



## **Risk Assessment for full opening of School** **– updated 27th January 2022**

**This risk assessment should be read in conjunction of the Schools coronavirus (COVID 19) operational guidance – Updated 19 January 2022**

**<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>**

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- Fire evacuation policy and procedures
- Outbreak management plan updated October 2021

**The School will adapt this risk assessment in response to all Government advice and local health reports.**

Area of risk	Possible Risks/Hazards	Control Measures put into place	Residual Risk Rating
Children Health	<p>Vulnerable children who are at an increased risk if they contracted COVID19.</p> <p>Children contracting COVID 19 and bringing it into school.</p> <p>Children displaying COVID 19 symptoms whilst in school.</p>	<p>Pupils who have medical needs should seek advice from their health professional before returning to school. If they are unable to come to school, they should access the distance learning offered.</p> <p>Parents of children should seek medical advice If the child displays any symptom of COVID 19 at home – a high temperature, a new persistent cough or an inability to smell or taste. Children must not come into school but take a PCR test. They should share this result with the school office. If the test is negative they may return to school, if they feel well enough.</p> <p>If the test is positive they and their families must follow current government guidance with regard to self-isolation.</p> <p>If required, School will contact the local health protection team and follow the advice given. School will engage and encourage parents to engage with NHS track and trace If parents do not wish their child to have a PCR test they should self-isolate for 10 days.</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>If a child is awaiting collection, they should be moved, if possible, to the medical room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision ,if required.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. The medical room has integrated toilet facilities. The medical room should be cleaned and disinfected using standard cleaning products before being used by anyone else. If any other room is used as a waiting room this must also be cleaned using standard cleaning products before being used again</p>	<p>Low</p> <p>Medium</p> <p>Medium</p> <p>Low</p>

Area of risk	Possible Risks/Hazards	Control Measures put into place	Residual Risk Rating
	<p>Children’s mental health and wellbeing</p> <p>Children who have returned from travelling to a country outside the UK.</p> <p>Children being in close contact with a positive case ( either outside or inside school)</p>	<p>PPE should 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). A thermometer is available to take temperatures as necessary.</p> <p>They should then seek medical advice and take a PCR test . Where the child, tests negative, they can return to their setting and the fellow household members can end their self-isolation. Parents should provide evidence of the test result before a child can be readmitted to school.</p> <p>Where the child tests positive, the school will contact the DFE for guidance, if required. Should an outbreak occur school will refer to the Outbreak Management Plan</p> <p>In exceptional circumstances, should school need to close/ partially close, Vulnerable Pupils and any pupils with an EHCP plan will have a minimum of weekly welfare phone calls during this time. Class teachers will liaise with parents/carers and set work for individuals isolating if they are well via Tapestry (EYFS), Class Dojo (KS1) or Google Classroom (KS2).</p> <p>Nurture and pastoral support available, as necessary. Any safeguarding concerns will be reported via CPOMS and sent to the DSL.</p> <p>Children and their families must follow the guidance laid down by the Government for the country they have departed from (and travelled through if applicable).</p> <p>Any required quarantine should be completed in line with current Government guidance (e.g. in a quarantine hotel). For guidance please see <a href="https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive">https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive</a></p> <p>Follow most recent government guidance. Should parents/carers need their child, over the age of 5, to take an LFD test as part of this guidance and are unable to get tests, a small number of tests are kept for this reason ,in school.</p>	

