

RISK ASSESSMENT FORM

Part A

DEPARTMENT/ SERVICE		Laycock Primary School – v36. With effect from 28-2-22. Safe Working & Protective Measures																																																										
Assessor/ Person(s) assisting with the assessment		Mrs J Nove			DATE 25-2-22																																																							
TASK / ACTIVITY (Include duration and frequency of task activity)		<p>This risk assessment is in preparation for all pupils to return to school on 7th September 2021, putting in place appropriate control measures & taking into account current DfE & PHE advice. This risk assessment is carried out with the overall aim of making school the safest place it can possibly be, whilst recognising that risks can only be managed & not eliminated.</p> <p>The following steps have been considered for each risk, in order:</p> <ol style="list-style-type: none"> Elimination: stop an activity that is not considered essential if there are risks attached. Substitution: replace the activity with another that reduces the risk, taking care not to introduce new hazards due to the substitutions. Engineering controls: design measures that help control or mitigate risk. Administrative controls: identify & implement procedures to improve safety eg signage, markings on floor etc. PPE: used in circumstances where guidance says it is required. <p>The aim is to minimise risk at all times. Risk cannot ever be eradicated, but everyone has a duty to play his or her part in minimising risk to everyone.</p>																																																										
<table border="1"> <thead> <tr> <th rowspan="2">Likelihood of Occurrence</th> <th colspan="5">Severity of Outcome</th> </tr> <tr> <th>1 Negligible</th> <th>2 Slight</th> <th>3 Moderate</th> <th>4 Severe</th> <th>5 Very Severe</th> </tr> </thead> <tbody> <tr> <td>1 Very Unlikely</td> <td>LOW (1)</td> <td>LOW (2)</td> <td>LOW (3)</td> <td>LOW (4)</td> <td>LOW (5)</td> </tr> <tr> <td>2 Unlikely</td> <td>LOW (2)</td> <td>LOW (4)</td> <td>LOW (6)</td> <td>MEDIUM (8)</td> <td>MEDIUM (10)</td> </tr> <tr> <td>3 Possible</td> <td>LOW (3)</td> <td>LOW (6)</td> <td>MEDIUM (9)</td> <td>HIGH (12)</td> <td>HIGH (15)</td> </tr> <tr> <td>4 Probable</td> <td>LOW (4)</td> <td>MEDIUM (8)</td> <td>HIGH (12)</td> <td>HIGH (16)</td> <td>HIGH (20)</td> </tr> <tr> <td>5 Very Likely</td> <td>LOW (5)</td> <td>MEDIUM (10)</td> <td>HIGH (15)</td> <td>HIGH (20)</td> <td>HIGH (25)</td> </tr> </tbody> </table>		Likelihood of Occurrence	Severity of Outcome					1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)	2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)	3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)	4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)	5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)	Persons / groups at risk <table border="1"> <tr> <td>A</td> <td>Employees</td> <td>E</td> <td>General Public / Pupils</td> </tr> <tr> <td>B</td> <td>New Employees</td> <td>F</td> <td>Visitors</td> </tr> <tr> <td>C</td> <td>Contractors / Sub-Contractors</td> <td>G</td> <td>Volunteers</td> </tr> <tr> <td>D</td> <td>Young person / Work experience</td> <td>H</td> <td>Clients / Service users</td> </tr> </table>		A	Employees	E	General Public / Pupils	B	New Employees	F	Visitors	C	Contractors / Sub-Contractors	G	Volunteers	D	Young person / Work experience	H	Clients / Service users
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		<p>Likelihood of occurrence X Severity of outcome = Risk Rating</p> <p>Example:</p> <p>Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)</p>																																																										

Part B

The key information:

Following the updated government guidance on 21-2-22, school must ensure control measures are in place:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
 - The 'catch it, bin it, kill it' approach continues to be very important
 - When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.
 - Mechanical ventilation systems should be used where ventilation is identified as poor, but only fresh outside air should be circulated.
 - When an individual develops COVID-19 symptoms or has a positive test Pupils, staff and other adults should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms. <https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>
 - The main symptoms of COVID-19 are a recent onset of any of the following:
 - a new continuous cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell (anosmia)
 - If you have any of these symptoms you [should do a PCR test](#). You are advised to stay at home and avoid contact with other people, including whilst awaiting PCR results. Other symptoms linked with COVID-19 include shortness of breath, fatigue, loss of appetite, muscle ache, sore throat, headache, stuffy or runny nose, diarrhoea, nausea and vomiting. Any of these symptoms may also have another cause.
 - There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.
 - Staff & pupils previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population.

