

Appendix C (COVID 19 – School's Risk Assessment)

Names of Assessors:	Mrs S Thorpe, Mrs A Cattermole	Date Completed:	First Published 28-05-2020
Activity Being Assessed:	COVID 19 risks associated with employees and relevant others accessing and working from school premises (This supersedes previous school COVID-19 risk assessments).		

Risk Matrix Table					
	Likelihood of harm				
Severity	1 – Very Unlikely	2 - Unlikely	3 - Possible	4 – Likely	5 – Very Likely
1 – Extremely Low (Trivial injury)	1	2	3	4	5
2 - Low (Minor injury)	2	4	6	8	10
3- Medium (Lost Time injury)	3	6	9	12	15
4 - High (Specified injury)	4	8	12	16	20
5 - Extremely High (Fatality)	5	10	15	20	25

- Identify significant hazards and who could be harmed (E – Employees, SU – Service Users, VP - Vulnerable Persons, V – Visitors, P - Members of the Public, C – Contractors, ES - Emergency Services)
- Once the significant hazards and existing control measures have been identified, the remaining risks need to be rated.
- The risk matrix table above can be used to calculate the overall risk rating by multiplying the relevant numbers assigned to the likelihood and the severity of each hazard.
- Once the overall risk rating has been calculated for each hazard, the table below will indicate if further action is required to control the risks.
- The action register should be used to document any additional control measures required.
- Once additional control measures have been implemented the risk rating will need to be reassessed and the additional control measures incorporated into the main assessment.

Overall Risk Rating	Action Required
(1- 5) Low Risk	Maintain existing control measures.
(6 - 12) Medium Risk	Review existing control measures and where possible add additional control measures to further reduce the risk.
(15 - 16) High Risk	Consideration given to stopping the activity. Additional control measures are required to reduce risks to acceptable level.
(20 – 25) Extremely High Risk	Stop activity until additional control measures are implemented to reduce risk to an acceptable level.

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
1.	Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the public.	E, VP, C, SU, V	Staff and management to confirm if symptoms of coronavirus (COVID-19) are recent with onset of any of the following: - a new continuous cough - a high temperature - a loss of, or change in, your normal sense of taste or smell (anosmia) Any staff member or pupil displaying symptoms of Coronavirus (Covid-19) or who have someone in their household who does, must not attend school. Anyone developing these symptoms during the school day will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus infection' which says that they must self-isolate for at least 7 days and should arrange to have a test. Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms. If a staff member or pupil has a positive PCR test, Head Teacher will carry out a risk assessment and identify all those who have been in close contact with the affected case. They will be advised to follow government guidance to stay at home and self-isolate until 10 days after their last contact. With effect from week commencing 25th January 2021 all school staff will have the opportunity to complete lateral flow tests twice weekly, 3-4 days apart. Staff will be provided with lateral flow devices and instructed to complete the tests at home prior to attending school. Staff are requested to inform both school and NHS Test and Trace of their results. If the result is positive staff will isolate, arrange a PCR test and follow school procedure.	1	5	5

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			Staff to inform managers of any pre-existing medical conditions which could increase their risk of exposure. A report by Public Health England has found that individuals could be at an increased risk from COVID-19 if you are: • Male • From a Black, Asian or minority ethnic background (BAME) • Born outside of the UK or Ireland • Over 60 If you fall under one of the above categories you should discuss your concerns with your manager. If an individual has been identified as vulnerable this is to be documented within the action register of this risk assessment.			

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2.	Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the public.	E, VP, C, P, ES, SU	All staff and pupils should: • All staff will wear face masks in communal areas Sanitise hands on entry to school. • Wash hands frequently using soap and water. Or alcohol gel (>70% proof) if available. • Avoid touching eyes nose and mouth. • Avoid handshakes • Maintain social distancing (2 metres) • Avoid hot desking • Maintain clear desk policy • Clean work station, desk, keyboard, mouse, phone, with approved cleaning materials prior and after use. • Good hygiene practices implemented in communal areas such as kitchens and high touch areas. • Self-isolate if symptoms present and notify your manager ASAP arrange COVID-19 testing ASAP (ref 21). Head teachers to implement arrangements to minimise members of the public accessing buildings where possible. When members of the public have to access buildings, arrangements to be in place to ensure entry is by appointment only in order to manage social distancing requirements. Only one person (plus accompanying child) allowed entry into the main office reception area at any one time. Adult visitors including parents must wear face coverings on entry and follow sanitising and social distancing guidelines. Signage to be produced and displayed at entrances informing members of the public rules around COVID 19 arrangements.	2	5	10

