

## Covid-19 Updated Risk Assessment

The Government has announced that from the 19<sup>th</sup> July 2021 the UK enters step 4 of the roadmap for Covid 19, a new phase of continued caution whilst managing the risks of COVID-19.

To support schools with this transition, below is an amended Risk Assessment template to reflect the lifting / easing of restrictions in schools. However, cautious guidance will remain (indicated by text highlighted green) as this is not yet a complete return to normal. Text highlighted red requires further detail to be provided by the risk assessor.

It is recognised that schools already have in place well developed risk assessments that consider their own unique circumstances, and in light of the fact that schools may need to either step up or step down risk control measures as we move through the third wave of the pandemic, this template is **not** designed to be a replacement document for existing assessments but rather support schools in identifying the minimum control measures that should be in place.

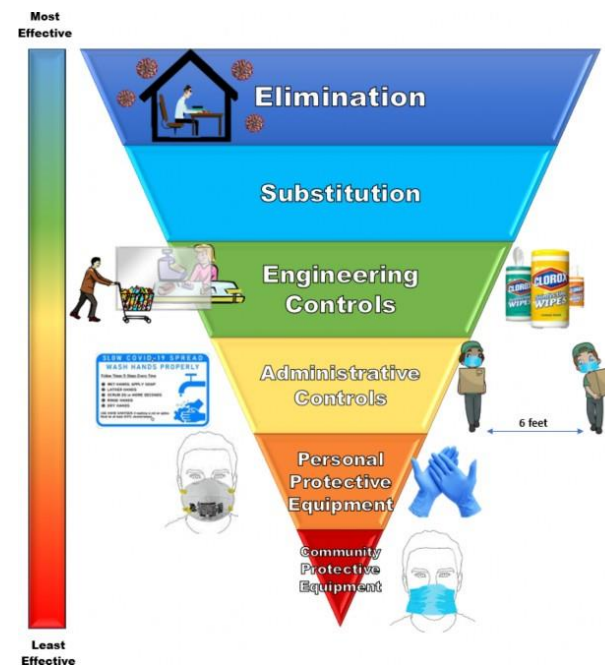
The example measures listed are based on current government guidance:

- [School coronavirus \(COVID-19\) operational guidance](#) (last updated 19 July)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Rapid asymptomatic testing in specialist schools](#)
- [Safe working in education, childcare and children's social care](#)

We continue to advocate that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.



**Title:** Covid-19 Risk Assessment – Full opening on Monday 6<sup>th</sup> September 2021



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Contact with coronavirus when getting to and from school	Pupils Staff Parents / carers / visitors	<b><u>School drops offs</u></b> <ul style="list-style-type: none"> <li>Only one parent/carer should attend</li> <li>Measures in place to prevent parents / carers gathering at entrance gates / doors.</li> </ul>	L	<p>AE will send texts to parents and carers asking that where possible only one adult attends the school site on arrival and collection</p> <p>The adopted one way system around school will be permanently implemented to ease congestion on the school site</p>	AE  AE	6.9.21  September 2021	  Done
Spread of Covid-19 through person to person contact	Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with	<b><u>Limiting contact with someone potentially suffering from coronavirus</u></b> <ul style="list-style-type: none"> <li>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current government guidance</a>. Regular reminders will be given about this.</li> <li>School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).</li> <li>If pupils or staff have travelled abroad, they will be asked to follow the <a href="#">current government guidance</a>.</li> </ul>	L	AE to support families that have been to abroad prior to the beginning of the new term	AE	Ongoing	Done

