

## Schools Risk Assessment

School		
Job, Activity or Task	Covid 19 protective measures in primary schools and early years settings in preparation for a full return in September 2021	
List of Hazards	What are you already doing to lower risks? Below are possible control measures, you will need to work out what is applicable to your school, further ideas are in the end column.	Things to consider when deciding on appropriate additional control measures for your school. If applicable add these to the control measures column
<b>Contact with a person who has Covid symptoms or who has tested positive</b>	<ul style="list-style-type: none"> <li>Staff and pupils who have covid symptoms must not attend school until they have completed their isolation period from symptom onset, or if they receive a negative test and are well.</li> <li>Staff and pupils who have tested positive for coronavirus must not attend school until they have finished their isolation period (in line with current guidance)</li> <li>Most staff who are fully vaccinated and pupils under the age of 18 &amp; 6 months will no longer be required to self-isolate if identified as a close contact.</li> <li>However, some staff or pupils may still be required to self-isolate if they are a close contact. The school must follow the most current government guidance.</li> </ul>	<p>The guidance around self-isolation may well change as the school year progresses, you will need to keep up to date with the current information. It also may change if you have an outbreak in school or the area.</p> <p>Please also refer to schools Action Cards</p> <p>Schools should encourage staff to participate with NHS Test &amp; Trace.</p>
<b>Suspected cases of Covid 19 in the school day</b>	<p>If a person displays symptoms - a high temperature, a persistent cough or loss of smell and taste, they should:</p> <ul style="list-style-type: none"> <li>Notify the Headteacher immediately.</li> <li>Avoid touching anything.</li> <li>Move pupil to a separate room and contact parents for immediate collection.</li> <li>If a staff member needs to stay with them then they must remain 2m away.</li> <li>If personal care needs are required then appropriate PPE (gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances.</li> <li>Follow guidance on safe fit, use, removal and disposal of PPE and RPE.</li> </ul>	<p>Identify a well ventilated room in advance that pupils can be isolated in if they show symptoms and keep appropriate PPE for this use if required.</p> <p>PPE video: <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a></p> <p>Please also refer to schools Action Cards</p>

10/08/2021

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Schools Risk Assessment

	<ul style="list-style-type: none"> <li>• If a staff member shows symptoms they must go home immediately.</li> <li>• All other persons are to maintain a safe distance from affected individual.</li> <li>• If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected.</li> <li>• They must then follow the guidance on self-isolation and take a PCR test as soon as possible.</li> <li>• They must not return to school until their period of self-isolation has been completed or in line with current government guidance</li> <li>• The individual must contact test and trace if they test positive</li> </ul>	
<b>Contact between individuals</b>	<ul style="list-style-type: none"> <li>• Pupils are no longer required to be grouped in bubbles</li> <li>• In the event of an outbreak and/or instructed by public health/local authority a bubble system may need to be reintroduced to control the outbreak. This information should be contained in the outbreak management plan</li> <li>• Face coverings are no longer recommended for use in classrooms or communal areas however you may consider their use if areas are not well ventilated.</li> <li>• Schools may be advised to reintroduce the use of face coverings in the event of an outbreak and/or instructed by public health/local authority. This will be part of the schools outbreak management plan.</li> </ul>	Communal facilities such as halls/toilets/meeting rooms/additional teaching spaces do not need to be restricted to certain groups. You should still consider appropriate levels of occupation depending on the ventilation in the area.
<b>Hand hygiene</b>	<p>Hygiene rules to be implemented</p> <ul style="list-style-type: none"> <li>• Establish a routine for frequent hand washing/sanitising. For example prior to or upon entering classrooms/building, at break times and before and after eating.</li> <li>• Use alcohol-based hand sanitiser where hand washing facilities are not available.</li> <li>• Display PHE handwashing posters around school</li> <li>• Implement catch it, bin it, kill it approach</li> </ul>	

10/08/2021

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Schools Risk Assessment

	<ul style="list-style-type: none"> <li>• Ensure that there are enough bins, tissues etc. in classes</li> </ul>	
<b>Communal areas/Offices</b>	<ul style="list-style-type: none"> <li>• Avoid having too many staff in any area e.g. staff rooms etc. at any one time, social distancing is not required but where possible reduce the number of staff that use areas at any one time especially if there is low ventilation.</li> <li>• Avoid hot desking if possible. Where not possible, ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each day.</li> <li>• Regularly clean with normal household detergents/cleaners common contact surfaces in reception, office, access control, delivery areas, screens, telephones, desks, particularly following peak times.</li> <li>• Increase the cleaning of frequently touched surfaces</li> <li>• More frequent cleaning of rooms/shared areas that are used by different groups</li> <li>• Ensure good ventilation throughout all areas either through opening windows/door or mechanical ventilation (see HSE guidance on appropriate types of mechanical ventilation)</li> </ul>	
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Staff should discuss any medical needs with the Head Teacher prior to them entering the school. Relevant guidance for those who are clinically vulnerable and clinically extremely vulnerable must be followed</li> <li>• Any existing individual risk assessments (disability, young persons or new/expectant mothers) should be reviewed, any changes must be recorded including any new controls.</li> <li>• Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures etc.</li> <li>• Staff working from home should be asked to complete a DSE self-assessment.</li> <li>• If staff travel abroad they should inform the Head Teacher as they will need to follow appropriate quarantine arrangements subject to destinations and current government guidance</li> <li>• Where possible staff should continue to LFT test twice weekly until guidance changes</li> </ul>	
<b>Classroom usage</b>	<ul style="list-style-type: none"> <li>• Classrooms to be kept well ventilated.</li> </ul>	