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			Staff to refuse entry to members of the public and pupils showing signs (fever or cough) of COVID 19. Staff to avoid cash handling where possible. Staff to wash hands using soap and water or alcohol gel (>70% proof) if available if cash handling is unavoidable.			
			Individuals are at moderate risk of developing complications from coronavirus (COVID-19) when they fall into any of the following categories: • under 70 with an underlying health condition listed below (for adults this is aged 70 or over (regardless of medical conditions) • under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): • chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis • chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy • diabetes • problems with the spleen • a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) • being seriously overweight (a body mass index (BMI) of 40 or above) • pregnant			
3.	Risk of exposure to COVID 19 when carrying out	E, VP, C, P, ES, SU, V	If you are classified as Clinically Extremely Vulnerable or have been advised by a medical professional to shield you are advised to work from home if possible, if	2	5	10

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	activities in School premises including contact with members of the public and pupils.		you cannot work from home you should not attend work for the period of restrictions. Arrange for relevant office and teaching areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions for cleaning workstations. Property Services will provide cleaning / hygiene products for high risk buildings (public interface). If required contact Property Services Help Desk on 01642 727028. Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place some people at greatest risk of severe illness from COVID-19. Disease severity, medical history or treatment levels will also affect who is in this group. Clinically extremely vulnerable people include: • solid organ transplant recipients • those with specific cancers: • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • people having immunotherapy or other continuing antibody treatments for cancer • people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs • those with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)			

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			- those with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease) - those on immunosuppression therapies sufficient to significantly increase risk of infection - adults with Down's syndrome - adults on dialysis or with chronic kidney disease (stage 5) - pregnant women with significant heart disease, congenital or acquired - other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions Staff to clean work stations prior to and post use with approved cleaning agents in accordance with manufacturer's instructions, or as detailed below: - either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or; - a household detergent followed by disinfection (1000 ppm av.cl.) or; - or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.			
4.	Risk of exposure to COVID 19 when staff or relevant others working in a school building are confirmed cases of COVID 19	E, VP, C, P, ES, SU, V	Head Teacher to log all instances of staff and relevant others who are self-isolating as a result of suspected or confirmed COVID 19 and forward to the School Business Manager who will record the information on HR Online (Xentrall). Head Teacher and teachers to inform office administration staff of pupils self-isolating as a result of suspected or confirmed COVID 19 and all instances recorded on SIMS. Staff and relevant others displaying symptoms need to self-isolate as per government advice (7 days individuals /10 days family) or longer if situation requires. Arrange for relevant areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions or as detailed in ref 3:	2	5	10

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			- Desk and workstation of confirmed cases - Common contact points within building, e.g. Banisters, door handles, chairs, etc. - Communal areas. E.g. Kitchens, toilets, meeting rooms, etc.			
5.	Risk of exposure to COVID 19 when staff or relevant others working in a school building with confirmed cases of COVID 19	E, VP, C, P, ES, SU, V	Follow Public Health England (PHE) Guidance on the cleaning of non-clinical areas: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Minimum PPE to be worn is: - Disposable washing up gloves - Disposable Apron If area has been heavily contaminated such as with visible body fluids then the following additional PPE can be considered: - Disposable surgical mask Nominated staff to carry out deep clean of potentially contaminated areas within the school and follow risk assessment guidance associated with cleaning materials used. Head teacher to ensure relevant areas are kept clear until areas have been cleaned with disinfectant. Workstation of confirmed case to be cleaned as above and quarantined for 72 hours, so far as is reasonably practicable. On completion of cleaning tasks remove PPE in this order: 1. Remove gloves and sanitise hands. 2. Remove apron & eye protection and sanitise hands 3. Remove mask and sanitise hands Dispose of PPE into bin bag and tie, then double bag and tie again. Dispose of after 72 hours. Wash hands using soap and water or alcohol gel (70%)	2	5	10

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6	Teacher, staff to pupil ratios for COVID-19 under PHE guidance.	E, VP, C, P, ES, SU	For primary schools, year-group sized bubbles will be implemented and encouraged to socially distance within their bubbles wherever possible. During any National Lockdown period, if year group bubbles exceed 20 children they would be taught in two groups within the year group bubble and encouraged to socially distance wherever possible. Year group bubbles will be seated separately in the dining hall, take staggered break times or use a separate outdoor space if breaks are taken at the same time as other year group bubbles. Year group bubbles will be encouraged to socially distance wherever possible and every attempt will be made to avoid crossing in the corridors. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of school timetable. Where staff move between classes and year groups, they should try to socially distance as much as they can. Maintained Nursery Schools and nursery classes in maintained schools caring for children aged three and over Current requirement: • There must be at least one member of staff for every 13 children • At least one member of staff must be a school teacher as defined by section 122 of the Education Act 2002 • At least one other member of staff must hold a full and relevant level 3 qualification.	2	5	10

