

<b>Activities Covered by this Assessment</b>	Full opening of schools during COVID 19 (Autumn Term 2020) Based on Government guidance issued 2 <sup>nd</sup> July 2020		
<b>Site Address / Location</b>	Huncote Primary School	<b>Department / Service / Team</b>	CFS and Traded Services
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			
<p><b>This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. It is intended for activities within the school premises only. Once completed, please ensure initial risk ratings are added.</b></p>			
<p>As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.</p>			
<p><b>Engage with the NHS Test and Trace process:</b> Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <u>book a test</u>, <u>self-isolate</u>. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. <b>Health Protection Team (PHE) 0344 2254 524 (option 1)</b></p>			
<p><b>Schools should ask parents and staff to inform them immediately of the results of a test:</b> <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u></p>			
<p><b>Guidance for full opening: schools. Please refer to:</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>			

**System of control:** This is the set of actions schools must take.

**Prevention:** **1)** minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. **2)** clean hands thoroughly more often than usual. **3)** ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. **4)** introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. **5)** minimise contact between individuals and maintain social distancing wherever possible. **6)** where necessary, wear appropriate personal protective equipment (PPE).

*Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.*

**Response to any infection:** **7)** engage with the NHS Test and Trace process. **8)** manage confirmed cases of coronavirus (COVID-19) amongst the school community. **9)** contain any outbreak by following local health protection team advice.

*Numbers 7 to 9 must be followed in every case where they are relevant.*

**Attendance:** School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

**For further advice on clinical and/or public health advice please refer to:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> **Pupils who are shielding or self-isolating**

**PPE:**

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases:

- Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.
- Where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

**An inspection of the premises will occur prior to full opening and the findings recorded – 26/8/2020**

**( RC/JKM/KS/LH)**

**The risk assessment will be reviewed on an ongoing basis as needed – staff will be informed of any amendments**

**( highlighted in yellow for ease) via e-mail and/or weekly briefings.**

## School context

Huncote is a 1 form entry primary school. The school is semi open plan for Years 1-6 and in KS2 2 classes share cloakrooms and toilets. In light of how the school is organised there will be 3 “bubbles” across the school, these will be a EYFS/Yr 1/Yr 2 bubble, then a Yr3/Yr4 bubble and a Yr5/Yr6 bubble. Children will be taught in their classes within these bubbles throughout the school day. Classes will mix in these bubbles but wherever possible bubbles will not mix with other bubbles and will have different toilets, playtime and lunchtime arrangements. These arrangements will support effective phonics teaching in KS1 as well as PPA afternoons with all bubbles undertaking specialist PE activities and PSE lessons to further support pupil wellbeing during the Recovery phase.

Beginning and end of the day – The school has 2 main entry and exit gates. Class bubbles will use each gate and a 1 way system for each will be in place. To further support social distancing 10 minute staggered starts will be in place at the beginning of the day, and to support our families who have multiple children in school family groups arrive with the oldest siblings. At the end of the day 5 min staggered finish times and a one way system is again in place to allow families to pick up multiple children.

One way system – A one way system will be established in the staff each corridor area to support separation of bubbles for staff. A dividing/ one way system will be established in other corridors so bubbles can only walk past each other so minimum contact is achieved.

Class Arrangements – In year 2-6 tables and chairs will be set up where possible in rows facing the front. Teachers will consider seating arrangements carefully and pupils who need extra support seated nearer to the front. Outdoor learning and physical learning outdoors will be considered for all learning where possible and especially for younger pupils.

Each bubble will have allocated weeks for the use of the trim trail etc... with in excess of 72 hr gap between.

Laptops and I pads will be wiped after use by each bubble. Playground equipment will be allocated to each bubble and classes will have a range of appropriate reading books.

Intervention groups - Intervention groups will be drawn from 1 bubble and take place in an identified area. They will be carried out by a timetabled member of staff. Pupils will bring with them all equipment needed from their individual pack. Staff/pupils will wipe over tables following use and staff will wash hands thoroughly between groups.