	<p>existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<ul style="list-style-type: none"> <li>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</li> </ul> <p><b><u>Barriers / screens</u></b></p> <ul style="list-style-type: none"> <li>Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> </ul> <p><b><u>Promotion of good personal hygiene</u></b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water (ideally warm water) in place. Explain where you'll put these – for example, if there are no sinks nearby, you can place hand sanitiser at entrances and exits to the school and in rooms you'll be using.</li> <li>Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible <a href="#">here</a>).</li> <li>Stringent hand washing taking place. (in accordance with this <a href="#">guidance</a>).</li> <li>Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.</li> <li>Classes to teach children hand washing techniques.</li> <li>Children to wash hands before and after eating a snack and before and after eating dinner.</li> <li>Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (<b><i>Note; hand gel is no substitute for thorough and effective handwashing</i></b>)</li> <li>Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.</li> </ul>		<p>Place a marker on the carpet for visitors to stand on when speaking to office staff</p> <p>Signage displayed to ensure only 1 person</p> <p>Consider if there are any pupils attending your school that won't be able to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant, and if there are different/additional measures you can put in place for these children and the staff who work with them.</p>	<p>Site manager</p> <p>AE</p>	<p>September 2021</p>	<p>Done</p>
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		<ul style="list-style-type: none"> <li>Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.</li> <li>Appropriate receptacles for disposal of tissues which are emptied throughout the day.</li> <li>Pupils discouraged from sharing cutlery, cups or food.</li> <li>Parents informed of hygiene expectations and to advise its discussed with their children.</li> <li>Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.</li> </ul> <p><b><u>Ventilation</u></b></p> <ul style="list-style-type: none"> <li>Areas, particularly occupied spaces, are kept well ventilated using natural ventilation where possible.</li> </ul> <p><b><u>Social Distancing</u></b></p> <p>Staff should continue to distance (2 metres) from other members of staff wherever possible particularly in staff rest areas, kitchens, classrooms and shared resource rooms.</p> <p><b><u>Dealing with a suspected case (staff and / or pupil)</u></b></p> <ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-</li> </ul>		<p>RM to replenish daily paper towels, soap, and tissues in all classrooms and toilets</p> <p>Poorly ventilated work areas to be identified and steps taken to improve fresh air flow</p> <p>Note; CO<sub>2</sub> monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.</p> <p>All staff to open classroom doors and windows when appropriate</p> <p>Staffroom and office windows to be opened when appropriate</p> <p>A maximum of 3 people are allowed to use the staff room for rest breaks</p> <p>Staff may sit in year group bubbles but must social distance at lunch time</p> <p><b><u>Personal Protective Equipment (PPE)</u></b></p> <p><b>Note:</b> Public Health guidance on the use of PPE to protect</p>	<p>RM</p> <p>All staff AE</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Done</p>
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		<p>to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.</li> <li>• In the case of a pupil who needs to be supervised before being picked up a window will be opened in the room to allow for fresh air ventilation and staff will wear a fluid-resistant surgical mask only if a distance of 2 meters cannot be maintained. If contact is necessary, supervising staff will also wear disposable gloves and disposable apron. If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection. Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection.</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</li> <li>• If a member of staff becomes symptomatic their line manager maintains regular remote contact with them during this time.</li> </ul> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it is age-appropriate and safe to do so, the pupil can walk, cycle or scoot home. If the pupil cannot be collected or travel home independently, we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken:</p>		<p>against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <p>Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.</p> <p>PPE required if;</p> <ul style="list-style-type: none"> <li>• 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, or gets a positive lateral flow test at school. A fluid repellent surgical face mask, gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> </ul>			
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		<ul style="list-style-type: none"><li>• Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or</li><li>• The driver and passenger will maintain a distance of 2 metres from each other; or</li><li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li></ul> <p><b><u>Controlling other users of building (visitors / contractors)</u></b></p> <ul style="list-style-type: none"><li>• The school will contact every user and inform them of usage expectations:</li><li>• Compulsory handwashing / use of gel before entering school.</li></ul> <p><b><u>Indoor and outdoor performances with an audience</u></b></p> <p>Explain that you will consult this guidance on <a href="#">performing arts</a> when planning indoor and outdoor performances. Also consult this guidance on <a href="#">delivering outdoor events</a> when planning for outdoor performances</p> <p><b><u>Sports</u></b></p> <p>Explain that you will prioritise outdoor sport where possible. Where it's not, you'll use large indoor spaces with sufficient ventilation. You will consult <a href="#">government guidance</a> when planning for team sports.</p>		<ul style="list-style-type: none"><li>• 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 (<a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>).</li></ul> <p>Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely.</p>			
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Spreading infection due to excessive contact and mixing in meetings	Staff Pupils Parents / carers Others	Where possible, meetings will be in a large room with sufficient ventilation and enough space to allow for social distancing or conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.		Whole school staff meetings will be held remotely where social distancing is not possible.  Phase meetings will take place in CF and HC rooms because they are the largest rooms in school	Phase Leader	Ongoing	
Spreading infection through contact with coronavirus on surfaces	Pupils Staff Visitors / others	<p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• Cleaners carry out regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. Detail cleaning controls for particular areas and circumstances</li> <li>• Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as classroom desks and tables, door and window handles, door panels, bannisters, light switches, reception area / sign in tablets, teaching and learning aids, computer equipment (including keyboards and mouse), sports equipment, telephones, printers/photocopier machines, using appropriate cleaning products and methods.</li> <li>• Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</li> <li>• Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school.</li> </ul>		AE to meet with cleaning contractors to establish hot spots around school.	AE and CR	Ongoing	Done