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7	Planning and Organisation controls implemented prior to school reopening to prevent possible spread of COVID-19	E, VP, C, P, ES	This risk assessment must be reviewed and additional control measures implemented on the advice from Public Health if the transmission rate increases to a level which impacts upon the safety of staff and relevant others.	2	5	10
			Head teacher is to organise classrooms and other learning environments such as art studio, ICT suite and halls for those groups, maintaining space between seats and desks where possible. After school clubs will be in school bubbles and follow the agreed school guidelines. During lockdown after school clubs will not take place.			
			Head teacher is to refresh the timetable: ○ Decide which lessons or activities will be delivered. ○ Consider which lessons or classroom activities could take place outdoors. ○ Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building. ○ Stagger break times (including lunch), so that all children are not moving around the school at the same time. ○ Stagger drop-off and collection times. ○ Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.			

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			Childcare settings or early years groups in school should: ○ Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing wherever possible. ○ Staff are aware that early years children have a lesser understanding of social distancing though they will make their best endeavours to encourage this. ○ Consider how play equipment is used ensuring it is appropriately disinfected between groups of children using it, and that multiple groups do not use it simultaneously. Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. If government roadmap runs to schedule with effect from w/c 7th June 2021: • soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be sanitised and gradually reintroduced into the classroom; • ocarina & recorder lessons will be introduced. Instruments will be thoroughly cleaned after use. All children will face the same direction and windows will be open. Children should bring their PE kit in a drawstring bag or a carrier bag and it needs to be clearly labelled. Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers.			

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8	Risk of transmission and spread of COVID-19 associated with arrangements for keeping groups of pupils together.	E, VP, C, P, ES, SU, V	Head teacher is to ensure that children and young people are in the same year group bubbles at all times each day, and different year group bubbles are not mixed during the day.	2	5	10
			Head teacher is to ensure that the same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same during the day and on subsequent days.			
			Head teacher is to ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning and disinfecting of the rooms at the end of the day. Intervention rooms will be cleaned after each bubble.			
			Head teacher to give consideration to seating pupils at the same desk each day wherever possible. Desks will be front facing and children will be seated side by side and not facing each other.			
			Head teacher is to ensure that alcohol gel or hand washing facilities to be provided upon entry to classrooms and at strategic locations within schools.			
			Staff and pupils must wash their hands or use alcohol gel upon entering the premises.			
			If children arrive wearing a face mask, parents will remove it before the child enters school. If the parent is not present, children will place face masks into a plastic sealed bag until they exit school.			
			Robust signing in procedures must be implemented within each school to enable contact tracing of those in contact with confirmed COVID 19 cases.			
			Implementation of electronic signing in process where possible.			
			If not possible, receptionists to document visitor details to avoid cross contamination and potential spread of virus.			
			Literature racks at reception and other areas within the building to be removed to avoid cross contamination.			

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			Visitors to be escorted by host (maintain social distancing) for duration of visit. Access control passes to be provided to visitors for this purpose where possible and returned to reception on completion of visit to be sanitised.			
9	Risk of transmission and spread of COVID-19 associated with cleaning and hygiene standards.	E, VP, C, P, ES, SU, V	Follow the COVID-19: Guidance for full opening: schools. www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Section 1, systems of control. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. Sanitise surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Ensure that all adults and children: - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning. - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. - Are encouraged not to touch their mouth, eyes and nose. - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Consider how to encourage young children to learn and practise these habits through games and repetition. Ensure that help is available for children and young people who have trouble cleaning their hands independently.	2	5	10

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			Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation, consider the use of doorguards for fire doors which can be linked to the fire alarm system. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Ensure that tissues are placed in the appropriate bin and bins are emptied at least once per day.			

