

Leicester City Council – Health & Safety Risk Assessment Form

Ref: _____

Division/Section:	Mellor Community Primary School
Work Activity:	Covid-19
Activity Location:	School Site
Persons Affected:	All individuals on site
Manager:	B Chouhan
Date of Assessment:	08 January 2020

5 Almost Certain	5	10	15	20	25
4 Probable /Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Very Unlikely / Rare	1	2	3	4	5
	1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

No	What are the Hazards?	What are the existing control measures?	Risk (L x S = R)	What further action is necessary to reduce the risk?
	<p>Covid-19 is a newly discovered infectious disease which has caused a global pandemic, leading to closures of facilities and services countrywide. Main symptoms include but are not limited to: Fever, new continuous cough, change to smell and taste sensations. This risk assessment is very much a live document and should be adapted accordingly, aligning with advice given from central/local government (CG/LG) and Public Health England (PHE). NB – from the 1st September 2020, our aim is for activities and procedures to return normal.</p>			

General Principles of Control	<p>This is the set of actions schools must take.</p> <p>Prevention:</p> <ol style="list-style-type: none"> 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) where recommended, the use of face coverings in schools 3) clean hands thoroughly more often than usual 4) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents 6) minimise contact between individuals and maintain social distancing wherever possible 7) where necessary, wear appropriate personal protective equipment (PPE) 8) Always keeping occupied spaces well ventilated <p>Numbers 1 to 5 and number 8, must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> 9) engage with the NHS Test and Trace process 10) manage confirmed cases of coronavirus (COVID-19) amongst the school community 11) contain any outbreak by following local health protection team advice <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p>
--------------------------------------	--

Leicester City Council – Health & Safety Risk Assessment Form

Ref: _____

1	<p>Catching/Spreading</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p> <p>However it should be noted that not all individuals will show symptoms, there are going to be individuals that are carriers and will go under the radar.</p>	<ul style="list-style-type: none"> • Upon arrival to school, all staff should sanitise their hands using the provided sanitiser. Should there be a shortage of sanitiser, hands should be washed. Community room will be a designated wash station for staff arriving. • Staff to maintain social distancing (2m separation where practicable, where not use of face coverings is encouraged). • School to maintain an adequate stock level of hand soap, these should be monitored closely by the premises team and replaced accordingly, in addition standalone soap are in stock should dispenser stock fall low or become harder to get hold off. • Staff to continue to promote regular hand washing with all adults and children • Touch surfaces are cleaned daily, in addition all rooms are misted with Stabilised Ozone water. With a current continuation of a lunch time cleaning process of key touch surfaces(door handles, switches)- Refer to Cleaning section • Facial tissues to be distributed to all classes and stock level to remain at adequate level to help with catch it, bin, kill it regime already in place. Bins to be emptied twice daily. • Although there is no expectation for PPE within schools as a routine control measure – Packs are available to staff upon request, containing; Hand sanitiser, disposable gloves, aprons, tissues, masks, facial shield, it will be the responsibility of the staff member as how they utilise this (see also Suspected cases and First aid sections) • All staff/children living with someone with confirmed case must report this immediately to HT or SM – and follow isolation procedures as set out by PHE/CG • Seating plans of all classes are held by SLT and records of all visitors are kept so that where a confirmed case comes to light close contacts can be quickly identified and these can be provided to the Local Public Health Team if required. • Contingency plans are in place to provide remote learning for pupils should this become necessary. See also our Remote Learning Policy and Remote Learning tiered offer • Contingency planning for school attendance during local restrictions will be based upon a Government directed tiered approach. See also our contingency plan for tiered restrictions. • Clinically Extremely Vulnerable & Clinically Vulnerable Staff (including Pregnancy) Only those CEV Staff who have received a letter from their medical support team advising them to remain shielding are required to do so. Other CEV Staff, who have not received the shielding advice letter are able to return to work. The school in turn has ensured that the Government safety guidance has been implemented in full, and individual risk assessments have been carried out. We will also ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. Previous risk assessments may need to be defaulted to. Where provision for CEV staff to work from home can be made this will be put into place. • Shielding Children Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any potential return. Again, we will ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. • Clinically vulnerable staff can attend school. While in school, they should follow the specific measures in this risk assessment to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section six of the ‘prevention’ section of this risk assessment. This provides that ideally, adults should maintain 2-metre distance from others, and where this is not possible, avoid close face-to-face contact and minimise time spent within 1-metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults, including older children/adolescents. • Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter. In these cases members of staff should make themselves known to the HT so that necessary provisions can be put in place. 	2x3=6	<ul style="list-style-type: none"> • Poster promoting hand hygiene to be placed around the school • Poster for Catch it, Bin it, Kill it • Staff to consider appropriate use of PPE
----------	--	---	-------	--