		<ul style="list-style-type: none"><li>● Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</li></ul> <p><b><u>Reducing contact point activities</u></b></p> <ul style="list-style-type: none"><li>● School minimises activities which involve the passing of items around a class</li><li>● School will cease hand shaking of visitors.</li><li>● Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation.</li><li>● Employees should not share any foods and should only be making drinks for themselves and cleaning all surfaces and touched objects (taps, water boilers, spoons etc.) afterwards. All food including snacks should be taken home at the end of the working day.</li></ul> <p><b><u>Shared resources</u></b></p> <p>Any resources shared between groups, such as sports, art and science equipment, will be cleaned frequently and meticulously.</p> <p>Any resources shared between staff, such as handheld radios, stationary, photocopiers, printers, laptops etc. , will be cleaned between use.</p> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"><li>● Restricted to one user; or</li></ul>					
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		<ul style="list-style-type: none"> <li>Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>					
Coronavirus outbreak		<p>Schools to have an outbreak management plan in place</p> <p>All schools need to work with the local health protection team to decide if additional action is needed</p>		AE to ensure Management Outbreak plan is shared with parents and carers on the website	AE	6.9.21	
Individuals vulnerable to serious infection coming into school		<p><b><u>CEV</u></b></p> <p>All staff and pupils, including those who are clinically extremely vulnerable (CEV), should attend unless they're self-isolating or have been advised not to by their GP or clinician. Managers are encouraged to <u>talk to any clinically extremely vulnerable workers</u> returning to their workplace, so they can explain the measures being taken to ensure where they are working safely.</p> <p>Detail any preventative measures you have in place for when CEV staff are in school.</p> <p>Individual risk assessments are not required but it is important to support your workers and discuss any concerns.</p> <p><b><u>Pregnant workers</u></b></p> <p>Detail any preventative measures you have in place for pregnant workers, in a specific risk assessment, such as adjustments to the job or working from home.</p>					
Spreading infection due to the school environment		<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with potentially limited staff and changes to how the school space is potentially being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency</p>					

		<p>lights have been tested and are fully operational. Emergency fire drills will be carried out as normal.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"><li>• Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations</li><li>• Opening windows</li><li>• Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised</li></ul> <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"><li>• Opening high level windows in preference to low level to reduce draughts</li><li>• Providing flexibility to allow additional, suitable indoor clothing</li><li>• Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</li><li>• Rearranging furniture where possible to avoid direct drafts</li></ul> <p>The use of lifts will be avoided unless essential.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>					
Spreading infection on educational day visits and		<p>Thorough risk assessments for all planned visits will be carried out to determine the control measures that are in place at the site. The risk assessments will be uploaded to Evolve.</p>		AE and or KB to conduce pre visits to quality assure control measures before trip is authorised			

residential visits		Explain that a separate risk assessment for each educational visit will be carried out to determine whether it can be undertaken safely which will be uploaded onto Evolve as part of trip planning.					
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	Name	Position	Signature	Date	Review Date
<b>Risk Assessor</b>	Aidan Edmunds	Headteacher		3.9.21	Ongoing