are given writing implements and a pencil case for their allocated equipment and are forbidden from using other pupil's equipment.</li> <li>Teaching resources are discouraged/minimized and/or removed from the setting.</li> </ul>	H	L	M	<ul style="list-style-type: none"> <li>Named drinks bottles for each child</li> <li>If children use any equipment (apart from their pencil cases) it needs to be cleaned.</li> <li>Sharing anything between classrooms is not allowed for the</li> </ul>	M	L	L	<p>Class staff</p>		

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		<ul style="list-style-type: none"> <li>• Small, intricate items that are difficult to clean are removed from the classroom.</li> <li>• Where equipment is used to support learning / activities – only plastic easy to clean resources are used and they are washed after each use.</li> </ul>				<p>children – e.g. no Christmas cards will be sent 2021</p>						
<p><b>Social Distancing not being carried out at drop off and pick up times</b></p>	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> <li>• Arrangements for drop off are communicated to staff, pupils and parents/carers in advance.</li> <li>• We will encourage children in Years 4,5,6 to enter the school grounds independently.</li> <li>• For children in Nursery, Reception, Years 1,2,3 only one parent/carer can enter the school gates.</li> <li>• Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site.</li> <li>• One-way systems are used around the site and staff on duty to direct.</li> <li>• Parents / carers made aware that gathering outside school at drop off/pick up times is <b>forbidden</b>.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>• Three separate entrances/exits to school site: Years 4,5,6 Car Park Years 1,2,3 Wellinger Way FS1 &amp; FS2 Cort Crescent</li> <li>• Staff on duty before and after school to maintain expectations.</li> <li>• All support staff to be in the classroom by 8.30am so that they are ready to receive the children.</li> <li>• Before entering the classroom- staff will do a visual assessment of each child and look for possible signs and symptoms e.g. coughing, flushed face etc. If potential symptoms are seen, staff will advise the parent if present to take the temperature of the child and/or seek medical advice as needed. If the parent isn't present, the child would stay with an adult and a phone call home would be made.</li> </ul>	M	L	L	<p>SLT</p> <p>Covid Wardens</p> <p>Class staff</p>		

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						<ul style="list-style-type: none"> <li>Regular communication is sent to parents, reminding them that if their child is displaying symptoms of COVID-19, they are not to bring their child to school, they need to seek medical advice and inform the school as per normal absence procedures.</li> <li>All COVID wardens wear a hi viz jacket when outside on the school site</li> </ul>					
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To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

**Source:**

- [Schools COVID-19 operational guidance](#)
- [Actions for early years and childcare providers during the COVID-19 pandemic](#)
- [Health and safety: responsibilities and duties for schools](#)
- [The use of personal protective equipment \(PPE\) in education, childcare and children’s social care settings, including for aerosol generating procedures \(AGPs\)](#)
- [Dedicated transport to schools and colleges COVID-19 operational guidance](#)
- [COVID-19: Actions for out-of-school settings](#)
- [Out-of-school settings: COVID-19 guidance for parents and carers](#)
- **Contacts: PHE health protection teams:** <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

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- **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?	<ol style="list-style-type: none"> <li>1. Child displays symptoms with CV19</li> <li>2. Child from teaching group who has been sent home becomes confirmed case.</li> <li>3. Staff becoming ill and self-isolating.</li> </ol>
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> <li>1. Isolate child until collected.</li> <li>2. All children in that teaching group to be sent home and told to self-isolate for 10 days.</li> <li>3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.</li> </ol>

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Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	<ol style="list-style-type: none"> <li>1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn.</li> <li>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.</li> <li>3. Follow guidance: <a href="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">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</a> Consider reallocating staff or capacity of school to remain open. Consult Trust on closure and inform LEA.</li> </ol>
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.

Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		<b>Initial</b>
Date Conducted:		Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

# BRAUNSTONE COMMUNITY PRIMARY SCHOOL RE- OPENING RISK ASSESSMENT

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

Risk Rating Definitions	
<b>Low</b>	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.
<b>Medium</b>	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.
<b>High</b>	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 <b>High</b> , 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.