

RISK ASSESSMENT	Template Schools and Early Years COVID Risk Assessment September 2021 (in red for extra measures)		The Harlington and Sundon Academy Trust
Assessment completed by:	Date Completed:	01.09.21	
PRINT NAME: Mrs C White	Next Review Date Due:	WEEKLY or as circumstances change if sooner	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack of or inadequate management on controlling risk of Coronavirus	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). illness or spread of infection in wider community, death of member of staff or pupil	<ul style="list-style-type: none"> All staff and pupils when not in setting to follow government guidelines (NB School has no control over this). Settings follow Schools COVID-19 operational guidance - GOV.UK (www.gov.uk). Separate guidance for Early Years Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk) Schools to check this guidance as it is regularly updated with new practices. SLT to discuss daily situation at school and what is happening nationally. Review all activities to consider and manage risk of Coronavirus. Develop or update your school Flu Plan for dealing with third wave or loss of critical staff for example Headteacher, Senco, site agent and high numbers of staff absences. Outbreak Management Plan in place. Display free poster on “catch it, bin it kill it poster” in toilets and staff notice boards. Provide tissues for all classrooms and wipes suitable for viruses. Ensure robust cleaning of high contact surfaces (at least 2x a day). Obtain advice where required from H&S consultant, NHS 111, Local Authority Public Health, and DFE, Helpline 0800 046 8687 (option1) or email DfE.coronavirushelpline@education.gov.uk 	Y Y Y Y Y Y Y Y Y Y Y Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack of or inadequate management on controlling risk of Coronavirus (cont)	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	<ul style="list-style-type: none"> Maintained close relationships with LA's, DsPH and DFE's Regional School commissioners and partnership teams. 	Y	
			<ul style="list-style-type: none"> COVID is RIDDOR reportable for staff members under certain conditions. 	Y	
			<ul style="list-style-type: none"> Consultation with Unions and communication with non-union staff on risk assessment and its control measures. 	Y	
			<ul style="list-style-type: none"> Children, parents, carers and visitors such as contractors are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19). 	Y	
			<ul style="list-style-type: none"> Visitors/contractors into school must be recorded (with contact details) and informed of school arrangements for COVID19. 	Y	
			<ul style="list-style-type: none"> Optional - Display QR code in Reception to assist with NHS Track and Trace. 	Y	
			<ul style="list-style-type: none"> Monitoring of controls from risk assessment are in place (Cousins Safety template). 	Y	
			<ul style="list-style-type: none"> System in place for reporting near misses to identify where controls cannot be followed or people are not doing what they should. 	Y	
			<ul style="list-style-type: none"> Review staffing/pupils returning from visits abroad and if 10-day isolation on return will impact on their attendance and school delivery (transport measures guidance). 	Y	
			<ul style="list-style-type: none"> Parent staff notified of changes in place and good communication with staff and parents. 	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack of or inadequate management on controlling risk of Coronavirus (cont)	Staff, pupils, families of staff and pupils attending school	Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil	<ul style="list-style-type: none"> NHS Track and trace system in place Access to Public Health advice for school and local outbreaks Access to testing for staff and pupils <p>Extra control measures schools can implement</p> <ul style="list-style-type: none"> All school staff and visitors to wear face coverings in communal areas such as offices and corridors where social distancing cannot be maintained. 	Y Y Y y	
New variants of COVID19 that may be more transmissible.	Staff, pupils, families of staff and pupils attending school	Increasing spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil or extended family of those attending school.	<ul style="list-style-type: none"> Access to current accurate data on local rates of transmission Daily review of COVID19 cases in school Template Outbreak Management Plan in place School to follow Contingency framework: education and childcare settings (publishing.service.gov.uk) Scale up and down control measures to be considered. <p>Additional control measures</p> <ul style="list-style-type: none"> All school staff and visitors to wear face coverings in communal areas such as offices and corridors where social distancing cannot be maintained. Parents to wear face coverings within school grounds when dropping off or picking up pupils. 	Y Y Y Y Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Asymptomatic person (staff or pupil) in school	Staff, pupils, families of staff and pupils attending school	Increasing spread of Virus resulting in time off work or away from school (loss of education). Death of member of staff or pupil or extended family of those attending school.	<ul style="list-style-type: none"> Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid test will be required to self-isolate until the result from a lab-based polymerise chain reaction (PCR) test is known. Everyone continues to follow good hygiene practices whether or not they have been tested. 	Y Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Vulnerable staff (including pregnant workers).	