

**LET
RISK ASSESSMENT FORM**



DATE: 11.5.20 DATE LAST ASSESSED: 22/05/20 JOB OR SITUATION: <u>PARTIAL REOPENING OF SCHOOL</u> SITE OR LOCATION: Askern Littlemoor Infant Academy			PERSONS AT RISK					INITIAL RISK RATING		
			EMPLOYEE	YOUNG PERSON	CHILD	PUBLIC	OTHER SITE USER	LOW	MEDIUM	HIGH
TASKS OR ACTIVITIES	HAZARDS IDENTIFIED	No.								
Opening up school/closing down	Caretaker lone working. Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Lack of PPE. Use of chemicals and equipment. Slips, trips and falls.	1.	X						X	
Cleaning	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Lack of PPE. Use of chemicals and equipment. Slips, trips and falls.	2.	X		X		X		X	
Staff and children entering school.	Risk of interaction with persons closer than 2m as people wait for doors to open - risk of Coronavirus contagion.	3.	X		X	X	X	X		

**LET
RISK ASSESSMENT FORM**



Staff and children moving around school	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Lack of PPE.	4	X		X	X			X	
Classroom organisation of children & adults within school	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Fire, children presenting challenging behaviours. Slips, trips and falls. Children may have a lack of understanding re social distancing - PPE: order hand sanitiser, gloves, aprons. Promote personal hygiene - hands washed on arrival and regularly throughout the day. First aid/intimate care to continue to be administered, using PPE. Clean desks, door handles etc. regularly throughout the day.	5	X		X				X	
Classroom activities	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching Use of arts and craft equipment – paints, brushes, pens, scissors (cuts), clay. Storage – slips, trips and falls, inappropriate stacking.	6	X		X				X	
PE/Hall Activities	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Slips, trips and falls. Incorrect use of sports equipment.	7	X		X				X	

**LET
RISK ASSESSMENT FORM**



Playtime/Outdoor Learning	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. children presenting challenging behaviours, slips and trips.	8	X		X			X	
Kitchen Preparation of School Meals	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Cuts, burns, scalds. Slips, trips and falls. Contamination/illness.	9	X		X			X	
Using toilets/staff rooms/break areas	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Lack of PPE.	10	X		X	X			X
Illness	Staff or children become symptomatic of coronavirus. Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Lack of PPE.	11	X		X	X			X
Clinically Vulnerable/Clinically Extremely Vulnerable Staff/Students	Staff or students are on clinically vulnerable or extremely clinically vulnerable list and therefore at higher risk of severe illness if they contracted Covid 19.	12	X		X	X			X
Administration of Intimate Care and First Aid	Risk of interaction with persons closer than 2m – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Lack of PPE.	13	X		X	X			X

**LET
RISK ASSESSMENT FORM**



HAZARD NO.	EXISTING CONTROLS	FURTHER CONTROLS	BY WHOM	COMPLETION DATE	FINAL RISK RATING		
					LOW	MEDIUM	HIGH
1.	<p>Opening up school/closing down Caretaker has mobile phones to raise the alarm. Caretakers will then return home and be 'on call' and then close up at the end of the childcare provision once all other staff have left. Maintenance, compliance and servicing should continue. Contractors will not be allowed into school unless they can confirm they do not have any symptoms of coronavirus and do not live with anyone with symptoms. Social distancing should be in place when supporting maintenance and servicing. Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. PPE is available and orders will be placed when needed. COSHH sheets are in place for all chemicals, and training has been given for all equipment. Wet floor signs are used to indicate slip hazards. Corridors and classrooms and offices are kept tidy, and storerooms have racking.</p>		CARETAKER/CLEANING TEAM/RECEPTION STAFF	Ongoing	X		
2.	<p>Cleaning The school will follow the COVID-19: cleaning of non-healthcare settings guidance. We have ensured that sufficient handwashing facilities are available. Where a sink is not nearby, we have provided hand sanitiser in classrooms and other learning environments. We have ensured that there is regular cleaning of surfaces that students are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal, and antibacterial wipes are available in every room. All staff will be involved in regular wiping of surfaces throughout the day. Bins for tissues are emptied throughout the day.</p>		LH/ CLEANING TEAM	Ongoing	X		

