

Significant Findings of Risk Assessment

Site / Premises: The City of Leicester College	Assessment Carried Out By	Assessment Serial Number: 001 – 29/07/21		
Department:	Name: Ken Vernon (KDV), Shaun Whiting (SDW), Alison Keen (AEK)	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak at Government Roadmap Step 4 <ul style="list-style-type: none"> During this evolving situation please monitor and follow government guidance given in the web links provided All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Signature:	23/08/2021	13/09/2021	KDV / SDW
	Responsible Manager / Team Leader etc			
	Name: Ken Vernon (Head Teacher)			
	Signature:			

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

Risk Assessment Completion -

This is only a model risk assessment – a template upon which you should compile your own separate risk assessment.

It merely provides you with suggestions and ideas of things that you need to consider when documenting your own risk assessment, but it cannot be expected to go into specific details for every single possible control measure as all Schools operate in different ways. This template should therefore be adapted and amended to detail exactly what you are doing within your establishment.

Rather than just accepting to control measures identified as having been completed for you, these are merely suggestions of things you might consider in order to ensure compliance with Government guidance.

Your risk assessment is supposed to reflect exactly what you are doing (not what others might be doing).

There may be control measures identified that are impractical for your situation, and which can be deleted or altered to suit, or you may require additional control measures relating to very specific situations in your environment that are not included, and which you will also need to consider.

For each control measure identified, take this merely as 'heading' or 'requirement' and then document in detail how you intend to meet that particular requirement (i.e. Who does what, when, how often, where and using what equipment etc), going into as much detail as you can where necessary. Deleting or adding more control measures as the document develops.

The amount of detail recorded in the risk assessment itself, or in other supporting documents, will be a 'best fit' balance for yourself, depending upon the level of detail you need to include for how you intend to operate (For example if the detail only extends to one or two sentences, then this might easily fit into the risk assessment document. But if the level of detail extends to a page or more of A4, then it might be more appropriate for you to document a separate procedure etc for this, and merely to make reference to this procedure in the risk assessment, with only a brief outline in the risk assessment document itself.

The risk assessment document is only a part of the health & safety picture, as a summary of your control measures, and where necessary this should be supported by additional procedures and documents detailing how your Safety Management System operates.

Do not attempt to compile your risk assessment in isolation, but consult with those doing the job, as they will provide valuable input. And when you think you have completed it, try to 'walk through' how it operates in order to see if anything needs changing. YOU MAY DELETE THIS STATEMENT FROM YOUR FINISHED RISK ASSESSMENT

What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Catching or Spreading COVID 19	Staff, Students, Visitors	<p>Twice weekly Lateral Flow Testing for Covid 19 is now available for persons to carry out at home.</p> <p>Ongoing - Rapid Result Tests (Lateral Flow Tests) Rapid Result Tests (Lateral Flow Tests) are available for All Schools to conduct weekly testing of Staff, and Secondary School age Students in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. The testing available consists of two Lateral Flow Tests taken at home each week, 3 to 4 days apart. <i>Upon initial return to School in the Autumn 2021 Term Secondary aged students will be expected to undertake two on-site Lateral Flow Tests.</i> <i>The requirement for continued weekly testing for Staff and Secondary aged students will be reviewed at the end of September 2021.</i> Students aged 12 to 17 are to be supervised by an adult whilst taking the tests, and Students aged 11 are to have the tests administered by an adult (Students aged 18 may self-administer the tests). The On-Site testing facility will remain in place (although potentially reduced in scale). . Although encouraged (and consent is required for on-Site testing) this testing is voluntary.</p> <p>Lateral Flow Test Results A negative result will allow the tested person to remain in school. 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). The use of public transport should be avoided where possible by the person testing positive.</p>	2	2	4				