Visibility of Leaders – Leaders will walk through school regularly throughout the day, particularly during transitions such as arrival, playtimes, lunchtimes. Leaders will be able to observe the class environment and speak to pupils/staff at a distance.

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
<b>Coming into contact with individuals who are unwell</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days.</li> <li>Anyone developing COVID19 symptoms is sent home.</li> <li>Persons who have symptoms will isolate for at least 10 days and will not be in school.</li> </ul>				<ul style="list-style-type: none"> <li>Engage with the NHS test and trace. (See above pg. 1)</li> </ul>				RC/JK M  All staff	24.08.2020 & ongoing	
<b>A pupil shows symptoms of COVID19 whilst in school</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required.</li> <li>Windows are open for ventilation.</li> <li>PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.</li> </ul>				<ul style="list-style-type: none"> <li>PHE revised guidance for non-health care settings: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-</a></li> </ul>				RC/JK M  All staff	24.08.2020 & ongoing	

		<ul style="list-style-type: none"> <li>The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard)</li> <li>Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> </ul>				<a href="#">settings-including-the-use-of-personal-protective-equipment-ppe</a>					
<b>Staff exiting cars in staff car park</b>	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Staff are encouraged to cycle or walk to work.</li> <li>Staff to wait inside own vehicle until member of staff exiting neighbouring car if parked next/close to a another vehicle.</li> <li>Courtesy when alighting cars to maintain 2m distance.</li> </ul>				<p>If required, Premises Officer to assist with distancing in car park.</p> <p>Signing in pen removed, staff must use own pen to record attendance.</p>				RC/JK M LH  All Staff	24.08.2020 & ongoing
<b>Visitors to site</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Visitors to site are restricted.</li> <li>Only visitors with prearranged appointments are allowed on site.</li> <li>Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.</li> </ul>				<p>Detailed information to be given to parents prior to their child returning.</p> <p>Office discussion with pre booked visitors to check for symptoms.</p>				RC/JKM RP	24.08.2020 & ongoing
<b>Social distancing</b>	Staff, pupils,	<ul style="list-style-type: none"> <li>Drop off times and pick up times</li> </ul>				Distancing reminder posters in				RC/	24.08.2

<p><b>not being carried out at drop off / pick up time.</b></p>	<p>parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<p>are staggered for each class.</p> <ul style="list-style-type: none"> <li>• Arrangements for drop off/pick up are communicated to staff, pupils and parents/guardian in advance.</li> <li>• Only one parent/guardian attends the school.</li> <li>• Access to site and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site.</li> <li>• Direct access to the pupils allocated classroom is available. i.e. final emergency exits / individual cloakroom doors.</li> <li>• One-way systems are used around the site where feasible.</li> <li>• Signage is installed i.e.</li> </ul> <div style="text-align: center;">   </div>				<p>place to remind parents as they arrive.</p> <p>Pupils may ride bikes/scooters to school. If left in school parents must ensure a space is left between each bike.</p> <p>Drop off to happen at the internal school gates for older children after entering either car park area and main entrance via Denman Lane or rear gate via park.</p> <p>Parents to stand in a family group 2m apart wherever possible.</p> <p>Systems will be in place to prevent parents from gathering. Staff on duty to supervise.</p> <p>Handwashing on arrival</p>				<p>JKM Teaching Staff</p>	<p>020 &amp; ongoing</p>	
<p><b>Use of cloakroom/toilet</b></p>	<p>Staff and pupils Reduced infection</p>	<ul style="list-style-type: none"> <li>• Pupils remain in their outdoor clothing until they are in their</li> </ul>				<p>The children will come in school uniform and</p>				<p>All Staff</p>	<p>24.08.2020 &amp;</p>	