Vulnerable staff	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<p><u>Clinically extremely vulnerable</u></p> <ul style="list-style-type: none"> • Can return to work but be mindful to limit social contacts. • Complete individual risk assessment for staff who are clinically extremely vulnerable and have requested a RA. • Carry out LFT testing 2 times a week. • Follow school measures on hand washing, ventilation, cleaning etc <p><u>Clinically Vulnerable</u></p> <ul style="list-style-type: none"> • Complete individual risk assessment for staff who are clinically vulnerable and have requested a RA. • It is recommended that the school carries out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this <u>guidance or upon request</u>. • Staff who are clinically vulnerable may continue to attend school in line with current guidance. • Pregnant staff review working arrangements and carry out or update pregnancy risk assessment following the Royal College of Obstetrics and Gynaecology (RCOG) occupational health <u>advice</u> for employers and pregnant women and Government <u>advice</u>. • Follow advice for women from 28 weeks gestation or with underlying health conditions at any gestation who may be at greater risk. Employers and pregnant women should follow this advice and to continue to monitor for future updates to it. Social distancing measures must be in place – In early Years and Primary schools this may result in them working from home. • In some cases pregnant where women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply • Vaccination is recommended in pregnancy. 	Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
<p>Living with a shielded or clinically vulnerable person</p> <p>Staff or pupil</p>	Staff, pupils and families of those attending school	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<ul style="list-style-type: none"> If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, they can attend the school setting. School to discuss any concerns with parents and provide reassurance on the measures the school are putting in place to reduce any risks. 	Y	
Pupils who are clinically extremely vulnerable	Pupils and		<ul style="list-style-type: none"> All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. Further information is available in the guidance on supporting pupils at school with medical conditions https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3 	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack of social distancing in school	Staff, pupils and family members	Contracting Coronavirus resulting in serious illness or death of member of staff or pupil	<ul style="list-style-type: none"> There is no requirements in place to maintain social distancing within the school setting. <p>Travel to and from school</p> <ul style="list-style-type: none"> Families using public transport should be referred to the safer travel guidance for passengers. <p>Additional control measures</p> <ul style="list-style-type: none"> Planned staggered arrival and leaving times for different groups of children-HLS staggered arrival between 8.45am-9.00am, 3.25pm Reception, 3.30pm Y1-4 SLS 8.50-9.00am. 3.15pm pick up- classes brought out onto the playground by staff in cohorts Groups access classrooms straight from outside rather than coming through an entrance and corridor where possible- classroom external doors used to enter/ exit for access Only one parent/carer per child to arrive and collect children No parent to come into classroom. <p>Classrooms</p> <ul style="list-style-type: none"> Ideally pupils to use their own stationary and not share pens/pencils with each other in the group without being cleaned. In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. <p>Social and breaktimes</p> <ul style="list-style-type: none"> Groups do not need to social distance during breaks and lunches but good handwashing/sanitising and ventilation measures are in place <p>School Reception</p> <ul style="list-style-type: none"> Reception area (Perspex/glass barrier between receptionist and any visitor or pupil. 	Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Access to curriculum such as PE/Science/DT etc	pupils	Illness Death	<ul style="list-style-type: none"> Pupils will be asked to wash their hands or sanitise after physical activity or changing classroom. Refer to specialist guidance from CLEAPSS, Association of PE <u>guidance</u>. ICT suites should be cleaned using wipes after use Consider team sports that have been approved by the government <ul style="list-style-type: none"> list available at grassroots sports <u>guidance</u>. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities 	Y Y Y Y	
Access to curriculum such as Music	Staff, pupils and family members	Illness Death	<p>Music/Dance/Drama</p> <ul style="list-style-type: none"> Peripatetic music teachers can deliver lessons in school and they should wear a face covering and maintain 2m social distancing – complete a separate risk assessment. For events such as concerts complete a separate risk assessment. 	Y Y	