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10	Risk of exposure to COVID 19 when staff or pupils or relevant others use staircases	E, VP, C, ES, SU, V	Introduction of one way systems on stairwells where possible. Signage will be introduced indicating the direction of travel on each stairwell entry point near the staff room. If a one way system is not achievable ensure staff are informed to stick to their left side to walk up the stairs and stick to their left side to walk down the stairs, if safe to do so and stairwells are wide enough for this purpose. Signage to be provided to detail arrangements and all staff briefed to ensure that they are aware of these controls. All staff to ensure that they do not stop to converse with other members of staff on stairwells.	2	5	10

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			Ensure that high touch areas (bannisters etc) are part of the disinfectant regime for the building, hand washing facilities or alcohol gel provided on each floor and staff to follow good hygiene measures accordingly to prevent potential spread.			
11	Risk of exposure to COVID 19 when staff, Pupils or relevant use corridors within school	E, VP, C, P, ES, SU, V	Doors kept open where possible to avoid contact with high touch areas.	1	5	5
			NOTE: This does not apply to fire doors unless approved safety mechanisms are used such as doorguards or other hold open devices which release on alarm activation.			
			Fire doors need to be appropriately signed to enable staff to identify fire doors easily.			
			Staff advised to use elbow for opening door release mechanisms where possible.			
			Fire doors must not be wedged open.			
			Vision screens in doors to be kept clear at all times			
			One-way systems to be implemented where possible.			
			If not possible clear instructions regarding usage to be produced and clearly communicated to staff and relevant others.			
			Floor markings/graphics to be provided to provide social distance guidance.			

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			Use of photocopiers: Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use.			
			Consider the use of touch screen pens when using photocopier. Cleaning regime must be in place for high touch areas on photocopier.			

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12	Risk of exposure to COVID 19 when staff or relevant others use toilets	E, VP, C, P, ES, V, SU	Restrict the number of people using the toilets at any one time. Maximum occupancies (1 person every 2 metres) identified on the door.	2	5	10
			Toilets are screened from each other. It must be ensured capacity of toilets is not exceeded. Plan to be put in place by Head Teacher or relevant other to ensure social distancing.			
			Windows opened to allow for natural ventilation where possible.			
			Cleaning regime put in place to ensure high contact points are regularly sanitised.			
			Soap to be provided for hand washing and paper towels for drying			
13	Risk of exposure to COVID 19 due to mixing within education or childcare setting.	E, VP, C, P, ES, SU, V	Access rooms directly from outside where possible.	3	4	12
			Consider one-way circulation, or advise class groups to only use corridor when empty where possible.			
			Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.			
			Staggering lunch breaks - children and young people should clean their hands beforehand and enter the dining hall in the bubble they are already in, bubbles should be kept apart as much as possible and tables should be cleaned between each bubble. Where children are seated opposite each other, they should be seated at tables that have been fitted with Perspex screens across the table. Perspex screens will be cleaned between each bubble.			
			Packed lunches may be delivered to classrooms and children may eat in their allocated classroom or appropriate space e.g. hall or outdoors.			
			Windows to be open in dining halls.			
			Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.			

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			Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules). Arrangements put in place so that areas are regularly cleaned and sanitised after use including high touch points. Teachers, when leaving their classes to be covered, will sanitise high touch areas (e.g. desk / smartboard) and cover teachers will also sanitise these areas before and after use. Use outside space: • For exercise and breaks. • For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. • Outdoor equipment will only be used if the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings. For shared rooms: • Use halls, dining areas and internal and external sports facilities for lunch and exercise within year group bubbles. If year group bubbles take staggered breaks between lessons, these areas can be shared as long as different year group bubbles do not mix (and especially do not play sports or games together) and adequate cleaning between year group bubbles is in place, following the COVID-19: cleaning of non-healthcare settings guidance. • Stagger the use of staff rooms and offices to limit occupancy. Maximum of 3 staff at any one time in Nursery staff room. Reduce the use of shared resources:			

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			- Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff - Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. - Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts.			
14	Risk of spread of COVID-19 due to transport arrangements of parents and Pupils.	E, VP, C, P, ES, SU	Encourage parents and children and young people to walk or cycle to their education setting where possible.	3	5	10
			Make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.			
			Ensure that transport arrangements cater for any changes to start and finish times.			
			Ensure that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus.			
			Ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers and follow guidance			
			Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts.			
			Local authorities or transport providers could consider the following: - guidance or training for school transport colleagues - substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers - cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.			