Leicester City Council – Health & Safety Risk Assessment Form

Ref: _____

		<ul style="list-style-type: none">• An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances and we will work with staff to put further protective measures in place e.g. limiting contact with parents at drop off/collection times etc• Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant.		<ul style="list-style-type: none">•
--	--	---	--	---

Leicester City Council – Health & Safety Risk Assessment Form

Ref: _____

2	<p>Suspected case whilst on site, or positive viral test result.</p>	<ul style="list-style-type: none"> • When a person develops symptoms compatible with Covid 19 these should be reported to HT or SM immediately they should be sent home and isolate for 10 days. Their fellow household members should self-isolate for 10 days. • If displaying symptoms, avoid touching items/individuals whilst on site. • All staff and students attending the school will have access to a viral test if they display COVID 19 symptoms and are encouraged to undertake the test in this scenario. • The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken. These will also be made available to staff displaying symptoms when they are unable to access appointments at test centres due to lack of availability. Where possible staff are still encouraged to access tests at a test site as these will deliver the fastest results. All staff and parents/carers are required to engage with the NHS test & Trace process. • All other persons are to maintain a safe distance from affected individual • Individuals showing symptoms of Covid 19 off site, should immediately inform school/line manager and self-isolate/household isolate as per PHE/CG guidelines. • Where an individual is showing clear symptoms Utilise community room for temporary isolation and monitoring, before parents come to collect. Where possible the class should move to an alternate space (D&T room, outdoor space, Hall) and the class will be cleaned as soon as feasibly possible. All classes will also be given the means to clean areas within the classroom where cleaning cannot happen immediately e.g. over lunch period (11am – 2pm). • If individuals need to use the washroom facilities then only the disabled toilet near the community room is to be used and this must be cleaned thereafter. • Where a member of staff has to stay and supervise an individual and cannot socially distance, PPE to be worn – mask, gloves, apron & visor if available. • Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • As per current protocol, all instances to be reported using the online form provided by LG. Individuals that have interacted with a suspected case, where practicable should be notified. • Testing for staff can be accessed via the employer portal please see Heidi or Nik • Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation. • If the school receives notification of a positive COVID 19 viral test we will notify the Local Authority, local Public Health Team and or the DfE helpline. Parents are to be encouraged to report test results to the school). • Where a person tests positive for COVID 19 they should remain at home and self-isolate for 10 days (or longer if the high temperature symptom continues) along with their household as per government guidance (10 days). • Upon identifying a positive test result, the Local Public Health Team will liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members should be sent home and advised to self-isolate for 10 days (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms). • As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England’s Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take • A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. • The school will keep a record of all visitors to the school with sufficient detail to support rapid contract tracing if required by NHS Test & Trace. 	2x3=6	<ul style="list-style-type: none"> • When individual is being monitored, use the thermal camera to record temperatures. • When the ozone generator is being used, the room cannot be accessed for minimum of 4hours • Testing must take place within 3 days of showing symptoms, but no later than 5days.
---	---	--	-------	--