Staff or pupils comes into school when they feel unwell or have had symptoms or tested positive in the last 10 days	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population	<ul style="list-style-type: none"> Communication sent to all staff/pupils informing them they should self-isolate at home if they are displaying any symptoms and arrange a test. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested This information is displayed on school website and in letter to parents. If a parent or carer insists on a pupil attending your school the school can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19 considering public health guidance at the time. 	Y Y Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity.	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> • Refer to Public Health and DFE Guidance for Schools on Coronavirus. • If a Pupil or member of staff displays the following symptoms, they should be sent home and arrange a PCR test (they should remain at home whilst awaiting the test result): <ul style="list-style-type: none"> - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) - Loss or change of sense of smell or taste - Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. • Members of their households (including siblings) do not need to self isolate if <ul style="list-style-type: none"> ➤ they have been fully vaccinated – this means 14 days have passed since the final dose of a COVID-19 vaccine given by the NHS ➤ Under 18 years, 6 months old ➤ Person taking part or have taken part in a COVID-19 vaccine trial ➤ Unable to get vaccinated for medical reasons • Family or household members or close contacts identified through NHS Track and trace should get a PCR test even if they have no symptoms following When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) • Member of staff dealing with ill pupil or staff should wear PPE (mask, gloves and apron) If temperature is taken follow protocol. • Provide a dedicated room or an area 2m from others for them to wait to be collected. HLS – library, SLS-front office • If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
			<ul style="list-style-type: none"> If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom where possible or clean area following guidance. Make sure that children and young people know to tell a member of staff if they feel unwell. Call 999 if they are seriously ill or their life is at risk. Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. This should be put in a suitable and secure place and marked for storage until the individual's test results are known This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste and must keep it separate from your other waste and arrange for collection by a specialist contractor as hazardous waste Clean down area where pupil has been (including the bathroom if used) following cleaning in Non healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <u>Wash hands for 20 seconds thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone unwell.</u> 	Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
<p>Parents/staff refusing to get tested or provide result of the LFT or PCR test.</p> <p>Parents not providing consent for lateral flow test</p>	Staff pupils	<p>Unknown prevalence of virus</p> <p>Spread of the virus leading to illness or death.</p>	<ul style="list-style-type: none"> • Staff only – Obtain advice from HR. • In parents and staff guide there is clear information that they must inform the school immediately of a positive results test from LFT or PCR. • If PCR test is negative within 2 days of positive LFT test then member of staff or pupil can stop isolating and return to school. • See separate risk assessments for LFT for Secondary and Primary schools • % of uptake in lateral flow testing is recorded and tracked for staff and pupils. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Positive identified case or cases of Coronavirus of a member of staff or pupil at your school setting PCR or LFT	Staff, pupils, visitors, contractors	Illness resulting in time off work or away from school (loss of education). Death	<ul style="list-style-type: none"> • Refer to Public Health and DFE Operational Guidance for schools. • Person testing positive is under NHS Track and Trace system • Staff only – the school will call the Self Isolation Hub on 0237436715 as soon as they have been made aware of any staff that have tested positive. • If cases amongst staff mean a setting meets the threshold the school will provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate. Further guidance is available here • IF LFT positive then the member of staff or pupil must arrange for a PCR test and remain at home for result. • If PCR test negative within 48 hours of positive test then they can return to school. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Staff and pupils are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> ➤ they are fully vaccinated ➤ they are below the age of 18 years and 6 months ➤ they have taken part in or are currently part of an approved COVID-19 vaccine trial ➤ they are not able to get vaccinated for medical reasons ➤ Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. 	Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Positive identified case or cases of Coronavirus of a member of staff or pupil at your school setting PCR or LFT (cont)			<ul style="list-style-type: none"> • Public health advice sought for local outbreaks meeting the following threshold whichever is first: <ul style="list-style-type: none"> ➤ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or ➤ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> ➤ 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period • Local spikes in COVID19 to be managed through a dynamic risk assessment approach. 	