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			Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). For school trips and visits children will travel in their school bubbles. School will confirm with coach company that the coach is being sanitised before use and will remain at the venue to avoid cross contamination. Additional staff will travel separately in individual cars. Staff will ensure compliance with all educational visits guidelines.			
15	Risk of exposure to COVID 19 when staff or relevant others use welfare facilities including; Kitchen facilities and rest areas.	E, VP, C, V	Wherever possible stagger breaks to reduce the number using the facilities in order to achieve social distancing. Restrict the number of people using kitchens and rest areas at any one time. Maximum of 3 staff at any one time in Nursery staff room. Vision panels (windows) in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door. Staff to strictly observe social distancing guidelines in the staff room. Staff to clean high touch areas of fridges and microwaves with antibacterial wipes after use to reduce potential spread of virus through high touch areas. Disposable paper towels to be provided only – no multi use towels to be used. All toilets and kitchens provided with hand washing facilities with soap, disposable towels and hot running water.	1	5	5

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			Posters displayed in toilets and kitchens asking staff to wash their hands for twenty seconds using soap and water. Signage to be provided as to who to contact when stock requires replenishment. Mrs Stephenson or Mr Wilson, (Caretaker) Government advice is to Catch Coughs and Sneezes in tissues – Tissues available throughout the workplace – placed in appropriate bins. Seating arrangements within kitchens to be arranged so that social distancing can be maintained. Consideration given to temporarily closing small kitchens if required. Staff must strictly follow social distancing guidelines when eating and drinking in the staff room. Water fountain high touch point requires to be added to the cleaning regime and staff reminded of hygiene measures when using the facility.			
16	Communicating the risk of exposure to COVID 19	E, VP, C, P, ES, V, SU	Head teachers must ensure they introduce documented systems to communicate the requirements of COVID 19 premises risk assessments in the premises where their staff are working or visiting. All staff and LA Health & safety are informed whenever risk assessment is amended / updated. Head teachers ensure the information includes the control measures which have been implemented and premises specific instructions in order to help protect staff and others whilst in school premises. Head teachers ensure that they inform all children, young people, 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).	3	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Head teachers ensure that they inform all parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. Head teachers ensure that they inform all parents and young people 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). Head teachers ensure they make clear to parents that they cannot gather at entrance gates or doors. Parents may only enter site through clock tower entrance one at a time (with accompanying child). Signs and notices relating to COVID 19 risks and required precautions to be provided at strategic locations throughout the building. Head teachers ensure that parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers. Head teachers to engage with staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing extra training requirements. Head teachers to communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies and hygiene suppliers.			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.			
			Use of emails and the Intranet to cascade information as and when required in addition to risk assessment sign off sheets.			
17	Risk of COVID 19 exposure or transmission as a result of fire safety and other emergency arrangements.	E, VP, C, P, ES, V, SU	Review emergency evacuation procedure to ensure that arrangements remain valid for: - Means s of escape - Muster points - PEEPS - Number of trained fire wardens Social distancing measures to be maintained for above situations where possible. Updated fire evacuation plan to be communicated to all persons working within the premises or visiting the premises.	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Update fire evacuation plan to be maintained for audit and inspection purposes.			
			Consideration given to PEEPS and precautions required to minimise risks associated with COVID 19 when responding to a fire or alarm activation situation.			
			Fire log book to be maintained for all occupied buildings.			
			Fire risk assessment to be reviewed by the relevant Head Teacher as and when required and updated accordingly subject to risk.			
18	Risk of COVID 19 exposure or transmission as a result of first aid arrangements.	E, VP, C, P, ES, V, SU	Head teacher is to review current first aid risk assessment and COVID 19 first aid risk assessment and understand the risk and control measures required for provision of first aid.	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			The written first aid risk assessment should take into account all relevant factors with the aim of enabling the setting to ensure they can provide the safe care needed by children of critical workers, vulnerable children and other children attending school during COVID-19 outbreak, including: • The number of children on the premises. • The staff to child ratios. • The types of activities undertaken with the children on the premises. • The likely need for first aid based on the needs of the children attending the premises. • First aider knowledge among staff on the premises; and • The mitigations available to reduce the risk of such an incident. If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow the guidance for households with possible coronavirus infection. If a pupil is awaiting collection, they should be isolated wherever possible, with appropriate adult supervision if required depending on the age of the pupil. 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. PPE should be worn by staff caring for the pupil while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs). After the child has been collected the member of staff caring for the pupil should thoroughly wash their hands and the room should be thoroughly cleaned. Monitor arrangements for first aid provision on a regular basis and ensure adequate number of trained first aiders are in place in accordance with relevant risk assessments and government guidance.			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			First aid kits to be updated to include (where already not supplied) surgical masks, eye protection, disposable gloves, disposable aprons and hand sanitisers.			
			Ensure there is a system for communicating the COVID 19 First Aid risk assessment to all First Aiders within the premises and that current government advice is followed when carrying out first aid treatment.			
			Used PPE should be double bagged and disposed of in general waste.			
			Managers and first aiders to refer to government guidance regarding expired first aid qualifications and the action to take.			
			Staff are to ensure good use of natural ventilation and open windows to allow for natural air changes where possible.			
			Ventilation in toilets should run 24/7. If windows are present then they should be opened as required to allow for regular air changes.			
			Occupants should flush toilet with the lid closed.			
			Fire evacuation plans and fire risk assessment to be updated accordingly.			
19	Risk of exposure to COVID 19 when staff dispose of PPE, cleaning materials	E, VP, C, P, ES	A bin to deal with disposal of Covid-19 contaminated PPE is placed in disabled toilet near to the office. PPE and Covid-19 contaminated materials to be double bagged using yellow bags and tied before placing in the bin.	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
	and other contaminated waste.		- Disabled toilet to be closed off when Covid-19 contaminated materials are placed in the bin. - Contents of bins to be disposed of via general waste, once 72 hours have elapsed. - Bins to be sanitised once emptied. - Wash hands using soap and water or alcohol gel (70%) after handling bins.			
20	Mental health and wellbeing may be affected due to isolation; workload; lack of exercise; caring responsibilities etc.	E, SU, VP	Management to promote mental health & wellbeing awareness to staff during the COVID 19 pandemic and will offer whatever support they can to support staff and relevant others. - Regular welfare checks by management and staff. - Support is available from Schools Advisory Service.	2	5	10
21	Risks of COVID 19 outbreak associated with testing arrangements for COVID 19 within occupied buildings.	E, SU, VP, P, C	Arrangements put in place for testing in accordance with most up to date government guidance and advice. Further information on testing arrangements can be found in www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Section 1, systems of control Parts 7,8 & 9.	2	5	10
22	Risk of COVID 19 infection and transmission when reopening a council building after lockdown.		Management will display a "Staying COVID 19 secure in 2020" poster (Appendix A) in a prominent location at the building entrance with up to date contact details. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf. Management	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			to complete COVID secure checklist on a regular basis and maintain for audit purposes.			

