

PARKLAND PRIMARY SCHOOL

Activities Covered by this Assessment	Reopening of schools during COVID 19 (June 2020)		
Location	PARKLAND PRIMARY	Organisation	DISCOVERY

Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate

**This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures.
Once completed, please ensure final risk ratings are added.**

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. As a trust we have worked collaboratively with heads in order to consult on health and safety matters relating to opening. SLT in turn consult with school colleagues, best placed to understand the risks in individual settings.

If a person becomes unwell during the day the school will refer to government guidance found [here](#).

Attendance: 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 considered to be clinically extremely vulnerable. Children categorized as clinically vulnerable should follow individual 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. Further guidance about self-isolating is found [here](#).

It is advised that schools carry out an inspection of the premises before opening and use the COVID Safe Schools – Phased Return to School Toolkit to record the findings.



PARKLAND PRIMARY SCHOOL

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
Staff exiting cars in staff car park	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff are encouraged to cycle or walk to work. Every other car parking space is left empty where practicable. Where not practicable, ensure that staff wait for others to get out of their car and go into building before alighting their own car. Reverse parking only where practicable. Courtesy when alighting cars to maintain 2m distance. 	M	M	M	PO to monitor situation and share concerns of inappropriate car park usage. Provide further parking for cars on SWHS site- 25 spaces near to sports hall to help avoid congestion in the school car park	M	L	L	School	Ongoing SWHS agreed	x
Visitors to site	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Visitors to site are restricted. Only visitors with prearranged appointments are allowed on site. Parents/ carers informed of site restrictions 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. Visitors asked to use hand sanitiser before on entering building (main door will remain open so visitors do 	H	M	H	If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the COVID-19:Guidance for households with possible infection guidance . Signage around the school site including externally.	M	L	L	School	3 rd June 2020	





PARKLAND PRIMARY SCHOOL

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 ?
		not have to touch it. <ul style="list-style-type: none"> • Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow. • Visitors who use the inventory screen are asked to use hand sanitiser straight after. • Office staff to wipe Inventory screen at regular intervals during the day 										
Social distancing not being carried out at drop off time.	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> • Drop off times are staggered. • Arrangements for drop off are communicated to staff, pupils and parents/carer in advance by sending parents the plan for reopening as per the reintegration plan (Staggered drop off and collection times by allocated gates.) Parents will pass child to the school adult and the child will go straight into school to reduce congestion on the school grounds. • Only one parent/carer attends the school. • Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. • Direct access to the pupils allocated 	H	M	H	<ul style="list-style-type: none"> • Queuing systems and marking on pathways will be in place where traffic is likely to be high. • School opens and closes at phased times to avoid congestion. • Signage around the school site including externally. 	H	L	M	School	1 st June	



PARKLAND PRIMARY SCHOOL

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 ?
		classroom is available. i.e. final emergency exits. <ul style="list-style-type: none"> One-way systems are used around the site. Signage is installed i.e. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> Parents / carers made aware that gathering outside school at drop off times is forbidden. If a child is distressed at drop off parents must stay with the child until they are calm. If too distressed parent may be asked to withdraw the child for the day. Support then to be considered. 										
Use of cloakroom/toilet areas	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing until they are in their allocated classroom. Teachers will direct them to their allocated cloakroom to hang up their coats adhering to social distancing guidelines. Handwashing follows guidance taking into account the NHS guidance found 	M	M	M	Nominated <i>COVID MARSHALL</i> to check cloakroom/toilet areas at intervals during the day. COVID MARSHALLS identified on school organisation document Signage in toilets and allocation of particular toilets for groups to	M	L	L	School	03.06.20	



PARKLAND PRIMARY SCHOOL

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 ?
		<p>on this link:</p> <ul style="list-style-type: none"> Space out pegs so that coats/ bags aren't touching. No PE bags to be brought in. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). 				<p>use.</p> <p>Cloakroom and toilet rota in place</p>						
<p>Social distancing not being carried out within the classroom.</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"> Arrangements for the day are communicated to staff, pupils and parents/carers. Daily reminders of rules and routines about social distancing and hygiene to children Staff and pupils remain in small groups of no more than 15 Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and throughout the whole week. 	H	H	H	<p>Timetables include social distancing and hygiene routines.</p> <p>Signage on lidded bins.</p> <p>Children to wash hands straight after using bins</p>	M	M	M	School	3 rd June 20	