Y Y Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack of handwashing leading to spread of Coronavirus	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> • Print off laminate and display Coronavirus handwashing or sanitising poster in entrance to school and on classrooms entrances, meeting rooms as a minimum. • Request visitors wash their hands • Educate pupils and staff on the importance of destination handwashing <ul style="list-style-type: none"> ➤ before leaving home ➤ on arrival at school ➤ after using the toilet ➤ after breaks and sporting activities ➤ when they change rooms ➤ before food preparation ➤ before eating any food, including snacks ➤ before leaving school <p>Display handwashing poster in all toilets</p> <ul style="list-style-type: none"> • Changes to timetabling to provide extra time in the school day every day for handwashing. This will need to be staggered in line with group breaks and lunches to avoid bottle necks in toilets. • Provide additional knee operated handwashing stations (external or internal) if required. Or set up sanitising stations. • Set time aside for regular training and reminders on handwashing – Use free training and information resources such as ebug for pupils and short how to wash your hands videos https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be • Supervision by staff of toilets at breaks etc to ensure pupils are washing their hands thoroughly (smaller children). • Sufficient supplies and maintained supplies of liquid soap and disposable handtowels/operational hand dryers. • Foot operated bins for paper towel disposal provided. • Bins emptied daily • Regular checks of toilets throughout the day to ensure they are clean, stocked with liquid soap and handtowels and blow dryers are operational. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack of handwashing leading to spread of Coronavirus (cont)			<ul style="list-style-type: none"> • Where possible pupils must use liquid soap and water for washing hands • Provide hand sanitisers (at least 60% alcohol content) for the following <u>areas for example as a minimum</u>:- <ul style="list-style-type: none"> ➤ School entrance where visitors and staff sign in ➤ Classrooms (where the use can be supervised by the class teacher). ➤ ICT room ➤ Meeting rooms ➤ Dining hall (supervised by kitchen or midday staff) 	Y	
Poor handwashing or inadequate facilities for handwashing and maintaining social distancing	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> • Ensure pupil and staff toilets are fully stocked with liquid hand soap and sinks are all operational. • Review numbers of operational toilets and urinal facilities to ensure this is sufficient capacity. • Remove any fabric towels (multi use) and use hand dryers or single paper towels • Display handwashing posters in toilets. • School behaviour policy includes expectations on handwashing • Provide regular training to staff and pupils on handwashing (at least 20 seconds with soap). https://www.youtube.com/watch?v=x3v521Mtjio&feature=youtu.be • Staff and pupils are checking their skin for dryness and cracking and using a emolument to retain moisture if required. 	Y	
Ineffective use of face coverings	Staff, pupils, visitors, contractors	Spread of virus to the rest of the school population or families at home resulting in illness or death.	<ul style="list-style-type: none"> • Face coverings to be put on and removed carefully • School process in place for when face coverings are worn and how they should be removed. 	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Events and Lettings at school and meetings	Staff, pupils, visitors.	Spread of virus to the rest of the school/visitor population resulting in illness.	<ul style="list-style-type: none"> Assemblies can be held and consider face coverings Review lettings in view of government national restrictions. Face to face parental meetings can be held. Consider using a mix of Microsoft Teams/Zoom for meetings/parents evenings and face to face. Recommence lettings including grassroots sports based on national restriction. Obtain copy of all lettings risk assessment including their controls for managing the risk from COVID. 	Y Y Y Y Y	
Pupils ingesting the alcohol gel	Pupils	Sickness	<ul style="list-style-type: none"> All alcohol-based gels are in an area which are supervised or monitored by staff. Primary school – pupils to be supervised when using alcohol gels 	Y Y	
Location of wall mounted gels at a height that could get into a pupil's eye	Pupils	Irritation and damage to eyes	<ul style="list-style-type: none"> Any wall mounted pumps are at a position that is not in line with pupils head. Site team to check daily supplies in all toilets and refill sanitiser stations. Consider using daily toilet check sheet. 	Y Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Lack or ineffective cleaning of high contact surfaces or between groups or resources	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visitor population resulting in illness or death.	<ul style="list-style-type: none"> • Review carried out of activities and locations where high contact and likelihood of transmission of the virus is high and cleaning schedule in place (2 times a day). For example: <ul style="list-style-type: none"> ➤ Door keypads ➤ Door Handles (could classroom doors be kept open) ➤ Keypads entries (on release during the day) except main entrance not without compromising safeguarding ➤ Signing in electronic pads (book and visitors use own pen or wipe after each use) ➤ ICT equipment wiped between each use ➤ Resources (rulers etc) pupils to have their own stationary packs. ➤ Staffroom kettle/fridge/dishwasher handle/cup cupboard, sink taps • Sufficient resources dedicated for cleaning high contact surfaces (2 x a day). <ul style="list-style-type: none"> ➤ door handles into classrooms ➤ key pad entry systems ➤ corridor doors hand plates ➤ toilet doors, hand plates ➤ classroom desks 	Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				y	