How long to stay at home

- If you have COVID-19, you should stay at home while you're infectious to others.
- This can be for up to 10 days from when your symptoms start. Many people will no longer be infectious to others after 5 days.
- You can do a rapid lateral flow test from 5 days after your symptoms started (or the day you had the test if you do not have symptoms) and another the next day.
- If both tests are negative and you do not have a high temperature, you're less likely to pass COVID-19 to others and you can go back to your normal routine.
- If your test result is positive on day 5, you can carry on doing rapid lateral flow tests every day until you get 2 negative test results in a row.
-

If you have COVID-19 you can infect other people from 2 days before your symptoms start, and for up to 10 days after. You can pass on the infection to others, even if you have mild symptoms or no symptoms at all. If you have COVID-19 you should stay at home and avoid contact with other people.

You should:

- not attend work. If you are unable to work from home, you should talk to your employer about options available to you. You may be eligible for [Statutory Sick Pay](#)
- ask friends, family, neighbours or [volunteers](#) to get food and other essentials for you
- not invite social visitors into your home, including friends and family
- postpone all non-essential services and repairs that require a home visit

- cancel routine medical and dental appointments. If you are concerned about your health or you have been asked to attend an appointment in person during this time, discuss this with your medical contact and let them know about your symptoms or your test result
- if you can, let people who you have been in close contact with know about your positive test result so that they can follow this guidance
- Many people will no longer be infectious to others after 5 days. You may choose to take an LFD test from 5 days after your symptoms started (or the day your test was taken if you did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and you do not have a high temperature, the risk that you are still infectious is much lower and you can safely return to your normal routine.

Welcoming children back to school

- In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, the Headteacher can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)
Infection control - contamination brought into school.	Pupils and staff	<ul style="list-style-type: none"> • Risk assessment shared with all parties, including parents and staff. • Links to latest guidance shared with parents & staff for ease of reference, and to ensure responsibility for own actions. • Parents & staff must inform school by telephone immediately if their child or anyone in their household has shown any signs of a cough, high temperature, loss of (or complaining of strange) taste or smell or breathing difficulties in last 24 hours. • Parents MUST NOT bring a child with symptoms of coronavirus up to school, under any circumstances, or if the child has had a positive test or is awaiting results of a PCR test. 	2x3=6	<p>Continuation of hand sanitisation on entry to school for all users of the building.</p> <p><u>See above for quick reference to Gov Guidance & end of Risk Assessment for links to latest guidance.</u></p>	1x3 = 3
Infection control - contamination brought into school.	Pupils & staff; parents; wider community	<ul style="list-style-type: none"> • Parents discouraged from using public transport. <ul style="list-style-type: none"> ○ Now weather is improving, families encouraged to walk to & from school. 	2x3=6	<ul style="list-style-type: none"> • Hand sanitiser used by all children & staff on entry to school. 	1x1 = 1