<p><b>areas</b></p>	<p>control which may result in spread of COVID19</p>	<p>allocated classroom.</p> <ul style="list-style-type: none"> <li>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls).</li> <li>Where possible, one bubble of children will be allocated to a designated cloakroom and to a designated toilet block.</li> </ul>				<p>parents/guardians will be asked to make sure they are having a fresh change of clothing as much as possible each day.</p> <p>School bags/book bags/ pe bags will be brought to school. Pencil cases or toys will not be brought to school.</p> <p>School to limit the amount of children using the toilet at one time.</p> <p>The school will assign specific toilets to each bubble/ classroom.</p>					<p>ongoing</p>	
<p><b>Social distancing not being carried out within the classroom.</b></p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of</p>	<ul style="list-style-type: none"> <li>Arrangements for the day are communicated to staff, pupils and parents/guardian.</li> <li>Staff and pupils remain in small class groups inside classrooms for majority of day. Lunch and break times will become a bubble of two</li> </ul>				<p>Priority will be given to keeping pupils in consistent, working groups.</p> <p>Class layout will be with social distancing rules of 2 metres in mind between children and</p>				<p>All staff</p>	<p>24.08.2020 &amp; ongoing</p>	

	<p>COVID19</p>	<p>classes (except EYFS/Yr1&amp;Yr2).</p> <ul style="list-style-type: none"> <li>• Consistent groups/bubbles are maintained as far as is reasonably practicable.</li> <li>• The group distance themselves from other groups.</li> <li>• Staff remain at the front of the class, as far as is reasonably practicable and 2m apart from pupils and colleagues.</li> <li>• Staff and pupils avoid face to face contact.</li> <li>• Desks are placed as far apart as possible.</li> <li>• 2 adults with each class in morning and to cover lunchtime to ensure safe distancing can be strictly supported and allow staff breaks.</li> <li>• Desks are placed in rows with children facing forwards (not EYFS/Yr 1 or maybe Yr 2).</li> <li>• Pupils are allocated a desk and are seated at the same desk each day.</li> <li>• Pupils remain in the same classroom throughout the day.</li> <li>• Basic Classroom equipment kept as a separate set for each child.</li> </ul>				<p>teacher/support staff.</p> <p>School will have safety equipment in school eg lidded bins/sanitiser.</p> <p>Timetable/zoning in place for use of outdoors areas.</p> <p>Staff will give verbal feedback on pupil work from a safe distance. NO being within 1m for a prolonged period of time.</p> <p>Central area to not be used by different pupils or staff – remain in classrooms as much as possible.</p> <p>Windows and doors to remain open as far as possible for ventilation.</p> <p>SLT monitor daily.</p> <p>Revisions and amendments to risk assessment completed.</p>						
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		<ul style="list-style-type: none"> <li>Any equipment used is cleaned frequently and meticulously between groups/bubbles or rotated to allow them to be left unused and out of reach for 48hrs (72 hrs for plastics).</li> </ul>								
<b>Sharing equipment</b>	<p>Staff, pupils, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Pupils do not share basic equipment.</li> <li>Soft toys and furnishings that are difficult to clean are removed from the classroom.</li> <li>Small, intricate items that are difficult to clean are discouraged from being used in the classroom.</li> <li>Laptops/ I pads – laptops cleaned after use.</li> </ul>				<p>Cleaning arrangements to be regular and thorough.</p> <p>Individual stationery in tray kept in pupil desks (Yr 2- Yr 6)</p>			All staff	24.08.2020 & ongoing
<b>Social distancing not being carried out at break times</b>	<p>Staff, pupils, visitors and contractors</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Break times/lunchtimes and zoning of children - staggered and timings identified and communicated.</li> <li>Pupils to wash hands before and after eating/drinking.</li> <li>All groups/bubbles clearly identified and maintained and not mixed.</li> </ul>				<p>Movement across the building will be planned.</p> <p>Consideration will be given to the staggering of breaks, lunches, handwashing, pupil arrival and pick up times to ensure social distancing.</p> <p>Large outdoor play equipment</p>			All staff	24.08.2020 & ongoing

