

## OUTLINE RISK ASSESSMENT



Activities Covered by this Assessment	Re-opening of schools during COVID 19 (Autumn 2020)		
Site Address / Location	Gartree High School	Department / Service / Team	CFS and Traded Services
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			
<p><b>This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures.</b></p> <p><b>Once completed, please ensure initial risk ratings are added.</b></p> <p>Every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.</p> <p>Person becomes unwell during the day. Please refer to: <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#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june">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#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june</a> What happens if someone becomes unwell at an educational or childcare setting?</p> <p><b>Attendance:</b> No one with symptoms should attend a setting for any reason. Eligible children – including priority groups - are strongly encouraged to attend their education setting, unless they are self-isolating, or they are clinically vulnerable (in which case they should follow medical advice). Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.</p> <p>It is advised that schools carry out an inspection of the premises before opening and record the findings.</p>			

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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 ?
<b>A pupil shows symptoms of COVID19 whilst in school</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <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>) or outside 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> </ul>										


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<b>Coming into contact with individuals who are unwell</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<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 7 days.</li> <li>Anyone developing COVID19 symptoms is sent home.</li> <li>Persons who have symptoms will isolate for at least 7 days and will not be in school.</li> </ul>				Engage with the NHS test and trace.						
<b>Staff exiting cars in staff car park</b>	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Staff are encouraged to cycle or walk to work.</li> <li>Every other car parking space is left empty where practicable.</li> <li>Reverse parking only where practicable.</li> <li>Courtesy when alighting cars to maintain 2m distance.</li> </ul>	1	4	4	Communication				Comm SS	15/6	
<b>Visitors to site</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Visitors to site are restricted.</li> <li>Only visitors with prearranged appointments are allowed on site.</li> <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>	2	3	6	Communication				Comm	15/6	

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<b>Social distancing not being carried out at drop off time.</b>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Drop off times are staggered.</li> <li>Arrangements for drop off are communicated to staff, pupils and parents/guardian in advance.</li> <li>Parent/guardian should not attend without a prior appointment.</li> <li>Access to site and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site.</li> <li>Direct access to the students allocated classroom is available. i.e. final emergency exits.</li> <li>One-way systems are used around the site as appropriate.</li> <li>Signage is installed i.e.</li> </ul> 	2	3	6	Y10 and Y11 8.40 Start				Additional Signage CV	15/6	
<b>Use of cloakroom/toilet areas</b>	<p>Staff and pupils</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Students keep their bag and personal belongings with them at all times.</li> <li>Only one student to use the toilet at any one time.</li> <li>Specific year group bubbles allocated toilets.</li> </ul>	2	4	8							

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	COVID19	times <ul style="list-style-type: none"> <li>Teaching resources are discouraged/not removed from the setting.</li> <li>Small, intricate items that are difficult to clean are removed from the classroom before the school reopens.</li> </ul>										
<b>Social distancing not being carried out at break times</b>	Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Break times are staggered, and timings identified and communicated.</li> <li>Pupils to wash hands before and after eating/drinking.</li> <li>Year groups/bubbles clearly identified, maintained and not mixed.</li> <li>Movement around school via a one-way system where possible.</li> <li>Allocation of dedicated areas outside for year groups.</li> <li>Levels of supervision considered, and additional information needed for supervisors.</li> <li>Procedures identified when First Aid is required.</li> <li>Activities considered, and the range of equipment reduced to minimise risk.</li> <li>Arrangements for the cleaning of equipment following activities/between year group use and</li> </ul>	3	2	6	Staggered timings and rota				Comm SS	15/6	
										Duty Rota BR	15/6	

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		by whom.							Cleaning and hand wash CV		
		<ul style="list-style-type: none"> <li>• Arrangements for ‘wet breaks’ considered.</li> <li>• Flexibility on length of breaks</li> <li>• How these periods are monitored for effectiveness and how issues are reported.</li> <li>• Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored.</li> <li>• Hand washing arrangements/use of sanitiser provision.</li> <li>• Break supervision by pastoral team, SLT and when possible teaching staff.</li> </ul>									

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<p><b>Social distancing not being carried out at lunch time</b></p>	<p>Staff, pupils, visitors and contractors</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• All the potential control measures suggested for break times.</li> <li>• 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 upon entering and exiting the hall/dining area.</li> <li>• Pupils to enter hall/dining area within their small groups maintaining social distancing.</li> <li>• Tables to be cleaned between group use.</li> <li>• Arrangements for the cleaning of the area following the consumption of food.</li> <li>• Cleaning regimes to be established for after eating packed lunches, wherever this may be.</li> </ul>	<p>3</p>	<p>2</p>	<p>6</p>	<p>Signage and hand wash</p> <p>Layout for lunchtimes maintain 1M social distancing</p>				<p>CV</p> <p>Signage and spacing CV</p> <p>Cleaning dining area CV</p>	<p>15/6</p>	
<p><b>Social distancing not being carried out at pick up</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may Result in spread of Covid-19</p>	<ul style="list-style-type: none"> <li>• End of day staggered.</li> <li>• Arrangements for pick up are communicated to staff, pupils and parents/guardian in advance.</li> <li>• No parent/guardian attends the school.</li> <li>• Egress to schools and pupils' classrooms are communicated to</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>							



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		<ul style="list-style-type: none"><li>pupils, parent and guardian before arrival to the site.</li><li>Direct egress to the pupil's allocated classroom is available. i.e. final emergency exits.</li><li>One-way systems are used around the site.</li><li>Signage is installed i.e.</li></ul> <div></div>										
PE	Staff and pupils Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"><li>PE Equipment is cleaned and disinfected between each "bubble/group" of users, if this cannot be achieved then the equipment should not be used. Cleaning then disinfecting is conducted with a standard anti-viral spray,</li><li>Resources that are shared between groups or bubbles, such as sports equipment is cleaned frequently and meticulously and always between bubbles/groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles/groups.</li><li>Teacher ensuring social distancing is in place as much as physically possible.</li></ul>										