Area of risk	Possible Risks/Hazards	Control Measures put into place	Residual Risk Rating
Staff Health	Asymptomatic Staff	All staff have access to Lateral flow tests and have received appropriate training. All staff to conduct Lateral flow tests on Wednesdays and Sundays. Staff to inform Head Teacher if test is positive or void and seek PCR test. Staff should not come into work unless the test is negative.	Medium
	Adult contracting COVID 19 and bringing it into school.	If a staff member has symptoms of COVID 19 at home, they should follow the most recent government guidance. If this means they should not come into work, they should follow normal absence procedures	Medium
	Adult displaying COVID 19 symptoms whilst in school.	If a staff member has symptoms of COVID 19 at school, they should follow the most recent government guidance. If this means they should not be in work, they should go home. In all cases they should make their line manager aware of their concerns. The school will follow the most recent Government Guidance on controlling COVID 19 within their setting.	Medium
	Adult in contact with positive COVID case either outside or inside school	The most recent Government Guidance should be followed. If this guidance is to take a LFD test and they are unable to access LFD's school may be asked to provide some as an emergency measure. A small number of tests are kept for this reason.	
	Staff Mental Health and Wellbeing	All staff aware of support and advice for schools from OCC and Education Mutual. Staff encouraged to speak to each other and SLT should they require support. Staff can be referred to Occupational Health as necessary.	
	Staff returning from travel outside of the UK.	Staff members must follow the latest guidance from the government on returning from their country of travel.  For guidance please see <a href="https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive">https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive</a>	

Area of risk	Possible Risks/Hazards	Control Measures put into place	Residual Risk Rating															
Entry/Exiting school (before and after school)	Amount of children entering the school with parents/carers – lack of social distancing.	<table border="1" data-bbox="945 261 1480 400"> <thead> <tr> <th></th> <th>Start School</th> <th>End of School</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>8.30am</td> <td>3.15pm</td> </tr> <tr> <td>Reception</td> <td>8.40am</td> <td>3pm</td> </tr> <tr> <td>Year 1 and 2</td> <td>8.40am</td> <td>3.05pm</td> </tr> <tr> <td>Year 3 - 6</td> <td>8.40am</td> <td>3.15pm</td> </tr> </tbody> </table> <p>Children and carers to wait outside. Children to enter the building with school staff only.</p> <p>Punctuality and rules of entry communicated to parents/staff prior to September 2021.</p>		Start School	End of School	Nursery	8.30am	3.15pm	Reception	8.40am	3pm	Year 1 and 2	8.40am	3.05pm	Year 3 - 6	8.40am	3.15pm	Low
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Break times/Lunchtimes	Children/ staff being in close proximity to each other.	<table border="1" data-bbox="945 564 1379 788"> <thead> <tr> <th></th> <th>Lunch time</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>11.30 – 12.15pm</td> </tr> <tr> <td>Reception</td> <td>11.30 – 12.30pm</td> </tr> <tr> <td>Year 1</td> <td>11.45 – 12.45pm</td> </tr> <tr> <td>Year 2</td> <td>12.00– 1pm</td> </tr> <tr> <td>Year 3 - 6</td> <td>12.20– 1.20pm</td> </tr> </tbody> </table> <p>Key Points: Children to wash/sanitise hands before entering the hall. Windows to kept open for ventilation.</p>		Lunch time	Nursery	11.30 – 12.15pm	Reception	11.30 – 12.30pm	Year 1	11.45 – 12.45pm	Year 2	12.00– 1pm	Year 3 - 6	12.20– 1.20pm	Low			
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Equipment being used by children and staff	Equipment being touched by several children/adults	<p>Children and staff to wash/sanitise hands regularly:</p> <ul style="list-style-type: none"> <li>- On entry to school.</li> <li>- When changing activities or moving to a different area of the school.</li> <li>- After visiting the toilet.</li> <li>- Before and after break and lunchtime.</li> </ul>	Low															
Toilets	Too many children in the toilet area at one time.	<p>Children to be reminded to wash hands for 20 seconds before and after using the toilet. Hand sanitiser to be used on return from the toilet.</p> <p>Children should, where possible, use the toilets allocated to their year group: Nursery – Nursery Toilets Reception – Reception Toilets Year 1 – Year 1 Toilets Year 2/3 – Year 2/3 Toilets</p>	Low															