		<ul style="list-style-type: none"> <li>• Movement around school via a one-way system, or a one way system within a corridor, where possible.</li> <li>• Allocation of dedicated areas outside for bubbles.</li> <li>• Levels of supervision considered, and additional information needed for supervisors.</li> <li>• Procedures identified when First Aid is required.</li> <li>• Activities considered, and the range of equipment reduced to minimise risk.</li> <li>• Arrangements for the cleaning of equipment following activities/between bubble use and by whom.</li> <li>• Arrangements for 'wet breaks' considered.</li> <li>• Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored.</li> <li>• Hand washing arrangements/use of sanitiser provision.</li> </ul>				<p>to be timetabled so only one bubble per day.</p> <p>Small individual playtime equipment may be used by 1 bubble and kept separate in their area to prevent others using it. This will be cleaned after use each day by classroom staff.</p> <p>At least 1 first aider in each bubble, simple first aid pack in each class area with accident record sheet. If further first aid is required then designated first aider from admin in office using full PPE and full cleaning of first aid room required after.</p> <p>Pupils to be supervised to come into use the toilet at playtime.</p> <p>Pupils and staff use hand</p>						
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		<ul style="list-style-type: none"> <li>Flexibility on length of breaks.</li> <li>How these periods are monitored for effectiveness and how issues are reported.</li> </ul>				sanitiser as needed regularly.						
<p><b>Social distancing not being carried out at lunch time</b></p>	<p>Staff, pupils, visitors and contractors</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>All the potential control measures suggested for break times.</li> <li>Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose.</li> <li>Pupils to enter hall/dining area within their group/bubble maintaining social distancing wherever possible.</li> <li>Layout of areas for hot dinners with numbers calculated to maintain social distancing wherever possible.</li> <li>Procedures for the serving of hot dinners to maintain social distancing. For example, queuing, consider floor markings.</li> <li></li> <li>KS2 bubbles to have lunch within allocated classroom. Tables to be cleaned by an adult prior to</li> </ul>				<p>KS2 Pupils eat in class area at tables or outdoors to restrict movement around school.</p> <p>Staff to ensure safe distancing either at tables or on grass areas.</p> <p>School staff clean tables after lunch. Gloves to be worn.</p> <p>Obtain LA catering risk assessment.</p>				All staff	24.08.2020 & ongoing	

		<p>eating.</p> <ul style="list-style-type: none"> <li>• KS1 &amp; EYFS to eat in the hall.</li> <li>• Communication with Catering provider (External or LTS Catering).</li> <li>• Cutlery and plates etc. not to be shared.</li> <li>• How will plates, cutlery and food be provided/removed and by whom. What protective equipment will be worn.</li> <li>• If activity is carried out by External provider has a risk assessment completed by them and shared.</li> <li>• Arrangements for the cleaning of the area following the consumption of food.</li> <li>• Cleaning regimes to be established for after eating packed lunches, wherever this may be.</li> </ul>									
<p><b>Social distancing not being carried out at pick up</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p>	<ul style="list-style-type: none"> <li>• Pick up/collection controlled by senior member of staff on duty – controlled egress.</li> <li>• Arrangements for pick up are communicated to staff, pupils and</li> </ul>			<p>Pick up times are staggered.</p> <p>Parents waiting in designated area at 2m social distancing.</p>				<p>RC / JKM</p> <p>Teaching Staff</p>	<p>24.08.2020 &amp; ongoing</p>	

	<p>Reduced infection control which may result in spread of COVID19</p>	<p>parents/guardian in advance.</p> <ul style="list-style-type: none"> <li>• Only one parent/guardian attends the school.</li> <li>• Egress to schools and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site.</li> <li>• Direct egress to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>• One-way systems are used around the site.</li> <li>• Signage is installed i.e.</li> </ul> <div style="text-align: center;">   </div>				<p>Adult directs 1 pupil at a time to parents.</p> <p>Premise officer/SLT to monitor and support parent/pupil social distancing during arrival and departure time.</p> <p>Posters displayed for handwashing procedures and also 'Catch it, Bin it, Kill it'.</p>						
<p><b>Outdoor play/PE</b></p>	<p>Staff and pupils Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Play equipment/PE Equipment is cleaned and disinfected between each "bubble/group" of users, if this cannot be achieved then the equipment should not be used.</li> <li>• Cleaning then disinfecting is conducted with a standard detergent (to remove soiling) followed with the use of disinfectant containing 1000 parts</li> </ul>				<p>Only allow one bubble within an outside area at any one time.</p> <p>Timetable in place for use of outdoor area for PE.</p> <p>Member of staff present</p>				<p>All Staff PE coach</p>	<p>24.08.2020 &amp; ongoing</p>	