	<p>The results of the PCR Test determining whether self-isolation is to continue [positive result], or if the person can return to School [negative result within 2 days of LFT Test].</p> <p>Where tests are carried out at home the results must be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p> <p>Issuing of home test kits to Staff are to be recorded in an Issue Log, and positive results of home tests are to be recorded in a separate Results Register.</p> <p>Results for tests taken at School will be recorded & reported in line with current School test logging protocols.</p> <p>LATERAL FLOW TEST INCIDENT REPORTING</p> <p>Incidents regarding LFT testing are to be reported as follows.</p> <p>Home testing Clinical Incidents to – https://coronavirus-yellowcard.mhra.gov.uk & the School Management.</p> <p>Home testing Non-Clinical Incidents to - NHS Test & Trace Service Telephone N° 119 & the School Management.</p> <p>Incidents in School to -</p> <p>It is important that all incidents related to testing are recorded, including void results.</p> <p>Serious incidents, including those that require immediate pausing of all testing on site, should be escalated immediately to the DfE helpline.</p> <p>Incidents that disrupt testing and/or could potentially impact quality or safety of testing and cannot be resolved locally should be reported to the DfE helpline.</p> <p>Any other incidents that disrupt testing in any way, but that are resolved locally, should be reported to DfE through the Incident Reporting Form on www.Gov.uk. DfE will escalate issues to DHSC through the clinical governance process for rapid testing as required.</p> <p>DfE Coronavirus Helpline 0800 0468687.</p> <p>Records of all incidents are kept.</p>							
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SECONDARY SCHOOL LATERAL FLOW TEST FACILITY

A dedicated Covid 19 Rapid Results Test Facility has been set up, the facilities & procedures of which include,

- Staff are appropriately trained for their roles.
- Secure storage for LFD Test Kits at between 2 and 30 Degrees Celsius.
- An operational temperature of between 15 and 30 Degrees Celsius is maintained.
- A non-porous floor.
- Good air flow/ventilation & well lit.
- One-way flow or adequate space for social distancing.
- Test subjects seating in the Swabbing Area 2m apart from each other.
- A Registration desk at the entrance to the facility.
- Separate desks for Recording and Processing tests, and a Swabbing Area.
- The Swabbing desk and Processing desk are in close proximity to each other [within 1m], with the Recording desk close by.
- There is a clear demarcation between the Swabbing area and Processing area, and test subjects are not permitted to enter the Processing area.
- Hand sanitising facilities are provided, which are to be used by all persons entering or leaving the test facility.
- Facilities & PPE for containing & cleaning up bodily fluids are readily available (*Sneezing or vomiting may be expected*).
- Established NHS Testing protocols are followed in line with the training and guidance provided.
- Appropriate PPE is worn - Gloves, Apron, Fluid Resistant Surgical Mask & Eye Protection for Processing Operatives & Cleaners. Fluid Resistant Surgical Masks for All others. Results Recorders will need to wear Gloves if in contact with LFT Devices.
- PPE should be replaced between test session, and Sample Processors are to change gloves after each Sample.
- General Waste disposal facilities are provided. All Lateral Flow Test waste can now be treated as General waste.

