

**Operation Description:** COVID-19 Schools providing a service to children of key/essential workers

**Operation Location:** All LCC-controlled School and educational settings

**Persons at Risk:** LCC employees, pupils, parents/carers

### Risk Assessment Guidance

**Hazard:** Something with the potential to cause harm.

**To Assess Risk:** Using the tables below, consider **Severity (S)** and **Likelihood (L)** without Control Measures. **Multiply (S x L)**

If applicable, **add** the **Weighting** figure.

**Describe Control Measures:** Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

**Re-assess Risk**, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

**Multiply (S x L)** and, if applicable, **add** the **Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4					15 - 19
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 - 14	Medium Risk
Injury (requiring treatment and/or absence less than 3 days) = 2		Unlikely = 2					4 - 8
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

HAZARD	Assessment of Risk <b>without</b> control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk <b>with</b> control measures			
	S	L	W	R		S	L	W	R
"Very High Risk" employees contracting COVID-19	5	4	0	20	<p><b>Applicable to all LCC employees:</b></p> <ul style="list-style-type: none"> <li>School is following the full measures in DfE "Guidance for Full Opening: Schools" published 02 July 2020 Section 2: the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable.</li> <li>New National Restrictions from 5<sup>th</sup> November 2020 now state the members of staff who are clinically extremely vulnerable are advised to work from home and not go into work. These people will have been identified through a letter from the NHS. This continues whilst in Government's Step One phase.</li> </ul>	5	1	0	5
Employee who have "very high risk" individuals within their household and /or dependents transmitting COVID-19 to them.	5	3	0	15	<p><b>Applicable to all staff:</b></p> <ul style="list-style-type: none"> <li>DfE "Guidance for Full Opening: Schools" published 02 July 2020 Section 2 states "people who live with those who are clinically extremely vulnerable, or clinically vulnerable can attend the work place." This continues to be the advice with the New National Restrictions from 5<sup>th</sup> November 2020. This is also the advice whilst in Tier 4 and in Step One phase.</li> </ul>	4	1	0	4

<p>School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.</p>	4	3	0	12	<ul style="list-style-type: none"> <li>• Daily checks will be made with:- <ul style="list-style-type: none"> <li>○ Government websites (<a href="http://Gov.uk">Gov.uk</a>) or <a href="#">LCC website</a></li> <li>○ Local/National news providers</li> <li>○ Local school networks/partnerships (if applicable)</li> <li>○ Daily email from DfE is read and acted upon.</li> </ul> </li> <li>• Any changes in national/LCC advice and guidance to be shared with the Head, Board of Governors etc. for appropriate action.</li> <li>• School leaders read the July 02 “DfE “Guidance for full opening: Schools” to inform this updated “Risk Assessment September 2020” document, planning for the Autumn Term. This has been shared with the Full Governing Body who have ratified their agreement of its contents.</li> <li>• School continues to follow the latest DfE guidance on pupils’ attendance. From 8<sup>th</sup> March 2021, school attendance will be mandatory for all children again.</li> <li>• School has created an internal and external audit trail for the NHS Test and Trace process.</li> <li>• This risk assessment is the formal consideration of how school plans to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable.</li> <li>• This risk assessment is a ‘live’ document that is updated if required as soon as new government guidelines are published. School consults with staff on this risk assessment at weekly meetings, as directed by the DfE. Any changes circulated to all staff via email and noticeboard, parents by Parent Hub and published on the website.</li> <li>• This risk assessment will then be published on the school’s website.</li> </ul>	4	1	0	4
<p>COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak.</p>	4	3	0	12	<ul style="list-style-type: none"> <li>• Public Health England publish periodic updates to guidance, which school ensures is followed. COVID-19 <a href="#">hygiene advice</a> and posters are displayed in key areas of the school site.</li> <li>• All staff now complete the Lateral Flow Tests provided by the Government twice a week.</li> <li>• Staff to reiterate to Parents and Students (via letter/email/classroom talks etc.) the importance of :-</li> </ul>	4	2	0	8