Infection control - contamination brought into school.		<ul style="list-style-type: none"> Parents reminded by way of signage at school boundaries NOT to come onto site if they or their child has any symptoms of covid, but to get an immediate PCR test. 	2x3 =6	<ul style="list-style-type: none"> All adults and children to use hand sanitiser on entry to school. Good hand hygiene and cleaning regimes to be maintained. 	1x3 =3
Infection control - contamination brought into school.		<ul style="list-style-type: none"> Children re-trained on washing hands properly, through songs, games & repetition, including appropriate use of ONE paper towel to dry hands. Posters around school at all sinks to remind children how to wash hands properly. Activities on dojo messaging to support parents in delivering the same message. Paper towels replenished daily by caretaker / cleaner in all classrooms and toilet areas to ensure no area runs out during the day. Hand sanitiser to be used on entry to school & before lunch as a minimum, and any time soap & water is unavailable. Also before and after using shared resources in the classroom. Hand sanitiser in every classroom, office & teaching space. Ensure good respiratory hygiene for everyone by promoting the 'Catch it, bin it, kill it' approach. <i>Posters to be placed around school.</i> 	1x3 =3	Children to be reminded not to touch face with fingers.	1x3 =3
Infection control – minimising risk of contamination at lunch time	Pupils & staff	<ul style="list-style-type: none"> Kitchen staff manage the trays & cutlery from behind the counter. NO SELF SERVICE BY CHILDREN. Service area to be wiped down with sanitiser before service (especially following PE lessons on Thursday) & between classes (where children have been in contact with surface) Water jugs REMOVED from tables & managed by LTS staff ONLY. 	1x3 =3	<ul style="list-style-type: none"> Water fountains remain out of use for foreseeable future. No shared cups for drinking. Children MUST bring in their own water bottles. 	1x1=1

Infection control – minimising risk of contamination	Pupils & staff	<ul style="list-style-type: none"> Any resources shared between groups, eg sports, art, science equipment, should be cleaned frequently Small pot of hand sanitiser on each table Disinfectant wipes to be used on ipads & computer keyboards & mice after use if sharing or at the end of the day if using own. Posters & taught sessions to remind children how to wash hands correctly. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach – flip top bins installed in all rooms for safe storage of all tissues during the day. Tissues replenished in all classrooms by caretaker / cleaner every evening, with spare box provided to ensure no class ever runs out. Bins emptied and sanitised daily by cleaning staff. Every class to have supply of disinfectant wipes, disinfectant spray & cloth to facilitate regular cleaning, especially in event of child coughing / sneezing on a piece of equipment. All this equipment to be stored in a locked cupboard or on top of a cupboard; either way, out of reach of the children. 	1x3 =3	<ul style="list-style-type: none"> Photocopier, hand rails, telephones (buttons & handset) to all be sanitised at end of day by cleaning staff, in addition to usual routines. <p><i>Posters re hand washing in all toilet areas & classrooms.</i></p> <p><i>Posters re ‘Catch it, bin it, kill it’ in all rooms & corridors.</i></p> <p>If the number of positive cases rises significantly, PHE advice will be sought to support the safety and wellbeing of staff and children. Where possible, staff may be directed to work from home. In this instance, a further risk assessment will be carried out.</p>	1x3 =3
Infection control – minimising risk of contamination	Pupils & staff	<ul style="list-style-type: none"> Increased use of outdoor spaces for learning to reduce risk of spread of virus. When using spaces with no external windows & no other source of ventilation, door to be kept open to provide some ventilation – The Rainbow Room. Group Room can be used for small group work, with door open or air conditioning set with outside air circulating (not air recirculated). 	1x3= 3	<p>Some windows to be kept open during lesson delivery times to provide constant background ventilation, but maintaining a comfortable teaching environment. Internal classroom doors can be kept open to maintain air flow. Teachers to manage their own environment to maintain air flow and temperature.</p> <p>Air conditioning can be used but only with fresh outside air circulated. This affects air conditioning use in hall and Group Room.</p>	1x3 = 3