Action Register

This action register should be used to document any additional control measures which are required to eliminate or adequately control the risks identified within the assessment.

- Any risks which require additional control measures which cannot be implemented in a timely manner, must be documented within the action register.
- Consideration should be given to the hierarchy of controls when implementing control measures.
- Actions must be assigned to an action owner who is responsible for implementing the required action within the timescales indicated.
- Service Area Managers must escalate any significant risks which cannot be resolved locally to their Head of Service for resolution.
- Heads of Service must escalate any risks which cannot be resolved at Head of Service level to their Director for resolution.
- The action register must be updated once the actions have been completed and the control measures incorporated into the risk assessment.

Ref	Date Assigned	Action Required	Action Owner	Action Taken	Date Completed
1	14-07-20	The Senior Leadership Team are aware of those members of staff who are within the vulnerable category.	Mrs S Thorpe		
2	July 20	Inspection by Local Authority Health & Safety		No action required	July 20
3	01-09-20	Inspection by local Authority Health & Safety		Staff advised re. children wearing masks	01-09-20
4	12-09-20	Definition of Close Contact emailed to staff, Cleaning, Catering & Pupil Wellbeing & Parent Support		No action required	12-09-20

Ref	Date Assigned	Action Required	Action Owner	Action Taken	Date Completed
1	14-07-20	The Senior Leadership Team are aware of those members of staff who are within the vulnerable category.	Mrs S Thorpe		
2	July 20	Inspection by Local Authority Health & Safety		No action required	July 20
5	Sept 20	Public Health Inspection		No action required	September 20
6	1 Oct 20	Spot Inspection by Local Authority Health & Safety		Maximum of 3 staff members in Nursery Staff room. Windows to be opened in KS1 dining hall.	October 2020
7	9 Nov 20	Reminder re close contact emailed to staff plus track and trace information.		No action required	November 2020
8	4 Dec 20	Spot Inspection by Local Authority Health & Safety		No action required.	December 2020
9	6 Jan 21	Reminder of close contact emailed to staff.		No action required	January 2021

Risk Assessment Authorisation & Review

Name of Assessor(s):	Mrs J Appleby	Signature of Assessor(s):	J Appleby	Date:	29.11.2021
Name of Authorising Manager:	Mrs S Thorpe	Signature of Authorising Manager:	Sandy Thorpe	Date:	29.11.2021

- This risk assessment is a living document and must be reviewed regularly (at least annually) by the manager responsible for the activity being assessed. It should also be reviewed:
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or other significant incident which could impact upon the safety of employees or relevant others.
 - Following significant changes to the task, process, procedure, personnel or line management.