PARKLAND PRIMARY SCHOOL

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 ?
		<ul style="list-style-type: none"> The group distance themselves from other groups through allocated classrooms and zones. Desks are placed as far apart as possible. Surplus chairs stacked and removed from circulation. Pupils are allocated a space and are seated at the same space each day. Pupils remain in the same classroom throughout the day. Classrooms are ventilated using natural ventilation (opening windows) or ventilation unit Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Pupils are encouraged not to touch their mouth, eyes and nose. Pupils informed that they must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Bins with lids in each classroom and 										



PARKLAND PRIMARY SCHOOL

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 ?
		double bagged.										
Sharing equipment	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils do not share equipment. Pupils given writing implements and forbidden from using other pupil's equipment. Teaching resources are discouraged/minimized and/or removed from the setting. Soft toys and furnishings that are difficult to clean are removed from the classroom before the school reopens. Small, intricate items that are difficult to clean are removed from the classroom before the school reopens. 	H	M	M	Visitors asked to bring in own equipment. Office staff to use allocated equipment. Any equipment that is shared e.g. PE equipment is sterilised at the end of each day. In EYFS sand and water are not used.	L	L	L	School	1 st June	
Social distancing is not carried out due to the need to positively handle	Children/ staff Contact between them could result in spread of COVID	<ul style="list-style-type: none"> Individual risk assessments carried out for high needs pupils and those with behaviour and/ or positive handling plans to ascertain whether it is safe for them to be in school or if the risk is too high and therefore they should not be in school. Positive handling plans updated to include information for parents with regards to risks around need to 	H	L	M	PPE available and to be used where necessary.	H	M	M			



PARKLAND PRIMARY SCHOOL

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 ?
		positively handle and behaviour expectations of individuals. <ul style="list-style-type: none"> • Communication with parents • Staff have spare clothes available so if there is the need to positively handle they can change straight away • Annex added to behaviour policy and shared with all stakeholders. 										
Social distancing not being carried out at break times	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> • Break times are staggered, and timings identified and communicated. • Pupils to wash hands before and after eating/drinking. • Pupils to wash hands at regular intervals during the day and on returning to the classroom following time outside. • Small groups maintained and not mixed. • Movement around school to support social distancing Children reminded of expectations each day and clear 	H	M	H	<ul style="list-style-type: none"> • Staff observe Social Distancing during break times and minimise movement around school See timetable Behaviour and routine expectations displayed and reinforced throughout the day Allocated areas for groups	M	M	M	School	03.06.20 and ongoing	



PARKLAND PRIMARY SCHOOL

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 ?
		school rules in place. Timetable in place to minimise movement around the school. Signage to remind children to keep to the left. <ul style="list-style-type: none"> Allocation of dedicated areas outside for small groups. Levels of supervision considered, and additional information given to supervisors as necessary (linked to individual pupil risk assessments as well as rules and routines.) Procedures identified when First Aid is required. Activities considered, and the range of equipment reduced to minimise risk. Arrangements for the cleaning of equipment following activities/between small group use and by whom. Teachers to allocate who will do this as per timetable and organisation of the day and staffing available. Arrangements for 'wet breaks' considered. Children will remain in their allocated classroom and watch a film/ programme to avoid use of any 				marked out Allocate staff for cleaning of equipment Move furniture back in library to widen main corridor						