Infection control – minimising risk of contamination due to first aid incident	Pupils & staff	<ul style="list-style-type: none"> • Normal procedures in place • If child is showing signs of Coronavirus, see procedures below & use PPE. 	1x3=3	<ul style="list-style-type: none"> • Staff may choose to wear a face mask to minimise risk of infection. 	1x3 = 3
Infection control – potential case of coronavirus in school	Pupils & staff	<ul style="list-style-type: none"> • If staff member suspected of having symptoms, they are sent home immediately. Staff member must seek PCR test immediately and keep school informed of outcome. • If pupil is suspected of having symptoms, pupil is moved away from others, into The Hub. • Accompanying adult must wear PPE – protective mask, apron & gloves. (This helps to protect when 2m distancing is not possible) • Parents contacted for immediate collection. • If child needs the toilet, they must be escorted to the Disabled Access toilet, after which the 'No Entry' sign must be placed on the door to indicate to other users that this room is not safe to use. Once the child has been collected, the adult who waited with the child will disinfect the surfaces of the room so it can be reused, & it will be deep cleaned at the end of the day. • Adult remains in The Hub with child, 2m apart if possible, until they are collected. Parents to ensure child has PCR test within 2 days of start of symptoms. They must isolate until results of test are received. • Staff kept informed of any child or staff member sent home with coronavirus symptoms. 	1x3 = 3	<ul style="list-style-type: none"> • If adult looking after child has had to deal with any bodily fluids, gloves to be changed before cleaning The Hub or the toilet. • The Hub is immediately disinfected with spray on surfaces, including internal & external door handles. Cleaning equipment is stored in the small cleaning cupboard next to the main office for ease of access. (Keys in main office or on HT's [JN's] key set) • 'Do not enter' sign (located on white board to side of door) is placed on the door for the protection of others. • Room is also deep cleaned at the end of the day. • Used PPE equipment is double-bagged up using bin liners (stored with cleaning equipment). Place a label with the day & date onto the bag & dispose of immediately into the main external rubbish bin identified as for PPE rubbish only & store here for 72 hrs, before placing into main rubbish. 	1x3 = 3
Emotional distress – increased anxiety levels triggered by return to school	Pupils	<p>Reducing anxiety levels for all users of the building wherever possible by maintaining:</p> <ul style="list-style-type: none"> • Full curriculum delivery. • Full class contact. 	1x3=3	<p>DSL staff x2 non-class based to facilitate swift response to safeguarding / wellbeing concerns.</p> <p>Usual methods to ask for support remain in place for all</p>	1x3 = 3

		<ul style="list-style-type: none"> • Contact with friends across KS • Reintroduction of whole school start & finish times (8.50am & 3.10pm); • Reintroduction of all after-school clubs; • Full running of Breakfast Club, with adaptations. • Reintroduction of whole-school assemblies. • Groups & interventions, eg phonics, NELI, Early Reading, all unaffected. 		children & parents.	
Emotional distress – increased anxiety levels triggered by government removal of covid restrictions.	Staff	<ul style="list-style-type: none"> • Children reassured by staff re strategies in place to ensure minimised risk of infection in school. • 1:1 & / or small group work to support confidence / address anxiety. 	1x3= 3		

Part C

Links to other risk assessments and or safe working instructions - please state		Safeguarding; Child Protection; Staff Code of Conduct; First Aid; Intimate Care; Health & Safety; Positive Behaviour; Lone Working; Fire Evacuation Procedures; Invacuation & Evacuation Procedures.	
Name and Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented	Juliet Nove – Headteacher	In the instance that an immediate alteration needs to be made to this risk assessment, an updated copy will be emailed to staff and a notice placed on the staffroom board. All updates are version controlled.	Date
			Reviewed 15-12-21 v34 Reviewed 4-1-22 v35 Reviewed 25-2-22 v36
Review - Before work starts, it is important to consider the content on this risk assessment to ensure it is still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks? Please record any changes required and or action taken, then date and sign			
Reviewer Name & Date	J Nove 4-1-22	Notes	Updated to latest NHS & DfE guidance (see links below). However, local decisions have been made to ensure the safety and wellbeing of staff, pupils, parents, users of the building and our wider community

Updated 24-2-22: Guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms. <https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

Updated 24-2-22 <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/positive-test-result/>

Updated 24-2-22: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

Updated 24-2-22 <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Updated 25-2-22: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Updated 22-2-22: Operational Guidance for Schools: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#tracing>

Updated 31-1-22 <https://bso.bradford.gov.uk/content/public-health-guidance-for-schools>