**LET
RISK ASSESSMENT FORM**



	<p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>A full 'summer cleaning specification' has been implemented in the 3 weeks before the earliest date of opening (1st June).</p> <p>COSHH sheets are in place for all chemicals, and training has been given for all equipment.</p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily, with special emphasis on cleaning door handles, desks, chairs, taps etc.</p> <p>Antibacterial wipes are available and all staff are expected to wipe down regularly during the school day and particularly if cohorts change rooms.</p> <p>PPE is available and orders will be placed when needed.</p> <p>COSHH sheets are in place for all chemicals, and training has been given for all equipment.</p> <p>Wet floor signs are used to indicate slip hazards. Corridors and classrooms and offices are kept tidy, and storerooms have racking</p> <p>Specified personal protective equipment available that users must wear</p> <p>Equipment and substances stored appropriately and do not present a manual handling, trip, slip or fall hazard.</p> <p>Heavy items stored at the appropriate level.</p> <p>Clean desks, door handles etc. regularly throughout the day.</p>					
<p>3. Entering School</p>	<p>Staff and Children arriving/leaving school</p> <p>We have informed students, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>Parents have been informed that only one parent should accompany their child to and from school.</p> <p>Parents and students have been informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) and we have made it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment,</p>	<p>Clear signage around school and grounds about social-distancing. Markers on the paths around school showing 2m spacing.</p>	<p>COMMS TEAM/ DUTY MANAGEMENT TEAM</p>	<p>Ongoing</p>	<p>X</p>	

**LET
RISK ASSESSMENT FORM**



	<p>which should be conducted safely).</p> <p>Reception and Year 1 children only are expected to attend, in addition to vulnerable children and children of key workers. Smaller numbers will support social distancing. Communications are sent out regularly to ensure that parents only send their children if it is absolutely necessary and they are key workers to keep numbers as low as possible.</p> <p>Member of staff on the doors each morning to remind people to maintain at least 2m distance and several entrances/exits will be used to allow 2m distance between people. Markers will be placed on the floor around entrances/exits and pinch points. Posters reminding staff and children of the need to social distance will be displayed. Staff will remind children and other staff of social distancing and the need for frequent handwashing. Staggered start and finish times will be considered to allow social distancing. Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. PPE is available and orders will be placed when needed. We have encouraged parents and students to walk or cycle to school where possible, and will follow the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required. PPE is available and orders will be placed when needed.</p>	<p>Parents and children queuing outside school to enter – staggered start time. 2m markings on floor to ensure social distancing. Do not allow parents in the school building.</p>					
4.	<p>Staff and students moving around school</p> <p>Brief, transitory contact, such as passing in a corridor, is low risk. F2 and Y1 children only are expected to return, in addition to vulnerable children and children of key workers. Smaller numbers will support social distancing. Communications are sent out regularly to ensure that parents only send their children if it is absolutely necessary and they are key workers to keep numbers as low as possible. Members of staff should be around school to remind people to maintain at least 2m distance, and several entrances/exits will be used to allow 2m distance between people.</p>		TEACHING TEAM	Ongoing	X		

