

## Risk Assessment



This generic risk assessment should be adapted by educational establishments to make specific to their individual site(s), circumstances and pupils. It should be completed in conjunction with reference to the latest government guidance including


<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

<b>Date of Assessment: 19/5/19</b>	<b>Assessed by: Elaine Jackson</b>
<b>Review date:</b> This risk assessment will be frequently and dynamically reviewed going forward, as the government advice and local staffing levels change	<b>Role: Head Teacher</b>

What is the <b>task, activity, person or environment</b> you are assessing?
Coronavirus effects within school, following government guidance for schools to gradually reopen from June onwards

What hazards are present or may be generated?	Who might be harmed by the hazards and how?	What control measures/precautions are in place to eliminate or reduce the risk?	Is the residual risk acceptable?		If no to the previous question, what additional control measures/precautions are needed to manage the risk?	Additional control measures implemented:		
			Yes	No		Action by whom?	Action by when?	Date complete
Contamination/spread of Coronavirus (surfaces)	Staff, pupils, contractors' visitors  Virus spread in	Additional cleaning provided of hand-contact surfaces within the school, such as doors, chairs, desks, bannisters, sinks, toilets, light switches, gates, external	X		<a href="#">See Public Health Cleaning guideline poster:</a>			

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	water droplets that are expelled from the body through sneezing, coughing, talking and breathing. These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer.	<p>railings etc.</p> <p>More frequent cleaning of toys and educational equipment where possible and cleaned between use by different groups.</p> <p>Sharing of stationery and other equipment between pupils reduced where possible-pupils will have own bags of equipment in school</p> <p>Shared resources e.g. library books, normally taken home or swapped amongst pupils/ staff limited and cleaned between uses Books will not be taken home.</p> <p>Soft furnishings/ soft toys and other toys/ resources that are hard to clean (such as those with intricate parts, sand, play dough etc) removed. Replaced with easy to clean toys where appropriate.</p> <p>Additional lidded bins provided, and all bins emptied frequently.</p> <p>Doors propped open to reduce the need for direct contact, where possible (e.g. where not a fire door and not needed for safeguarding reasons)</p> <p>Discussions had with cleaning staff/ contractors/ suppliers to</p>	X		 <p>PHE Poster COVID19_Guidance_CI</p> <p>Further guidance can be found on the link below from Public Health England:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>			



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		<p>Sufficient handwashing facilities available. In addition, in areas where there isn't a sink within the immediate vicinity, e.g. in entrances/ exits, classrooms and other learning environments, hand sanitiser provided. Staff/ pupils reminded it should be used in addition to regular hand washing wherever possible.</p> <p>Where possible, 2 metre distance maintained e.g. between adults – more detail on social distancing given in subsequent sections of this assessment.</p> <p>School to be kept well ventilated e.g. open windows where possible. Doors propped open where possible to aide ventilation (e.g. where not a fire door and not needed for safeguarding reasons).</p>	X	x	<p>As much teaching outdoors as possible social distancing possible between adults but not always between children in Years R and YR1 and teachers supporting children should there be injury or upset.</p>			
Social distancing measures - lesson time	Staff, pupils	<p>Primary schools - reduced class/ group sizes, limited to maximum of 15 with one teacher (plus teaching assistant if needed due to needs of group). Where possible pupils to stay in these groups throughout the school day not mix with other groups and be led by the same member of staff.</p> <p>Additional support, reduced group sizes, additional space etc provided to pupils who may</p>	X		<p>If there is a shortage of teachers, then a teaching assistant can lead a group, where working under the direction of a teacher and where deemed competent to do so.</p>			

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		<p>struggle to follow social distancing measures e.g. particularly young pupils or those with special educational needs.</p> <p>Early years settings - pre-school children should continue to be taught in line with the staff to child ratios within <a href="#">Early Years Foundation Stage</a> (EYFS)</p> <p>Desks/ seating spread out as much as possible within classrooms. Where possible, the same desk to be used by each pupil day to day. Unnecessary items from classrooms and other learning environments removed, where there is space to store it elsewhere.</p> <p>Groups to be kept 2 metres apart from other groups, where possible.</p> <p>Groups to use the same classroom/ space where possible throughout the day, and these are cleaned at the end of the day.</p> <p>School opened gradually, starting with priority year groups (and pupils of key workers or vulnerable pupils), to ensure control measures can be continually monitored/ reviewed.</p> <p>Lessons/ activities reviewed – any</p>	X					