PARKLAND PRIMARY SCHOOL

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 ?
		resources and sharing of equipment such as games. <ul style="list-style-type: none"> Use of toilets to ensure that social distancing is maintained as far as practicable, limit numbers to one at a time – COVID marshals to monitor. Hand washing arrangements/use of sanitiser provision. Flexibility on length of breaks Periods are monitored by adult responsible for the group. Issues are reported to SLT. 										
Social distancing not being carried out at lunch time	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose. Children to eat in their classroom in their groups or outside if possible and adhering to social distance arrangements Tables to be wiped and cleaned before and after eating. By lead adult. Tables to be cleaned between group use by lead teacher. Arrangements in place with LTS for kitchens to provide grab bag lunches. 	H	M	H	<ul style="list-style-type: none"> Catering provider (external provider or LTS) has own risk assessment which is shared with school. See timetable Handwashing areas allocated to groups	M	L	L			



PARKLAND PRIMARY SCHOOL

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 ?
		<ul style="list-style-type: none"> These 'grab bags' will be taken to classrooms Allocated support staff to collect/deliver lunches. Cutlery and plates etc. not to be shared. Classroom areas are well ventilated using natural ventilation (opening windows) or ventilation units Grab bag meal provided: <ul style="list-style-type: none"> - children demonstrated process for getting their food. - Children eat outside observing Social Distancing when weather and temperature allows. - finished bags to be cleared and disposed of by children as instructed by teachers in to a black bag which will then be double bagged and taken to the outside bin store. - Younger children to be guided as appropriate. 				Summer 2: grab bags to be used for dinners						





PARKLAND PRIMARY SCHOOL

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 ?
		<ul style="list-style-type: none"> If packed lunch from home: Children will eat their own packed lunch in their allocated classroom with their group. Cleaning of tables and chairs/benches completed when children are finished, and food is consumed. Cleaning regimes to be established for after eating packed lunches, wherever this may be. 										
Social distancing not being carried out at pick up	<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"> Pick up times are staggered for different year groups between 2.40 and 3.10pm Arrangements for pick up are communicated to staff, pupils and parents/carer in advance. Only one parent/carer attends the school. Egress (doors/ access) to schools and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. Direct egress to the pupils allocated classroom is available. i.e. final 	H	M	H	<ul style="list-style-type: none"> Queuing systems and marking on pathways will be in place where traffic is likely to be high. Parents will collect at specific time from the classroom door and follow the one way system out of the grounds. School opens/ closes at staggered times to avoid congestion. 	M	M	M	School	03.06.20 and ongoing	



PARKLAND PRIMARY SCHOOL

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 ?
		emergency exits. <ul style="list-style-type: none"> One-way systems are used around the site. Signage is installed i.e. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Way in</p> </div> <div style="text-align: center;">  <p>Please keep 2m apart</p> </div> </div> Parents / carers made aware that gathering outside school at drop off times is forbidden. 				<ul style="list-style-type: none"> Signage around the school site including externally. 						
Outdoor play/PE	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Play equipment is cleaned and disinfected between each group of users or not used. Teacher is responsible for organising this in line with class organisation and timetable. Teacher / support colleagues ensure social distancing is in place. And use activities recommended by PE specialists within school. Only allow one class/group within an allocated outside area any one time. prop doors open, where safe to do so 	H	M	H	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing (coats) until they are in their allocated classroom. Then they will hang coats in allocated cloakroom and on allocated peg. Space out pegs so that coats/ bags aren't touching. Teacher or member of staff to supervise toilet usage and inform cleaning staff of any 	M	L	L	School		



PARKLAND PRIMARY SCHOOL

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 ?
		(bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation <ul style="list-style-type: none"> Children wear uniform/ same clothes they came to school in at all times and do not change into PE kit. Trainers can be worn to school. 				issues. (See cleaning hazard and controls).						
Carrying out 1st aid	<p>First Aider Person being treated by the first aider. (Carrying out 1st 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</p>	<ul style="list-style-type: none"> 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 If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents called to collect them. If an adult presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents and will be asked to go home and Social Distance as per Gov.uk guidance. Persons who have symptoms will isolate for 7 days and will not be in 	H	M	H	<p>Isolation room for anyone displaying COVID symptoms while waiting to leave the building. The child will be supervised.</p> <p>Dedicated first aid area for treating first aid (not COVID related).</p>	M	M	M	School	03.06.20 and ongoing	