Leicester City Council – Health & Safety Risk Assessment Form **Ref:** _____

		<ul style="list-style-type: none"> Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless; the symptomatic person subsequently tests positive, they develop symptoms themselves (in which case they should arrange to have a test), they are requested by NHS Test & Trace or the PHE advice service (or PHE local health protection team if escalated). They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required. The school will inform the Local Authority of any partial or full closures as a result of advice taken from LPHT. See also PHE flowchart ANNEX A 		
3	Travel Off site	<ul style="list-style-type: none"> Travel off site should observe all social distancing measures, utilisation of Microsoft Teams should be prioritised where possible Where vulnerable family home visits must be made all social distancing protocols must be adhered to and PPE should be worn. Individuals to limit use of public transport where possible, if you can walk or cycle to school this should be the preference. Where public transport is used, face coverings must be worn . 	2x2=4	
4	Entry and Exit to site	<ul style="list-style-type: none"> Stop all non-essential visitors to site Introduce staggered start and finish times to reduce congestion and contact at all times. Staff must use fobs to sign in and out, to avoid using screen in foyer. Reception foyer to become a 'No waiting' zone Frequent spraying of foyer with ozone water. 2m markers leading to the building and in foyer 1 parent to drop off children. Parents are strongly encouraged to wear face coverings at drop off and collection times Markers + demarcation for 1 way system up and down path leading to main playground from each entrance Y1/EYFS entrance to be demarcated as above. Markers are sprayed on playground floor, to indicate children line up points Drop off and collection will be staggered and timetabled according to number of groups. School practices to be communicated prior to essential visitors arriving. As per section 1 of RA The process for removing and appropriate storage of face coverings to be communicated to staff and parents. A covered bin will be made available in the main reception for staff/visitors/parents for disposal of masks as required. Children will remove masks once in classroom and used covered bins available in the classroom. Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed. Parents, etc. are to be reminded not to gather by the School gates etc whilst awaiting their children and are only allowed on site by appointment. Parents will only be seen by appointment A protocol should be in place to deal with those arriving at school who are not supposed to be there. During periods of lockdown, whereby schools are open for Key Worker and Vulnerable children, reception will be used as entry and exit to the site for all (however arrangements to be reviewed dependant on numbers attending). Parents are to use the 2m markers to form a queue to collect their child/ren. 	2x3=6	<ul style="list-style-type: none"> Poster for reception showing 1 family only. Poster for Mellor's Covid-19 guidance to be displayed around areas Staff to be advised only to use fobs to sign in and out. Visitors to be signed in via the office, to avoid screen usage.

Leicester City Council – Health & Safety Risk Assessment Form

Ref: _____

5	Internal Areas	<ul style="list-style-type: none"> • Where practicable adults to follow 2m social distancing, where this is not possible the use of face coverings are strongly encouraged • Individuals to wash hands upon entering the room • Utilise tissues and follow the catch it, bin it, kill it regime • Promote good hand hygiene for all in particular after sneezing, before and after eating. • Promote not to touch face • Classroom to be cleaned, with additional focus on touch surfaces • Rooms to be sprayed with Ozone water daily • Bottles of ozone spray for adults to utilise if required, to be provided in classes • Avoid physical contact where possible, where planned physical contact is required PPE must be worn. Where physical contact has been made, aim to wash and sanitise hands as soon as viable. During this period avoid touching face and others. • year bubbles will be allocated a designated space, for break and lunchtimes • Year bubble must stay together when on school grounds, where practicable areas of school/playground etc to be designated for use and avoid contact with other bubbles • Children to be seated side by side forward facing, where practicable children should utilise the same seat. • Create a one way system for stair ways, Blue upwards only year 5 and 6, Orange upwards only year 3 and 4. Green downwards only for all. Important to note that in the event of the fire any staircase can be used to exit the building. 	2x3=6	<ul style="list-style-type: none"> • Review impact on PE lessons • Review syllabus to be delivered – recovery curriculum – pastoral approach, emphasis on mental health, PSHE, physical (outdoors). • Washing hands monitor + verbal instructions where required <p>Planned = know a particular situation will occur, or has occurred i.e. cleaning up bodily fluids, personal care, upset children (things you know about) Wear appropriate PPE to situation</p>
---	----------------	--	-------	---