Lack or ineffective cleaning of high contact surfaces (continued)	Staff, pupils, families of staff and pupils visitors.	Spread of virus to the rest of the school/visitor population resulting in illness or death.	Carry out cleaning with a hypochlorite solution such as Milton or Chlorine tablet solution or diluted bleach or another product suitable against viruses BS EN14476 –Following guidance on cleaning in Non healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Y	
			<ul style="list-style-type: none"> For bleach – as a general rule make up (10 teaspoons bleach) added to 450ml of cold water (1 spray bottle) – Check manufacturers dilution rates. 	Y	
			<ul style="list-style-type: none"> Refresh solution every 24hrs for continued effectiveness. 	Y	
			<ul style="list-style-type: none"> Spray onto a cloth onto high contact surfaces (see safe use of bleach guidance and COSHH Bleach template risk assessment – available to all staff) 	Y	
			<ul style="list-style-type: none"> Do not spray tables when pupils are seated at them. 	Y	
			<ul style="list-style-type: none"> Cleaning solution clearly labelled and also available for staff to use in their classrooms or dining hall. 	Y	
			<ul style="list-style-type: none"> Spray bottles must be kept out of reach of children and used with disposable gloves. 	Y	
			<ul style="list-style-type: none"> Appropriate PPE (Personal Protective Equipment) must be available disposable apron, gloves (Refer to Safety Data Sheet). 	Y	
			<ul style="list-style-type: none"> Also clean with this solution classroom sinks and taps (high volume contact surfaces). 	Y	
			<ul style="list-style-type: none"> Review high contact surfaces and equipment in your school setting as this may include for example Nursery toys 	Y	
			<ul style="list-style-type: none"> Ensure Safety Data sheet is available for cleaning solution and Template Bleach COSHH assessment completed. 	Y	
			<ul style="list-style-type: none"> The has an adequate and maintained supply of personal and domestic cleaning products available for school. 	Y	
			<ul style="list-style-type: none"> Cordon off any external play equipment (unless it can be cleaned between each group using it) 	Y	
			<ul style="list-style-type: none"> Remove soft furnishings. Soft toys and toys that are hard to clean (such as those with intricate parts). 	Y	
<ul style="list-style-type: none"> Regular hand washing/sanitising after handling any text books used by students 	Y				
<ul style="list-style-type: none"> Signage displayed to remind staff and pupils to wash their hands and not touch their faces 	Y				

