



## Kibworth CE Primary School RE OPENING RISK ASSESSMENT



Activities Covered by this Assessment	Reopening of schools during COVID 19 (August 2020)		
Location	Kibworth CE Primary School	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 has been developed in conjunction with LTS and Leicestershire County Council.**

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.

**NHS Test and Trace process:** The Senior Leadership Team understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. 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)  
Parents and staff have been asked to inform the SLT **immediately** of the results of a test: 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

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>

#### **System of control:**

##### **Prevention:**

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.





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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).

### **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.

**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

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>

### **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:





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- 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.

#### **Monitoring and review of risk controls**

**SLT will monitor and review the preventive and protective measures regularly, to ensure the measures are working, and take action to address any shortfalls.**

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
<b>Coming into contact with individuals who are unwell</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>• Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 7 days.</li> <li>• Anyone developing COVID19 symptoms is sent home.</li> <li>• Persons who have symptoms will isolate for at least 10 days and will not be in school.</li> </ul>	M	M	M	Engage with the NHS test and trace. (See above pg. 1)	M	L	L	SLT	26/08/2020	Y





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<b>A pupil shows symptoms of COVID19 whilst in school</b>	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>A pupil awaiting to be collected, is moved, if possible, to SENDCO Office 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.</li> <li>Windows are open for ventilation.</li> <li>PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.</li> <li>The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard)</li> <li>Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> </ul>	M	M	M	<p>Follow PHE revised guidance for non-health care settings by the end of the summer term</p> <p>Posters to be displayed in prominent positions to remind people of symptoms and actions</p>	M	L	L	SLT	26/08/2020	Y
<b>Staff exiting cars in staff car park</b>	Staff, visitors and contractors. <i>Reduced infection control which may</i>	<ul style="list-style-type: none"> <li>Staff are encouraged to cycle or walk to work.</li> <li>Where practicable do not park next to another parking car</li> <li>Reverse parking only where practicable.</li> </ul>	M	L	L	No parental access to car park – Reiterate with Tiger Club parents PO to monitor situation and share concerns of inappropriate car park usage.	L	L	L	School	1 <sup>st</sup> June	YES





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	<i>result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Courtesy when alighting cars to maintain 2m distance from other people.</li> <li>Clear signage informing contractors and delivery drivers of car park opening times. Kitchen and Site staff to inform delivery drivers in advance</li> </ul>										
Visitors to site	<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"> <li>Visitors to site are restricted and only allowed where on line or telephone meetings are not appropriate</li> <li>Only visitors with prearranged appointments are allowed on site.</li> <li>Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.</li> <li>Visitors asked to apply alcohol based hand gel at reception prior to washing hands within school.</li> <li>Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow.</li> <li>Clear signage directs pre arranged visitors to school reception</li> </ul>	M	L	M	<p>No meetings to take place in small spaces and all meetings will be socially distanced at 2m</p> <p>If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the <a href="#">COVID-19:Guidance for households with possible infection guidance</a>.</p>	M	L	L	School	1 <sup>st</sup> June	YES





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<b>Groups arriving and leaving school (Start and end of the day)</b>	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Start and finish times are staggered</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Collection and drop of points are clearly identified</li> <li>Separate entry and exit points for year groups</li> <li>Only one person per child to enter site</li> <li>Entry gates manned by staff</li> <li>One way systems implemented as appropriate</li> </ul>				School	26/8/20	YES
<b>Use of public transport/school taxis</b>	Staff, pupils, parents/ visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils and staff are encouraged to cycle or walk to school/work.</li> <li>Communication links with school taxi companies in place. (none currently used)</li> </ul>	M	M	M					School	26/8/20	YES
<b>Doffing face masks/coverings on arrival at school</b>	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly.</li> <li>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</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Where pupils and staff wearing face masks/ covering whilst journeying to school (i.e. car, walking) doff their face masks/covering and wash their hands thoroughly.</li> </ul>	M	L	L	School	26/8/20	YES