PARKLAND PRIMARY SCHOOL

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 ?
	<p>through close contact with an asymptomatic 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>school.</p> <ul style="list-style-type: none"> The first aider will wash their hands for at least 20 seconds with soap and water. Gloves will be worn to deliver first aid. Where possible latex gloves will be avoided to remove the risk of allergic reaction. The first aider will cover any cuts on their hands with waterproof plasters. The first aider will avoid putting their fingers in their mouth and touching their face. The first aider will avoid touching any part of a dressing that will come in contact with a wound. The first aider will wear goggles to prevent bodily fluids being splashed into the eyes. 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 				<p>Ensure suitable number of gloves, aprons and face masks are available</p> <p>Purchase goggles to ensure that they are available</p>						



PARKLAND PRIMARY SCHOOL

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 ?
		<p>chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) goggles will be rinsed with clean water after being disinfected.</p> <ul style="list-style-type: none"> • After using, the face masks, aprons and gloves 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. • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. • First aiders have been given information on how to correctly don 				<p>Donning and doffing guidance given to staff – training video emailed 02.06.20</p>						



PARKLAND PRIMARY SCHOOL

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 ?
		and doff their PPE and PHE poster is displayed on the first aid room. <ul style="list-style-type: none"> No food will be stored or eaten in the medical/first aid room. After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. There is a dedicated area for first aid- this will be the library area that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. 										
Intimate care	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. 	H	H	H	PPE Packs ordered Aprons and gloves available Nappy changing facilities to be available in Woodlands for pre-school children – separate to the main learning space.	M	M	M	School	03.06.20	



PARKLAND PRIMARY SCHOOL

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 ?
		<ul style="list-style-type: none"> • Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE may include: Gloves / Goggles Apron / Mask • 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 										



PARKLAND PRIMARY SCHOOL

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 ?
		adult if 2 meters social distancing cannot be maintained. <ul style="list-style-type: none"> After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. If contact with the unwell child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 										
Social distancing not being carried out during the use of Staff facilities	Staff, pupils, visitors and contractors	<ul style="list-style-type: none"> Staff room is used dependent on number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible. No more than 4 staff in the staff room at any one time. No more than 1 person in 	H	M	H	<ul style="list-style-type: none"> When it cannot be guaranteed water dispensers can be used safely – coolers will not be used and put out of use with appropriate signage displayed. 	M	L	L	school		



PARKLAND PRIMARY SCHOOL

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 ?
	<i>Reduced infection control which may result in spread of COVID19</i>	kitchen area at any one time <ul style="list-style-type: none"> Additional rooms are allocated when numbers impact on not being able to Social Distance. Break times are staggered to reduce numbers in the room. Staff are reminded to wash hands before and after using the staff room facilities. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Use of signs to inform of hand washing prior to entering/using facilities. Staff are asked to bring their own crockery and cutlery in to use and take home at the end of the day to wash. Reusable sponges are removed Surfaces are wiped down between use and door handles cleaned Dishwasher is used to clean crockery and cutlery if needed. Where water dispenser are used, staff 				Signage displayed to remind staff of social distancing in staff areas. Ask staff to bring in own mug and cutlery. Allocate specific areas for making drinks to each year group. Staff are encouraged to use outdoors when weather permits.						



PARKLAND PRIMARY SCHOOL

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 ?
		use their own bottle.										
Social distancing not being carried out during Catering provision	Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Robust communication links with LTS catering provider established. Meeting in preparation of re-opening to confirm operational controls Lunchtime supervisors to wash hands on entering the building and before leaving. Procedures established for mealtimes and information communicated to staff and pupils. Pupils' food allergy information is up to date Service arrangements have been reviewed and modified 	H	M	H	Grab bags being used and children to eat in own classrooms with dedicated group. Classteachers/ member of staff responsible for group to monitor eating of lunch within the classroom.and will wipe down tables before and after lunch. Lunchtime supervisors to monitor outdoor play.	M	L	L			
Assembly	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Whole school assemblies/Collective Worship will not take place. Head/teaching staff addresses individual groups, within their classroom and using TEAMS as appropriate. Provision for daily assembly will be made in classrooms as part of daily routine. 	M	L	L		M	L	L	School		