	<ul style="list-style-type: none"> • The Swabbing area and Processing area are cleaned between each test, and the testing facility cleaned daily. • Routine 'quality audit' checks are carried out by the Site Supervisor, and records kept. • General School Covid 19 control measures apply to those awaiting test and upon completion of testing. • Where someone has a positive test result, they are to be kept isolated until they can return home to self-isolate, and undertake a Confirmatory Covid 19 PCR Test. <p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Tissues will be provided for employees, SEN & early years children, along with bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Should persons disclose if personnel living with them are self-isolating, they should be encouraged to do the same for 10</p>							
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	<p>days as per Government guidance - unless double vaccinated or under the age of 18 years and 6 months or develop symptoms.</p> <p>Ensure frequent hand washing/sanitising is carried out by all persons throughout the day, including as examples -</p> <ul style="list-style-type: none">• Before & after eating or handling food.• After sneezing, nose blowing & coughing or using tissues.• When accessing frequently touched surfaces & shared areas.• Before & after touching the face.• Upon returning home. <p>After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided. For students regular hand washing / sanitising would also include washing / sanitising their hands, on arrival, after breaks, before & after lunch, after using the toilet and when changing rooms (Younger children & SEN students may need additional support & encouragement or supervision for this).</p> <p>Clear signage and information is to be displayed reminding all persons of hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Parents, Visitors & Contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>In the event of an outbreak plans are in place to revert to a greater level of Covid 19 control measures (possibly based upon previous risk assessment controls) should this be advised by Public Health due to local outbreaks. These contingency plans include the provision of remote learning for students where this becomes necessary or a return to year group bubbles with associated timetable changes.</p> <p>This risk assessment and any safe systems of work are available on the website and local T drive.</p>							
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		<p>The CLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.</p> <p>Staff continually monitor student wellbeing, and take appropriate measures as necessary</p> <p>Clinically Extremely Vulnerable Staff are able to return to School if their work cannot be done at home. <i>If attending site these staff may wish to take additional Covid 19 precautions if required (e.g. limiting close contacts etc), and as agreed in their individual risk assessment.</i></p> <p>Clinically Extremely Vulnerable Students are able to attend school unless it is advised by their medical support team that they should be shielding.</p> <p><i>Although persons from the Black, Asian & Minority Ethnic (BAME) community, or those who possess other recognised high risk factors, are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i></p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>Individual risk assessments will also be carried out to determine the safety measures for those working with students who spit uncontrollably or use saliva as a sensory stimulant.</p>							
<p>Catching or Spreading COVID 19</p>	<p>Staff, Students, Visitors</p>	<p>Non-legislative additional control measures for consideration based upon Government Expectations & Recommendations.</p> <p>The Government expects and recommends that all non-exempted persons would wear face coverings in crowded</p>	<p>2</p>	<p>2</p>	<p>4</p>				

		<p>areas where they come into contact with others they do not normally meet.</p> <p>All Staff are expected to use their own personal judgement in adopting additional control measures to minimise their own exposure risks to Covid 19.</p> <p>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 & numbers of contacts).</p> <p>As meetings outside are less prone to virus spreading, the government expectation is that meetings outside would be prioritised over meetings indoors.</p> <p>Consideration may be given to maintaining records of staff, visitor & contractor attendance for NHS Test & Trace purposes.</p>						
Suspected case whilst on site or Positive PCR Test result	Staff, Students, Visitors	<p>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 & Trace notification. Where a person tests negative for COVID 19 they can return to school (<i>Unless the PCR Test was taken as a result of a positive Lateral Flow Test, but within the self-isolation period over two days later than the LFT Test</i>).</p> <p>The use of public transport should be avoided where possible. <i>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.</i></p> <p>Household members of the symptomatic person are also required to self-isolate for 10 days, unless under 18 years and 6 months or double vaccinated or develop symptoms.</p> <p>The NHS Test & 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>).</p>	2	2	4			