Leicester City Council – Health & Safety Risk Assessment Form

Ref: _____

	<ul style="list-style-type: none"> • Basic stationary to be provided and allocated to child where practicable. • Limit the exchange of shared resources that are taken home between children and staff where possible. • Sanitiser gel to be placed in all classrooms • EYFS soft toys not to be used • Classrooms and other indoor spaces, should be well ventilated using natural sources where possible, windows/door (fire doors to remain closed). To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate: opening high level windows in preference to low level to reduce draughts, increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing e.g. fleeces. • Limit the use of shared resources and ensure they are cleaned in between use by different year groups. • Where equipment is used for an outdoor activity, pre and post use users should wash their hands. After the equipment has been used, these should be sprayed with Stabilised Ozone to sanitise the equipment and returned the female changing room, where it will be sanitised at the end of the day (3.30pm). • Equipment should not be used by another year group until it has been sanitised. • Music – Instruments are not to be used in the current climate – due to not having the capacity to clean intricate parts of an instrument frequently no singing/chanting. Therefore, emphasis should be listening, music appreciation and body percussion. Excluding EYFS where singing can take place in small groups (No More than 15) • Assemblies to be undertaken in classroom, Microsoft teams to be utilised as required. • The lift should only be used if it is a necessity, such as moving children with specific SEND requirements or medical emergencies. Hands to be cleaned pre and post usage • Corridor directional arrows must be utilised to enhance separation. • Office hatch – side sections to be utilised and vent element to be opened. Hatch only to be opened for deliveries. • Drinking water fountains are not to be used and will remain taped off. • Lower ICT daily year group rota to be established, lower ICT to be ozoned at 2pm daily. • Library bookcases to be taped off, break out areas to have designated use when directed by SLT. • Bug club digital books to be allocated to children for home reading. Class books or guided reading sets to be allocated for use in school. These must be sanitised prior to redistribution to another child or class. Books to be placed in a tub and into the hall for sanitisation by 3.30pm (Hall is sanitised daily) as and when needed. • During periods of lockdown, school will remain open to Key Worker and Vulnerable children, when we this is occurring, class sizes will be limited to 8 children in a single base or 16 children in a double base, or 24 within reception to year 6 classes, Nursery is limited to 8. Numbers are based on keeping adequate social distancing within classrooms keeping staff and pupils safe as opposed to cohort distancing measures. This takes into account the higher transmission rate of the new strain. • Where practicable 2m spacing should be utilised in controlled areas such as classrooms and hall space and seating arranged accordingly. 	<p>Unplanned – spontaneous happenings i.e. child hugging, holding your hand Wash/sanitise hand when viable, avoid touching faces and other items etc. On arrival of extremely distressed child, parent should wait with them outside so teacher can deal with remainder of class, then help transition.</p>
--	---	--

Leicester City Council – Health & Safety Risk Assessment Form Ref: _____

6	Outdoor Areas	<ul style="list-style-type: none"> • Timetable to stagger break and lunchtimes to reduce congestion. • Timetable to account for specific areas • Before classes go out, they should wash/sanitise hands. • Before entering the building, hands to be sanitised. • Play resources if used should be cleaned before use by another year group. • Contact sport to be avoided • Where lessons are taken outside, the same covid control measures for indoors are to be adopted. • Play equipment currently not to be used. 	2x2=4	Review play equipment use at the end of the first term.
7	Allocation of Staff	<ul style="list-style-type: none"> • Staff working from home will continue to provide support for pupil groups for e-learning. Authorisation onto the school site will be by the Headteacher. • All staff medical needs to be discussed with the Head teacher prior to them entering the school. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • Staff should minimise the use of shared spaces where possible and take note on visual guidance • There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom. • As far as possible, try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups. • Cleaning staff rotas should be reviewed to ensure appropriate coverage. • Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. • Where staff feel it unsafe to return to work under Section 44 of the Health and Safety Act, staff must give this in writing to the headteacher. Consideration must then be given to the feasibility of the school opening to pupils with a reduced workforce and being able to meet required levels of safety for the school population when on site. Where possible the school will try and remain open. 	2x2=4	

Leicester City Council – Health & Safety Risk Assessment Form

Ref: _____

8	Work Planning	<ul style="list-style-type: none"> • Start & finish times (including for pupil drop off & pick up), breaks and lunchtimes to be staggered to reduce congestion. • Any use of shared offices, etc. is also to be staggered and maximum number of occupants displayed clearly on doors • SLT to maintain flexible but separated working bubbles at all times. • Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school • Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the same desk • Priority is to be given to outdoor PE activities over indoor ones • Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case • PPA/Work should be conducted in the Music Room – Ventilate well, by opening windows and hall door including fire exit from hall to allow better circulation. • Where staff are meeting for an extended period of time (15mins+) to maintain 2m social distancing this must be observed and where practical face coverings should be worn. • Training days where large groups are required, face coverings should be worn and social distancing to be maintained. 	2x2=4	
9	First Aid	<ul style="list-style-type: none"> • Wash hands prior to administering first aid session • Staff administering first aid, to wear PPE provided • Sanitise gloves in between care • Query the child as to fact finding from a safe distance, then deal with problem and return to safe distance • Wash hands after administering first aid • Medical room to be sprayed with Ozone water frequently. • CPR – No rescue breaths to be provided, focus on good compressions and getting the defibrillator. • Lunchtime supervisors assigned to year group bubbles with first aid kit, should deal with all minor first aid, major first issues, child to be sent to medical room 	2x2=4	<ul style="list-style-type: none"> • Face shields – 2 x re-useable for all staff • Do we need additional battery for the Defib?