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		<p>higher risk activities requiring particularly close supervision are not carried out (e.g. some design/ food technology). Also, any activities encouraging/ requiring pupils to be particularly close to each other for extended periods reduced/ stopped. E.g. PE exercises requiring pupils to pair up and work in close proximity to each other stopped.</p> <p>Opportunities for outdoor learning/ play utilised where possible and when weather allows.</p> <p>School behaviour policy reviewed/ updated to ensure it reflects the new rules/ routines and communicated to staff, pupils and parents</p> <p>Class phones used between staff to communicate between different parts of school to limit unnecessary movement, subject to existing safeguarding procedures.</p>	X					
Social distancing measures – outside of lesson time	Staff, pupils	<p>School timetable reviewed, to reduce the volume of people congregating/ moving around school outside lesson time e.g.:</p> <ul style="list-style-type: none"> <li>Assemblies staggered and maximum number of groups set depending on space availability,</li> </ul>	X					

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		<p>to ensure groups can be kept apart.</p> <ul style="list-style-type: none"> <li>• Break and lunch times staggered</li> <li>• Shared spaces used at half capacity or less and groups kept apart</li> </ul> <p>Use of shared offices, staff rooms etc reviewed to ensure occupancy limited wherever possible.</p> <p>Play time activities reviewed and pupils kept in existing groups. Play areas divided into zones to facilitate this where practical. Outside play equipment only used where it can be cleaned between groups and not by multiple groups at the same time.</p> <p>Classrooms accessed directly from outside where possible.</p> <p>. Care taken to ensure all existing fire routes and exits are passable as normal in an emergency, and staff reminded of this.</p> <p>.</p> <p>Pupils kept in existing groups during lunch time, tables cleaned between groups, or groups to have lunch in classrooms if above not possible.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>					

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		<p>Breakfast and after school club provision only offered where pupils can be kept in their existing groups or adequate social distancing measures can be maintained.</p> <p>Avoid overcrowding in toilets/ hand washing areas e.g. by staggering times and reviewing which toilets are used by particular groups.</p> <p>Additional support provided to pupils who may struggle to follow the above measures e.g. particularly young pupils or those with special educational needs, such as social stories or use of pictorial symbols.</p>	X					
Social distancing measures – pick up and drop off time	<p>Staff, pupils</p> <p>Parents/ guardians</p>	<p>Pick up and drop off time reviewed:</p> <p>Start and finish times of the school day staggered for different groups</p> <p>Parents/ guardians advised to keep 2 metres distance apart from people outside their household when collecting/ dropping off pupils.</p> <p>Locations of where pupils are dropped off/ collected from school reviewed to facilitate this as much</p>	X					

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		as possible.  Parents encouraged to come alone, rather than with partners/ other children where possible.	x					
Clinically vulnerable pupils	Pupils	Pupils in the 'clinically extremely vulnerable' group have been advised to follow the government advice by shielding at home and are not in school.  Parents of pupils in the 'clinically vulnerable' group are advised to follow medical advice.	X  X					
Clinically vulnerable staff members or those with other risk factors	Staff	Staff in the 'clinically extremely vulnerable' group are advised to follow the government advice by shielding at home and are not in school. Where it is possible for them to work whilst at home, they are doing so.  Staff in the 'clinically vulnerable' group are advised to follow the government advice on social distancing and are working from home where possible. If this is not possible, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible, and an individual risk assessment is carried out.	X  X					

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		<p>Other staff with personal risk factors such as ethnicity, age, obesity and existing health conditions to be considered on a case-by-case basis and an individual risk assessment completed.</p> <p>Regular contact from managers maintained with any staff working from home, and they are kept informed of school life as much as possible. e.g. via Microsoft Teams or phone calls.</p>	X					
Individuals living in a household with a 'clinically extremely vulnerable' individual	The 'clinically extremely vulnerable' person	Staff or pupils who live with an individual in the 'clinical extremely vulnerable' group are only in school if stringent social distancing can be adhered to. If this is not possible, e.g. particularly young children or those with special education needs, then they will not be in school.		x	Personal choice within this group if they cannot maintain 2m distancing in school then they will maintain strict social distancing in the home.			
Covid-19 infection-symptomatic individuals	Staff, pupils	Individuals displaying any of the symptoms of Covid-19 (new continuous cough, high temperature, or a loss or change in normal sense of taste or smell) advised to stay at home and self-isolate, following the <a href="#">latest government guidance</a> . Staff and parents frequently reminded of this.	X		<p>Refer to Public Health England on the latest isolation times and cleaning requirements</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>			

