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

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

The Government has announced that from the 1st June 2020 schools should welcome back all reception, year 1 and year 6 pupils as well as all children below statutory school age and any vulnerable pupils and children of key workers. It is a key principle of City of Wolverhampton Council that safety is more important than numbers of children in schools and settings at any time.

To support schools with this phased introduction, below is an example Risk Assessment for dealing with the current Covid-19 situation in a school setting. It is not likely to cover all scenarios and each school must consider their own unique circumstances and adapt this template accordingly, having due regard to the '*considerations*' section detailed at the end of the document and the following latest government guidance:

- Coronavirus (COVID-19): implementing protective measures in education and childcare settings
- Actions for education and childcare settings to prepare for wider opening from 1 June 2020
- COVID-19: cleaning in non-healthcare settings

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).
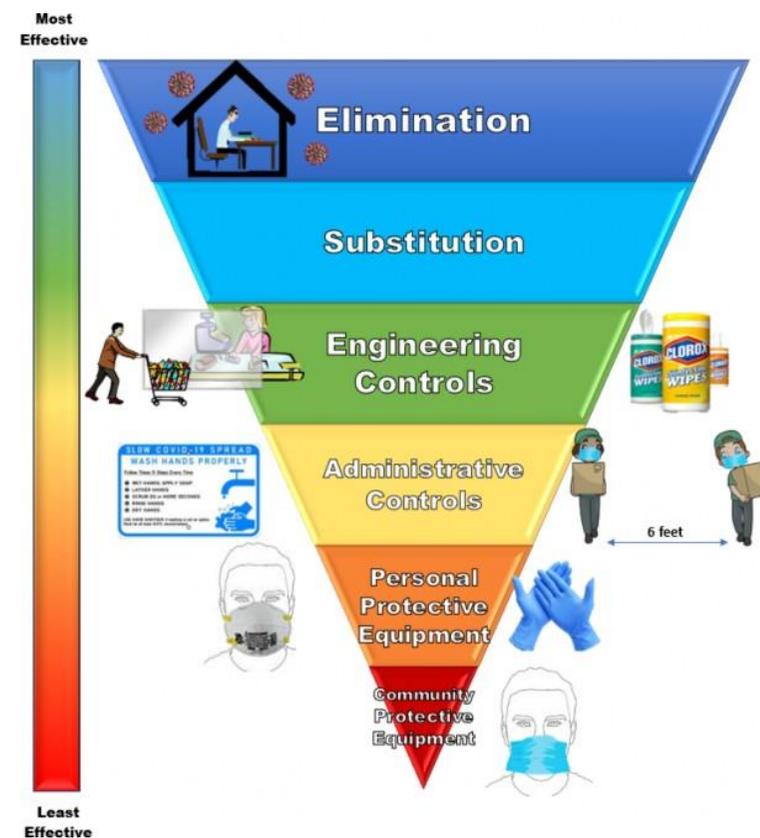
Title: Covid-19 Risk Assessment **Warstones Primary School**							

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to	**Barriers / screens** • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors **Promotion of good personal hygiene** • Hand washing facilities with soap and water (ideally warm water) in place. • Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here). • Stringent hand washing taking place. (in accordance with this guidance). • Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. • Classes to teach children hand washing techniques. • Drying of hands with disposable paper towels. • Children to wash hands before and after eating a snack and before and after eating dinner. • Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (***Note; hand gel is no substitute for thorough and effective handwashing***)	M	Glass Screen added to office opening to parents/visitors Sanitisers available in every room in use. Posters at entrances to school, in every room in use, in cloakrooms. Staff guidance and daily procedures to include regular supervised handwashing opportunities. Hand washing facilities also available in classrooms Hand sanitisers available at entrances to school, school halls and office	FF MM FF Staff MM MM	Asap 1.6.20 1.6.20 Daily Daily 1.9.20	July 2020 1.6.20 1.6.20 Continue Continue

| | your operations | • Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.
• Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.
• Appropriate receptacles for disposal of tissues which are emptied throughout the day.
• Pupils discouraged from sharing cutlery, cups or food.
• Parents informed of hygiene expectations and to advise its discussed with their children.
• Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.
• Areas are kept well ventilated using natural ventilation where possible.
• Health and Safety Expectations in school cascaded to all staff

<u>Cleaning</u>

• Pupils sit at same desk each day which is thoroughly cleaned at the end of each day.
• Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy.
• Meet with cleaning contractors to review cleaning arrangement and make any necessary changes.
• Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods. | | Supplies replenished every morning.

Powerpoint for children shared on webpage and in class.

