

PARKLAND PRIMARY SCHOOL

Activities Covered by this Assessment	Reopening of schools during COVID 19 (June 2020)		
Location	PARKLAND PRIMARY	Organisation	DISCOVERY
<p>Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate</p> <p style="text-align: center;">This risk assessment has been developed in conjunction with LTS and Leicestershire County Council and must be adapted to include local hazards and subsequent local control measures pertinent to your school setting.</p> <p>As part of planning for full return in the autumn term, it is a legal requirement that you should revisit and update risk assessments (building on the learning to date and the practices already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). You should ensure that you implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.</p> <p>Engage with the NHS Test and Trace process: You must ensure you understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. You must ensure staff members and parents/carers understand that they will need to be ready and willing to: book a test, self-isolate. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Health Protection Team (PHE) 0344 2254 524 (option 1)</p> <p>You should ask parents and staff to inform you immediately of the results of a test: 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <p>Guidance for full opening: schools. Please refer to: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>System of control: Prevention:</p>			



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1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 **must** be in place at all time. Number 5 must be properly considered, and measures identified to suit your local circumstances. Number 6 applies in specific circumstances.

Response to any infection:

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

Attendance: Pupil attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to ensure their child attends regularly at a school where the child is a registered pupil and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct



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For further advice on clinical and/or public health advice please refer to: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> - Pupils who are shielding or self-isolating

PPE:

The majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases:

- Children who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.
- Where an individual child becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.
- Where pupils have specific SEN that involves close physical contact, PPE can be worn by the staff working with them.

It is advised that you carry out an inspection of the premises before full opening and record the findings.

Monitoring and review of risk controls

It is important that employers know how effective their risk controls are. You should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.

Hazard (Something with a potential to cause)	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
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harm)			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days. Anyone developing COVID19 symptoms is sent home. Persons who have symptoms will isolate for at least 10 days and will not be in school and will arrange to be tested. If a person tests positive whilst not experiencing symptoms but develops symptoms during the isolation period they should restart the isolation period of 10 days from the day they got the symptoms. Other members of the household including siblings should self-isolate for 14 days from when the symptomatic person first had symptoms. 	M	M	M	<p>Engage with the NHS test and trace. (See above pg. 1)</p> <p>Tracking system in place for days pupils experience symptoms and days in isolation, test results and day they can return (office to action)</p>	M	L	L	RS	01.09.20	
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required. Windows are open for ventilation. PPE is worn by staff caring for the 	M	M	M	PHE will be publishing revised guidance for non-health care settings by the end of the summer term	M	L	L			



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		<p>pupil while they await collection if a distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard) 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. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. 				<p>COVID room has toilet available.</p> <p>PPE equipment available when COVID room in use. Staff to don and doff following guidance.</p> <p>The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>						
Staff exiting cars in staff car park	Staff, visitors and contractors. <i>Reduced infection</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. 	M	M	M	PO to monitor situation and share concerns of inappropriate car park usage.	M	L	L	School	Ongoing	

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	<i>control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> 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. 				<ul style="list-style-type: none"> Signs to be put up in car parks to remind staff of distancing. Visitors to use alternative car parking (Countesthorpe Road). 						
Groups arriving and leaving school (Start and end of the day)	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Start and finish times are staggered to avoid congestion around school. Staff are reminded of maintaining 2m distance when entering/leaving school. Only one person in reception area at any time. Other staff members wait until staff are inside the building. No touch sign-in to be used. 	M	M	M							
Use of public transport/school taxis	Staff, pupils, parents/ visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils and staff are encouraged to cycle or walk to work. Communication links with school taxi company for one child who uses transport. 	M	M	M							
Doffing face	Staff, visitors and	<ul style="list-style-type: none"> On arrival at school, pupils and staff 	M	M	M	<ul style="list-style-type: none"> Pupils and staff wearing face 	M	L	L			



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masks/coverings on arrival at school	contractors. <i>Reduced infection control which may result in spread of COVID19</i>	using public transport, doff their face masks/covering and wash their hands thoroughly. <ul style="list-style-type: none"> Pupils are instructed not to touch the front of their face covering during use or when removing them. Pupils and staff must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin. Reusable face coverings are placed in a plastic bag that can be taken home with them. Hands are washed again before heading to their classroom. 				masks/ covering whilst journeying to school (i.e. car, walking) doff their face masks/covering and wash their hands thoroughly.						
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 	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	1 st Sept 2020	