		<p>per million available chlorine.</p> <ul style="list-style-type: none"> <li>Resources that are shared between groups or bubbles, such as sports and playground equipment is cleaned frequently and meticulously and always between bubbles/groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles/groups.</li> <li>Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers.</li> <li>Teacher ensuring social distancing is in place.</li> <li>Only allow one bubble/group within a specific outside area at any one time. Playground to be zoned for lunch time use – field x2 / top playground/ slabs/area outside Y1/2/ black tarmac outside EYFS</li> <li>Contact sports will be avoided.</li> <li>Outdoor sports will be prioritised</li> </ul>				<p>during PE coach session at all times.</p> <p>Obtain sport coach risk assessment.</p>						
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		<p>where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <ul style="list-style-type: none"> <li>• Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>• All pupils to wash hands for a minimum of 20 seconds using soap and water before and after using PE/playground/sports equipment.</li> <li>• Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene.</li> <li>• Tissues are kept with the teacher/support staff to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene.</li> <li>• Training of lunchtime supervisors and provision of additional protective equipment (Gloves/aprons/masks).</li> </ul>										
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<p><b>Carrying out 1<sup>st</sup> aid</b></p>	<p>First Aider Person being treated by the first aider. (Carrying out 1<sup>st</sup> aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or</p>	<ul style="list-style-type: none"> <li>• A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John’s ambulance guidance (link at end of document).</li> <li>• If a child presents symptoms of COVID-19 they will be isolated 2m away from people and parents called to collect them.</li> <li>• Persons who have symptoms will isolate for 10 days and will not be in school.</li> <li>• The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves.</li> <li>• Nitrile Gloves conforming BSEN455 will be worn to deliver first aid.</li> <li>• Latex gloves will be avoided to remove the risk of allergic reaction.</li> <li>• The first aider will cover any cuts on their hands with water proof plasters.</li> <li>• The first aider will avoid putting their fingers in their mouth and touching their face.</li> </ul>				<p>Regular reminders and teaching of hygiene. Pupils to have access to tissues and practice ‘catch it, bin it, kill’ protocol.</p> <p>Tissues will be placed in bins with lids.</p> <p>Each class to have allocation of tissues.</p> <p>Minor first aid for cuts and bruises carried out in class area. First aider in each class. First aid pack in each bubble.</p> <p>Only pupils with further first aid requirements or if first aider is not present to be taken to first aid room to receive first aid from admin in office using full PPE and full cleaning of first aid room required after.</p>				<p>All qualified first aiders</p>	<p>24.08.2020 &amp; ongoing</p>	
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	<p>respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<ul style="list-style-type: none"> <li>• The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>• The first aider will wear goggles conforming BSEN 166.1b.3 or a face shield to prevent bodily fluids being splashed into the eyes.</li> <li>• A fluid-resistant surgical face mask will be worn by the first aider, if the person is presenting with COVID19 symptoms. The surgical masks used conform to <b>BS EN 14683:2019 Type IIR.</b></li> <li>• After each first aid treatment is given all equipment and surfaces, including goggles and visor used will be cleaned down using a detergent solution. This is followed by disinfection using a solution that contains 1000 parts per million (1000 ppm av.cl.). The goggles and visor are rinsed with clean water after being disinfected to remove any chemical residue.</li> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before</li> </ul>				<p>School will only open provision when all PPE is available in school.</p> <p>Health and safety training session for all school staff completed.</p> <ul style="list-style-type: none"> <li>• PHE revised guidance for non-health care settings:</li> </ul> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>								
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		<p>putting them into the external waste skip/bin.</p> <ul style="list-style-type: none"> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</li> <li>• First aiders have been given information on how to correctly don and doff their PPE.</li> <li>• No food will be stored or eaten in the first aid room.</li> <li>• After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.</li> <li>• There is a dedicated room for first aid that will be used solely for first aid treatment where bodily fluids will contaminate other parts of the building. The room is well ventilated at all times.</li> <li>• Children with asthmatic medical needs to have in-date inhaler in school. Checks carried out before allowing attendance in school.</li> </ul>										
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<p><b>Intimate care</b></p>		<ul style="list-style-type: none"> <li>• The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>• Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for</li> </ul>								<p>EYFS Staff</p>	<p>24.08.2020 &amp; ongoing</p>	
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		<p>this task. This PPE may include:</p> <ul style="list-style-type: none"> <li>Gloves</li> <li>Goggles or visor</li> <li>Apron</li> <li>Mask</li> </ul> <ul style="list-style-type: none"> <li>• If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. The surgical masks used conform to <b>BS EN 14683:2019 Type IIR</b>.</li> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</li> <li>• If contact with the unwell child or young person is necessary, then nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a there is a risk of splashing to</li> </ul>				<ul style="list-style-type: none"> <li>• Ensure a stock of surgical face masks that conform to <b>BS EN 14683:2019 Type IIR</b> are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF). (Please see PPE suppliers list)</li> <li>• Ensure aprons,</li> </ul>						
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		<p>the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> <li>The room is well ventilated at all times.</li> </ul>				<p>nitrile/latex disposable gloves and splash resistant goggles are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF)</p>						
<p><b>Social distancing not being carried out during the use of Staff facilities</b></p>	<p>Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Consider the number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible.</li> <li>Consider the use of another room/area in addition to usual one.</li> <li>Staggering of break times to reduce numbers.</li> <li>Use of signs to inform of hand washing prior to entering and exiting /using facilities.</li> <li>Shared crockery and cutlery are removed.</li> <li>Reusable sponges are removed.</li> <li>Cleaning of room as staff use – wiping of surface, handles etc.</li> </ul>				<p>Note to be placed on the staff room door with maximum number of staff allowed in room at one time. Crosses to be marked on seats which cannot be used to enforce social distancing.</p> <p>Staff encouraged to bring cold packed lunch. If microwave is used staff to clean after each use.</p> <p>Staff only to use staffroom to store lunch in fridge and prepare drinks. Food to be consumed in</p>				All staff	24.08.2020 & ongoing	