- Following the introduction of vulnerable personnel.
- A copy of the updated risk assessment should be maintained and made available for inspection and audit purposes

Review	Name of Manager	Date	Comments
Review 1	Mrs S Thorpe	01-06-20	Page 4: Sentence added: Staff to wash hands using soap and water or alcohol gel (>70% proof) if available if cash handling is unavoidable. Page 7: Sentence added: Staff are aware that early years children have a lesser understanding of social distancing though they will make their best endeavours to encourage this. Page 8: 'inappropriate' removed from the title of No. 7 identified risk. Risk of transmission and spread of COVID-19 associated with inappropriate arrangements for keeping groups of pupils together Page 9: 'poor' removed from the title of No. 8 identified risk. Risk of transmission and spread of COVID-19 associated with poor cleaning and hygiene standards Page 11: Text re one way systems on stairwells amended. Page 12: Section 12. Overall risk amended to 15. Page 12: Sentence added: Packed lunches will be delivered to classrooms and children will eat packed lunches in their allocated classroom. Page 18: Section added with instructions if anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell.

Review 2	Mrs S Thorpe	04-06-20	Page 6: Sentence amended to read: We will rely on Public Health & the Local Authority to inform school if the R number changes and if this change impacts school opening. NOTE: the transmission rate will impact upon the overall risk rating of this assessment. This risk assessment must be reviewed and additional control measures implemented as required If the transmission rate increases to a level which impacts upon the safety of staff and relevant others.
Review 3	Mrs S Thorpe	10-07-20	Page 2: Section 1: Amended to read: Any staff member or pupil displaying symptoms of Coronavirus (Covid-19) or who have someone in their household who does, must not attend school. Anyone developing these symptoms during the school day will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus infection' which says that they must self-isolate for at least 7 days and should arrange to have a test. Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms. Page 2: Section 1: BAME information included. Conditions for self-isolation removed. Page 2: Section 1: Amended to include BAME Page 3: Section 2: Amended to read "All staff and pupils should ... " and 2 metres social distancing removed. Page 5: Section 4: 2 metres social distancing removed. Page 6: Section 6: Staff to pupil ratios amended. Page 6: Section 7: Sentence amended to read: Head Teacher will monitor the Local Outbreak Plan and review the R number and regional transmission rate of Covid-19 prior to making any decision on reopening the school.

			Page 7: Section 7: Stagger assembly groups removed. Page 8: Section 8: Sentence amended to read: Head teacher to give consideration to seating pupils at the same desk each day. Page 8: Section: Sentence added to include desk arrangements. Page 9: Section 9: Songs removed. Page 10: Section 9: Staff advised to wash clothes following a day in education setting removed. Page 12: Section 13: Sentence amended to read: Packed lunches may be delivered to classrooms and children may eat packed lunches in their allocated classroom or appropriate space e.g. hall or outdoors. Page 15: Section 15: Maximum occupancies (1 person every 2 metres) identified on the door removed. Page 15: Section 15: Cutlery, plates and cups are to be provided by employee and not shared removed. Page 19: Section 18: Sentence amended to read: If a pupil is awaiting collection, they should be isolated wherever possible ... Page 20: Section 18: Sentence amended to read: Used PPE should be double bagged and disposed of in general waste. Page 21: Section 19: Amended to read: PPE and Covid-19 contaminated materials. Page 21: Section 20: Sentence amended to read: Support from Schools Advisory Service. System of Control appended to Risk Assessment
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Review 4	Mrs S Thorpe	3.9.2020	Page 8: Section 7: Sentence added re PE bags Page 9: Section 8: Sentence added re Facial masks Page 13: Section 13: Sentence added re: cover teachers
Review 5	Mr S Peterson	30/09/2020	Page 7: After school clubs will be in school bubbles and follow the agreed school guidelines. Page 13: Children will be seated forward facing unless Perspex screens are in place across the table. Perspex screens will be cleaned between each bubble. Page 14: Maximum of 3 staff at any one time in Nursery staff room. Page 15: For school trips and visits children will travel in their school bubbles. School will confirm with coach company that the coach is being sanitised before use and will remain at the venue to avoid cross contamination. Additional staff will travel separately in individual cars. Staff will ensure compliance with all educational visits guidelines.
Review 6	Mrs S Thorpe	04.11.2020	Page 7: During lockdown after school clubs will not take place. Page 13: Staggering lunch breaks - children and young people should clean their hands beforehand and enter the dining hall in the bubble they are already in, bubbles should be kept apart as much as possible and tables should be cleaned between each bubble. Where children are seated opposite each other, they should be seated at tables that have been fitted with Perspex screens across the table. Perspex screens will be cleaned between each bubble.
Review 7	Mrs S Thorpe	13.11.2020	Page 2: Over 60 added. Page 4: Individuals at moderate risk information & Extremely clinically vulnerable information. Page 5: Information on specific medical conditions. Page 24: Staying Covid 19 Secure in 2020 Poster.