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		for all pupils), dispose of temporary face coverings in a covered bin. • Reusable face coverings are placed in a plastic bag that can be take home with them. • Hands are wash again before heading to their classroom.				•						
Use of cloakroom/toilet areas	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	• Pupils remain in their outdoor clothing until they are in their allocated cloakroom. • Handwashing follows guidance for take into account the NHS guidance found on this <a href="#">link</a> : • All classes except EYFS and 5S use lockers to keep clothing items separated • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. • Teacher or member of staff to manage toilet usage and inform cleaning staff of any issues. (1 child at a time) (See cleaning hazard and controls).	M	M	M	Nominated <i>COVID MARSHALL</i> to check cloakroom/toilet areas at intervals during the day.  Allocated cloakroom areas with hook spacing or lockers for all Bubbles  Regularly teach handwashing and toilet usage to all groups  Every Super Bubble has nominated toilet	M	L	L	School	1 <sup>st</sup> June	YES







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<b>Social distancing not being carried out within the classroom.</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>• Arrangements for the day are communicated to staff, pupils and parents/carers.</li> <li>• Staff and pupils remain in small groups.(Bubbles)</li> <li>• Teachers (and other staff) are allocated to a Bubble and remain with their Bubble, as far as possible, during the day and throughout the whole week.</li> <li>• The group distance themselves from other groups.</li> <li>• Desks are placed as far apart as possible.</li> <li>• Surplus chairs stacked and removed from circulation.</li> <li>• Pupils are allocated a desk facing the front and are seated at the same desk each day.</li> <li>• Pupils remain in the same classroom throughout the day.</li> <li>• Classrooms are ventilated using natural ventilation (opening windows) or ventilation unit</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>• All bubbles regularly teach social distancing rules and use constant reminders</li> <li>• Classrooms are not having carpet spaces Monitor numbers and space within classes and split further if needed</li> <li>• Ensure parents are aware that opening will be phased and social distancing will be monitored</li> </ul>	M	M	H	School	1 <sup>st</sup> June	YES







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		<ul style="list-style-type: none"> <li>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.</li> <li>Pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>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')</li> </ul>										
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"> <li>Pupils should not share equipment where possible.</li> <li>Pupils given individual equipment, marked with their names/initials and forbidden from using other pupil's equipment.</li> <li>Teaching resources are discouraged/minimized and/or removed from the setting.</li> <li>All equipment/resources/ paper is organised for individuals before lessons start</li> <li>Soft toys and furnishings that are difficult to clean are removed from the classroom before the school reopens.</li> </ul>	H	L	M	<ul style="list-style-type: none"> <li>All children given individual named filled pencil case, whiteboard, pen and learning spot</li> <li>Individual zipped wallets with paper for all children</li> <li>No equipment can enter school from home (except water bottles which need to be kept on individual pupils desks and lunchboxes which need to be stored in lockers or designated space and reading materials prior to in school quarantine)</li> </ul>	M	L	M	School	1 <sup>st</sup> June	YES





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		<ul style="list-style-type: none"> <li>Small, intricate items that are difficult to clean are removed from the classroom before the school reopens.</li> </ul>				<ul style="list-style-type: none"> <li>Any resources which cannot easily be cleaned should not be used.</li> <li>Resources should be limited and shared as little as possible</li> <li>Some resources, particularly those that are easy to clean could be shared providing children wash hands immediately afterwards and were actively discouraged by staff from touching their faces and effectively supervised</li> <li>Equipment should be cleaned following each individual use with a normal detergent followed by wiping down with an anti bac spray</li> <li>All equipment given a thorough clean at the end of the day with a disinfectant.</li> </ul>						





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<b>Social distancing not being carried out at break times</b>	Staff, pupils, visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Break times are staggered, and timings identified and communicated.</li> <li>Year group Bubbles maintained and not mixed.</li> <li>Movement around school via designated routes</li> <li>Allocation of dedicated areas outside for each Year group bubble.</li> <li>Procedures identified when First Aid is required.</li> <li>Activities considered, and the range of equipment reduced to minimise risk. Equipment (LK guidance to be given to all staff including LSAs)</li> <li>Wet breaks take place in Bubble home learning area</li> <li>Only individual use of designated toilet allowed to ensure that social distancing is maintained as far as practicable</li> <li>Hand washing arrangements include use of nominated sink per bubble and provision of outdoor sinks in each playground area. All bubbles provided with hand sanitiser.</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Staff observe Social Distancing during break times and minimise movement around school</li> <li>SLT monitor use of outdoor learning and play spaces, Staff to report any concerns</li> <li>Levels of supervision considered, and additional information given to supervisors.</li> <li>Arrangements for the cleaning of equipment carried out daily by sports staff and HLTAs</li> <li>All children to use toilet before and after outdoor learning sessions</li> <li>Pupils to wash hands at the beginning and end of breaks and before and after eating/drinking.</li> </ul>	M	M	M	School	1 <sup>st</sup> June	