		<ul style="list-style-type: none"> <li>• Operation of dishwasher/water dispensers procedures.</li> </ul>				<p>classroom/bubble group where possible. Only 3 staff to be sitting in staffroom at any time so distancing can be maintained.</p> <p>Poster to remind staff of above.</p> <p>All staff to stack cups etc. in dishwasher immediately after use.</p> <p>Tea/coffee containers cleaned daily.</p> <p>Gloves to be worn to empty the dishwasher.</p>						
<p><b>Social distancing not being carried out during Catering provision</b></p>	<p>Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Establish robust communication links with hot meal provider. Meeting in preparation of re-opening to confirm operational controls</li> <li>• Confirm how pupils will receive their meals. Queuing or brought to them.</li> <li>• Checking that all pupils' food allergy information is up to date</li> <li>• Delivery arrangements for meals if not cooked on site to maintain social distancing.</li> <li>• After service collection</li> </ul>				<p>Group lunch register taken daily.</p> <p>Lunch provision passed to provider with allergy information.</p> <p>Pupils to eat in class area or outside if possible.</p> <p>No interaction with catering staff.</p> <p>Gloves/aprons to be worn.</p> <p>Clearing of class tables following eating.</p>				<p>All staff</p>	<p>24.08.2020 &amp; ongoing</p>	

