

## COVID 19 – School General Risk assessment proforma

School Dean Field Community Primary School

Date of Risk Assessment: November 2021

This assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly. All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required in future for an investigation.

This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act, and a positive case to an employee following potential exposure at work can be RIDDOR reportable to the HSE. If you require any assistance with this process it is recommended you contact your health and safety consultant/adviser.

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
<b>General – Risk of infection.</b>	Staff, visitors, Pupils	<p>General Controls and instruction to staff throughout the school: -</p> <ul style="list-style-type: none"> <li>- Bubbles no longer required and mixing permitted, however, year groups will only mix within the hall for assemblies and at lunchtime.</li> <li>- Staff to ensure the use of hand sanitiser for themselves and pupils at regular intervals throughout the day.</li> <li>- Staff to ensure regular cleaning using anti bac throughout the day. Computing suite and other shared areas/equipment to be cleaned regularly.</li> <li>- Increased cleaning regime throughout site, especially touch points.</li> <li>- Hand washing facilities in place with pupils and staff encouraged to use these regularly. Continue use of wall mounted sanitisers throughout school.</li> </ul>	<ul style="list-style-type: none"> <li>- Establish a record of cleaning.</li> <li>- Regular cleaning throughout the day.</li> <li>- Reminders of regular hand washing promoted in bathrooms.</li> <li>- Reminder to parents and staff of symptomatic people/ those in the household of someone who is symptomatic are not to attend school.</li> <li>- Parents informed of the procedures in relation to COVID19.</li> <li>- Promote “catch it, bin it, kill it” approach</li> </ul>	<p>VM VM</p> <p>SLT</p> <p>SLT/office</p> <p>FP</p> <p>All staff</p>	<p>September Ongoing</p> <p>September</p> <p>Ongoing</p> <p>September</p> <p>Ongoing</p>	

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		<ul style="list-style-type: none"> <li>- Staff or pupils who may become symptomatic to isolate, obtain a PCR test and if positive to stay home and continue to self-isolate, following the advice given by NHS Test and Trace. . NHS test and trace will work with the child's parents or directly with a staff member to identify close contacts.</li> <li>- Staff or students who test positive using a lateral flow device (LFT) should also self-isolate and seek a PCR test immediately. If negative and no symptoms have developed, self-isolation can cease.</li> <li>- If someone in the household has tested positive for COVID-19 (on LFD or PCR), we advise children and young people who attend school to stay at home. If they develop symptoms, they should get a PCR test straight away. If they don't have symptoms, they should get a PCR test 3-5 days after their household member started with symptoms (or took their test if they had no symptoms).</li> <li>- For confirmed positive covid cases of employees which may be work related to be reported to the schools H&amp;S team.</li> <li>- If it appears there is spread of COVID within the school (from person to person within the setting) the school will be contacted by Public Health. In this instance, Outbreak Management Plans should be actioned, working in partnership with Public Health. This may involve contact tracing at school level.</li> <li>- Non- fire safety doors can be propped open to allow ventilation</li> <li>- Windows to be opened each morning to allow adequate ventilation and where possible the room</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure appropriate signage regarding social distancing and hand washing.</li> <li>- If anyone has recently left the country and returned the UK they must follow the advice on the current traffic light travel system.</li> <li>- Support and encourage the vaccine programme take up (MW to compile list of staff who are fully vaccinated)</li> </ul>	<p>KF</p> <p>MW</p>	<p>September</p> <p>List completed by 17/9</p>	

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		<p>should continue to be ventilated throughout the day. Where the weather causes the room to become uncomfortably cold for occupants the windows can be closed to a crack and then reopened once unoccupied. Consider opening higher windows in the event of cold weather. Rooms with no ventilation should only be used where doors can be propped open and there is air flow from outside of the room.</p> <ul style="list-style-type: none"> <li>- Hall should be ventilated at lunchtimes by having one or both of the fire exits open.</li> <li>-</li> </ul>				
<b>Ventilation</b>	Staff, pupils, visitors	<p>Need to balance the risk of transmission of the virus and a comfortable teaching environment which can be maintained by.</p> <ul style="list-style-type: none"> <li>- Where there is use of mechanical ventilation adjust these to increase the ventilation rate where possible and check normal operation meets current guidance and only fresh air is being circulated.</li> <li>- If possible, systems should be adjusted to full fresh air or operated as normal within a single room and supplemented with outdoor air supply.</li> <li>- For natural ventilation the windows should be opened and in cooler weather should be left open just enough to provide constant background ventilation and opened wider during breaks to purge the air. May be beneficial to open higher-level windows to reduce draughts when the weather is colder. Allow flexibility for staff and pupils to wear additional suitable indoor clothing.</li> <li>- Open non- fire resisting doors to allow for air flow</li> </ul>	Establish areas throughout the school where there is poor ventilation.	<p>VM and FP to establish any poorly ventilated areas.</p> <p>VM to open roof windows when weather is cooler so classrooms only need to open windows and not doors.</p>	<p>By September 10/9</p> <p>Ongoing</p>	