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		<ul style="list-style-type: none"> <li>Outdoor learning prioritised and timetabled alongside defined breaks for each Bubble</li> </ul>										
<b>Social distancing not being carried out at lunch time</b>	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Pupils to wash their hands before eating and encouraged not to touch their mouth, eyes and nose.</li> <li>Hand sanitiser available for children to use after eating if they are distanced from hand washing facilities.</li> <li>Pupils to consume lunch within their small groups maintaining social distancing. (on designated outdoor area or in Bubble Home in wet weather</li> <li>Communication with catering provider LTS Catering ensures hot grab bags or sandwich bags are produced in time for scheduled lunch breaks.</li> <li>Procedures for the serving of hot dinners/packed meal to maintain social distancing, including delivery system by Covid Marshall</li> <li>Procedures for receiving hot or cold packed meal :</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Catering provider (LTS) has own risk assessment which is shared with school.</li> <li>children taught process for getting their food.</li> <li>Children eat outside observing Social Distancing when weather and temperature allows.</li> <li>finished bags to be cleared and disposed of by children into black plastics sacks</li> <li>Younger children to be guided as appropriate</li> <li>Bubbles to eat together</li> <li>In inclement weather eating will take place inside Bubble homes or in school hall with tables arranged so that children sit facing the same direction</li> </ul>	M	M	M	School	1 <sup>st</sup> June	YES





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		<ul style="list-style-type: none"> <li>If packed lunch bought from home this will be stored at child's work place and child will take out to eating area and return to storage area when break completed.</li> <li>Where tables and chairs or benches used at lunchtime these will be sanitised by LSAs when children return to classroom.</li> </ul>				<ul style="list-style-type: none"> <li>Tables to be cleaned after use</li> <li>Children to bring own drinks bottles, (Disposable cups to be used if forgotten. Office contact parents with s a reminder for the next day)</li> </ul>						
<b>Social distancing not being carried out at drop off and pick up</b>	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"> <li>Pick up times are staggered.</li> <li>Arrangements for pick up are communicated to staff, pupils and parents/carer in advance.</li> <li>Only one parent/carer attends the school.</li> <li>Egress to schools and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site.</li> <li>One-way systems are used around the site.</li> <li>Signage is created and displayed</li> <li>Parents / carers made aware that gathering outside school at drop off times is <b>against government guidance</b></li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Queuing systems marked on entrance and exit pathways in high traffic areas.</li> <li>Staff ensure that children have all things home with them to alleviate need to return to classroom</li> <li>Families will be sorted alphabetically for pick up so family groups can arrive together to avoid congestion.</li> <li>School opens at the earlier Pick up time from 3:00pm – 3:15pm to avoid congestion.</li> </ul>	M	L	M	School	1 <sup>st</sup> June	YES





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Outdoor play/PE	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>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.</li> <li>Cleaning then disinfecting is conducted with a standard detergent (to remove soiling) followed with the use of disinfectant containing 1000 parts per million available chlorine.</li> <li>Resources that are shared between groups or bubbles, such as sports and playground equipment is cleaned frequently and meticulously and always between bubbles/groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles/groups.</li> <li>Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers.</li> <li>Teacher ensuring social distancing is in place.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Adhere to PHE revised guidance cleaning of non-health care settings by the end of the summer term</li> <li>Pupils to wear PE kit on scheduled PE days and have plimsols in school at all times.</li> <li>Pupils collected from their PE sessions by Bubble Leaders</li> <li>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</li> <li>Child wash hands before and after each activity session</li> </ul>				School	26/08/2020	Y