		<p>arrangements for containers (Communication with provider).</p> <ul style="list-style-type: none"> <li>• Service arrangements.</li> <li>• Facilities to stagger service times to avoid congestion and contact</li> <li>• Staffing required to extend service times (Internal and external staffing)</li> <li>• Clearing of dining room following each service including equipment used and the cleaning of that equipment including chairs, tables and door handles</li> <li>• Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons).</li> </ul>								
<b>Assembly</b>	<p>Staff and pupils</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Assemblies/Collective Worship (CW) are not to take place.</li> <li>• Teaching staff addresses individual groups, within their classroom. CW in classroom -socially distanced. Children to remain in own allocated space at tables.</li> </ul>				Daily class assemblies led by group staff.			All staff	24.08.2020 & ongoing
<b>Cleaning</b>	<p>Reduced infection control which</p>	<ul style="list-style-type: none"> <li>• A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points,</li> </ul>				Premises team to continue to follow thorough cleaning			All staff	24.08.2020 &

	<p>may result in spread of COVID19</p>	<p>e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <ul style="list-style-type: none"> <li>• A record of each cleaning/disinfecting activity is recorded to include what has been cleaned, by who, when and how.</li> <li>• Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting.</li> <li>• disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the goggle and visor will be rinsed with clean water after being disinfected</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for</li> </ul>				<p>during this time.</p> <p>Staff health and safety training completed 25<sup>th</sup>/26<sup>th</sup> August 2020</p> <p>No opening until all PPE ordered is available in school.</p> <p>Daily cleaning checklist completed and checked.</p> <p>Record to be kept and checked weekly by SLT.</p> <p>Utilise hours of cleaning staff to enhance the cleaning regime.</p>					<p>ongoing</p>	
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		<p>toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <ul style="list-style-type: none"> <li>• Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home.</li> <li>• Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>• PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>• Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly.</li> </ul>										
<b>Carrying out daily building maintenance</b>	Staff and pupils. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment).</li> <li>• Only essential/emergency maintenance is carried out during school opening hours.</li> <li>• Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>• If practicable, social distancing is</li> </ul>				Premises Team aware						
						Any booked maintenance rearranged for out of school hours.					RC LH RP	24.08.2020 & ongoing

		maintained throughout working procedures.										
<b>Building reopening after full or partial closure during COVID19</b>	Staff, pupils, visitors, contractors. Legionella Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Hot and cold-water systems are flushed before the school reopens.</li> <li>Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications.</li> </ul>				<ul style="list-style-type: none"> <li>Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance with industry guidance.</li> </ul>				LH KS	24.08.2020 & ongoing	
<b>Contractors working on site</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Contracted work is carried out when the school is closed to staff and pupils.</li> <li>Any documentation required is sent/received prior to the contractor arriving on site.</li> <li>Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.</li> <li>Records of contractor's details should be kept for 21 days to assist with track and trace if necessary.</li> </ul>				Area is closed after external contractors have been in until deep cleaning has taken place.				RC	24.08.2020 & ongoing	
<b>Breakfast and after school clubs</b>	Staff, pupils, parents/guardian,	<ul style="list-style-type: none"> <li>Consistent groups/bubbles are maintained as far as is reasonably</li> </ul>				<ul style="list-style-type: none"> <li>A risk assessment should</li> </ul>						

	visitors and contractors. Reduced infection control which may result in spread of COVID19	<p>practicable</p> <ul style="list-style-type: none"> <li>Outdoor facilities are used where practicable.</li> <li>(See hazards and control measures above for the management of activities i.e. cleaning, 1<sup>st</sup> aid)</li> </ul>				be obtained for any activity taking place out of school hours. This should contain controls to reduce the spread of COVID19.						
<b>Emergency procedures</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building.</li> <li>Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> <li>Staff, pupils and emergency contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable.</li> </ul>				SLT to ensure staff are fully aware of our revised emergency evacuation plans during this time.				All staff	24.08.2020 & ongoing	
<b>N/A School Transport</b>												
<b>Doffing face masks/coverings on arrival at school</b>	Staff, visitors and contractors. Reduced infection control which	<ul style="list-style-type: none"> <li>On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly.</li> </ul>								All staff	24.08.2020 & ongoing	