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<b>Classrooms</b>	Staff, Visitors, Pupils	<ul style="list-style-type: none"> <li>- Classrooms to be regularly cleaned and cleaning supplies available in the classroom.</li> <li>- Pupils encouraged to wash their hands regularly</li> <li>- Windows opened to allow ventilation, if temperature is uncomfortable due to open windows these to be closed to a crack while occupied and then reopened while unoccupied.</li> <li>- Desks should be spread out wherever possible to maximise space between individuals. Schools may wish to maintain use of screens etc. between staff and students.</li> </ul>		Teachers/ TAs to ensure they have cleaning equipment and have a hand washing/sanitising regime set up.	Ongoing	
<b>Provision in Early Years</b>	Staff, Pupil Visitors	<ul style="list-style-type: none"> <li>- EYFS ratios still to be met</li> <li>- Promotion of handwashing with staff.</li> <li>- Consider the use of shared equipment and how safe this is.</li> </ul>		KF ensure they have cleaning equipment and have a hand washing/sanitising regime set up.	Ongoing	
<b>Corridors</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- regular cleaning of touch points</li> </ul>		VM	Ongoing	
<b>Toilet and cloakrooms</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Available hand washing facilities with soap and warm water with encouragement to use these facilities regularly and prior to eating.</li> <li>- Regular cleaning of the toilet area touch points.</li> </ul>	<ul style="list-style-type: none"> <li>- Establish record of cleaning for all toilets.</li> </ul>	VM	Ongoing	

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<b>Playground and play equipment</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>- Ensure a cleaning regime includes the playground equipment for both outdoor and indoor or take out of use if necessary.</li> <li>- Cleaning should take place more frequently than normal.</li> <li>- Also applies to resources used both inside and outside for wraparound care and out of school settings.</li> <li>- Children to continue to play at lunchtimes in zones for the remainder of the autumn term so the only sharing of equipment is across a class bubble.</li> </ul>		VM/DE/mid day supervisors to ensure lunchtime equipment is wiped down daily	Ongoing	
<b>Resources and equipment</b>	Staff, Pupils	Resources shared between classes would be encouraged to under go frequent cleaning and preferably be either cleaned between each class or allow them to be unused for a period of 48 hours (72 hours for plastics)	<ul style="list-style-type: none"> <li>- Books and other shared resources can be taken home although unnecessary sharing should be avoided and should implement a system of cleaning and rotating these resources.</li> <li>- Continue with timetable for library used in 2020-21 and quarantining of books for 72 hrs before returning to library. To be reviewed at the end of week 4.</li> </ul>	FP/UH to communicate with staff	Ongoing	
<b>Drop off/collection areas with parents</b>	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> <li>- Drop off and pick-ups to return to pre-covid. Parents to enter and exit up the steps into the main playground or into EYFS as normal. Parents will be given the option to drop off at 8.45 and pick up at 3.05 to avoid coming into contact with people.</li> <li>- The school bell will go at 8.40am and doors will open.</li> <li>- Parents of KS2 children will be encouraged to</li> </ul>	<ul style="list-style-type: none"> <li>- FP to write to parents Friday 3<sup>rd</sup> September with guidance around dropping off and picking up.</li> <li>- Review this regularly and use Seesaw to communicate with parents any changes.</li> </ul>	FP	September	

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		<p>drop off at the steps to reduce the number in the playground.</p> <ul style="list-style-type: none"> <li>- Parents encouraged in November to wear a mask.</li> </ul>				
Catering	Staff, pupils, Visitors	<ul style="list-style-type: none"> <li>- Hygiene standards to be maintained</li> </ul>		SH/TS/DE to oversee	Ongoing	
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> <li>- encourage parents to contact the school by other means than face to face.</li> <li>- The design of the reception area may already create a barrier between front facing staff and others.</li> </ul>	<ul style="list-style-type: none"> <li>- FP to write to parents to explain that we will be continuing to limit parents in school and review at October half term.</li> <li>- Where parents need to speak to office staff this can be done either at the main door or at the office window with the plastic screen in use.</li> </ul>	FP MW/SK		
Area for isolation/first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> <li>- Identify an appropriate area in which could be used for first aid and maintain cleaning standards and clean after each treatment.</li> </ul>	-	Ongoing – continue to use disabled toilet or first aid area in corridor		
Clinically vulnerable and Clinically Extremely critically	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- As a minimum CEV staff are to follow the same guidance as everyone else, the key issue is consultation with any vulnerable staff as per HSE advice and it is always advisable to document this discussion and agreement.</li> <li>- If this is the case, a full risk assessment with the</li> </ul>	<ul style="list-style-type: none"> <li>- Request information from staff and parents to identify those in these categories.</li> <li>- Keep in contact with those who are shielding or working from home.</li> </ul>	FP/MW/JL	September	