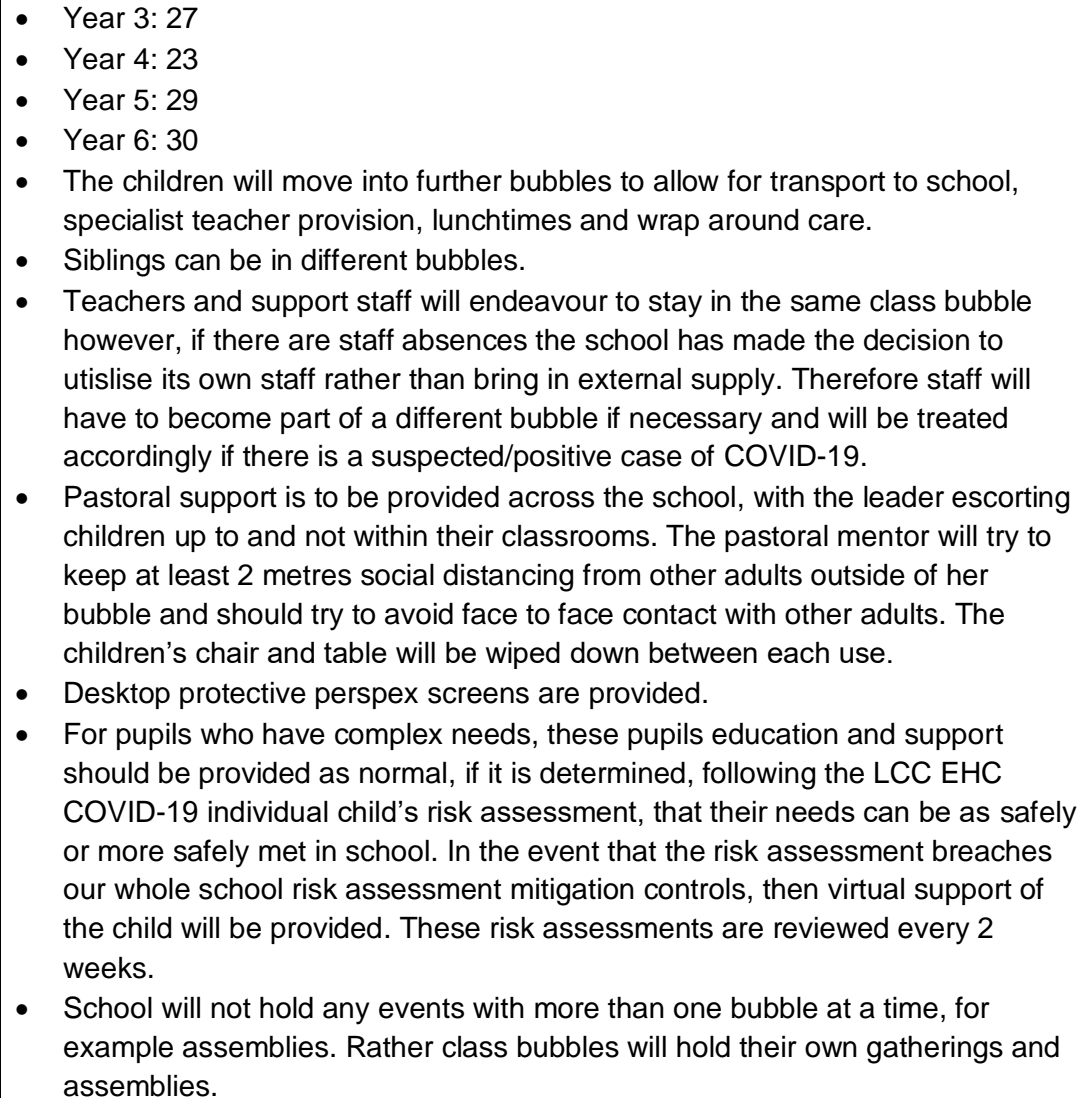
					<ul style="list-style-type: none"> <li>○ Hand washing on a regular basis</li> <li>○ Covering coughs and sneezes with a tissue and disposing of it in the lidded bin (Catch it, Bin it, Kill it)</li> <li>○ Trying to maintain 'social distance' wherever possible</li> <li>○ The necessity of Parents/Carers wearing a face mask at all times when on school premises</li> <li>○ Not touching eyes/nose/mouth with unwashed hands</li> <li>○ School will build enhanced personal hygiene routines within the school culture, to support the children's understanding of</li> <li>● All welfare facilities to be checked and cleaned regularly, and ensure a supply of anti-bacterial hand wash soap is available</li> <li>● Hand sanitiser to be provided to all classrooms (if available), for use after sporting activities/ PE etc.</li> <li>● Hand sanitizer is located at the main entry point to school.</li> <li>● Pupils to wash their hands at the start of the day, before and after lunch etc.</li> <li>● Class teachers to be provided with anti-bacterial cleaning materials to wipe down classroom surfaces.</li> <li>● Lidded bins are provided. The lead teacher on playground duty will carry a box of tissues with them at play times.</li> <li>● School cleaning regime is increased to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.)</li> <li>● "Outbreak" shall be confirmed in the event of 2 instances within a 14 day period or an overall rise in sickness absence where COVID-19 is suspected. School will immediately contact the local health protection team, who will decide on appropriate action.</li> <li>● Remote education plans are in place in the event of an outbreak.</li> </ul>				
Staff failing to report feeling unwell and attend school, potentially spreading COVID-19	4	3	0	12	<ul style="list-style-type: none"> <li>● Staff are aware of the importance of following national guidance, and to stay home and self-isolate.</li> <li>● This document "Risk Assessment September 2020 version 6" has been shared with all staff and all staff will sign that they have read and understood the contents.</li> <li>● Staff to follow the school and/or LCC guidance on reporting sickness due to suspected/confirmed COVID-19. See section 3 - Reporting Employee with COVID-19 flow chart.</li> </ul>	4	1	0	4