**LET
RISK ASSESSMENT FORM**



	<p>Corridors will be one way. Markers will be placed on the floor around entrances/exits and pinch points. Posters reminding staff and students of the</p>					
<p>5 Class Organisation</p>	<p>Classroom Organisation and Activities The timetable has been reviewed and we have considered which lessons or classroom activities could take place outdoors. We will use the timetable and selection of classroom or other learning environment to reduce movement around the school or building. We will stagger break times, playtimes (including lunch), so that all children are not moving around the school at the same time, stagger drop-off and collection times, we have considered how best to supplement remote education with some face to face support for students, we have planned parents' drop-off and pick-up protocols that minimise adult to adult contact. F2 and Y1 children only are expected to return, in addition to vulnerable children and children of key workers. Smaller numbers will support social distancing. Staff brief all children at start of activity. Children working in groups of no more than 12. F2 Cohort- 42 - into 4 cohorts of 9 with 2 adults Y1 Cohort- 46- into 4 cohorts of 9 with 2 adults Cohorts will be split into small groups of no more than 12 and desks rearranged to ensure 2m apart. Movement from classrooms will be as limited as possible. Surfaces will be wiped with antibacterial wipes when a cohort changes rooms. Cohorts will enter and exit classrooms 2m apart to avoid pinch points. Classes to teach children hand washing techniques. Children to wash hands before snack (classroom) and before eating dinner (classrooms/ / hand sanitiser). Inform parents of hygiene expectations and to discuss with children; Markers will be placed on the floor around entrances/exits and pinch points. Posters reminding staff and students of the need to social distance will be displayed. Staff will remind students and other staff of social distancing and</p>		<p>TEACHING TEAM/ DUTY MANAGEMENT TEAM</p>	<p>Ongoing</p>	<p>X</p>	

**LET
RISK ASSESSMENT FORM**



	<p>the need for frequent handwashing. Staggered start and finish times will be considered to allow social distancing. We have reduced the use of shared resources by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between students and staff, and by seeking to prevent the sharing of stationery wherever possible. Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. PPE is available and orders will be placed when needed. Keep to those cohorts to reduce interactions. Group numbers are very small with high staff to child ratio. Arrange the seating so as to ensure that clear gangways are maintained at all times and 2m distance between people can be maintained. Staff check all equipment for defects before using. Health and safety forms part of curriculum work where relevant. Ensure that all equipment handed out is returned at the end of the activity. Equipment appropriately and do not present a manual handling, trip, slip or fall hazard. All emergency exits must be clearly marked and unobstructed at all times.</p>						
<p>6 Classroom Activities</p>	<p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. Group size should be appropriate to the design and size of the room, take account of the nature of the task, the equipment, age, ability, aptitude and special education needs of pupils. Activities to focus on nurturing, art and sport to ensure mental health and well-being of our children is key priority. Limit amount of equipment needed for activities. Collect any equipment in and clean as needed. Clean desks, door handles etc. regularly throughout the day Children to have own pencils and same place at tables for activities. Staff check all equipment for defects before using. Only simple arts and crafts activities will be undertaken (No clay). PPE is available and orders will be placed when needed.</p>		<p>TEACHING TEAM/ DUTY MANAGEMENT TEAM</p>	<p>Ongoing</p>	<p>X</p>		

**LET
RISK ASSESSMENT FORM**



	<p>Staff brief all children at start of activity. Only simple activities to be undertaken. Children working in groups of no more than 12. Group numbers are very small with high staff to child ratio. Staff check all equipment for defects before use each day. Use all cloakrooms/toilets to avoid pinch points. Tables and chairs to be wiped between activities. All staff to be made aware of the importance of cleaning surfaces. All soft furnishings to be removed and any equipment that is difficult to clean. Staff inspect hall and outdoor areas for litter, glass, unauthorised access, uneven surfaces.</p>					
<p>7. PE/Hall Activities</p>	<p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. PPE is available and orders will be placed when needed. Staff inspect hall and outdoor areas for litter, glass, unauthorised access, uneven surfaces. Equipment to be placed in a suitable location so as not to cause obstruction. Ensure a fire risk assessment has been undertaken. Ensure appropriate firefighting equipment is provided and maintained. All emergency exits must be clearly marked and unobstructed at all times. Pupils misbehaving should be dealt with in accordance with the school's procedures and policies and guidance on behaviour management. Ensure good housekeeping and keep area clear of obstructions.</p>		<p>TEACHING TEAM/ DUTY MANAGEMENT TEAM</p>	<p>Ongoing</p>	<p>X</p>	
<p>8.</p>	<p>Playtimes/Outdoor Learning Staff outdoor areas for litter, glass, unauthorised access, uneven surfaces. Children play outside within their small class cohorts (Max of 12 children). Children use different zones of the outdoor play area and have staggered playtimes to avoid overcrowding-each cohort has its own timetable for accessing outdoor play. Children to be given activities and walks at playtime so not left to play</p>		<p>TEACHING TEAM</p>		<p>X</p>	