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Poor respiratory hygiene	Staff Pupils	Inhalation of virus or transfer of virus onto a surface that is picked up.	<ul style="list-style-type: none"> Tissues and bins in every classroom including canteen and staffroom to support “catch it, bin it, kill it” Display around school “catch it bin it kill it” posters around school and remind staff and pupils. School to support pupils (could be those with complex needs or younger children) to get this right. Individual pupil risk assessment completed for pupils that spit or use saliva as a sensory stimulant. 	Y Y Y Y	
Poor workplace ventilation leading to risk of coronavirus spreading	Staff Pupils	Spread of the virus leading to illness or death	<ul style="list-style-type: none"> Follow HSE guidance on Heating ventilation and air conditioning. Where possible ventilate the workplace using fresh air by keeping doors and windows open. In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Provide flexibility to allow additional suitable indoor clothing Government to provide portable Co2 monitors for schools to assist in identifying areas with poor ventilation in Autumn term. Rearrange furniture where possible to avoid direct drafts. On hot days additional mechanical ventilation could be used for example desk fans and these should be positioned to face the teacher and away from the pupils. Turn off recirculating air system that circulates between different rooms. Single air conditioning units that draw in fresh air from outside can be used 	Y Y Y Y Y Y Y	
Inadequate monitoring of illness and prevalence of COVID19 symptoms.	Staff Pupils	Outbreak unidentified leading to spread of the virus	<ul style="list-style-type: none"> All staff and pupils to report to school positive LFT or PCR test to school. Symptoms to report as potentially covid19 as per Public health guidance are clear. When a positive test is identified NHS Track and Trace followed. Primary schools – Implement lateral flow testing in line with Government guidance see separate risk assessment) 	Y Y Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Staff and pupils concerned about risk of Coronavirus and self-isolating (without any symptoms)	Staff, pupils.	Loss of education	<ul style="list-style-type: none"> Pupils and staff identified as close contacts are not required to self-isolate unless aged 18 and 6 months and haven't been double vaccination. PCR test to be taken by those identified as close contacts. 	Y	
Staff refusing to participate with Testing or NHS Track and Trace	Staff pupil	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> School as the employer sets out the expectation that the employee should participate in testing and participate in the track and trace system. School to seek advice from HR if they refuse to participate. 	Y	
Parents refusing to get their child tested LFT or PCR if displaying symptoms or identified as a close contact.	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance Call DFE Helpline 0800 046 8687 or email Dfe.coronavirushelpline@education.gov.uk 	Y	
School Trips	Staff, pupils.	Spread of virus to the rest of the school population resulting in illness/death.	<ul style="list-style-type: none"> School to follow current government advice regarding school trips International school trips can re-commence from Autumn term with risk assessments completed for trips aware of travel list Schools to follow guidance on health and safety and educational visits 	Y	
School uniform	Staff Pupils	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> Pupils can wear school uniform and they do not need to be cleaned any more often than usual using usual detergents. Changing rooms can be used and windows left open to provide ventilation. 	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Pupils with EHCP and Vulnerable pupils	Pupils	Unable to attend school and parents then away from critical job	<ul style="list-style-type: none"> Some pupils with SEND (whether with EHC plans or on SEN support) will be identified for specific help and support when returning to school with the changes. Where appropriate pupil risk assessment to be updated and shared with staff working with pupil. 	Y Y	
Wrap around care	Pupils Staff	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> Review wrap around care follow Government guidance – risk assessments reviewed for any third party provider and considered relevant government guidance for their sector. Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk) 	y	
Transport	Pupils	Spread of virus to the rest of the school population resulting in illness/death	<ul style="list-style-type: none"> Use of face covering (pupils aged over 11) on dedicated home to school transport or public transport. Pupils should be informed that they must not board home to school transport if they have symptoms of Coronavirus. 	y	
Ineffective Site Management leading to the spread of the virus	Staff, pupils, families of staff and pupils	<p>Building not maintained or checked.</p> <p>Insufficient fire safety and legionella management.</p> <p>Causing injury</p>	<ul style="list-style-type: none"> In house catering review Covid19 risk assessment Kitchen follows guidance for food businesses on coronavirus Follow DFE guidance on managing buildings https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak Managing contractors - requirements expected from them to follow school COVID measures. Information on schools' arrangements for managing risk from COVID19 shared with contractors. Schedule an evacuation for Autumn term Review fire wardens to ensure you have enough trained staff. Grounds maintenance contract – arrange for grass cuttings Bins are emptied in classrooms and offices daily. Sufficient and consistent supplies of cleaning materials suitable for COVID19 and PPE. 	Y Y Y Y Y Y Y Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
First aid and medication and delivering personal care	Staff, pupils, families of staff and pupils	Insufficient first aider coverage	<ul style="list-style-type: none"> • Provide appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) • Inform first aiders what control measures are in place. https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ • Sufficient first aiders on site (to be reviewed each day and considered as part of staff rota). • Early years only –at least one person on site with paediatric first aid. • Ensure those pupils in school have up to date medication onsite and their allergen information is also up to date. • No sharing of ice pack covers between pupils (use disposable paper towels). 	Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
		<p>Personal care</p> <ul style="list-style-type: none"> • Staff providing personal care including nappy changing should wear appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) • Changing mat should be cleaned with Milton solution between each nappy change. Disposable gloves changed between each nappy change. 	Y		
			Y		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
<p>Pupils and staff working from home due to testing positive.</p> <p>Social isolation leading to mental health problems</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Incorrect/poor work station set up leading to Musculoskeletal conditions</p> <p>Mental health</p>	<p>Pupils</p> <ul style="list-style-type: none"> • There is no legal requirement to provide DSE workstation assessments for pupils but parents should be encouraged to follow good practice. • Schools subject to the remote education temporary continuity direction https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19. <p>Staff</p> <ul style="list-style-type: none"> • Staff who working from home – guidance provided on working from home and secure information complying with GDPR. • Staff provided with laptop and separate mouse- DSE assessment not required for working at home. • Share HSE guidance on working from home. Staff should follow good practice and work from a table. • Share Cousins Safety guidance of working at home and ask staff working from home to complete working at home checklist • Check staff complete the checklist and highlight any issues to you • School to consider staff mental health and review communication arrangements with staff. Rather than emails consider a meeting via a platform like Zoom. • Pregnant staff– update their pregnancy risk assessment. • Think about ways to improve mental health from working at home as it can be difficult to separate work from home life. • Encourage staff to speak to colleagues daily • Identify staff that live on their own and ring them daily to make sure they are okay if self isolating. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
<p>Stress and mental health</p> <p>Parents and pupils anxious about returning to school</p> <p>Staff working long hours delivering face to face as well as setting work for those pupils at home</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>Stress and anxiety leading to loss of sleep and changes in behaviour.</p> <p>Resulting in time of work/school</p> <p>Increase in absenteeism and Presentism</p>	<ul style="list-style-type: none"> Schools to link into Government resources including The Wellbeing for Education Return programme, and https://www.gov.uk/guidance/teaching-about-mental-wellbeing Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK (www.gov.uk) 	y	
<p>Ineffective use of face coverings</p>	<p>Staff, pupils, families of staff and pupils</p>	<p>PPE facemasks become contaminated and source of infection causing illness to wearer</p>	<ul style="list-style-type: none"> School to follow DFE and WHO guidance that currently does not require schools to provide PPE for staff. School to provide and maintain a supply of suitable PPE for staff that are required to use it (Disposable gloves, aprons and face masks, visors). Where Staff and pupils chose to wear their own face covering in school – make this clear that this is a personal choice but not identified by the Government and Public Health England. This could be included as part of an individual risk assessment. 	<p>Y</p> <p>Y</p> <p>Y</p>	

