

## Covid-19 Risk Assessment

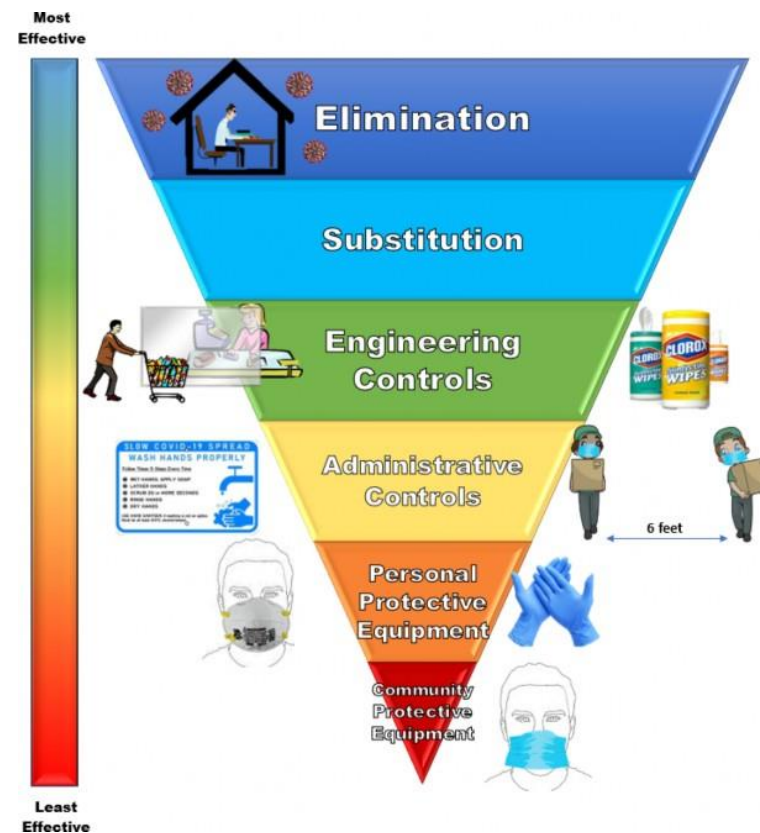
Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

To support schools with this phased introduction, below is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation in a school setting. It is not likely to cover all scenarios and each school must consider their own unique circumstances and adapt this template accordingly, having due regard to the '*considerations*' section detailed at the end of the document and the following Government Guidance:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



**Title:** Covid-19 Risk Assessment



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to	<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.</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>Drying of hands with disposable paper towels.</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>	M	<p>Additional soap for classrooms</p> <p>* Awaiting on 'kit' from LA. If not received by 1<sup>st</sup> June, MCox will produce posters.</p> <p>* Paper towels to be placed in staff toilets</p> <p>Posters to be displayed.</p>	<p>MCox</p> <p>MCox</p> <p>All Staff</p> <p>All Staff</p> <p>Site Mgr</p> <p>Pupils</p> <p>M Cox</p>	<p>01.06.20</p> <p>01.06.20</p> <p></p> <p></p> <p>01.06.20</p> <p></p> <p>02.06.20</p>	<p>Done</p> <p>Done</p> <p></p> <p></p> <p>Done</p> <p></p> <p>Done</p>

	your operations	<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><li>Areas are kept well ventilated using natural ventilation where possible.</li><li>Wipes for iPads</li></ul>		Additional tissues ordered.	M Cox	01.06.20	Done
		Pedal Bins supplied		M Cox	01.06.20	Done	
		To be ordered		M Cox	04.09.20		
		Site Manager to advise LA Cleaning team/supervisor		Site Mgr	01.06.20	Done	
		Twice daily additional cleaning to ‘touch points’ in staff and pupil toilet areas and corridor areas – anti-viral product used.		MC	Start 01.06.20	Ongoing	
				LA			
		Staff advised to use dishwasher		LT	01.06.20	Done at Team Briefing	
		<p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"><li>Pupils grouped in class ‘bubbles’ and remain in same room throughout the school day – this area cleaned prior to next day.</li><li>Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&amp;S policy.</li><li>Meet with cleaning contractors to review cleaning arrangement and make any necessary changes.</li><li>Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods.</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></ul>					

		<ul style="list-style-type: none"><li>• Shared classroom resources and sports equipment to be cleaned between bubbles</li><li>• ‘Clear Desk Policy’ to ensure office furniture can be cleaned effectively</li><li>• ‘Clear Staff Room Policy’ to ensure work surfaces, sink and eating areas can be cleaned effectively</li><li>• All utensils to be thoroughly cleaned after each use/ use of dishwasher</li></ul> <p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"><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>• Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government.</li><li>• Teacher/TA to be 2m away from bubbles of children where possible</li><li>• Children group in class bubbles during the day and whilst in school. Children grouped in year group bubbles when outside on playground and in dining areas. Mixing of groups is limited wherever possible</li><li>• Children to dine in Year groups</li><li>• Teachers and staff can move between different bubbles but must try to remain 2m apart from children</li><li>• Tables to be forward facing and space out – remove excess furniture</li><li>• Spacing indicated for children waiting for hot food</li><li>• Staggered lunch and break times and movement of pupils around school to reduce large groups of children gathering</li><li>• Room of Arts to be used as secondary dining area</li></ul>			All staff All Staff All Staff All Staff		
			Via Website and links in text messages	Office staff		Done	
			Poster displayed around school	MCox	01.06.20	Done	
				All staff	01.06.20		
			Signage around school	Site Mgr			