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<b>Vulnerable (CEV)</b>		<p>staff member should be undertaken and any discussion documented including the measures you have put in place to make the workplace as safe as possible for them.</p> <ul style="list-style-type: none"> <li>- The CEV guidance extends to staff who are more than 28 weeks pregnant (and those below 28 weeks with other health concerns), but again only where they are fully aware of the risk to themselves and their unborn baby if they catch COVID. If they still want to work, they need to agree with you the safest way of working and advice may be required from occupational health.</li> </ul>	<ul style="list-style-type: none"> <li>- Encourage and promote the take up of the vaccine programme.</li> </ul>			
<b>Staff contingency arrangements</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Would encourage schools to promote social distancing and continue where possible with virtual meetings however this is optional. this would help to reduce infection rates between staff and build resilience</li> <li>- All meetings and Staff meetings to take place socially distanced so need to be in a room big enough.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure staff are aware of the reporting procedure to highlight if they have any symptoms.</li> <li>- ensure there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff.</li> </ul>	FP	Ongoing	
<b>Symptomatic staff or pupils</b>	Staff, visitors, pupils	<ul style="list-style-type: none"> <li>- Identify an area in which anyone who is symptomatic can wait for a parent to collect in a well ventilated.</li> <li>- Area in which symptomatic people are awaiting requires to be cleaned after use.</li> <li>- Staff and Children can be eligible for testing.</li> <li>- Those who require close supervision while awaiting collection should remain at a distance if possible and wear appropriate PPE (Type IIR face mask, eye protection, apron, disposable gloves.).</li> <li>- Those who become symptomatic should return</li> </ul>	<ul style="list-style-type: none"> <li>- Questionnaire to be completed prior to staff returning to school to highlight they are well to attend school.</li> <li>- Review where in school this would be best located</li> <li>- Establish a clear procedure of how to access testing and when someone should be tested.</li> <li>- Where there are work related positive COVID cases these</li> </ul>	SLT	Ongoing	

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		<p>home and avoid using public transport and where possible collected by guardian.</p> <ul style="list-style-type: none"> <li>- Preferably should use a separate bathroom which must be cleaned and disinfected using standard cleaning products before used by anyone else.</li> </ul>	<p>may be HSE reportable and guidance from the schools H&amp;S advisors should be sought.</p> <ul style="list-style-type: none"> <li>- In an emergency call 999 if someone is seriously ill or injured or life is at risk.</li> </ul>			
<b>Assembly &amp; gatherings</b>	Staff, Pupils Visitors	<ul style="list-style-type: none"> <li>- As mixing is permitted assemblies and gatherings can go ahead but only 3 year groups at a time spread out. Fire doors must be open to ventilate.</li> <li>- Year groups with more than one case not to go to assembly.</li> <li>- No large gatherings will take place.</li> </ul>	<ul style="list-style-type: none"> <li>- FP/KF to conduct a risk assessment for such event.</li> <li>- No assemblies the first week back to assess the situation and put plans in place if needed</li> </ul>	SLT	Wk bg 6/9 Ongoing	
<b>Transport arrangements</b>	Staff, Pupils, Contractor s	<ul style="list-style-type: none"> <li>- Where possible transport to encourage those who are on school or public transport to use face coverings.</li> <li>- Social distancing where possible also strongly encouraged.</li> <li>- The buses to have windows open to provide ventilation.</li> <li>- Those travelling by bus to have access to wash facilities which use is encouraged</li> <li>- Mini bus driver to wear mask and open window. Attendant to wear a mask.</li> </ul>	<ul style="list-style-type: none"> <li>- Mini bus driver and attendant on school mini bus to wear masks. Seating plan created in case we need to identify close contacts of a positive case.</li> </ul>	FP/LS	September	
<b>Personal Protective Equipment (PPE)</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>- PPE required for personal care only. No longer need to wear face masks in communal areas. –</li> <li>- PPE should be suitably stocked <ul style="list-style-type: none"> <li>- Risk assessment for each child to be conducted to highlight the requirement of PPE; however, a face mask isn't required for personal care from current guidance.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Inform staff of the requirements for PPE and provide information for their safe usage.</li> <li>- Individual risk assessments to be conducted e.g for those vulnerable or working 1:1</li> </ul>	SLT	September Ongoing	