<p>Staff Absences exceeding manageable levels.</p>					<ul style="list-style-type: none"> <li>• School to report confirmed cases of COVID-19 to the LCC Corporate Health and Safety team, via a PO3, to assess if a RIDDOR report is required (See <a href="#">HSA Reporting of COVID-19</a> for guidance)</li> <li>• Senior Leaders will provide regular check-ins with all staff members to ensure a duty of care for their mental health and wellbeing. They will monitor staff workload and reduce unnecessary tasks.</li> <li>• If due to excessive numbers of staff having to be absent due to any COVID-19 related issues or other necessary absence and it is deemed to be unsafe to run a class or the school then that class or the school will have to close until the situation changes.</li> <li>• This has been ratified by the governors and the chair will be kept informed.</li> <li>• Home learning will be provided via Seesaw for Years 1-6 and via Tapestry for Reception.</li> </ul>				
<p>Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school: new/continuous cough, loss of taste or smell and high temperature.</p> <p>Adopted government guidance: Actions for Schools</p>	4	4	0	16	<p><b>If a staff member is displaying symptoms:</b></p> <ul style="list-style-type: none"> <li>• Staff member to be sent home immediately (travel home appropriately) arrange to have a test and follow the guidance regarding sickness reporting. See - Reporting Employee with COVID-19 flow chart.</li> <li>• Other members of their household should follow government guidance <a href="http://www.gov.uk/government/publications/Covid-19-stay-at-home-guidance">www.gov.uk/government/publications/Covid-19-stay-at-home-guidance</a></li> <li>• <b>If a pupil is displaying symptoms:</b></li> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></li> <li>• If anyone in your school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. This sets out that they must: <ul style="list-style-type: none"> <li>• self-isolate for at least 10 days</li> <li>• arrange to have a test to see if they have coronavirus (COVID-19) Action list:</li> </ul> </li> </ul>	4	1	0	4