		<ul style="list-style-type: none"> <li>• Staff reminded daily of the importance of social distancing both in the workplace and outside of it.</li> <li>• Reorganising of rooms and furniture to ensure social distancing in place</li> <li>• Conference calls to be used instead of face to face meetings.</li> <li>• Social distancing also to be adhered to in staff rest areas, canteen and smoking area.</li> <li>• Meeting room to be secondary staff room</li> <li>• Management checks to ensure this is adhered to.</li> <li>• Parents discouraged from gathering at school gates.</li> <li>• Parents and visitors discouraged from entering the school building during this time unless have an appointment.</li> <li>• Staggered start and end times for all year groups.</li> </ul> <p><b><u>Reducing contact point activities</u></b></p> <ul style="list-style-type: none"> <li>• School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc.</li> <li>• School will cease hand shaking of children and visitors.</li> <li>• Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down.</li> <li>• Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding</li> </ul>		<p>Different staffroom areas &amp; toilet facilities have been assigned to bubbles.</p> <p>One way system in place. Enter via Hordern Road, Exit via Coleman Street. Parents advised to bring only children attending school. 1 Parent only unless advised of a situation that requires more than one adult bringing/collecting child.</p> <p>Remove/Cover any interactive displays</p>	All staff	01.06.20	Done in areas where children are based
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		<p>risks), to limit use of door handles and aid ventilation.</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-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <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>• 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.</li> <li>• If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time.</li> <li>• If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</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> <li>• Restrictions or suspensions of building usage</li> </ul>		<p>Meeting room to be isolation area</p> <p>PPE to be worn</p> <p>Use disabled toilet. That toilet to be quarantined until a thorough clean undertaken. Emergency PPE to be in place. 'Kit' to be sent from LA</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. A face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <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</li> </ul>	LA	01.06.20	<p>Done</p> <p>1 kit per classroom of emergency PPE</p>
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		<p><b><u>Emergency procedures</u></b></p> <ul style="list-style-type: none"> <li>• All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul> <p><b><u>Personal Protective Equipment (PPE)</u></b></p> <p><b>Note:</b> Public Health guidance on the use of PPE to protect 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>be worn (<a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>).</p> <ul style="list-style-type: none"> <li>• Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely.</li> </ul>			
		<ul style="list-style-type: none"> <li>• School monitors daily any staff absence.</li> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>• Daily report to the HT on number of absences and symptoms.</li> </ul>	H				

Teacher / staff shortage		<ul style="list-style-type: none"> <li>Weekly summary data for each class to HT.</li> <li>Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> </ul>					
Impact on physical and mental health		<ul style="list-style-type: none"> <li>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</li> <li>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</li> <li>Regular communication of mental health information (e.g. H&amp;S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support.</li> <li>Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home.</li> </ul>	M				
Educational Off Site Visits	Pupils, staff, visitors	<ul style="list-style-type: none"> <li>All off site visits have been cancelled until further notice</li> <li>Reassess at October half term in line with guidance</li> </ul>	H				
Staff classed as a 'vulnerable person' with a specific illness	Staff	<ul style="list-style-type: none"> <li>All staff members can return to site following the risk assessment</li> <li>Individual risk assessments completed</li> </ul>	L				
Pregnant Women in school	Pregnant Women	<ul style="list-style-type: none"> <li>Individual risk assessment in place</li> <li>Government guidance to be followed</li> </ul>	M				
Fire Emergency	All occupants	<ul style="list-style-type: none"> <li>Current fire and emergency plan to be followed</li> <li>Classes to return to building following 'drill' taking care not to mix with other groups</li> </ul>	L				



	Name	Position	Signature	Date	Review Date
<b>Risk Assessor</b>	Margot Cox (advised by Natalie Barrow, LA)	School Business Manager		14/07/20	Annually or earlier if required
<b>Line Manager</b>	Lisa Thompspon	Headteacher			

### Considerations for additional control measures:

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible.
- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
- 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 in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.
- 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).

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.
- although outdoor equipment should not be used unless 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 at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#).
- stagger the use of staff rooms and offices to limit occupancy.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
- by seeking 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 ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)).

#### Staff to child ratios:

- Guidance on staff to child ratios from the Government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)) Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. ([Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#))

#### Additional considerations:

Effective communication is key and cannot be under estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.