10/08/2021

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Schools Risk Assessment

	<ul style="list-style-type: none"> <li>Classroom based resources such as books, games and other equipment can be shared but should be cleaned frequently</li> </ul>	
<b>Use of outdoor areas and play equipment</b>	<ul style="list-style-type: none"> <li>Outdoor play areas can be used under current guidance</li> </ul>	
<b>Physical education</b>	<ul style="list-style-type: none"> <li>Increased cleaning of changing rooms and equipment</li> </ul>	
<b>School meals</b>	<ul style="list-style-type: none"> <li>Food and drink should only be consumed in areas that are suitable and can be easily cleaned</li> <li>Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area.</li> <li>Food displays should be protected against contamination by coughing, sneezing etc.</li> <li>Payments should be taken by contactless methods wherever possible.</li> <li>Drinking water should be provided with enhanced cleaning of taps and contact surfaces introduced.</li> <li>Tables and chairs should be cleaned before, between and after use.</li> <li>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</li> <li>All areas used for eating should be cleaned between use, including chairs, tables, door handles, vending machines and payment devices.</li> </ul>	<p>Where schools directly employ catering staff they should complete an appropriate risk assessment according to the guidance published for the operation of food premises under Covid 19.  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses</a></p> <p>Where schools contract in catering then they should request a copy of the contractors risk assessment to ensure that it does not clash with their own.</p>
<b>Wrap around care</b>	<ul style="list-style-type: none"> <li>Resources used in wrap around care settings will be treated the same as in classrooms with increased cleaning</li> <li>The controls put in place for food preparation and consumption should be the same as during the school day</li> </ul>	
<b>Offsite trips</b>	<ul style="list-style-type: none"> <li>Day trips as part of curriculum are acceptable and will be risk assessed individually and processed via Evolve</li> <li>Trips can be planned according to current government guidance</li> </ul>	

10/08/2021

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Schools Risk Assessment

<p><b>Cleaning</b></p>	<p>A cleaning schedule will need to be implemented throughout the site, ensuring that contact points e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• Hard surfaces to be cleaned prior to disinfecting.</li> <li>• A combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection (1,000 parts per million available chlorine) is to be used.</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Hand towels and hand wash are to be regularly checked and supplies replaced/replenished.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.</li> <li>• Only cleaning products supplied by the school should be used.</li> <li>• Bin liners should be used in all bins</li> </ul>	<p>Additional cleaning is going to have to take place, consider how you will achieve this in your school.</p> <p>Cleaning during the school day should be targeted at the frequently touched surfaces such as doors/handles/sinks/taps/tables/toilets and does not need to be floors etc.</p> <p>If cleaning materials are to be placed in classrooms for teachers to use ensure that they have had sufficient training in their use and storage.</p> <p>You will also need to ensure that you have sufficient supplies of cleaning materials (Staff must not provide their own).</p> <p>If the school employees cleaning staff consider changing the hours that they work to allow for cleaning to take place throughout the school day and between use of different bubble/group/groups.</p> <p>Use a combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection (1,000 parts per million available chlorine).</p> <p>Schools should discuss options for cleaning solution with current suppliers and ensure that manufacturer's safety data sheets, coshh assessments and guidelines are followed for safe use, dilution ratios, contact times and rinsing requirements.</p> <p>Hand driers are fine to be in use</p> <p>Further information can be found here: <a href="#">COVID-19: cleaning in non-healthcare settings - GOV.UK</a></p>
------------------------	---	---