Staff or student test					<ul style="list-style-type: none"> <li>• 1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.</li> <li>• 2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection.</li> <li>• 3. While the pupil is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>• 4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE if: <ul style="list-style-type: none"> <li>• 2m distance cannot be maintained – a face mask should be worn</li> <li>• Contact is necessary - gloves, an apron and a face mask should be worn</li> <li>• Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) - eye protection should also be worn</li> </ul> </li> <li>• 5. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• 6. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.</li> <li>• 7. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.</li> <li>• 8. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).</li> <li>• Isolation room is clearly signed, to prevent accidental access by others. Other members of their household should follow government guidance <a href="http://www.gov.uk/government/publications/Covid-19-stay-at-home-guidance">www.gov.uk/government/publications/Covid-19-stay-at-home-guidance</a></li> <li>• <b>What to do if a pupil or staff member tests positive for coronavirus - COVID-19</b></li> </ul>				
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positive for COVID-19					<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></li> <li>• 1. You must take swift action when you become aware that someone who has attended your school has tested positive for coronavirus (COVID-19).</li> <li>• 2. You can contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority, for advice. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</li> <li>• 3. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team (HPT).</li> <li>• 4. The advice service (or HPT if escalated) will work with you to carry out a rapid risk assessment and identify appropriate next steps.</li> <li>• 5. With support from the advice service (or HPT), identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 10 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection.</li> <li>• 6. You should report all confirmed, positive cases using the online attendance form daily return. You should also inform your local authority of confirmed cases of coronavirus (COVID-19).</li> <li>• 7. For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely.</li> <li>• 8. A template letter will be provided to schools, by the advice service or the health protection team, to send to parents and staff if needed. School has a letter in place.</li> <li>• 9. Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others.</li> </ul>				
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School has organised bubbles around age groups where possible	4	3	3	15	<ul style="list-style-type: none"> <li>• Bubbles contain a maximum of 30 children for the majority of the time:</li> <li>• Reception: 25</li> <li>• Year 1: 18</li> <li>• Year 2: 28</li> </ul>	4	2	0	8
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- Year 3: 27
  - Year 4: 23
  - Year 5: 29
  - Year 6: 30
  - The children will move into further bubbles to allow for transport to school, specialist teacher provision, lunchtimes and wrap around care.
  - Siblings can be in different bubbles.
  - Teachers and support staff will endeavour to stay in the same class bubble however, if there are staff absences the school has made the decision to utilise its own staff rather than bring in external supply. Therefore staff will have to become part of a different bubble if necessary and will be treated accordingly if there is a suspected/positive case of COVID-19.
  - Pastoral support is to be provided across the school, with the leader escorting children up to and not within their classrooms. The pastoral mentor will try to keep at least 2 metres social distancing from other adults outside of her bubble and should try to avoid face to face contact with other adults. The children's chair and table will be wiped down between each use.
  - Desktop protective perspex screens are provided.
  - For pupils who have complex needs, these pupils education and support should be provided as normal, if it is determined, following the LCC EHC COVID-19 individual child's risk assessment, that their needs can be as safely or more safely met in school. In the event that the risk assessment breaches our whole school risk assessment mitigation controls, then virtual support of the child will be provided. These risk assessments are reviewed every 2 weeks.
  - School will not hold any events with more than one bubble at a time, for example assemblies. Rather class bubbles will hold their own gatherings and assemblies.



					<ul style="list-style-type: none"> <li>• School will not hold any communal singing, wind or brass activities as this increases risk of infection. Individual music lessons will recommence when we receive advice music service.</li> <li>• Use of the staffroom should be restricted and staff encouraged to take breaks with their bubble colleagues only.</li> <li>• Following the move of West Lindsey to Tier 4 in December 2020 the school has suggested the use of face masks for all staff when in communal areas. This will continue until advised otherwise by the Government.</li> <li>• Children’s transport to school; the 1 metre plus approach does not apply for dedicated schools transport. LCC transport have recommended wearing of face masks for under 11’s when on school transport but this is at parent’s discretion. Children will be directed to wash their hands after disembarking before they enter their classroom.</li> <li>• Wrap around care will by Heath Farm Nurseries – own RA.</li> </ul>				
Children having a toileting accident and wetting or soiling clothes.	4	3	3	15	<ul style="list-style-type: none"> <li>• COVID-19 <u>hygiene advice</u> and posters are displayed in key areas of the school site.</li> <li>• Staff to wear appropriate PPE clothing as in non-COVID-19 times (face covering, face mask, gloves and disposable apron) while supporting the child.</li> <li>• Children encouraged, where possible, to take wet/soiled items off and put into bags – PE kit clothing will be used, if this is not appropriate parent/carer will be ask to bring some clothing to school.</li> <li>• Once child has changed, they are to wash their hands.</li> <li>• Staff to remove PPE and dispose of in a bag that is tied and then put in a lidded bin. Then wash hands. Face covering to be wiped down with antibacterial wipes.</li> <li>• Cleaning of surfaces that have been touched using antibacterial cleaning materials.</li> </ul>	4	2	0	8