Review 8	Mrs S Thorpe	19.01.2021	Page 2: Lateral flow testing for staff added.
Review 9	Mrs S Thorpe	01.02.2021	Page 9: Section 6: Text added: During the National Lockdown period, if year group bubbles exceed 20 children they will be taught in two groups within the year group bubble and encouraged to socially distance wherever possible. Year group bubbles will be seated separately in the dining hall, take staggered break times or use a separate outdoor space if breaks are taken at the same time as other year group bubbles. Year group bubbles will be encouraged to socially distance wherever possible and every attempt will be made to avoid crossing in the corridors. This will be reviewed at the end of National Lockdown. Page 11: Section 8: Sentence amended to read: Head teacher is to ensure that children and young people are in the same year group bubbles at all times each day, and different year group bubbles are not mixed during the day. Page 17: Section 13: Sentence amended to read: Use halls, dining areas and internal and external sports facilities for lunch and exercise within year group bubbles. If year group bubbles take staggered breaks between lessons, these areas can be shared as long as different year group bubbles do not mix (and especially do not play sports or games together) and adequate cleaning between year group bubbles is in place, following the COVID-19: cleaning of non-healthcare settings guidance
Review 10	Mrs S Thorpe	08.03.2021	Page 5: Section 3 Amended to read: If you are classified as Clinically Extremely Vulnerable or have been advised by a medical professional to shield you are advised to work from home if possible, if you cannot work from home you should not attend work for the period of restrictions.

			Page 7: Section 4: Amended to read: Staff and relevant others displaying symptoms need to self-isolate as per government advice (7 days individuals / 10 days family) or longer if situation requires. Page 9: Section 6: Amended to read: During any National Lockdown period, if year group bubbles exceed 20 children they would be taught in two groups within the year group bubble and encouraged to socially distance wherever possible. Page 9: Section 6: Sentence removed: This will be reviewed at the end of National Lockdown. Page 10: Section 7: Paragraph removed: Head Teacher will monitor the Local Outbreak Plan and review the R number and regional transmission rate of Covid-19 prior to making any decision on reopening the school. NOTE: the transmission rate will impact upon the overall risk rating of this assessment. Page 15: Section 13: Amended to read: Consider one-way circulation, or advise class groups to only use corridor when empty where possible. Page 19: Section 16: Sentence added: All staff and LA Health & Safety are informed whenever risk assessment is amended / updated. Updated System of Controls.
Review 11	Mrs S Thorpe	08.03.2021	Page 4: Section 2: Sentences added: All staff and pupils should: • Sanitise hands on entry to school. Adult visitors including parents must wear face coverings on entry and follow sanitising and social distancing guidelines.

Review 12	Mrs S Thorpe	10.05.2021	Page 2: Section 1: Text added: If a staff member or pupil has a positive PCR test, Head Teacher will carry out a risk assessment and identify all those who have been in close contact with the affected case. They will be advised to follow government guidance to stay at home and self-isolate until 10 days after their last contact. Page 11: Section 7: Text amended to read: If government roadmap runs to schedule with effect from w/c 7th June 2021: • soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be sanitised and gradually reintroduced into the classroom; • ocarina & recorder lessons will be introduced. Instruments will be thoroughly cleaned after use. All children will face the same direction and windows will be open.
Review 13	Mrs S Thorpe	29.11.2021	Page 2 Section 1 Test Added All staff members to wear face coverings unless except in all communal areas.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.]

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

Staying COVID-19 Secure in 2020

We confirm we have complied with the [government's guidance](#) on managing the risk of COVID19

• FIVE STEPS TO SAFER WORKING TOGETHER •



We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here



We have [cleaning, handwashing and hygiene procedures](#) in line with guidance



We have taken all reasonable steps to help people work safely from a [COVID-19 Secure workplace](#) or work from home



We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace



Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)

Signed on behalf of the employer: _____ [Employer representative signature](#)

Employer: _____ [Employer name](#) Date: _____

Who to contact: _____ [Your Health and Safety Representative](#)
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

COVID 19 – Schools Risk Assessment V3 10.11.2020