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		<ul style="list-style-type: none"> <li>Only allow one bubble/group within a specific outside area any one time.</li> <li>Contact sports will be avoided.</li> <li>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.</li> <li>Suitability of Activities undertaken will consider the need for social distancing and cross contamination of equipment (activities to be taken from LK list)</li> <li>Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment.</li> <li>Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene.</li> <li>Tissues are kept with the teacher to facilitate "catch it, bin it, kill it", this</li> </ul>										







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		will help with good respiratory hygiene.										
Carrying out 1 <sup>st</sup> aid	<p>First Aider Person being treated by the first aider. (Carrying out 1<sup>st</sup> aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through</p>	<ul style="list-style-type: none"> <li>A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance <u>guidance</u></li> <li>If a child presents symptoms of COVID-19 they will be isolated in the COVID isolation room (SENDSCO Office) away from people and parents called to collect them.</li> <li>If an adult presents symptoms of COVID-19 they will be isolated in the COVID isolation room (SENDSCO office) away from people and parents and will be asked to go home and Social Distance as per Gov.uk <u>guidance</u>.</li> <li>Persons who have symptoms will isolate for 10 days and will not be in school until a test has confirmed negative / or better.</li> <li>The first aider will wash their hands for at least 20 seconds with soap and water.</li> </ul>	H	M	M		H	L	M	School	1 <sup>st</sup> June	YES





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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
	<p>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>	<ul style="list-style-type: none"> <li>Gloves will be worn to deliver first aid.</li> <li>Where possible Latex gloves will be avoided to remove the risk of allergic reaction.</li> <li>The first aider will cover any cuts on their hands with waterproof plasters.</li> <li>The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>The first aider will wear goggles to prevent bodily fluids being splashed into the eyes.</li> <li>After each first aid treatment is given all equipment and surfaces, including goggles used will be cleaned down using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the goggles will be rinsed with clean water after being</li> </ul>										





# Kibworth CE Primary School

## RE OPENING RISK ASSESSMENT



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 ?
		disinfected.(stored in 3S annexe First Aid room) <ul style="list-style-type: none"> <li>After use, 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.</li> <li>where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>Face masks and gloves will only be used for 1 treatment of first aid .</li> <li>First aiders have been given information on how to correctly don and doff their PPE and PHE poster is displayed in the 3S First Aid Room</li> <li>No food will be stored or eaten in the medical/first aid room.</li> </ul>										





# Kibworth CE Primary School

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
		<ul style="list-style-type: none"> <li>After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.</li> <li>There is a dedicated room for first aid (3S annexe) that will be used for first aid treatment to help prevent bodily fluids contaminating other parts of the building.</li> <li>If First Aid room used it will be thoroughly cleaned</li> </ul>										
Intimate care	Staff and pupils  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>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.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will</li> </ul>	H	M	H		M	L	L	School	1 <sup>st</sup> June	YES





# Kibworth CE Primary School

## RE OPENING RISK ASSESSMENT



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><b>not</b> 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.</p> <ul style="list-style-type: none"> <li>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 will include: Gloves, Goggles, Apron, Mask.</li> <li>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.</li> <li>After using the face masks, aprons and gloves they will be correctly</li> </ul>										





## Kibworth CE Primary School

### RE OPENING RISK ASSESSMENT



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>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.</p> <ul style="list-style-type: none"> <li>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.</li> <li>If PPE equipment is used up it is the responsibility of the user to inform the Office to ensure it is replaced and if necessary reordered</li> </ul>										
<b>Positive Handling</b>		<ul style="list-style-type: none"> <li>update all key pupil risk assessments and positive handling plans for those pupils due to attend school which have been signed and agreed with parents.</li> <li>Staff will take extra hygiene precautions in light of COVID-19, this</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Staff to be trained in updated MAPA procedures</li> <li>Staff to be trained in safe procedures for wearing and removing PPE</li> </ul>	M	L	L	School	1 <sup>st</sup> June	YES