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		<p>If an employee or pupil develops Covid-19 symptoms whilst onsite, they are sent home and advised to stay at home and self-isolate.</p> <p>Whilst awaiting collection, young person is isolated, in a separate room with closed door where possible (ensuring appropriate supervision). If not possible, they should be kept at least 2 metres from others.</p> <p>A fluid resistant surgical face mask worn by staff supervising the child while they await collection if a 2-metre distance cannot be maintained (e.g. a very young child or a child with special educational needs).</p> <p>If an emergency arises whilst they are awaiting collection, e.g. they are seriously ill/ injured, 999 is called rather than taking them to a hospital or GP surgery.</p> <p>The area where symptom individual was isolated, their desk/ classroom, and any toilet used whilst waiting for collection, will be cleaned as per latest PHE guidelines. Used PPE and other waste generated will be disposed of in line with PHE guidelines i.e. double bagged and stored securely for 72 hours before</p>	X					
			X					
			X					
			X					
			X					

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		disposing of in line with normal waste collection from site.  Individuals with symptoms will have access to testing (this to be advertised to parents/ staff). Should the test result be positive, then the rest of that class/ group will be sent home to self-isolate for 14 days. Should other cases in school be detected, then Public Health England's local health protection team will investigate/ advise accordingly.	X					
Travel to and from site	Staff, pupils, parents, members of public	Parents and pupils encouraged to walk or cycle where possible	X		<a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">Additional advice for parents, staff and young people can be found in government guide:  https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>			
First Aid Cover due to staff illness / isolation	Staff, pupils, contractors	First aid cover is continually monitored to ensure adequate cover.  Review of First Aid Assessment needed.  All staff informed of where the first aid boxes are kept.  Activities that increase the likelihood of an injury are to be reduced where necessary.	X  X  X  X		<a href="#">Call NHS 111 for additional clinical advice or help in a non-emergency situation (when 999 should be called).</a>			

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		<p>First aid certificate validity extended by 3 months from 16<sup>th</sup> March 2020.</p> <p>Activity of first aiders reviewed, in line with Covid-19 <a href="#">government guidance for first responders</a></p>	X					
Non-essential meetings	Staff, Contractors, visitors	<p>Non-essential group gatherings avoided - alternative communication methods utilised where possible e.g. video calls</p> <p>Where face-to-face meetings are essential, then extra space (2 metres distance where possible) maintained between individuals.</p> <p>Checks made to establish that external attendees are not exhibiting symptoms</p>	X					
Visitors coming to site adhoc	Visitors / Parents	<p>Where possible face to face talks are discouraged and if they do occur, at least 2 metres distance maintained whenever possible. This is facilitated by barriers at entrance/ reception if necessary.</p> <p>Alternative communication e.g. letters home, emails, telephone etc encouraged.</p> <p>Contact details (telephone numbers/ email addresses) have been updated to avoid</p>	X					

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		unnecessary communication difficulties  Posters displayed at the front gates to inform visitors of the conditions of the day/ any arrangements that have changed since previous day	x					
School trips	Staff, pupils	Off-site trips will not currently take place, until such time when government guidance on social distancing measures is lifted, and when adequate supervision levels both on the trip and back at school can be maintained.	x					
Statutory building compliance testing	Staff, Contractors, pupils	Contractors: Frequent liaisons with compliance contractor to ensure critical inspection/ testing checks continue.  Arrangements put in place to ensure contractors follow social distancing measures wherever possible and contractors reminded of need for good hygiene practices. Appropriate handwashing facilities on site made available to them.  Internal: If individuals that normally carry out internal inspections/ checks are not in work, essential functions (e.g. weekly testing of the fire	x  x  x					

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		<p>alarm system) are carried out by others, following appropriate instruction/ briefing.</p> <p>All required compliance tasks/ inspections carried out before parts of the site reopened, as advised by the school's compliance contractor and in line with Department of Education's advice on <a href="#">Managing school premises, during the Coronavirus outbreak</a> to ensure risks such as legionella are adequately controlled.</p>	x					
Fire Safety	Anyone on site	<p>Roles of key staff reviewed, and minimum adequate cover maintained in the event of staff shortages. Designated person(s) to act as Fire Safety Co-ordinator in an emergency.</p> <p>All staff briefed on their role e.g. how to sweep the immediate area and get pupils out. Any areas not swept reported to the fire safety co-ordinator once outside.</p> <p>Any repositioning of desks etc done in a way so as not to obstruct exit routes.</p> <p>Consideration given to any higher risk activities (e.g. food technology, lighting of candles in worship etc) and these not carried</p>	X		Please discuss any specific concerns discuss with NSC H&S team			
			X					
			X					
			X					

