

# Covid-19 Risk Assessment

# September 2021

## Covid-19 Updated Risk Assessment Example / Template and Supporting Guidance for Schools

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

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

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

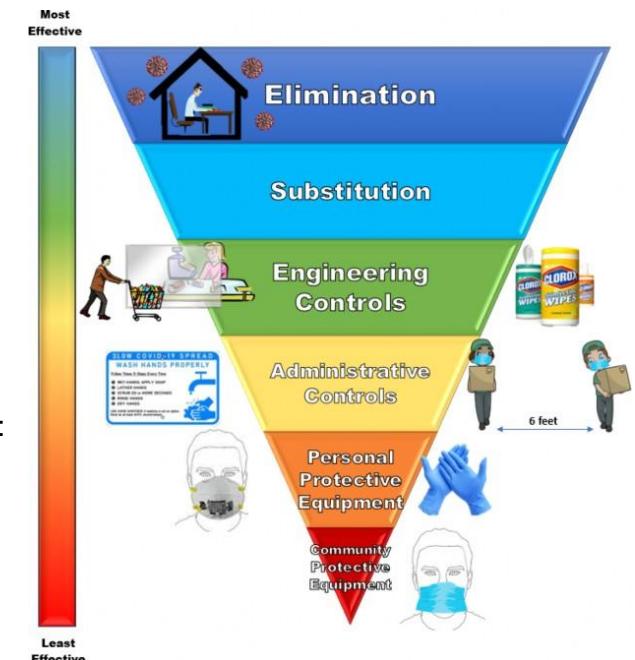
The example measures listed are based on current government guidance:

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

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

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

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





## Title: Covid-19 Risk Assessment

Hazards	Who might be harmed	Controls Required	Risk Rate - L/M/H	Additional Controls	Action By who	Action by when	Done
Contact with coronavirus when getting to and from school	Pupils Staff Parents / carers / visitors	<p><b>Public Transport</b></p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p>	L	Encourage all staff to take the Covid-19 vaccination and when eligible have the booster.	HB	ongoing	
Spread of Covid-19 through person to person contact	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 your operations	<p><b>Limiting contact with someone potentially suffering from coronavirus</b></p> <ul style="list-style-type: none"> <li>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current government guidance</a>. Regular reminders will be given about this.</li> <li>School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).</li> <li>If pupils or staff have travelled abroad, they will be asked to follow the <a href="#">current government guidance</a>.</li> <li>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</li> </ul>	L	This is done through text messages and shared on schools Facebook page.	HB	Ongoing	

		<p><b>Promotion of good personal hygiene</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water (ideally warm water) in place. Explain where you'll put these – for example, if there are no sinks nearby, you can place hand sanitiser at entrances and exits to the school and in rooms you'll be using.</li> <li>Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible <a href="#">here</a>).</li> <li>Stringent hand washing taking place. (in accordance with <a href="#">this guidance</a>).</li> <li>Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.</li> <li>Classes to teach children hand washing techniques.</li> <li>Children to wash hands before and after eating a snack and before and after eating dinner.</li> <li>Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (<b>Note; hand gel is no substitute for thorough and effective handwashing</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> <li>Tissues for each class and available throughout school, ensuring adequate stock levels at the start of each day and are replenished as needed.</li> <li>Appropriate receptacles for disposal of tissues which are emptied throughout the day.</li> <li>Pupils discouraged from sharing cutlery, cups or food.</li> <li>Parents informed of hygiene expectations and to advise its discussed with their children.</li> <li>Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.</li> </ul>	<ul style="list-style-type: none"> <li>All children will be supervised by staff to wash their hands upon arrival at nursery. Adults will model to children hand washing techniques (or hand gel is administered)</li> <li>Children will be supervised by staff to wash their hands before and after outdoor play (or hand gel applied). Adults will model to children hand washing techniques.</li> <li>Children will sing the hand washing song to encourage good hygiene.</li> <li>Hand gel stations in each base area</li> <li>All paper towels/tissues are disposed of in a lidded bin.</li> <li>Adults to replenish tissues/paper towel in a timely manner.</li> <li>Disposable plastic spoons for children who forget their spoon.</li> <li>Resources within the SEND base will be cleaned with anti-viral after children who mouth resources have used them.</li> <li>All staff will have access to disposable gloves when supporting children to wipe their nose.</li> </ul>	SEND staff All staff	Ongoing	
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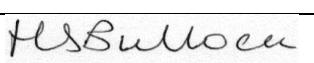
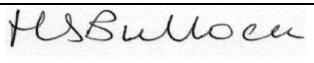
		<ul style="list-style-type: none"> <li>rest of the school to minimise the spread of any potential infection.</li> <li>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated and PPE will be disposed of properly, following <a href="#"><u>decontamination guidance</u></a>.</li> <li>If a member of staff becomes symptomatic their line manager maintains regular remote contact with them during this time.</li> </ul> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it is age-appropriate and safe to do so, the pupil can walk, cycle or scoot home. If the pupil cannot be collected or travel home independently, we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or</li> <li>The driver and passenger will maintain a distance of 2 metres from each other; or</li> <li>The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p><b><u>Controlling other users of building (visitors / contractors)</u></b></p> <ul style="list-style-type: none"> <li>The school will contact every user and inform them of usage expectations:</li> <li>Compulsory handwashing / use of gel before entering school.</li> </ul>		<p>personal care until they can return home, or gets a positive lateral flow test at school. A fluid repellent surgical face mask, gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> <li>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (<a href="#"><u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u></a>).</li> </ul> <p>Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely.</p>		
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		<p><b><u>Indoor and outdoor performances with an audience</u></b></p> <p>As and when we resume inviting parents in to join us to celebrate key events and their children's learning we will consult this guidance on <a href="#">performing arts</a> when planning indoor and outdoor performances.</p> <p>In addition we will consult this guidance on <a href="#">delivering outdoor events</a> when planning for outdoor performances</p>				
Spreading infection due to excessive contact and mixing in meetings	Staff Pupils Parents / carers Others	<p>Where possible, meetings will be in a large room with sufficient ventilation and enough space to allow for social distancing or conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p>		<p>Staff meetings are held in a large well ventilated room and are kept to a minimum and for the time being are for a shorter duration.</p> <p>Parents meeting are held one at a time in a area of the nursery that is well ventilated.</p> <p>After each meeting hard surfaces and resources are cleaned with anti-viral spray.</p>		