Area of risk	Possible Risks/Hazards	Control Measures put into place	Residual Risk Rating
		<p>Year 4 - Year 4 Toilets  Year 5 and 6B – Year 5/6 Toilets  6A – 6A cloakroom toilets</p> <p>This includes during break and lunchtimes. If cases increase in one area, where shared toilets exist, the year unaffected will be asked to share with another year group ie year 3 with year 4.</p> <p>Classroom staff to report to the school office any instances where an additional clean is required asap, preferably by an internal telephone call.</p> <p>Hall toilets will have an additional clean after lunch</p>	
Classrooms	Children and adults in a confined space – risk of infection.	<p>Classrooms must be well ventilated and a comfortable teaching environment is maintained. Ventilation should be increased when the classrooms are unoccupied, i.e, windows and doors should be left open during break and lunchtimes but may be closed during teaching times</p> <p>Where possible, resources will be spread across the classroom to avoid many children being in the same area. If adults feel that too many children are at one activity/ table they can encourage some children to move to a different activity.</p> <p>Co2 monitors in use in classrooms and office areas. Additional ventilation to be used if the indicator reaches high orange. Room to be vacated and purged if it reaches red.</p>	Low
Curriculum	Children and adults in a confined space – risk of infection.	<p>Educational Visits may go ahead with a robust risk assessment in place.</p> <p>Residential Visits may commence from 17<sup>th</sup> May 2021.</p> <p>Swimming-see individual risk assessment.</p>	Low
Cloakrooms	Too many children at one time in a confined space – risk of infection.	<p>Cloakrooms to be allocated to year groups, where possible.</p> <p>Nursery – Nursery  Reception – Reception  Year 1 – Year 1 Corridor  Year 2 – Year 2 Corridor  Year 3 – Year 3 Cloakrooms  Year 4 - Year 4 Cloakrooms  Year 5 and 6B – Boys and girls separate cloakrooms (also used for changing for PE)  6A – 6A cloakroom</p> <p>Children to wash/sanitise hands before/after using the cloakrooms.  Bags and coats to be hung up on individual pegs, named where possible.</p>	Low

Area of risk	Possible Risks/Hazards	Control Measures put into place	Residual Risk Rating
Hall	Children and adults in a confined space – risk of infection.	Increase ventilation before, during and after use for PE, dinners and assemblies by opening windows. Co2 monitors in use in hall. Additional doors and windows to be opened if the indicator reaches high orange. Room to be vacated and purged if it reaches red.	Low
Staffroom	Staff in a confined space – risk of infection.	Three staff rooms available for staff to use – Main staff room, Year 5/6 classroom (CM classroom) and gallery above Y3/4. All staff rooms to have proper facilities, such as microwave, kettle, toaster and small fridge.  KS2 staff to support cleaning routines by wiping down all surfaces in their staffrooms at the end of break times on a rota system.  Staff to wash/sanitise hands before entering the staff room or using the equipment.	Low
Offices	Staff in a confined space – risk of infection	Only office staff to be in office downstairs Increased use of email, telephone and virtual communication where possible.	Low
Medical room and Nursery changing area	Children and adults in a confined space – risk of infection.	Medical room can be used as normal for first aid and intimate care. Staff must use gloves when applying first aid or intimate care. Gloves must be worn for changing nappies and if children wet/soil themselves as per normal practice. If the medical room is used for a suspected COVID 19 case – the room is out of bounds until a deep clean can be completed. Staff dealing with a suspected COVID 19 case must wear PPE (Face mask, apron and gloves)	Low
Hygiene	Children and adults contracting COVID 19	All staff and children must regularly wash hands. This must happen as they enter school, before and after an activity, before and after break time and lunch and before and after going to the toilet. Hand sanitiser can be used as an alternative.	Low
Communication around school	Children and staff moving around the school in different areas.	All messages to the office and other classes should be by email or phone, where possible. Teachers will complete all registers on line, where possible. All staff should avoid face to face communication of messages or walking around the school in different areas, where possible. In all the above cases, if not possible staff should minimise contact with staff from other areas/ teams in school.	Low
Cleaning	Children and adults contracting COVID 19	All rooms will be cleaned daily by cleaning staff – tables and areas around the rooms will be disinfected, as will floors which are not carpeted. Doors will be propped open around the school.	Low