**10/08/2021**

**Notes:**

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Schools Risk Assessment

<b>First aid provision</b>	<ul style="list-style-type: none"> <li>Wash hands before and after giving first aid and ensure the room/area is cleaned on completion.</li> </ul>	
<b>School travel arrangements</b>	<ul style="list-style-type: none"> <li>On dedicated school transport follow the current government guidance or providers policies on the use of face masks and face coverings.</li> <li>If staff or pupils have chosen to wear a face covering on the way to school this must be removed on entry to school and either disposed of or placed in a plastic bag to be taken home for washing.</li> </ul>	
<b>Visitors to site</b>	<ul style="list-style-type: none"> <li>Visitors must not attend site if they are in self-isolation or have symptoms of Covid 19</li> <li>All visitors to be made aware of site rules</li> <li>Any site visitor should be required to wash or sanitize hands before allowing entry to the site.</li> <li>All visitors details can be logged for test and trace purposes, this can be limited to date of visit, name and contact telephone number.</li> <li>These records should be kept for 21 days after the visit and stored/disposed of according to GDPR <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li> </ul>	The school have the discretion to ask contractors/visitors to wear face coverings while on site. If you choose to do this it is recommended that you notify visitors in advance
<b>Contractors</b>	<ul style="list-style-type: none"> <li>Contractors must not attend site if they are in self-isolation or have symptoms of Covid 19</li> <li>All contractors are to wash their hands upon entering the site.</li> <li>Hygiene rules to be implemented, all contractors are to be asked to wash hands on entry into individual work areas – or use alcohol-based hand sanitiser</li> <li>All areas accessed by contractors should be cleaned after use</li> </ul>	<p>Update the contractors check list to include the school precautions.</p> <p>Discuss the school precautions and added expectations of contractors with them prior to their arrival onsite.</p> <p>Where contractors may now be lone working consider how you will manage adequate supervision.</p>
<b>Ventilation</b>	<ul style="list-style-type: none"> <li>Areas of poor ventilation should be identified and measures put in place to improve the air flow. This can be opening windows/doors or mechanical ventilation if the source air is drawn from outside.</li> <li>Where there is poor ventilation reduce the occupancy of the room and the duration of use</li> </ul>	<p>Follow the HSE guidance for mechanical ventilation. <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/</a></p> <p>If very poorly ventilation, high use areas consider the use of CO2 alarms/monitors if appropriate under HSE guidance</p>

10/08/2021

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Schools Risk Assessment

	<ul style="list-style-type: none"> <li>There needs to be a balance between thermal comfort and ventilation. In cold weather consider ventilating rooms during break times and keeping windows open a smaller amount at all times</li> </ul>	<a href="https://www.hse.gov.uk/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas">https://www.hse.gov.uk/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas</a>
<b>Lack of awareness</b>	<ul style="list-style-type: none"> <li>Posters will be displayed in the welfare areas and in suitable places around site.</li> <li>“Toolbox talks” will be carried out for all staff on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</li> </ul>	Consider updating your behaviour policies with any new rules in relation to covid control measures and communicate those with parents and staff.
<b>Hand sanitiser</b>	<ul style="list-style-type: none"> <li>To be effective on viruses hand sanitiser must be a minimum of 60% alcohol.</li> <li>When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces.</li> <li>Do not use near heat sources.</li> <li>Hand sanitiser must be stored in accordance with the manufacturer’s instructions</li> <li>Use of hand sanitiser by pupils must be supervised for younger/vulnerable children</li> <li>A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school.</li> </ul>	60% alcohol hand sanitiser is extremely flammable. You need to be very careful of using it in areas where there could be static sparks or naked flames that will cause it to ignite. Be very careful of how it is stored, leaving it in sunlight will heat it up and increase the risk of ignition If the hand sanitiser you have been able to source is not gel then take extra care in its use as it will easily spill and splash.

<b>Risk assessment completed by</b>		<b>Signature</b>	
<b>Risk assessment sponsored by</b>		<b>Signature</b>	
<b>Date assessment completed</b>			
<b>Risk assessment communicated to relevant staff by</b>	Briefing <input type="checkbox"/> Email <input type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>		

<b>Review Date</b>	<b>Assessor</b>	<b>Signature</b>	<b>Sponsor</b>	<b>Signature</b>
--------------------	-----------------	------------------	----------------	------------------

10/08/2021

**Notes:**

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.

## Schools Risk Assessment


**Additional guidance documents:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#school-workforce>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

[COVID-19: cleaning in non-healthcare settings - GOV.UK](#)

**Crest Covid 19 App for schools**

Crest Covid 19 reporting App has replaced email reporting systems that were previously in place. Schools should use the Crest Covid 19 reporting App to report all Covid 19 positive cases.

Log into Crest here: <https://crest.info-exchange.com>

If you are already a Crest user your user name and password will not change if you do not have a Crest log in please contact [CrestCovid19@westberks.gov.uk](mailto:CrestCovid19@westberks.gov.uk) and we will set up an account and password for you.

When you log in you will see the Covid-19 app icon on your front page. If you do not see this please email [CrestCovid19@westberks.gov.uk](mailto:CrestCovid19@westberks.gov.uk) with your user email address and we will give you access.

**10/08/2021**

**Notes:**

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.