Parents entering the 'bubble' of classroom space.	4	3	0	12	<ul style="list-style-type: none"> <li>Parents to drop children off at designated areas distanced from the external classroom door, and outside.</li> <li>Queuing channels marked.</li> <li>Staff and parents to maintain minimum 1 metre distance.</li> <li>Parents informed of the new arrangements for dropping off and collecting children in school communications.</li> <li>Entry and exit times for classes have been extended to allow for social distancing.</li> <li>From 4<sup>th</sup> January 2021 Parents/Carers to wear face masks at all times on school premises. This will continue until advised otherwise.</li> </ul>	4	2	0	8
School visits and visitors	4	3	0	12	<ul style="list-style-type: none"> <li>All non-essential visitors will be restricted from entering the school site. Those visitors that school will permit into the site are: specialist teachers, music teacher, external support agencies, essential premises maintenance providers, landscape gardeners.</li> <li>A copy of the latest version of this risk assessment 'Full opening of school – 3<sup>rd</sup> September 2020' is made available to all visitors. V6 04.01.21</li> <li>Visitors complete contact details to enable school to follow the NHS Trace and Test Procedure.</li> <li>The children will not be attending any overnight residential visits for the foreseeable future. Non-residential visits and visitors will be planned when the Government lifts restrictions and the school considers it safe.</li> </ul>	4	2	0	8
Parents meeting one another while dropping off and collecting children from school	4	5	0	20	<ul style="list-style-type: none"> <li>Extended time for dropping off and picking up is in place. Gates open 8.40am and close at 9.00am for drop-off. Gates open 3.15pm – 3.30pm for collection.</li> <li>Those children cycling or walking to school will be allowed to leave the school site at 3.30pm. Parental permission is required.</li> <li>Parents asked not to congregate together and drop off and pick up children without interacting with one another.</li> <li>Arrangements to be shared with staff and parents in communications.</li> <li>One- way systems introduced around school, a separate exit made available for pushchairs and wheel chair users as back steps are not a safe option.</li> <li>Parents/Carers to wear face masks at all times on school premises. Advised via Parent Hub 03.01.21 and enforced by staff at school gates.</li> <li></li> </ul>	4	2	0	8

<p>COVID-19 precautions are not followed within the classroom environment, leading to potential spread or outbreak.</p>	4	3	0	12	<ul style="list-style-type: none"> <li>All staff members carry out the System of Controls as set out in the DfE “Guidance for Schools Full Opening” document published on 2<sup>nd</sup> July 2020.</li> <li><b>Prevention:</b> <ol style="list-style-type: none"> <li>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</li> <li>Clean hands thoroughly more often than usual.</li> <li>Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach.</li> <li>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</li> <li>Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>Where necessary, wear appropriate PPE. Following the move of West Linsley to Tier 4 in 30<sup>th</sup> December 2020 the school has suggested the use of face masks and or face shields for staff in communal areas and corridors, when walking around school, if moving between classes, in the staff room. School has in place numbers 1 to 4 all the time. Number 5 has been properly considered and school has put in place measures appropriate for our context. Number 6 is applied in specific circumstances and whilst in Tier 4.</li> </ol> </li> <li>For individual and very frequently used equipment such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, are to be used and shared within the bubble. These will be cleaned regularly along with all frequently touched surfaces. Resources shared between bubbles such as sports, art and science equipment will be cleaned frequently after use and always between bubbles.</li> </ul>	4	2	0	8
<p>Classroom Layouts.</p>	4	5	5	25	<ul style="list-style-type: none"> <li>Reception and Year 1 will have their usual arrangement of tables, recognising the fact that the younger children cannot and should not be expected to sit in singular rows facing the front, as this would hinder their learning and development.</li> <li>After trialling seating in rows for the other classes we have made the decision to return to normal table layouts in all years apart from Years 5 and 6. The school considers this to be much better for the children’s wellbeing and they are working much more productively.</li> </ul>	4	2	3	11