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		before on entering building (main door will remain open so visitors do 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 				COVID leaflet given to visitors to remind of procedures. External visitors not to use the staff room.						
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/carers in advance by sending parents the plan for reopening as per the reintegration plan (Staggered drop off and collection times via 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. Pupils in Y4 – 6 encouraged to walk in without adult. Access to site and pupils' classrooms 	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 	H	L	M	School	1 st Sept 2020	



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		<p>are communicated to pupils, parent and carer before arrival to the site.</p> <ul style="list-style-type: none"> • Direct access to the pupils allocated classroom is available. i.e. final emergency exits. • Entrance/exit gates allocated to year groups to spread number of people across school grounds. • One-way system in place in areas of high traffic. • 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. • If a child is distressed at drop off parents must stay with the child until they are calm. Support to be considered for pupils who remain distressed. 				site including externally.						
Use of cloakroom/toilet areas	Staff and pupils <i>Reduced infection control which may</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 	M	M	M	Nominated COVID MARSHALL to check cloakroom/toilet areas at intervals during the day.	M	L	L	School	01.09.20	



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	<i>result in spread of COVID19</i>	cloakroom to hang up their coats adhering to social distancing guidelines. Where space allows pupils to keep coats on back of chairs. <ul style="list-style-type: none"> Handwashing follows guidance taking into account the NHS guidance found on this link: Space out pegs so that coats/ bags aren't touching where possible. 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). 				COVID MARSHALLS identified on school organisation document Signage in toilets and allocation of particular toilets for groups to use. Cloakroom and toilet rota in place Where lockers and cloakrooms are used pupils to be organised in small groups to ensure social distancing. Pupils to wear PE kit on days that PE is taught to minimise equipment brought into school.						
Social distancing not being carried out within the classroom.	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<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 Pupils remain in year group bubbles. 	H	H	H	Timetables include social distancing and hygiene routines. Signage on lidded bins.	M	M	M	School	01.09.20	



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		<ul style="list-style-type: none"> 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. The group distance themselves from other groups through allocated classrooms and zones. Entry and exit points of classrooms are considered to avoid footfall through classrooms where not needed. (See Reintegration plan). Desks are placed as far apart as possible and pupils face the front of the class where possible. Adults keep their distance from others as much as possible, ideally 2m apart. Surplus furniture 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 				Children to wash hands straight after using bins						



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		<ul style="list-style-type: none"> 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 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 where possible. Where equipment has to be shared it must be left unused for a period of 72 hours (i.e. reading books). No equipment to be shared across bubbles. Resources to be wiped down after use each day. Pupils given writing implements and forbidden from using other pupil's equipment. Teaching resources are 	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 is not used. One person from each year group to collect register pack and take to the office to reduce numbers	L	L	L	School	01.09.20	



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		discouraged/minimized and/or removed from the setting. <ul style="list-style-type: none"> 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	L	M	moving across school. Inform parents of cashless system. Parents asked to pay using Parent Pay only. Prescribed medicine to be given by a member of staff within the bubble.	H	L	M			
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 identify any additional support needed to ensure pupils return to school. Positive handling plans updated to include information for parents with regards to risks around need to positively handle and behaviour expectations of individuals. 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. 	H	L	M	PPE available and to be used where necessary.	H	M	M			



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		<ul style="list-style-type: none"> Physical intervention to be with staff within year group bubbles as far as possible. 										
Social distancing not being carried out at break times	<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"> 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. Year groups maintained and not mixed with other groups. Movement around school to support social distancing. Children reminded of expectations each day and clear school rules in place. Timetable in place to minimise movement around the school. Signage to remind children to keep to the left. Allocation of dedicated areas outside for groups. Levels of supervision considered, and additional information given to supervisors as necessary (linked to individual pupil risk assessments as 	H	M	H	<ul style="list-style-type: none"> Staff observe Social Distancing during break times and minimise movement around school <p>See timetable</p> <p>Behaviour and routine expectations displayed and reinforced throughout the day</p> <p>Allocated areas for groups marked out</p> <p>Allocate staff for cleaning of equipment</p>	M	M	M	School	01.09.20 and ongoing	



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		well as rules and routines.) <ul style="list-style-type: none"> 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 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 resources and sharing of equipment such as games. 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. Periods are monitored by adult responsible for the group. Issues are 										



