



Risk Assessment for operations in school when dealing with Coronavirus



Date: 25th March 2020 **Completed by:** D Leggett **Review Date:** Will Be reviewed in line with government advice.

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to your school and specific education setting.

The responsible person within the school should use this information to formulate a plan / safe procedures that fit your school. There are some specific issues that are addressed in the risk assessment but for clarity please read the following Government advice to schools:

Personal Protective Equipment (PPE) including face covering and face masks:

- Wearing a face covering or facemask in schools or other education settings is not recommended.
- Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.
- The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. 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.

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to pupils, parents and carers on what to expect in relation to staff wearing additional PPE;
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (Videos and guidance is available and noted on the assessment template below);

- Ensure that where a need for disposable half face masks that provide a higher level of protection (e.g. disposable FFP3 masks and reusable half masks) is identified.
- Face fit testing is provided by a competent person (And how this will be applied to staff who have facial hair);
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of RPE and clarify how this will be managed. (E.g: asthma or skin allergies);
- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

Social distancing in early years and primary schools:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing
- It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Additional considerations for planning to re-open schools to more students and staff:

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.
- Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:
 - Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
 - Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
 - Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEN coordinator and other affected staff should be consulted when reviewing or writing such assessments.

Covid-19 Testing:

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf:
<https://www.gov.uk/apply-coronavirus-test>

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Note: Severity (S): 1 = slightly harmful. 2 = harmful. 3 = extremely harmful.
 Probability (P): 1 = highly unlikely. 2 = unlikely 3 = likely
 Risk Level (RL): = Severity + Probability: 2 = trivial. 3 = tolerable. 4 = moderate. 5 = substantial. 6 = intolerable.

Hazard/Risk	Who is at risk?	Possible harm	S	P	R L	Control Measures	S	P	R L
Spread of Covid-19 through school and wider school community	Pupils	Sickness and contracting the virus	2	2	4	- Soap dispensers and hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply. -Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures. - Classes to teach children hand washing techniques. -Public Health Advice on Covid-19 handwashing – Catch it, Bin it, Kill it posters around school buildings. -Pupils with existing medical conditions should already be known to the school: Discuss with parents the initial steps and agree key actions re. isolation/seclusion. - Inform parents of hygiene expectations and for the need to communicate this message in the home environment. - All children to wash their hands before coming to school, before going home, during school and when they get home. - Parents may wish to send their hand wipes and sanitisers into school with pupils. - Communicate to parents the importance of the government advice on catch it, bin it kill it, stay alert. - We will postpone or cancel meetings which involve significant numbers of external parties. Any important meeting will take place remotely	1	1	2
	Pupils from vulnerable groups		2	2	4		1	1	2
	Staff		2	2	4		1	1	2
	Staff from vulnerable groups		2	2	4		1	1	2
	Wider school community		2	2	4		1	1	2
			2	2	4		1	1	2
			2	1	3		1	1	2
			2	1	3		1	1	2
			2	1	3		1	1	2
			1	1	2		1	1	2

			2	2	4	- Any members of staff with underlying health issues or those within vulnerable groups should make their condition known to the Headmaster. We will consult with PHE for up-to-date information. They should seek and act on the advice of their GP/PHE or current government advice. Staff if considered vulnerable will be able to work remotely in most cases.	1	1	2
			2				1	1	2
			2	2	4	- There will be no community use of schools provision at the premises.			
			2			- With school closure, external community users have been notified.			
			2	2	4	- Those dealing with personal care and children demonstrating symptoms will be provided with PPE	1	1	2
			2	2	4	- Temperature checks on pupils and staff at the beginning and during the school day			
			2			- Increased cleaning program.	2	1	3
			2			Communication has been made with the external cleaning providers. Cleaning agents will be provided in classrooms and cleaning of surfaces, handles and potential contact points will take place throughout the day.	1	1	2
			2	2	4	- Considerations and necessary measures will be taken if there is a need for cross bubble interaction	1	1	2
			2	3	5	-Staff are briefed and consulted on school procedures and the plans for re-entry of students;			
			2	1	3	- Students will be directed from the car park by their teacher and met at the designated classroom door /entrance by their Teacher;	1	2	3
			2			- Entrance doors are held open, reducing the number of occupants touching the doors;	1	1	2
			1			- Exit doors are held open, reducing the number of occupants touching the doors;	1	1	2