					<ul style="list-style-type: none"> <li>KS2 children will have their own chair, which they will sit in throughout the day. Where this is not possible for the younger children, the tables and chairs are cleaned at the end of each day.</li> <li>All tables and chairs are cleaned at the end of each day.</li> </ul>				
Children bringing multiple items from home that are hard to wash or have the potential to carry the COVID-19 virus.	4	5	5	25	<ul style="list-style-type: none"> <li>Children are not to bring in blankets and toys from home. This will be communicated with parents, staff and children.</li> <li>Children will wear full school uniform.</li> <li>Key Stage 1 and 2 children will keep their coat and lunch box in their locker. They will be wiped down at the end of each day.</li> <li>Reception have their own cloakroom in class.</li> <li>Children will be asked to bring their own water bottle to school that will be kept on their desk or within a designated area that allows for social distancing.</li> </ul>	4	2	3	11
Toilets	4	5	5	25	<ul style="list-style-type: none"> <li>Reception will use the 'boys' toilets, they will be sent boys and girls separately, although in case of emergencies, they may be in the toilets at the same time. Parents have been made aware of this.</li> <li>The toilet cleaning schedule will be monitored by the appropriate staff members.</li> </ul>	4	1	3	7
The close proximity of toilet cubicles and hand basins.	4	4	5	21	<ul style="list-style-type: none"> <li>Staff will limit the children to a bubble visiting the toilet at any one time, where possible.</li> <li>Children will wash their hands, from within own bubble.</li> <li>Staff will monitor the children washing their hands, especially the younger children but from a safe distance.</li> <li>Staff will wipe down touch points throughout the day – see cleaning rota (toilets, door handles, taps, and soap dispensers).</li> </ul>	4	2	3	11
Protecting children from the sun with use of sun cream and hats.	4	5	0	20	<ul style="list-style-type: none"> <li>Parents will be asked to apply sun cream before the child attends for the day, communicated with parents and staff.</li> <li>Children old enough and who are capable to apply it themselves will be encouraged to do so.</li> <li>Children to bring own sun hat to school.</li> <li>School will not lend hats, children need to bring from home. This will be communicated with parents.</li> </ul>	4	1	0	4

Children moving around the school.	4	5	5	25	<ul style="list-style-type: none"> <li>Children will enter and leave their classes at the start and end of the day via an outside door.</li> <li>Children will only leave their classes to go to the toilet which will be monitored by an adult within the class.</li> <li>Touch points will be wiped throughout the day with antibacterial spay.</li> <li>While children are outside and they need to return to use the toilet they will be escorted back to their bank of toilets by an adult from the bubble.</li> </ul>	4	2	0	8
Children being close to one another when they line up to leave and return to the classroom.	4	5	5	25	<ul style="list-style-type: none"> <li>Children will line up with a gap between them before leaving the class. Encouraged to think about the 'bubble' around them.</li> </ul>	4	2	0	8
Playtimes on the playground as a school and contact being made.	4	5	5	25	<ul style="list-style-type: none"> <li>Pupils will be reminded of the new ways in a positive and fun way rather than being 'told off'.</li> <li>Pupils will be having playtimes within their bubbles of no more than 30 at staggered times.</li> <li>Bubbles will use both the field and playground and the children will have the rules shared with them and be reminded of these.</li> </ul>	4	2	0	8
Contact with others and sharing of equipment during PE lessons	4	5	5	25	<ul style="list-style-type: none"> <li>Rotas for bubbles to access outside space will be in place to ensure bubbles do not mix.</li> <li>Contact sports will not be used within PE sessions, activities will be planned to include non-contact and skills based.</li> <li>Limited equipment that can be cleaned after use will be used.</li> <li>Antibacterial wipes and spray and hot soapy water is available to clean the equipment.</li> </ul>	4	2	3	11

**\*each square to be colour coded to suit the risk rating**

**Directorate:**

**School:**

**HeadTeacher  
Name**

**Signature:**

**Date:**