Guidance leaflet for parents

Appendix D

FF e mail contact with CR/LG
CR met with MM

See LA cleaning risk assessment. | MM

Staff

FF

FF

FF/MM

LA | Every morning

Upon return to school

1.6.20

21.5.20 | Continue

1.6.20

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		• Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • Additional cleaner 1 hour at lunchtime to clean toilets in school. • All cutlery and cups are thoroughly cleaned before and after use. **Social Distancing** • School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). • Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 1m+ recommendation. • Class bubbles and Year 'domes' are maintained with allocated staff (including lunchtime supervisors) and where ever possible different groups are not mixed. • The same teacher / staff members are assigned to each group and stay the same during the day • Desks should be spaced as far apart as possible. • Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day. • Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering • Children sit with no one opposite them at lunch. Labelling on seats not to use and guidance for distancing at food hatch (see photos Appenix E) • Staff reminded daily of the importance of social distancing both in the workplace and outside of it. • Redesigning processes / rooms to ensure social distancing in place.		Addition to SLA contract Reminders in kitchen areas Posters at school gates, entrances into school, Newsletters to parents (example Appendix A) 2m guidance strips on corridors and main entrance. 2m reminders on the playground (for guidance), walls and floors Staffing assigned to allow for breaks and lunch supervision by same staff members. Timetable for children to access cloakrooms, breaktimes and lunchtime in Sept (Appendix B) Reminders at staff briefing	FF/CR/LA FF/MM FF SLT FF All users	1.9.20 1.6.20 1.6.20 1.9.20 1.9.20	√ Continue √ √ Continue √ √

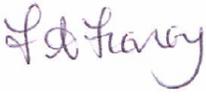|								√

			• Conference calls to be used instead of face to face meetings. • Social distancing also to be adhered to in staff rest areas, canteen and smoking area. • Management checks to ensure this is adhered to. • Parents discouraged from gathering at school gates and only to come on to site to bring EY/KS1 children in or to collect children at end of day (one parent per family).		Letter to parents Updated one way system around school for drop off and pick up, staggered times. Labelled and all users informed. (Appendix C)	Staff		√ √
			Reducing contact point activities • School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc. • School will cease hand shaking of children and visitors. • Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down. • Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation.		Classrooms set out with forward facing desks where possible, teachers to keep social distanced from children where possible. Classroom and cloakroom doors propped open.	Staff	1.9.20	√ √
			Dealing with a suspected case (staff and / or pupil) • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.		Small Meeting Room designated and signposted as an isolation room not to be used for any other purpose.			√

		• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. • If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time. • If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. **Controlling other users of building (visitors / contractors)** • The school will contact every user and inform them of usage expectations: • Compulsory handwashing / use of gel before entering school. • Restrictions or suspensions of building usage **Emergency procedures** • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical		Toilets next to Small Meeting Room to be used. If used, red card placed on door till room has been cleaned. Disabled toilet at entrance to school available for handwashing of any agreed visitors. (Toilet to be taped off – not in use) Launch of new communication system linked to SIMS, parental e mails all collected in Summer term Electronic print off of who is in school each day available if needed.	CH/MM CH	Sept 2020	√ √ √ June 20 √

		emergencies – medical emergencies are managed in line with this policy. **Personal Protective Equipment (PPE)** *Note:* Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place. Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.		Available at main reception. Staff have masks and gloves available should they feel personally vulnerable and can use at their own discretion. Staff at entrances and gates are advised to wear masks when coming into contact with parents. PPE required 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 face mask (that meets a minimum standard of FFP2), gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • 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 (Coronavirus (COVID-19): implementing	1.9.20	√

					[protective measures in education and childcare settings](#)). • Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely.		
Teacher / staff shortage		• School monitors daily any staff absence. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Daily report to the HT on number of absences and symptoms. • Weekly summary data for each class to HT. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.	H	If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. All staff returned to school in September with appropriate individual risk assessments	SLT	As needed Sept 20
Impact on physical and mental health		• Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health. • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support.	M	Staff reminded in weekly staff updates to be mindful of own well being and to speak to SLT or a friend if struggling. Risk assessments completed for vulnerable SLA with S4S for access to 24/7 telephone support Folder on school staff platform with guidance, well being newsletters, DSE guidance and	FF	As needed

			risk assessments, lone worker policies.			
		• Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home.				

	Name	Position	Signature	Date	Review Date
Risk Assessor	F Feeney	Headteacher	*L & Feeney*	14.9.20	As needed
Line Manager					

FF – Fiona Feeney (HT) MM – Matthew McGregor (Site Supervisor) CH – Catherine Hartshorn (Office Manager) LA – Local Authority   CR – Carol Rogers – Cleaning Supervisor from LA

Considerations for additional control measures:

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible.
- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.
- although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings.

For shared rooms:

- use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance.
- stagger the use of staff rooms and offices to limit occupancy.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts (Coronavirus (COVID-19): implementing protective measures in education and childcare settings).

Staff to child ratios:

- Guidance on staff to child ratios from the Government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. (Coronavirus (COVID-19): implementing protective measures in education and childcare settings) Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. (Actions for educational and childcare settings to prepare for wider opening from 1 June 2020)

Additional considerations:

School-specific arrangements relating to risk assessment that may need additional detail:

- Capacity and organisation of teaching spaces
- Arrival to and departure from school and other modes of transport
- Movement around the school
- Classroom allocations
- Timetable arrangements
- Role of teaching assistants
- Breaktime and Lunchtime plan
- Catering staff
- Cleaning
- Toilets
- Staffroom and offices

Effective communication is key and cannot be under estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.

- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.