			2	1	3	- Lunch area cleaned before and after each group's lunch.. Only one student will use a clean lunch space before it is cleaned again. Students have packed lunches and will eat in designated areas; Tables are wiped clean with appropriate disinfectant before and after lunch	1	1	2	
			2	2	4	- Staff rooms will be in use but strict directions about a maximum number of staff in this area at any one time applies to keep numbers at safe distance from each other	1	1	2	
			2	2	4	- Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available;	1	1	2	
Suspected or confirmed case in school (staff or pupil develop Covid-19 symptoms whilst in school building, or later on that day). Symptoms of Covid-19 are a high temperature or a new, continuous cough.	Pupils	Sickness from contracting the virus	2	2	4	- Contact relevant agencies e.g. BV,, PHE.	1	1	2	
	Pupils from vulnerable groups		2	2	4	- Close classroom for a period of 72 hours where the member of staff or pupil has only had restricted access to that area. If a person displaying the symptoms had access to a number of rooms other than for transitional purposes then all areas accessed should be isolated for 72 hours. This should not be necessary with the creation of 'bubble' classrooms. Cleaning to be completed after 72 hours and before reoccupation of the classroom.	1	1	2	
	Staff									
	Staff from vulnerable groups									
	Wider school community		2	2	4	- In the case of where the pupil may have spent their school day in a number of classrooms, all rooms should be closed. Communications agreed statement.	1	1	2	
			2	2	4	- Refer to Education Minister's advice dated 16 March 2020 on what to do if someone develops symptoms of Covid-19 in a school or other educational setting.	1	1	2	
			2	2	4	- BV to support schools in form of words for	1	1	2	

					<p>communication to the school community. BV to support schools in form of words for communication to the school community.</p> <p>- Schools must not name individuals. Schools must not name individuals.</p> <p>- Contact any external groups who have access to the building to notify them of any school closure.</p>	1	1	2	
Suspected or confirmed case in staff member or pupil or staff with a family connected to the school. No symptoms of Covid-19 displayed within the school or later that day.	Pupils		2	2	4	-Whole family to self-isolate for a period of 14 days in line with Government guidance (as of 20 th March 2020).	1	1	2
	Pupils from vulnerable groups		2	2	4	- Consult PHE website for most up to date guidance.	1	1	2
	Staff		2	2	4	- normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails.	1	1	2
	Staff from vulnerable groups		2	2	4	- It is recommended that regular contact made with school Headmaster	1	1	2
	Wider school community								
Shortage of staff Teacher Teacher Absence of School Leadership	Pupils		1	2	3	- consider combining classes	1	1	2
						-Where pupil/teacher ratios exceed DFE recommendations– partial closure for certain classes or part time / AM / PM classes.	1	1	2
						- Clarion alert service to parents to notify them of any exceptional closures due to insufficient staff cover.	1	1	2
						- explore other options such as remote learning			
						- For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.	1	1	2

						For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15.			
Shortage of support service staff such as Building Supervisor/Cleaning Admin staff resulting in non delivery of essential services	Pupils Staff		1	2	3	- arrange internal cover including the use of teaching assistants - reassign support staff to key health and safety elements of the school	1 1	1 1	2 2
School meals kitchen closure resulting in no school meals provision.	Pupils	No hot meals on offer. Health and safety issue	1	2	3	- Communication to parents to provide packed lunch.	1	1	2
School trips	Pupils Staff Assisting Parents	Contracting the virus	2	2	4	Postponement or cancellation of trips: The DFE has advised against all overseas education trips. The DFE has advised against internal school trips also during this period.	1	1	2
Reducing contact point activities	Pupils Staff	Contracting the virus	2	2	4	We have reduced contact situations such as: - Assemblies - Sports activities - Disinfecting of toys and other play equipment which pupils are in regular	1	1	2

					<p>contact with.</p> <ul style="list-style-type: none"> - Social distancing markings around the school site - Creation of bubbles so children will not come into contact with other groups in school - One way system created around the school site. Movement to different areas within the schools is reduced as much as possible; Suitable external doors are used to move students from one area to another. Effectively creating external corridors in the open air; - Designated playground spaces for 'bubbles' - A set pathway to travel to PE through the main playground. - All on site to bring a packed lunch. No catering to be provided. - Early years will be given sealed bags to place personal learning resources in. - Fire muster points adjusted to enable social distancing - No school transport will be in operation. - Pupils will all be in Skippers PE kit which means there will be no need to change throughout the day - Desks should be spaced as far apart as possible. - Some play equipment will be deemed out of bounds - If parents need to drop off items for students, they should be left at the school main entrance for staff to collect 				
Staff Information	Pupils and staff		1	2	3	- Planning has been in place to ensure that staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including:	1	1	2

					<p>https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</p> <ul style="list-style-type: none"> - In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students; - There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; - Talks with staff about the planned changes (E.g.safety measures, timetable changes and staggered arrival and departure times), have taken place and will be reiterated,including discussing whether additional training is needed. 				
Fire precautions	Pupils Staff	Death / injury	3	1	4	<p>Evacuation plans including the following have been reviewed:</p> <ul style="list-style-type: none"> - Safe assembly of occupants following social distancing requirements; - Safe exit via the nearest fire exit; - Training occupants of any changes to evacuation; - Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; - Use of the school has been reduced to enable safe sweeping and evacuation; - All other fire system testing and maintenance has continued as normal. 	1	1	2

<p>Waste disposal measures</p>			2	1	3	<p>- Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> - Put in a plastic rubbish bag and tied when full; - The plastic bag is placed in a second bin bag and tied; - It is put in a suitable and secure place and marked for storage until the individual's test results are known; - Waste is stored safely and kept away from children; - Waste is not put 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 put in with the normal waste; - If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; 	1	1	2
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Signed: D Leggett