Leicester City Council – Health & Safety Risk Assessment Form **Ref:** _____

10	Cleaning	<ul style="list-style-type: none"> • Premises team to use existing protocols and continue with the effective measures in place, wiping of touch surfaces. • Liberal spraying of rooms daily with Ozone water. • Continue with midday clean during phased return, utilise premises team from the • Weekly Sanitisation of class areas • Daily sanitisation of hall and Lower ICT • Separate cloths for separate year groups • Cloths to be washed daily • Where a confirmed case arises in the school the affected areas will be sanitised with ozone generators prior to cleaning. Where this is not possible disposable blue roll will be used during cleaning and areas will be sanitised with the ozone generators afterwards and always before areas are reused. Waste will be double bagged and stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). <p>If the school is instructed to close by PHE then the following procedures will take place:</p> <ul style="list-style-type: none"> • Day of Closure/Day 1 after Closure – SM/PO are the only personnel to attend site. • SM/PO must bring an additional set of clothes/footwear which must be double bagged and kept safe on site, in addition they should also bring toiletries/towel for showering • SM/PO must wear the provided PPE – Goggles, Overall, respirator mask and gloves. • Strategize a sequence to utilise the ozone generators to sanitise all used areas. • End of day 1, SM/PO will utilise showers in the building to wash down and change clothes. Clothes worn that day should be bagged then washed onsite. Goggle and mask to be sanitised using stabilised ozone spray. • Day 2 – Premises team invited back in to undertake cleaning in sanitised areas only. SM/PO to continue sanitisation process. • Day 3 – complete clean of sanitised areas 	2x3=6	<ul style="list-style-type: none"> • Current practice is over and above guidance set out for non-healthcare workplaces.
11	Deliveries	<ul style="list-style-type: none"> • As it is impractical to ask delivery personnel to wash their hands before handling a package, all items delivered to school reception are to be sprayed with ozone water and left for 30 mins. • Staff to continue good hand hygiene after handling delivered goods. 	2x3=6	
12	Contractors	<ul style="list-style-type: none"> • Only essential works of compliance and reactive repair to be instigated in the current climate. • Contractors to be effectively scheduled in • Maintain social distancing where possible i.e. site inductions, leading to and from area of work etc. • Contractors to be informed of school standards as detailed in section 1 prior to arriving. • Areas used by contractors to be sprayed with ozone water where practicable • Make note of areas that the contractor has visited and who they have been contact with. • Contractors & Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements. 	2x3=6	
13	Adverse weather – allows for C19 to survive	<ul style="list-style-type: none"> • All individuals to dress accordingly to the weather • Maintain good hygiene at all times 	2x3=6	