	<p><i>Household members of those close contacts, or other close contacts who have not been contacted by the Test & Trace system, do not need to self-isolate unless they themselves later receive a positive test result, develop symptoms themselves, or the affected person later tests positive and they are then informed to do so by the NHS Test & Trace system.</i></p> <p>With Effect From 16 August 2021 Those persons under 18 Years old who are identified as close contacts by the NHS Test & Trace system will not be required to self-isolate, but will be advised to undertake a PCR Test and will only be required to self-isolate if they themselves then test positive.</p> <p>With Effect From 16 August 2021 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 not be required to self-isolate, but will be advised to undertake a PCR Test and will only be required to self-isolate if they themselves then test positive. If not fully vaccinated they will be required to self-isolate for 10 days.</p> <p>If several positive cases are identified within a 14 day period, this may indicate an outbreak, and in these circumstances the School should contact the DfE Advice Service (Helpline Number 0800 0468687 Option 1). Public Health England's Local Health Protection Teams will then conduct a rapid investigation and will advise the school on the most appropriate action to take (such as implementing Outbreak Management Plans).</p> <p>If a person receives a positive Covid 19 PCR Test result or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none">• Notify the Headteacher immediately.• Avoid touching anything.• Go home immediately (Children accompanied by their parent, etc).							
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	<ul style="list-style-type: none"> • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly sprayed with anti-viral spray and cleaned, deep cleaned where needed, with the waste materials stored securely, double bagged, for 72hrs before disposal. • They must then follow the guidance on self-isolation & testing and not return to school until their period of self-isolation has been completed or have received a Negative PCR Test result. <p>Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves, or unless the affected person later tests positive and they are informed to do so by the NHS Test & Trace system.</p> <p>They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If a student with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room).</p> <p>A separate toilet facility should be used if necessary. Staff should keep 2m away from the student where possible. If a member of Staff needs to attend to the student by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p>							
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		<p>Arrangements should be made for the parent etc to collect the child, and only under exceptional circumstances is school transport to be used to return the child home.</p> <p>Remote learning is provided to students who are self-isolating, and where they are well enough to participate.</p>							
Travel off site	Staff, Students	<p>Children must not board home to school transport if they or any member of their household has Covid 19 symptoms.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE • Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport,</p> <ul style="list-style-type: none"> • Hands are to be sanitised on boarding & disembarking. • Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day. • Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers. • Children are to be encouraged to carry & use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school. • Ventilation is to be maximised (i.e. opening windows). • The vehicle is to be regularly cleaned. 	2	2	4				

		<ul style="list-style-type: none"> • Face coverings are recommended to be worn in enclosed crowded spaces where other persons who you do not normally meet are encountered, such as when using dedicated transport. <p>External Visits,</p> <ul style="list-style-type: none"> • The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits. 							
Contamination during Access to & egress from site	Staff, Students, Visitors	<p>Any persons who are showing any of the signs of COVID -19 may NOT come to school as per government guidance.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>Common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, are to be regularly cleaned, particularly during peak flow times.</p> <p>Visitors All visitors & contractors are to be made aware of site rules.</p>	2	2	4				
Contamination within Internal Areas	Staff, Students, Visitors	<p>All persons are to wash & dry/sanitize their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry and regularly thereafter. • Use alcohol-based hand sanitiser. • Wash hands if face is touched. • All hand contact surfaces to be regularly cleaned. <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Equipment, Activities and resources</p> <ul style="list-style-type: none"> • Limit the use of shared resources. • Staff & students have their own allocated individual frequently used resources such as pens & pencils. 	2	2	4				

		<ul style="list-style-type: none"> • All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. • Students should be reminded only to bring essential items into the school. <p>Singing activities or playing brass or wind instruments is permitted with the following conditions,</p> <ul style="list-style-type: none"> • Voices are not be raised unduly. • Where possible musical instruments should be cleaned by the students using them. • Participants are not sharing instruments. • Good levels of ventilation are provided, with preferably the activity being carried out outdoors. • Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person. <p>For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/</p> <p><i>As an alternative to cleaning between each use, equipment & resources etc could be removed and quarantined for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups – But putting resources out of use for extended periods and the potential for premature unauthorised reuse needs to be considered.</i></p> <p>Doors should be propped open to reduce contact points and increase ventilation, provided fire safety, security & safeguarding requirements are not compromised. Fire doors should be closed behind you.</p> <p>Staff have been advised in the event of an evacuation to close the door behind them.</p> <p>Ensure occupied rooms are well ventilated, opening windows where possible</p> <p>Centralised ventilation systems that the circulate air between different rooms only are to be turned off, and fresh air ventilation selected.</p>							
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Contaminati on in Outdoor Areas	Staff, Students	<p>External play equipment if used, should be cleaned after each use.</p> <p>Hand washing & drying facilities are to be provided and staff and students to sanitise/wash on entry to classrooms and before eating.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/</p>	2	2	4				