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<b>Home visits</b>	Staff, Families, Pupils	<ul style="list-style-type: none"> <li>- Home visits can go ahead but staff should remain cautious. and check the COVID status of the house prior to entering</li> <li>- Hand sanitiser provided for staff required to conduct home visits</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Establish/ update home visit procedure to include COVID19 controls.</li> </ul>	KF	September/ongoing	
<b>Visitors &amp; Contractors in schools</b>		<ul style="list-style-type: none"> <li>- Where necessary obtain confirmation those who will be on site are not showing signs of COVID19.</li> <li>- Provide handwashing or hand sanitiser facilities for visitors/ contractors.</li> <li>- Visitors should be encouraged to socially distance</li> <li>- Visitors should be encouraged to wear face coverings.</li> </ul>	<ul style="list-style-type: none"> <li>- Aspects relating to COVID to be included in the contractor rules for the school.</li> <li>- Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 or a declaration to be established for signing in.</li> </ul>	<p>Office staff to continue with visitor protocol already in place</p> <p>ALL staff to ensure the office know to expect visitors by logging in calendar</p>	Ongoing	
<b>Physical restraints/ comforting, first aid</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Ensure team teach training has been achieved by teachers who are required to carry out physical restraining.</li> <li>- Ensure wash facilities are available after a close contact event.</li> <li>- No child or member of staff should be in school if they are symptomatic.</li> </ul>	<ul style="list-style-type: none"> <li>- Team Teach training for Y5 staff to be rebooked</li> </ul>	DE/LS		
<b>Waste</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Waste to be regularly removed from within the building and in the outdoor bins.</li> </ul>	<ul style="list-style-type: none"> <li>- If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection.</li> </ul>	VM	Ongoing	

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<b>Lateral Flow testing</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Those employees who have agreed to be a part of the lateral flow testing to be encouraged to regularly test at home.</li> <li>- Waste from these tests can be disposed of in general waste bin</li> <li>- Staff who test positive from such test will need to self-isolate and obtain a PCR test.</li> <li>- Those who are symptomatic must not attend school, should be self-isolating.</li> </ul>	<ul style="list-style-type: none"> <li>- Remind staff before return to school to test on Sunday evening, then to resume twice weekly testing as before.</li> </ul>	ALL staff MW to ensure test kits are ordered and available to staff	September/ongoing	
<b>Face Coverings</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- face coverings requirement has been removed however the government expect and recommends they are worn in enclosed and crowded places with people you don't normally meet with such as on public transport.</li> <li>- Staff encouraged to wear face mask in communal areas.</li> </ul>	<ul style="list-style-type: none"> <li>- Pupils and staff may bring a spare face covering to replace if the covering becomes damp during the day.</li> <li>- Pupils, staff and visitors may feel more comfortable wearing face coverings and the school should encourage the use of these.</li> <li>- Outbreak management plan may reflect the use of face coverings if there is an outbreak and, in such instances, public health should be advising.</li> <li>- Those with SEN or communication needs should be taken into account when establishing face coverings.</li> </ul>	FP to communicate to all staff  MW/SK to advise visitors they may wear a mask if they wish	September	
<b>Educational Visits</b>	Pupils, staff, visitors, public	<ul style="list-style-type: none"> <li>- Guidance at the time of this risk assessment recommends against all international Educational Visits . from September you can visit internationally for trips that have previously been deferred and be aware of the travel lists.</li> <li>- Residential will take place following the advice</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to review such guidance.</li> <li>- Ensure all educational trips have appropriate risk assessments established.</li> </ul>	SLT	Ongoing	

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		from Public Health and additional measures put in place.				

Assessors Name: Fiona Pether

Assessment Review Date: December 2021

**Review and updates audit trail**

Date:	Update	Actions	Completed
19.07.21	Outbreak management	Establish an outbreak management plan in accordance with public health template	YES
19.07.21	Bubbles permitted to be removed and mixing of pupils/ teachers permitted		
19.07.21	Face covering no longer a requirement but encouraged.		
19.07.21	From September international trips can go ahead if they have been previously deferred.		
19.07.21	Self isolation rules set to change 16 <sup>th</sup> August school to review RA following this date.		

Notes:

It would be beneficial to maintain physical barriers where they are already installed to improve overall infection control and prevent them having to be re-established.

### **Further Guidance**

[Schools Coronavirus \(COVID-19\) Operational Guidance](#)

[Entering the UK and quarantine](#)

[Annex A: health and safety risk assessment](#)

[Additional Operational Guidance for Special Schools, Special post 16 institutions and alternative provision](#)

[COVID-19: suggested principles of safer singing](#)

[HSE – Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#)

[First Aid During the Coronavirus \(COVID-19\) pandemic](#)

[Information about the Coronavirus \(e-bug.eu\)](#)