Leicester City Council – Health & Safety Risk Assessment Form Ref: _____

14	<p>Poor Hygiene</p> <p>Washrooms</p>	<ul style="list-style-type: none"> • Encouragement of good hygiene for all to be continued • Avoid touching face, eyes, nose, mouth and utilise catch it, bin it, kill it regime. • Restrict numbers using washroom facilities at a given time. • Wash hand pre and post of using facilities • Washrooms to be sprayed with ozone during the day • Facilitate a clean for main toilets KS2 playground after lunch. 	2x3=6	<ul style="list-style-type: none"> • Markings outside toilet for waiting • Reinforcement of toilet usage • Posters
15	<p>Break & Lunch provision</p>	<ul style="list-style-type: none"> • All individuals should be encouraged to stay on site during these periods, however should individuals go offsite they should follow entry/exit to school procedures • Break times to be staggered • All to wash hands pre and post eating • Children to be seated in clearly marked areas in class groups, with 2m distancing between classes • Hot meals to be pre plated along with cutlery and delivered to children seated at tables. All staff delivering meals to wear face coverings as 2m distancing cannot be maintained, staff should avoid close face to face contact with children and each other • Stacks of cups to be placed on school dinner tables • Catering staff and staff delivering to wear gloves • Tables to be cleaned in between year groups and chairs misted with ozone water • Food areas to be cleaned pre and post, spray ozone water • Stagger lunchtimes • Staff room provision to be marked up to allow sufficient social distancing - staff to wash/sanitise hands before and after touching communal facilities – hot water urn, fridge and microwave and before & after food or drink. • 2m distancing to be observed at all times within the staff room. • Outdoor spaces to be rota'd. • Play equipment to be rota'd - one year group to use Monday to Thursday, then not in use by new year group for 72 hours. • Where staff need to work across year groups stringent social distancing must be maintained. • Sanitise before seating and departing hall • Free School Meal collection will observe social distancing measures, new markers have been placed leading to the community room externally. Families have been allocated specific times slots for collection. 	2x3=6	<ul style="list-style-type: none"> • Once a year group has sat down with their trays, they stay seated, year group use their allocated table space for the week, • Year group to leave the hall at the same time with their allocated adults, to their allocated time slot outside. • Use outdoor spaces for physical activity where possible, activities should be none contact as far as reasonably practicable
16	<p>Use of changing rooms</p>	<ul style="list-style-type: none"> • Do not use changing room • Children to come in outdoor PE kit on designated days 	1x1=1	
17	<p>Emergency Procedures</p>	<ul style="list-style-type: none"> • Evacuations are to take place following social distancing where it is practicable. • Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP's and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19. • Year groups should remain separated as best possible, adults to maintain social distancing. 	2x3=6	<ul style="list-style-type: none"> • Consider classes breaking down one long line in to 3 lines allowing some application of social distancing
18	<p>Awareness</p>	<ul style="list-style-type: none"> • Posters will be displayed in the welfare areas and in suitable places around site. • Smartlog Covid training rolled out to staff • Staff will be integrated prior to children arriving • Clear protocols and risk assessment shared with staff prior to pupil return • Utilise posters as reminders to parents, in addition to emails, messages reinforcing guidelines for safety. • Signage for Max occupancy for office/meeting rooms 	2x2=4	

Leicester City Council – Health & Safety Risk Assessment Form

Ref: _____

19	Personal care	<ul style="list-style-type: none"> When providing planned personal care, staff must wash their hands before and after each occasion of close contact. Wear PPE prior to delivering Planned Personal Care All waste should be disposed of appropriately Any areas used should be sprayed in Ozone water after use Bins to be emptied midday and end of day. 	2x3=6	
20	Physical intervention	<ul style="list-style-type: none"> When a child requires guiding, supported removal or restraint the member of staff must carry out a visual risk assessment and ensure they are vigilant of the risk of contamination. These incidents cannot be planned for, however we would suggest following. Where physical contact has been made, aim to wash and sanitise hands as soon as viable. During this period avoid touching face and others. Where you know a child may arrive physically upset, follow the planned guidance as appropriate 	2x3=6	
21	Travel from Abroad	<ul style="list-style-type: none"> Where children have travelled from, or have stopped at, a country or territory that is not on the travel corridors list, pupils will be required to quarantine for 10 days from the day they leave a non-exempt country or territory to travel to the UK. They will not be permitted entry into the school during this period. The Test to Release for International Travel scheme starts on 15 December. Under the scheme people returning to England who need to self-isolate will be able to take a COVID test with a private test provider to see if they can end their self-isolation early. 	2x2=4	
Name of Assessor: B Chouhan			Signature: 	Date: 08/01/2021
I accept that this is a suitable and sufficient assessment of the hazards and risks within this activity and that the remedial actions will be implemented as detailed below.				
Manager's Name: N Foster			Signature: 	Date: 08/01/2021

COVID-19 School Settings

Response Procedure

This information should be used by leadership and management of primary, secondary and special schools, and alternative provision for schools. Please ensure that this flowchart is read in conjunction with listed guidance and seek further advice from DfE, the Local Authority or Public Health England in the event of a positive case/s.

Is the pupil/staff member displaying COVID-19 symptoms?