PARKLAND PRIMARY SCHOOL

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 ?
Cleaning	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> 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. Hard surfaces to be cleaned with soap and water prior to disinfecting. Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected. Extra attention is 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 checked and replaced as needed by the Premises Officer and cleaning staff. Enhanced cleaning regimes in place 	H	M	H	<ul style="list-style-type: none"> Deep cleaning schedule available to support enhanced clean. Gov.uk guidance to be monitored to ensure the most up to date information is always available Ensure adequate staffing is available. Box available for each classroom with cleaning products which is to be renewed daily so that staff can do cleaning throughout the day as needed and necessary in addition to cleaning at key points of the day by allocated cleaner. 	M	M	M			



PARKLAND PRIMARY SCHOOL

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 ?
		for toilet facilities, particularly door handles, locks and the toilet flush, etc. <ul style="list-style-type: none"> Only cleaning products supplied by the school are used. Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. Bins for tissues are emptied throughout the day Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 										



PARKLAND PRIMARY SCHOOL

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 ?
Cleaning regime (linked to risk above) cannot be adhered to due to reduced cleaning staff	<i>Staff, pupils and visitors to the site</i> <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Audit of cleaning staff to ascertain number available (<i>NB this is currently reduced by 3 cleaners and equivalent to 4 cleaning runs</i>) Cleaning regime created and matched to staffing to show how it can be carried out. Identified lunchtime supervisors to carry out cleaning after lunchtime. 				<ul style="list-style-type: none"> Staff identified to fulfil vacant cleaning positions Consider organisation of week to ensure that cleaning regime can be adhered to. 				School/Trust	03.06.20	SB
Carrying out daily building maintenance	Staff and pupils. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment). Only essential maintenance is carried out during school opening hours. Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. Social distancing is maintained throughout working procedures. 	M	M	L		M	L	L			
Contractors working on site	Staff, pupils, parents/carer, visitors and contractors.	<ul style="list-style-type: none"> Contracted work is carried out when the school is closed to staff and pupils. Any documentation required is 	M	M	L	Any contracted work is limited during this period and only carried out if essential.	M	L	L			



PARKLAND PRIMARY SCHOOL

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 ?
	<i>Reduced infection control which may result in spread of COVID19</i>	sent/received prior to the contractor arriving on site. <ul style="list-style-type: none"> Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences. 	H	M	L		M	L	L			
Emergency procedures	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building. Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable. 	H	M	H	<ul style="list-style-type: none"> Signage is in place to reflect updated emergency procedures. Fire drills taken more frequently and as school procedures and numbers increase or change. 	M	L	L	School		
Use of public transport/school taxis	Staff, pupils, parents/carer, visitors and contractors.	<ul style="list-style-type: none"> Pupils are encouraged to cycle or walk to work. Robust communication links established with transport provider although none expected who use this 	H	M	H		M	L	L	School		



PARKLAND PRIMARY SCHOOL

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 ?
	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils and staff aware of taxi procedures and follow Social Distancing as appropriate 										

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>



- **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>

During this activity, what could go wrong resulting in an emergency situation?	<ol style="list-style-type: none"> 1. Child displays symptoms with CV19 2. Child from teaching group who has been sent home becomes confirmed case. 3. Staff becoming ill and self-isolating.
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> 1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 14 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	<ol style="list-style-type: none"> 1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn. 2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording. 3. Follow guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Consider reallocating staff or capacity of



PARKLAND PRIMARY SCHOOL

	school to remain open. Consult Trust on closure and inform LEA.
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):		
	Sarah Bishop			
	Jo Andrews			
Authorised By:	David Briggs	Authoriser Signature:		Initial
Date Conducted:	01.06.2020	Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		



PARKLAND PRIMARY SCHOOL

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

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.