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<b>Social distancing not being possible in communal areas i.e. outside of classrooms such as corridors and stairs</b>	All adults and students (Year 7 to 11) All visitors	<ul style="list-style-type: none"> <li>Face coverings to be worn in line with current guidance.</li> <li>Staff and students to provide their own masks and be aware of ‘safe wearing’ guidance.</li> <li>A supply of contingency masks available to meet the needs in the event of staff or student arriving without a mask.</li> </ul>								Comm Tutors  SS to all staff and parents	28/8	
<b>Carrying out 1<sup>st</sup> aid</b>	<p>First Aider Person being treated by the first aider. (Carrying out 1<sup>st</sup> aid may require the 2mtr social distancing rule to be broken)</p> <p>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</p>	<ul style="list-style-type: none"> <li>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).</li> <li>If a child presents symptoms of COVID-19 they will be isolated 2m away from people and parents called to collect them – BR to supervise.</li> <li>Persons who have symptoms will isolate for 7 days and will not be in school.</li> <li>The first aider will wash their hands for at least 20 seconds with soap and water.</li> <li>Nitrile Gloves conforming BSEN455 will be worn to deliver first aid.</li> <li>Latex gloves will be avoided to remove the risk of allergic reaction.</li> <li>The first aider will cover any cuts on</li> </ul>				First Aider to read St John’s ambulance guidance                    				First Aider to read guidance		
						Gloves stocked and available					CV	

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	<p>carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>their hands with water proof plasters.</p> <ul style="list-style-type: none"> <li>• The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>• The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>• The first aider will wear goggles conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes.</li> <li>• After each first aid treatment is given all equipment and surfaces, including goggles 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 google and visor will be rinsed with clean water after being disinfected.</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>• Face masks and gloves will only be used for 1 treatment of first aid they</li> </ul>	5	3	15	Goggles available					CV		
						Cleaning					CV		

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		<p>will not be used to treat a second person requiring first aid.</p> <ul style="list-style-type: none"> <li>First aiders have been given information on how to correctly don and doff their PPE.</li> <li>No food will be stored or eaten in the first aid room.</li> <li>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.</li> <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> </ul>										
<b>Social distancing not being carried out during the use of Staff facilities</b>	Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Consider the number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible.</li> <li>Consider the use of another room in addition to usual one.</li> <li>Staggering of break times to reduce number.</li> <li>Use of signs to inform of hand washing prior to entering/using facilities.</li> <li>Shared crockery and cutlery are removed.</li> <li>Reusable sponges are removed.</li> <li>Cleaning of room between use.</li> </ul>	<b>1</b>	<b>3</b>	<b>3</b>	Staff rota to minimise number of staff at any one time				BR		

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		<ul style="list-style-type: none"> <li>• Operation of dishwasher/water dispensers procedures.</li> <li>• Change to 3 week timetable to reduce movement and mixing of staff</li> </ul>										
<b>Assembly</b>	<p>Staff and pupils</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Assemblies/Collective Worship (CW) are not to take place.</li> <li>• Head/teaching staff addresses individual groups, within their classroom. CW in classroom -socially distanced.</li> <li>• 2 groups within year bubble (maximum)</li> <li>• As full groups, maximum of 2 tutor groups seated at distance.</li> </ul>	2	1	2	Planning and Rota				SLT		
<b>Cleaning</b>	<p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• A detailed cleaning schedule will be implemented throughout the site, 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> </ul>				Cleaning schedule produced and products stocked				CV	15/6	

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		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by the school are to be 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>• Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip.</li> </ul>										
<b>Carrying out daily building maintenance</b>	Staff and pupils. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment).</li> <li>• Only <b>essential</b> maintenance is carried out during school opening hours.</li> <li>• Staff are informed of any maintenance</li> </ul>				Communicated as necessary				CV	On going	

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		<p>being carried out in communal areas, toilets, etc., and the area is cordoned off.</p> <ul style="list-style-type: none"> <li>Social distancing is maintained throughout working procedures.</li> </ul>										
<b>Contractors working on site</b>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Contracted work is carried out when the school is closed to staff and pupils – kept to a minimum.</li> <li>Only essential work completed by contractors</li> <li>Any documentation required is sent/received prior to the contractor arriving on site.</li> <li>Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.</li> </ul>				Communicated as necessary				CV	As appropriate	
<b>Emergency procedures</b>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</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 (1m separation) as far as is reasonably practicable.</li> </ul>	3	2	6					BR/DB	Teacher day 9/20	



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<b>Use of public transport/ school buses</b>	Staff, pupils, parents/guardian, visitors and contractors.  Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• Pupils are encouraged to cycle or walk to work.</li> <li>• Establish robust communication links with transport provider. Meeting in preparation of re-opening to confirm operational controls.</li> <li>• Distribute LA guidance to parents.</li> <li>• Contact with Beaver Bus</li> </ul>				Communication				SS  EW	15/6  21/8  ongoing	
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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:** <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>

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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 14 days.</li> <li>3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.</li> </ol>
Who should respond to a potential emergency situation and	<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> </ol>

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how? Have staff been trained to respond to this emergency situation?	<p>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.</p> <p>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 with LA and/or Trust on closure.</p>
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):	S Singleton (Headteacher)	Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	24 <sup>th</sup> August 2021	Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

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Potential Severity of Harm	<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.
Likelihood of Harm Occurring				

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.