- High temperature
- New continuous cough
- Loss of, or change to, sense of taste or smell

1. Arrange for the symptomatic individual to go home. If the symptomatic individual has any siblings at the school, they will also need to go home and self-isolate. If the symptomatic individual has any siblings at a different school, the school needs to inform the parents and arrange for them to be sent home. All members within the symptomatic individual's household will need to self-isolate.
2. (If applicable) If a pupil is awaiting collection, move them to a room where they can be isolated behind a closed door or, if not possible, somewhere that is at least 2 metres away from other people and ensure appropriate adult supervision. Ideally, a window should be opened for ventilation. Staff caring for the pupil should wear appropriate PPE if social distancing cannot be maintained (for example if the child is very young or is a child with complex needs)¹. The individual with symptoms may need access to the toilet. This should not be used by others and should be cleaned in line with guidance following the individual leaving the school. If more than one pupil has symptoms, where possible, they should be isolated separately.
3. Send the symptomatic individual home, instructing:
 - a. The symptomatic individual to get tested for COVID-19 and report the result to the school once known. Testing for children under 5 years old can be arranged online at: <https://www.nhs.uk/conditions/coronavirus-covid-19/> or by calling 119.
 - b. The symptomatic individual to self-isolate for 10 days (or until a negative result has been reported and the individual feels well).
 - c. Fellow members of their household to self-isolate for 10 days.
4. Schools will be provided with a small number of home testing kits that they can give directly to parents/carers/staff who develop symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.
5. Arrange for areas where the symptomatic individual has been to be cleaned and disinfected². Areas that they have passed through (e.g. corridors) should be cleaned thoroughly as normal. Any surfaces that the symptomatic person has come into direct contact with must be cleaned and disinfected e.g. high-contact areas such as handles, grab-rails.
6. 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:
 - a. they develop symptoms themselves (in which case, they should arrange a test)
 - b. the symptomatic person subsequently tests positive
 - c. they have been requested to do so by NHS Test and Trace
7. In an emergency, call 999 if someone is seriously ill. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Close contact defines as:

- direct close contacts: face-to-face contact with an infected individual for any length of time (within 1 metre, including being coughed on, a face-to-face conversation, or unprotected, skin-to-skin physical contact)
- proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Positive

1. If informed by pupil check authenticity of test results e.g. contact parents.
2. Notify the Local Authority via the online form (<https://schools.leicester.gov.uk/informtheLA>). All positive cases will be contacted by the Test and Trace system. To access support, contact:
 - a. The DfE hotline (0800 046 8687) for single, less complex cases. The website <https://www.gov.uk/coronavirus> also contains useful information.
 - b. PHE (03442 254 524) for multiple, complex cases in a short timeframe within the same bubble or class, between staff, or where transmission within schools is suspected. Do not contact PHE for isolated cases or if there are several individual cases, each in separate classes or bubbles.
 - c. The Local Authority (C19publichealth@leicester.gov.uk) for further guidance and information
3. Ask the pupil/ staff member to self-isolate at home for at least 10 days from the onset of their symptoms and follow the stay at home guidance³
4. Pupils/staff should return to school only if they no longer have symptoms, other than cough or loss of/ change to sense of smell/taste. This is because these symptoms can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 10 days.
5. Pupils/staff should not be asked to provide a negative test result before returning to school.
6. The DfE hotline or local authority Public Health team, in conjunction with the health protection team at Public Health England, will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are all asked to self-isolate.
7. Send letter/email (a template letter will be provided) to parents of pupils who have been in close with the positive case advising them to:
 - a. Self-isolate for 10 days and follow the stay at home guidance³. They must self-isolate for the full 10 days, even if they receive a negative test result within that period.
 - b. Get tested for COVID-19 if they develop symptoms and inform the school of their results.
 - c. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.
 - d. Household members of those close contacts who are sent home do not need to self-isolate unless the child, young person or staff member who is self-isolating develops symptoms, in which case, they should get a test and follow the '[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'.
8. Record absences with the appropriate code.

Inconclusive

If the pupil/staff member had a test because they had symptoms, they must keep self-isolating and have another test within 8 days of their symptoms starting.

If they are unable to have another test in time, they must self-isolate for at least 10 days from when their symptoms began. Their household members, and anyone in their support bubble, must self-isolate for 10 days.

If the pupil/staff member had a test but have not had symptoms, they do not need to self-isolate whilst awaiting another test. Their household members, and anyone in their support bubble, do not need to self-isolate.

Negative

Child/staff member can return to school but only if they are feeling well and their fellow household members can end their self-isolation.

However, if an individual has been asked to self-isolate as a result of contact with a positive case of COVID-19, they must continue to isolate for the full 10 days regardless of a negative test result.