**LET
RISK ASSESSMENT FORM**



	<p>contact games. Equipment only used by one group of children- disinfected after use.</p>					
<p>9. Kitchen Preparation of School Meals Doncaster Catering Service</p>	<p>Food Preparation and Service (catering) Rota in place to reduce staff interactions and allow 2m distancing. Doncaster School Catering Management System in place to reduce risk of contamination. Catering risk assessments to be used in conjunction. Breaks and lunchtimes will be staggered. A reduced menu will be offered to speed up service while allowing for social distancing. Staff supervision will ensure social distancing and to promote personal hygiene. The hall will be used at half capacity at maximum. Cleaning undertaken by different team to food prep during childcare provision.</p>	<p>Existing school risk assessments for catering to be used in conjunction.</p>	<p>CATERING TEAM/ DUTY MANAGEMENT TEAM</p>	<p>Ongoing</p>	<p>X</p>	
<p>10 Using Communal Areas</p>	<p>Using toilets/offices/staff rooms/break areas Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. All staff are to be involved with wiping surfaces throughout the day. Staff will supervise toilet areas, ensuring low numbers at all times to allow social distancing. Staff should work from home wherever possible and if not ensure that they maintain social distancing in offices. Telephones should be used by one individual or should be wiped with antibacterial wipes if used by another person. Social distancing should be in place when using the staff room. Staggered breaks will assist with this. Staff are encouraged to bring their own cup and crockery etc. and wash, dry and put away anything they use. PPE is available and orders will be placed when needed.</p>		<p>CLEANING TEAM/ ALL STAFF</p>	<p>Ongoing</p>	<p>X</p>	
<p>11</p>	<p>Illness. Staff and students can access testing for Covid 19 and then will isolate if test positive or return to school if negative. We will minimise contact with individuals who are unwell by ensuring that</p>		<p>ALL STAFF</p>	<p>Ongoing</p>	<p>X</p>	

**LET
RISK ASSESSMENT FORM**



<p>those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</p> <p>Staff and students will be reminded to ensure good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.</p> <p>Students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</p> <p>If a student becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the student is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened 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.</p> <p>If they need 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.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a child with complex needs). 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.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless</p>						
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**LET
RISK ASSESSMENT FORM**



	<p>they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to X other people. See the COVID-19: cleaning of non-healthcare settings guidance. Illness may result in staff shortages. Support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.</p>						
12	<p>Clinically Vulnerable/Clinically Extremely Vulnerable Staff/Students Students who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Clinically extremely vulnerable individuals are advised not to work outside the home. Staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) have been strongly advised to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. These staff will support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work</p>		ALL STAFF	Ongoing	X		

**LET
RISK ASSESSMENT FORM**



	<p>from home, they have been offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, we have carefully assessed and discussed with them whether this involves an acceptable level of risk.</p> <p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p>						
<p>13 Administration of Intimate Care</p>	<p>PPE to be used and child to receive care in same way. Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily. All staff are to be involved with wiping surfaces throughout the day.</p>		<p>ALL STAFF</p>	<p>Ongoing</p>	<p>X</p>		

ASSESSED BY: REBECCA GRANGE/CAROL ANN TURNER

APPROVED BY: ADAM DALE

REVIEW DATE: JUNE 2020