# Kibworth CE Primary School

## RE OPENING RISK ASSESSMENT



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 ?
		includes adults handling children having a change of clothes within school and washing of exposed area (including pupil's arms, where they've been held) after de-escalation. <ul style="list-style-type: none"> <li>PPE Goggle-type eye protection (see cleaning in First Aid section), Face mask, Disposable apron, protective gloves. to be available</li> </ul>				<ul style="list-style-type: none"> <li>Bubble staff to be informed of children's triggers and signs to be vigilant for.</li> <li>Parents will be called to at earliest opportunity to collect if behaviour escalates and handling becomes a probable action.</li> <li>If parents do not arrive before the risk of harm to self/others becomes great, pupil will need to be handled as detailed in the PHP. Using PPE as appropriate</li> </ul>						
<b>Safeguarding</b>	Staff, Pupils, visitors	<ul style="list-style-type: none"> <li>Kibworth DSAT annex 1 covid 19 April 2020 policy. All staff have read and signed policy. <a href="#">HERE</a></li> <li>Outside agencies are accessed where needed</li> <li>DSLs will do refresher training virtually through LCC safeguarding where needed.</li> </ul>	L	L	L	<ul style="list-style-type: none"> <li>Danielle Marks leads coordination and liaison between vulnerable pupils, staff and outside agencies</li> <li>School safeguarding email address set up</li> <li>School safeguarding phone number</li> <li>Bounce Back programme</li> </ul>	L	L	L	School	1 <sup>st</sup> June	YES







## Kibworth CE Primary School

### RE OPENING RISK ASSESSMENT



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
						<ul style="list-style-type: none"> <li>All staff will read cpm alerts daily and respond if needed</li> </ul>						
<b>Social distancing not being carried out during the use of Staff facilities</b>	Staff, pupils, visitors and contractors  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Staff areas for relaxation are social distanced and furniture is not rearranged.</li> <li>Separate areas provided for each phase</li> <li>Break times are staggered to reduce numbers in the area.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Use of signs to inform of hand washing prior to entering/using facilities.</li> <li>Shared crockery and cutlery is removed and staff use the same equipment as required – staff provide own crockery and cutlery from home</li> <li>Reusable sponges are removed</li> <li>Surfaces are wiped down between use and door handles cleaned</li> </ul>	L	L	L	<ul style="list-style-type: none"> <li>Numbers of concurrent users will be limited to ensure social distancing</li> <li>Additional areas are allocated when numbers impact on not being able to Social Distance.</li> <li>Staff to supply own drinks in flasks - staff must ensure lidded cups are used</li> <li>Staff are reminded to wash hands before and after using the staff room facilities.</li> <li>All staff responsible for taking home each day their own cups, rockery, cutlery</li> </ul>	L	L	L	school	1 <sup>st</sup> June	YES





# Kibworth CE Primary School

## RE OPENING RISK ASSESSMENT



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
<b>Social distancing not being carried out during Catering provision</b>	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"> <li>Robust communication links with hot meal provider established.</li> <li>Procedures established for mealtimes and information communicated to staff and pupils.</li> <li>Pupils' food allergy information is up to date</li> <li>Delivery arrangements in place for meals to maintain social distancing</li> <li>Facilities to stagger service times to avoid congestion and contact</li> <li>Additional staffing required to extend service times</li> <li>Additional training given by lunchtime supervisors</li> </ul>	M	M	M		L	L	L	School	26/08/2020	Y
<b>Assembly</b>	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Whole school Collective Worship will take place via Teams</li> <li>School daily prayer will be said in all classrooms</li> </ul>	L	L	L		L	L	L	School	1 <sup>st</sup> June	YES
<b>Cleaning</b>	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>A detailed cleaning schedule will be implemented throughout the school, ensuring that contact points, e.g. worksurfaces, door handles, taps etc.</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Deep cleaning schedule available to support enhanced clean.</li> <li>Gov.uk <a href="#">guidance</a> to be monitored to ensure the</li> </ul>	H	L	M	School	1 <sup>st</sup> June	YES





# Kibworth CE Primary School

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
		<p>are all thoroughly cleaned and disinfected regularly.</p> <ul style="list-style-type: none"> <li>Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <li>Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected.</li> <li>Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> </ul>				most up to date information is always available.						