		<p>Sporting activities should prioritise outdoor sports where possible.</p> <p>Only Team Sports where national governing bodies have developed guidance (and have been approved by the Government such as those on the list of available grassroots sports) are to be undertaken, and the control measures identified in that guidance adopted.</p> <p>Where lessons are taken inside or outside, the same ventilation, and hand washing protocols etc should be adopted.</p>							
Work planning	Staff, Students	<p>Priority is to be given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned upon change of user.</p> <p>Where SEN students are attending School the actual measures to be adopted for each case should be determined by a review of each students Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p>	2	2	4				
Cleaning	Staff, Students, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring all areas and equipment are all thoroughly cleaned at least twice per day, focussing on frequently touched surfaces.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) • 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. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). 	2	2	4				

		<ul style="list-style-type: none"> • Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. • Cleaners are to wash & dry their hands after removing the PPE. <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>External play equipment is to be included in the cleaning regimes.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p> <p>Alternative cleaning & disinfecting methods may be appropriate in some circumstances (e.g. after known contamination), but these should only be carried out following control measures developed from a separate risk assessment and in consultation with the product suppliers.</p>							
Deliveries & Waste collection.	Staff, Students, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p>	2	2	4				

Contractors	Staff, Students , Contractors	<p>All contractors are to wash or sanitise their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising regularly. <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Contractors & 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.</p>	2	2	4				
Poor hygiene	Staff, Students , Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>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.</p> <p>Provide additional hand washing & drying facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>	2	2	4				

<p>Canteen use - exposure from large numbers of persons</p>	<p>Staff, Students</p>	<p>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.</p> <p>Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged. Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>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.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. Year groups will have their own area to reduce spread/contact.</p>	<p>2</p>	<p>2</p>	<p>4</p>				
<p>Use of Changing facilities, toilets, showers and drying rooms</p>	<p>Staff, Students</p>	<p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins.</p> <p>Wash & dry hands after using the facilities.</p>	<p>2</p>	<p>2</p>	<p>4</p>				

Lack of awareness	Staff, Students, Visitors	<p>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. This information should also be easily understandable to small children where necessary.</p> <p>“Toolbox talks” from the Head Teacher, at the start of the year, will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>	2	2	4				
First Aid provision / Medical Needs	Staff, Students, Visitors	<p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p> <p>If dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance for the procedure.</p>	2	2	4				

Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Contingency Framework

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Identification of Clinically Extremely Vulnerable

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev>

School Covid 19 routine & serial testing guide

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>

<https://get-help-with-remote-education.education.gov.uk/rapid-testing/>

Lateral Flow Testing in Primary Schools

[Rapid asymptomatic coronavirus \(COVID-19\) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK \(www.gov.uk\)](#)

HSE Guidance on alternative cleaning & disinfecting methods using fogging, mists etc

[Disinfecting using fog, mist and other systems during the coronavirus \(COVID-19\) pandemic - HSE news](#)

Grassroots sports guidance for 1st April 2021

[Coronavirus \(COVID-19\): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK \(www.gov.uk\)](#)

School's Covid 19 operational guidance – July 2021

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](#)

Promoting and supporting mental health and wellbeing in schools and colleges

[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK \(www.gov.uk\)](#)

Press Release for 16 Aug 21

[Self-isolation to be eased for fully vaccinated adults in step 4 - GOV.UK \(www.gov.uk\)](#)

Press Release Twice weekly testing availability

[Twice weekly rapid testing to be available to everyone in England - GOV.UK \(www.gov.uk\)](#)

Scoring Table

LEVEL OF RISK	OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED			
HIGH RISK	15-25		Immediate Management Action			
MEDIUM RISK	9-12		Plan for Change			
LOW RISK	1-8		Continue to Manage			
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.