	may result in spread of COVID19	<ul style="list-style-type: none"> <li>Pupils are instructed not to touch the front of their face covering during use or when removing them. Pupils and staff must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin.</li> <li>Reusable face coverings are placed in a plastic bag that can be taken home with them (provided by the member of staff or pupil).</li> <li>Hands are washed again before heading to their classroom.</li> </ul>				<ul style="list-style-type: none"> <li>Face masks/covering should be doffed, as in the further controls, if wearing to travel in any circumstances, i.e. car, walking.</li> </ul>					g	
<b>Reputational Risk to within Huncote Primary local community</b>	Staff, Pupils,  Parent/guardians	To establish a protocol for a confirmed case and/or death at Huncote Primary Community. How, who and when do we communicate it out to before it comes from rumour.				Communication plan for all possibilities, death, confirmed case etc etc.				RC JKM	24.08.2020 & ongoing	

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

**As the risk cannot be reduced to lower than a medium, then on site monitoring must occur frequently throughout the day by senior leaders to ensure that all stipulated controls are being adhered to.**

**Any issues from monitoring activities will addressed immediately.**

**Source:**

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> (16th June)

**Guidance for full opening: schools**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak**

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

**Legionella risks during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

**Air conditioning and ventilation during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

**Guidance for food businesses on coronavirus (COVID-19)**

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

**Coronavirus (COVID-19): safeguarding in schools, colleges and other providers**

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

**Children who should be advised to 'shield'**

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

**Coronavirus (COVID-19): safer travel guidance for passengers**

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

**Testing and tracing for coronavirus**

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

**COVID-19: guidance for households with possible coronavirus infection**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

**Coronavirus (COVID-19): getting tested**

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

**Contacts: PHE health protection teams**

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

**Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)**

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

- **Source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

- **Contact for PPE orders if you have difficulties with your own suppliers:**  
 Leicester City : [icrs.service@leicester.gov.uk](mailto:icrs.service@leicester.gov.uk)  
 Leicester County: [enquirylinequality&contracts@leics.gov.uk](mailto:enquirylinequality&contracts@leics.gov.uk)  
 Rutland: [PPE@rutland.gov.uk](mailto:PPE@rutland.gov.uk)

<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<ol style="list-style-type: none"> <li>1. Child displays symptoms with CV19</li> <li>2. Child from teaching group who has been sent home becomes confirmed case.</li> <li>3. Staff becoming ill and self-isolating.</li> </ol>
<p>How could this emergency situation be prevented / controlled?</p>	<ol style="list-style-type: none"> <li>1. Isolate child until collected.</li> <li>2. All children in that teaching group to be sent home and told to self-isolate for 14 days.</li> <li>3. Follow self-isolating guidance, ensure that reporting of illness procedures are well understood.</li> </ol>
<p>Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?</p>	<ol style="list-style-type: none"> <li>1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn.</li> <li>2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording.</li> <li>3. Follow guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> Consider reallocating staff or capacity of school to remain open. Consult with LA and/or Trust on closure.</li> <li>4. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> </ol>

Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.

Risk Assessor (s) Name(s):	Rachel Cumberlidge	Risk Assessor(s) Signature (S):	
Authorised By:		Authoriser Signature:	<b>Initial</b>
Date Conducted:	19.08.2020	Date of Next Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	

Potential Severity of Harm	<b>High</b> Death, paralysis, long term serious ill health.	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> An injury requiring further medical assistance or is a RIDDOR incident.	<b>Low</b>	<b>Medium</b>	<b>High</b>

	<p><b>Low</b></p> <p>Minor injuries not resulting in any first aid or absence from work.</p>	<b>Low</b>	<b>Low</b>	<b>Medium</b>
		<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.
		Likelihood of Harm Occurring		

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