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		<p>Toilets will be deep cleaned at least once a day.</p> <p>Staff will wear appropriate equipment and follow county guidelines.</p> <p>Frequently touched surfaces, such as door handles, to be cleaned frequently throughout the day. Spray cleaner and cloths available in all classrooms.</p> <p>Classroom staff have received COSHH training to enable them to wipe surfaces throughout the day.</p> <p>Enhanced cleaning daily.</p> <p>Deep clean to take place on Friday after school.</p> <p>Alcohol Gel to be kept in the COSHH cupboard in the hall.</p>	
Waste Disposal of potentially contaminated waste.	Children and adults contracting COVID 19	<p>Bins with lids to be used for any potentially contaminated waste. A lidded bin should be found in each department. If this is used, the site supervisor must be informed.</p> <p>If masks are worn and need to be removed, they should be removed via the strap by the ears and the mouth area should not be touched. Hands must be washed immediately before and after removal of a mask. Masks should be placed in a lidded bin.</p>	Low
Parents and Visitors	Children and adults contracting COVID 19	<p>Increase use of telephone/email systems to communicate with parents. Face to face discussions to take place outside of the school building if possible or in a well-ventilated room if a confidential space is required.</p> <p>Visitors will be required to sanitise hands upon arrival. Formal greetings such as handshakes are prohibited.</p> <p>Maintenance schedule will be planned to safeguard children and adults working on site, i.e staff will vacate an area a contractor is working if appropriate. If possible, contractor visits will happen outside school hours.</p>	Low
Extra - Curricular Provision	Children mixing with other year groups	<p>Extra Curricular activity clubs will run from September 2021. Children will be booked and registered for each sessions. No additions to these sessions will be made on an ad hoc basis. Children to wash/sanitise hands at the start of the session.</p> <p>Breakfast and After School Club to run in the Diamond Building. Staffing is consistent throughout the week. Children should be served all food and snacks at tables and should adhere to the school's policy on hygiene and handwashing. Please see individual risk assessment for Wrap around provision.</p>	Low
INSET, Staff training and Governors Meetings	Adults contracting COVID 19	<p>All staff/ governors meetings from September may be in person.</p> <p>Staff/ Governors should not attend if they have symptoms of COVID 19 or have had a positive Lateral Flow test.</p> <p>Governors will be asked to take a Lateral flow test before meeting in person.</p>	Low



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Adults who work in school, but are employed by another organisation	Adults and children contracting COVID 19	St Leonard's will provide a space for a person to work, which is well ventilated. Persons must read and agree to follow this risk assessment, in conjunction with the risk assessment of their company. St Leonard's should have a copy of the risk assessment on file from the company, prior to adult working in school.	Low
Travel to School	Adults and children contracting COVID 19	Information shared with parents that children will ideally will walk or cycle to school with one family member, avoiding use of public transport as much as possible. Families should not car share with other families, where possible. The school will use a coach to take children swimming – adults should wear a face covering and sit apart on the coach where possible.	Low
Staff who move across year groups to maintain the quality of education for all pupils.	Adults and children contracting COVID 19	Staff must regularly wash hands but especially when moving between year groups.	Low
Staff who work at other settings	Cross infection	Staff must agree to abide this risk assessment when working at St Leonards. In all circumstances staff working on multiple sites must wear a face mask and have received a negative Lateral Flow Test 24 hours prior to entering site.	Low
Staff Absence – which is not COVID related.	Lack of supervision for children	Staff absence, which is not COVID 19 related will be covered in the first instance, if possible, by staff members in the year group. If this is not possible, supply staff will be sought. Supply staff will be asked if they have had a recent negative LFT	Low

Completed by – Linda Keane (School Business Manager) Updated 27/01/2022

Signed by *Neil Blackwell* (Head Teacher)