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		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. Pupils in Year 1 and Year 2 to eat in the hall (staggered times) using flight trays. Children to sit in year group bubble and food to be brought to them to avoid queuing. EYFS and Years 3 to 6 to eat in their classroom in their groups and adhering to social distance arrangements. Tables to be wiped and cleaned before and after eating by lead adult. Tables in the hall to be cleaned between group use by lunchtime monitors. Arrangements in place with LTS for kitchens to provide grab bag lunches for EYFS and Years 3 to 6. Grab bags will be taken to classrooms by allocated support staff. Cutlery and plates etc. not to be shared. Classroom areas are well ventilated 	H	M	H	<ul style="list-style-type: none"> Catering provider (external provider or LTS) has own risk assessment which is shared with school. <p>See timetable</p> <p>Handwashing areas allocated to groups</p>	M	L	L			



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		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. 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. If packed lunch from home: <ul style="list-style-type: none"> Children will eat their own packed lunch 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. Hot food provided in hall: <ul style="list-style-type: none"> children demonstrated process for 										



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		entering the hall and sitting down. <ul style="list-style-type: none"> Airplane trays to be used to keep all foods in one place. finished trays to be cleared and stacked by children as normal routine. – Younger children to be guided as appropriate. If cold packed meal provided: <ul style="list-style-type: none"> children demonstrated process for queuing and 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 normal routine. Younger children to be guided as appropriate. Cleaning regimes to be established for after eating in the classrooms. 										
Social distancing not being carried out at pick up	Staff, pupils, parents/carer, visitors and	<ul style="list-style-type: none"> Pick up times are staggered for different year groups between 3pm and 3.10pm Arrangements for pick up are 	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. 	M	M	M	School	03.06.20 and ongoing	



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	contractors. <i>Reduced infection control which may result in spread of COVID19</i>	communicated to staff, pupils and parents/carer in advance. <ul style="list-style-type: none"> 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 emergency exits. 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> <ul style="list-style-type: none"> Parents / carers made aware that gathering outside school at drop off times is forbidden. 				<ul style="list-style-type: none"> 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. Signage around the school site including externally. 						
Outdoor play/PE	Staff and pupils	<ul style="list-style-type: none"> Play equipment is cleaned and disinfected between each group of 	H	M	H	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing (coats) 	M	L	L	School		



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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 ?
	<i>Reduced infection control which may result in spread of COVID19</i>	<p>users or not used. Teacher is responsible for organising this in line with class organisation and timetable.</p> <ul style="list-style-type: none"> 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 (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation Play equipment/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 detergent followed with the use of disinfectant containing 1000 parts per million available chlorine. Resources that are shared between groups or bubbles, such as sports and playground equipment is cleaned 				<p>until they are in their allocated classroom. Then they will hang coats in allocated cloakroom and on allocated peg.</p> <ul style="list-style-type: none"> 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 issues. (See cleaning hazard and controls). 						



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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 ?
		<p>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.</p> <ul style="list-style-type: none"> • Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers. • Teacher ensuring social distancing is in place. • Only allow one bubble/group within a specific outside area any one time. • Contact sports will be avoided. • Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. • Minimise contact between individuals and maintain social distancing wherever possible. • All pupils to wash hands for a 										



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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 ?
		minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment. <ul style="list-style-type: none"> • Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene. • Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene. 										
Carrying out 1 st aid	First Aider Person being treated by the first aider. (Carrying out 1 st aid may require the 2mtr social distancing rule to be broken) This activity requires the 2mtr social distancing rule to be broken. This could lead to either person	<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 be asked to go home and Social Distance as per Gov.uk guidance. • Persons who have symptoms will 	H	M	H	Isolation room for anyone displaying COVID symptoms while waiting to leave the building. The child will be supervised. Dedicated first aid area for treating first aid (not COVID related). First Aid to be carried out in bubbles if possible. Children with specific first aid needs (e.g.diabetic) to be carried	M	M	M	School	03.06.20 and ongoing	



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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 ?
	<p>involved in becoming infected with COVID-19 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>isolate for 10 days and will not be in 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>out in specified area (off library area/or SLT office). Area to be cleaned following guidance after use.</p> <p>Ensure suitable number of gloves, aprons and face masks are available</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 ?
		and doff their PPE and PHE poster is displayed in 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. 										