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		<p>out without further consideration, and agreement of the senior person on site (e.g. Head teacher).</p> <p>Any existing PEEPS for staff or children reviewed to ensure any required assistance is available and it is safe for them to be on site</p> <p>Appropriate positioning of flammable hand sanitiser e.g. not immediately adjacent potential ignition sources. Storage of hand sanitiser stocks carefully considered e.g. kept in a suitable location, away from ignition sources, not in higher risk rooms e.g. boiler rooms, stock kept to sensible volume.</p> <p>Staff reminded to let sanitiser fully evaporate/ dry before continuing work and particular care taken if involved in tasks involving naked flames e.g. lighting worship candles in assemblies and using hobs in food tech - wash hands rather than using hand sanitiser before such activities.</p> <p>Fire safety arrangements reviewed. Consideration given to emergency evacuations and fire assembly point e.g. groups staying together/ kept adequately separate from other groups where</p>	<p>X</p> <p>X</p> <p>X</p> <p>x</p>					

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		safe to do so.						
Concerns from all parties on the changing situation	Staff, parents, pupils	<p>Regular communication to all parties following latest government advice. School website updated regularly</p> <p>Make sure the Department of Education Coronavirus helpline is available to staff Parents and young people where appropriate. Telephone number is: 0800 046 8687-via website</p> <p>Staff and pupils given support and resources to promote good mental health and wellbeing. E.g. <a href="https://www.nhs.uk/oneyou/every-mind-matters/">https://www.nhs.uk/oneyou/every-mind-matters/</a></p> <p>All employees briefed and kept up-to-date on procedures and given opportunity to raise concerns / make suggestions.</p>	<p>X</p> <p>X</p> <p>X</p> <p>x</p>					
Out of Hours use	Pupils, Staff	Any non-essential activities to remain ceased until government guidelines say otherwise	x					

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External Deliveries	Staff	<p>Unnecessary contact avoided and 2 metre distancing wherever possible. Safe delivery point arranged.</p> <p>Hand washing after handling collections</p>	<p><b>X</b></p> <p><b>x</b></p>					
Site Maintenance	Staff, contractors	<p>Existing core functions e.g. external visual checks on play areas, unlocking/ locking of gates maintained.</p> <p>Where these aren't part of someone's normal roles, it is ensured that staff have the required competencies and are briefed on safe techniques, etc.</p> <p>Work carried out in quiet times wherever possible and unnecessary contact with others avoided.</p> <p>Regular hand washing carried out</p> <p>Site walk arounds/ visual checks undertaken to identify potential hazards, paying particular attention to areas that have been out of regular use during lockdown.</p>	<p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p> <p><b>x</b></p>					

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Reduced staff numbers on site due to isolation/ working from home/ having to supervise smaller groups than normal	Staff, pupils	<p>When reviewing numbers/ which groups of pupils can return to school, careful consideration has been given to staff numbers and minimum safe supervision levels are being maintained.</p> <p>Activities have been reviewed and they are only taking place where minimum safe supervision ratios can be maintained.</p> <p>Roles of staff are reviewed/ monitored going forward, to ensure all required core functions can be maintained e.g. relating to safeguarding, fire safety, first aid, senior leadership/ financial/ admin tasks, building compliance/ caretaking duties.</p> <p>Additional instruction/ information/ training given where needed to those covering changes to roles.</p>	X					
Pupils with existing education, health and care (EHC) plans/ individual risk assessments	Pupils	<p>Education, health and care (EHC) plans and individual risk assessments for pupils are reviewed to determine the best place for the pupil, whether it be home or school. Associated discussions should include the parent/ carer, school staff, local authority staff, social workers where applicable.</p> <p>For pupils in school, staff will</p>	X		<p>Risk assessments will need to be kept under review due to changing circumstances</p> <p>Please refer to the latest government guidance e.g.: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a></p>			

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		<p>familiarise themselves with individual risk assessments/ care plans if they are supporting children they don't normally support.</p> <p>If different staff or pupils are present, then staff (e.g. catering staff) familiarise themselves with any allergies of individuals.</p> <p>Where close personal care is needed, this is done following the EHC plan and the standard infection control precautions required for the task.</p> <p>Arrangements for obtaining/ maintaining PPE stocks for these instances put in place.</p>	X		<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a>  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>			