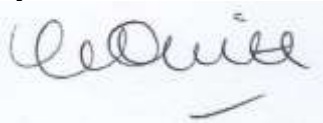
Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Supply staff, peripatetic teachers, contractors and visitors, volunteers moving between schools spreading the virus between different schools and bubbles	Staff and pupils	Spreading of the virus leading to illness and death	<ul style="list-style-type: none"> • Visitor and contractor procedures in place to ensure they follow schools COVID arrangements • Obtain updated COVID19 risk assessments from key contractors such as catering providers and how they manage deliveries. • Record of all visitors, including contractors to the site. 	Y Y Y	
Prayer rooms	Pupils and staff	Spreading of the virus leading to illness and death	<ul style="list-style-type: none"> • Reusable and communal resources such as prayer mats, service sheets, religious texts or devotional material can be used – provide wipes for cleaning items. • Provide sanitiser for the prayer room. 		NA
Assemblies, plays etc	Pupils and staff from your school and other schools	Spreading of the virus leading to illness and death	<ul style="list-style-type: none"> • Complete a separate risk assessment for events but these can go ahead with appropriate control measures in place. 	y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Local outbreak of COVID19	Pupils and staff from your school and other schools	Spreading of the virus leading to illness and death	<ul style="list-style-type: none"> • Outbreak management plan or contingency plan in place • Schools to follow DFE contingency framework: education and childcare setting advice • Area enhanced response package in place (if applicable). • Implementation of stepping up or stepping down measures based on dynamic risk assessment approach. • Public health advice sought for local outbreaks meeting the following threshold whichever is first: <ul style="list-style-type: none"> ➤ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or ➤ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> ➤ 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period • Local spikes in COVID19 to be managed through a dynamic risk assessment approach. 	Y Y Y Y Y Y Y Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Proposed Control Measures	Are Control Measures Y/N/NA	
				In Place	Adequate
Local outbreak of COVID19 (cont)			<p>Primary schools</p> <ul style="list-style-type: none"> • Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas) • Children in primary school do not need to wear a face covering. <p>General</p> <ul style="list-style-type: none"> • Shared equipment cleaned 2 x a day. • High touch point cleaning 2 x a day. • Assemblies moved to remote and/ or outside • Parents evening to move to remote delivery • Review events and trips, transition and taster days. • Review poorly ventilated areas (use of CO2 monitor) • Restrict attendance as a last resort • Shielding reintroduced by national government and school to follow guidance 	Y Y Y Y Y Y Y	
Any other hazards			•		