Commented [LB1]: <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>



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 ?
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. 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 	H	H	H	<ul style="list-style-type: none"> Ensure an adequate supply for PPE is procured from your usual supplier. Contact for PPE orders if you have difficulties with your own suppliers: Leicester City: icrs.service@leicester.gov.uk Leicester County: enquirylinequality&contracts@leics.gov.uk Rutland: PPE@rutland.gov.uk <p>PPE Packs ordered</p> <p>Aprons and gloves available</p> <p>Nappy changing facilities to be available in Woodlands for pre-school children – separate to the main learning space.</p>	M	M	M	School	03.06.20	



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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 ?
		<p>same PPE as they have always done for this task. This PPE may include: Gloves / Goggles Apron / Mask</p> <ul style="list-style-type: none"> If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. 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 										



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		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 <i>Reduced infection control which may result in spread of COVID19</i>	<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 kitchen area at any one time 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 	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. <p>Signage displayed to remind staff of social distancing in staff areas.</p> <p>Ask staff to bring in own mug and cutlery.</p> <p>Allocate specific areas for making drinks to each year group. Staff are encouraged to use outdoors when weather permits.</p>	M	L	L	school		



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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 ?
		facilities. <ul style="list-style-type: none"> 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 use their own bottle. Staff limited to one extra member of staff entering the main school office to reduce number of people in there and risk to office staff and others 				Signage in place as a reminder that only one person should enter the office at a time.						
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</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. 	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.	M	L	L			



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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 ?
	COVID19	<ul style="list-style-type: none"> Pupils' food allergy information is up to date Service arrangements have been reviewed and modified Robust communication links with hot meal provider established. Meeting in preparation of re-opening to confirm operational controls Pupils wash hands in classrooms before going to the hall. Hand sanitisers available for pupils leaving the hall. Procedures established for mealtimes and information communicated to staff and pupils. Pupils' food allergy information is up to date Facilities to stagger service times to avoid congestion and contact Staffing required to extend service times (Internal and external staffing) Clearing of dining room following service including equipment used and the cleaning of that equipment including chairs, tables and door 				Lunchtime supervisors to monitor outdoor play.						



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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 ?
		<ul style="list-style-type: none"> handles Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons) 				Training provided for lunchtime supervisors during week beginning 24.08.20						
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		
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 	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. 	M	M	M			



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
		<p>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.</p> <ul style="list-style-type: none"> • 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 for toilet facilities, particularly door handles, locks and the toilet flush, etc. • 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 				<ul style="list-style-type: none"> • 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. 						



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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 ?
		noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. <ul style="list-style-type: none"> • 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. 										
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 • 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"> • 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</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 	M	M	L		M	L	L			



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
	<i>control which may result in spread of COVID19</i>	assessment). <ul style="list-style-type: none"> 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. 										
Building reopening after full or partial closure during COVID19	Staff, pupils, visitors, contractors. <i>Legionella</i> <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Hot and cold-water systems are flushed before the school reopens. Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications. 	H	L	M	Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance with industry guidance.	M	M	M			
Contractors working on site	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may</i>	<ul style="list-style-type: none"> Contracted work is carried out when the school is closed to staff and pupils. Any documentation required is sent/received prior to the contractor arriving on site. Safe systems of work/Risk 	M	M	L	Any contracted work is limited during this period and only carried out if essential.	M	L	L			



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
	<i>result in spread of COVID19</i>	assessment, which include COVID19 control measures, are received and agreed by the school before work commences. <ul style="list-style-type: none"> Records of contractor's details kept for 21 days to assist with track and trace if necessary. 										
Emergency procedures	Staff, pupils, parents/carers, 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		
Breakfast and after school clubs	Staff, pupils, parents/guardian, visitors and contractors.	<ul style="list-style-type: none"> Consistent groups/bubbles are maintained as far as is reasonably practicable Outdoor facilities are used where 				<ul style="list-style-type: none"> A risk assessment should be obtained for any activity taking place out of school hours. This should contain controls to reduce the 						



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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 ?
	<i>Reduced infection control which may result in spread of COVID19</i>	practicable. • (See hazards and control measures above for the management of activities i.e. cleaning, 1 st aid) •				spread of COVID19. • WAC will follow the school risk assessment. • Groups will be no more than 15 pupils and will be grouped in KS1 and KS2. • Staff will prepare food for pupils. • Sport will be non-contact as per risk assessment. • Equipment used will be put away and not used again for at least 72 hours or sanitised between use. • Thorough cleaning as per risk assessment will take place.						
Use of public transport/school taxis	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	• Pupils are encouraged to cycle or walk to work. • Robust communication links established with transport provider although none expected who use this • Pupils and staff aware of taxi procedures and follow Social Distancing as appropriate	H	M	H		M	L	L	School		



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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>
- **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>



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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 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		



PARKLAND PRIMARY SCHOOL

	Jo Andrews			
Authorised By:	David Briggs	Authoriser Signature:		Initial
Date Conducted:	01.06.2020	Date of Next Review:	12.06.2020	SB
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

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

PARKLAND PRIMARY SCHOOL

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.