Spreading infection through contact with coronavirus on surfaces	<p>Pupils Staff Visitors / others</p>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Cleaners carry out regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.</li> <li>• Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as classroom desks and tables, door and window handles, door panels, bannisters, light switches, reception area / sign in tablets, teaching and learning aids, computer equipment (including keyboards and mouse), sports equipment, telephones, printers/photocopier machines, using appropriate cleaning products and methods..</li> <li>• Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school.</li> <li>• Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</li> </ul> <p><b>Shared resources – see above</b></p>	<p>Each area of the nursery is cleaned after each group of children (AM/PM), all hard surfaces are cleaned and all resources are cleaned using an anti viral spray.</p> <p>Every Friday all hard resources and toys are cleaned in a Milton solution.</p> <p>Toilets and kitchen area are cleaned after each use.</p> <p>Staff use their own mugs, plates, dishes and cutlery.</p>			
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Coronavirus outbreak		<p>Outbreak management plan in place</p> <p>All schools need to work with the local health protection team to decide if additional action is needed</p>				
Individuals vulnerable to serious infection coming into school		<p><b><u>CEV</u></b></p> <p>All staff and pupils, including those who are clinically extremely vulnerable (CEV), should attend unless they're self-isolating or have been advised not to by their GP or clinician. Managers are encouraged to <a href="#">talk to any clinically extremely vulnerable workers</a> returning to their workplace, so they can explain the measures being taken to ensure where they are working safely.</p> <p><b><u>Pregnant workers</u></b></p> <p>Pregnant workers will be subject to regular RA through their pregnancy. All Dr's advice will be followed all pregnant employees will be supported.</p>		<p>Elite Health &amp; Safety will conduct any risk assessments needed and recommendations will be followed.</p>		
Spreading infection due to the school environment		<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with potentially limited staff and changes to how the school space is potentially being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational.</p> <p>Emergency fire drills will be carried out as normal.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> <li>• Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations</li> <li>• Opening windows</li> </ul>		<p>All SEND children will have individual Risk Assessments and Personal Evacuation Plans.</p> <p>Due to Early years having strict adult to child ratios, supply staff will be sought to ensure all children remain safe. All supply staff will be directed in the procedures of the school to ensure we remain Covid-19 secure.</p> <p>All regular safety checks will continue to be maintained.</p>		

		<ul style="list-style-type: none"> <li>• Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised</li> </ul> <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> <li>• Opening high level windows in preference to low level to reduce draughts</li> <li>• Providing flexibility to allow additional, suitable indoor clothing</li> <li>• Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</li> <li>• Rearranging furniture where possible to avoid direct drafts</li> </ul> <p>The use of lifts will be avoided unless essential.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
Spreading infection on educational day visits and residential visits		In addition to using Evolve as a tool to complete RA as part of trip planning. A Covid-19 RA assessment will take place to consider the risks Covid-19 poses at the time and consideration will be made of the establishment being visits Covid RA. Where possible trips will be conducted outdoors.			

	Name	Position	Signature	Date	Review Date
Risk Assessor	Heidi Bullock	Headteacher		24/09/2021	December 2021
Line Manager	Heidi Bullock	Headteacher		24/09/2021	December 2021