Risk Assessment Action Plan

Following Covid19 Hierarchy of control

Control measure not yet in place or Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
Reviewed by:  Signature:	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
PRINT NAME: Mrs C White				

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury/illness occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury/illness occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Consultant
MEDIUM (M) Possibility of significant injury or over 7 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury/illness only	No further action required.

Guidance

Coronavirus what you need to know <https://www.gov.uk/coronavirus>

Schools coronavirus (COVID-19) Operational Guidance [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-coronavirus-covid-19-operational-guidance)

Guidance for Early Years [Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic)

Guidance for further education providers and colleges [Actions for FE colleges and providers during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-fe-colleges-and-providers-during-the-coronavirus-outbreak)

Protective measures for out-of-school settings during the coronavirus (COVID-19) pandemic
[Protective measures for out-of-school settings during the coronavirus \(COVID-19\) pandemic \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/2020-03-23-protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-pandemic)

Education and Childcare <https://www.gov.uk/coronavirus/education-and-childcare>

AfPE Guidance for PE <https://www.afpe.org.uk/physical-education/wp-content/uploads/afPE-Covid-19-FAQs-February-2021.pdf>

Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events
<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events>

Guidance for people who work in performing arts, including arts organisations, venue operators and participants.
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-6-4>

HSE Guidance on Ventilation <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

Safer travel guidance for passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Getting Tested <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Information for the public: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Blog and frequently asked questions: <https://publichealthmatters.blog.gov.uk/category/coronavirus-covid-19/>

Catch it Bin it Kill it poster <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

NHS 111 online <https://111.nhs.uk/covid-19/>

COVID-19: guidance for households with possible coronavirus infection <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Clinically vulnerable people [COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-on-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable)

Local Public Health Protection Team <https://www.gov.uk/health-protection-team>

Travel corridors <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-territories-and-regions-on-the-travel-corridor-list>

Coronavirus (COVID-19): red list travel ban countries
<https://www.gov.uk/guidance/transport-measures-to-protect-the-uk-from-variant-strains-of-covid-19#travel-bans-to-the-uk---banned-countries>

The coronavirus (COVID-19) asymptomatic testing in schools and colleges <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>

Guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists. <https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>

Coronavirus (COVID-19): advice for pregnant employees
<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding
<https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding>

Further guidance on RIDDOR reporting of COVID-19
<https://www.hse.gov.uk/coronavirus/riddor/riddor-reporting-further-guidance.htm>

COVID-19: cleaning in non-healthcare settings outside the home <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Guidance for [food businesses on coronavirus](#)

HSE and ventilation and air conditioning during the pandemic <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

Other resources:
<http://schoolwell.co.uk/coronavirus-resources-for-wellbeing-and-mental-health/>

Updated 23.8.21