## Kibworth CE Primary School

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
		<ul style="list-style-type: none"> <li>Only cleaning products supplied by the school are used.</li> <li>Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>Bins for tissues are emptied throughout the day</li> <li>Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip.</li> </ul>										
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"> <li>Only essential maintenance is carried out during school opening hours.</li> <li>Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>Social distancing is maintained throughout working procedures.</li> </ul>	L	L	L		L	L	L	School	1 <sup>st</sup> June	YES





## Kibworth CE Primary School

### RE OPENING RISK ASSESSMENT



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
<b>Building reopening after full or partial closure during COVID19</b>	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"> <li>Hot and cold-water systems are flushed before the school reopens.</li> <li>Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications.</li> </ul>	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	School	26/08/2020	Y
<b>Contractors working on site</b>	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"> <li>In emergency when contractors will be in school children and adults will obey social distancing including classroom reorganisation.</li> <li>Where possible contracted work will be carried out when the school is closed to staff and pupils.</li> <li>Any documentation required is sent/received prior to the contractor arriving on site.</li> <li>Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.</li> </ul>	L	L	L		L	L	L	School	1 <sup>st</sup> June	YES





# Kibworth CE Primary School

## RE OPENING RISK ASSESSMENT



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"> <li>Records of contractor's details kept for 21 days to assist with track and trace if necessary.</li> </ul>										
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"> <li>Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building.</li> <li>Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> <li>Staff, pupils, visitors and contractors' social distance at assembly areas as far as is reasonably practicable.</li> </ul>	M	M	M	Updated Information added to staff handbook	L	L	L	School	1 <sup>st</sup> June	YES
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>	<ul style="list-style-type: none"> <li>Pupils are encouraged to walk to school.</li> <li>Staff coming to school by public transport need rigorously follow government guidance.</li> </ul>	L	L	L	<ul style="list-style-type: none"> <li>Cycles and scooters cannot be stored at school</li> </ul>	L	L	L	School	1 <sup>st</sup> June	YES





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### RE OPENING RISK ASSESSMENT



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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
<b>Whistleblowing</b>	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"> <li>Staff are aware of their responsibility to observe and report any lapse, or suspected lapse, in standards of Covid 19 infection control as identified in this RA and in the Reintegration Plan</li> <li>If staff suspect something is not in line with government advice on control of infection of Covid 19 it must be reported straight away to the SLT or David Briggs or Paul Stone</li> </ul>	L	L	L		L	L	L	School	1 <sup>st</sup> June	YES
<b>Breakfast and after school clubs</b>	Staff, pupils, parents/guardian, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> <li>Consistent groups/bubbles are maintained as far as is reasonably practicable</li> <li>Outdoor facilities are used where practicable.</li> <li>(See hazards and control measures above for the management of activities i.e. cleaning, 1<sup>st</sup> aid)</li> <li>Shared cutlery will not be allowed in the WAC provision. Staff will plate up</li> </ul>				A risk assessment should be obtained for any activity taking place out of school hours. This should contain controls to reduce the spread of COVID19.				School Tiger Club	26/08/2020	Y







## Kibworth CE Primary School

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
		children's food and distribute accordingly.										

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-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- **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>





## Kibworth CE Primary School

### RE OPENING RISK ASSESSMENT



- **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"><li>1. Child displays symptoms with CV19</li><li>2. Child from teaching group who has been sent home becomes confirmed case.</li><li>3. Staff becoming ill and self-isolating.</li></ol>
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"><li>1. Isolate child until collected.</li><li>2. All children in that teaching group to be sent home and told to self-isolate for 14 days.</li><li>3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.</li></ol>
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	<ol style="list-style-type: none"><li>1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn.</li><li>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.</li><li>3. Follow guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> Consider reallocating staff or capacity of school to remain open. Consult Trust on closure and inform LEA.</li></ol>





## Kibworth CE Primary School RE OPENING RISK ASSESSMENT



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.





## Kibworth CE Primary School

### RE OPENING RISK ASSESSMENT



Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):		
	Danielle Marks			
	Mick Beck			
Authorised By:	Gilly Paterson ,Paul Stone	Authoriser Signature:	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">G.M. Paterson.</div> <div style="border: 1px solid black; padding: 5px;">Paul Stone</div>	<b>Initial</b>
Date Conducted:	2.6.20	Date of Next Review:	5.6.20	GP
		Date of Review:	12.6.20	GP
		Date of Review:	5.8.20	GP
		Date of Review:		
		Date of Review:		





## Kibworth CE Primary School

### RE OPENING RISK ASSESSMENT



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

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

