

Risk Assessment Overview

Details

School:

Hartlebury Church of England Primary

Department:

Whole School

Risk Assessment Title:

General Risk Assessment – Coronavirus COVID 19

‘Work as if everyone is infected’

Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.

Version 9 updated 12.1.2021

Amendments all in green Jan 21

Amendments in blue Feb 21

Who is at Risk?

People at Direct Risk:

Staff, Pupils and Visitors

Other People Who Could be Affected:

Parents

Summary of Risk

What is your assessment of the risk before the ACTION PLAN is completed:

☐ High risk

☒ Medium risk

☐ Low risk

What will the level of risk be after the ACTION PLAN is completed:

☐ High risk

☐ Medium risk

☒ Low risk

Note: if the risk is still classified as ‘High’, even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	Schools "Sickness Policies" updated to ensure that staff and pupils that are displaying symptoms of COVID 19 are excluded from the school site for at least- 10 days or until they are symptom free or confirmed to be COVID 19 free by testing. (PHE guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Absence Policy updated to confirm how different types of absence will be treated. Government guidance is the reference point to ensure we are following the most up to date guidelines. Issued schools with: How to get tested guidance Flowchart, managing person with symptoms Self-isolation rules Parent Guidance Dec 20 (version 6) Staff Guidance Jan 2021	
		Schools "Sickness Policies" updated to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 10 days. (PHE guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Absence Policy updated to confirm how different types of absence will be treated. Government guidance is the reference point to ensure we are following the most up to date guidelines. Issued schools with: How to get tested guidance Self-isolation rules Parent Guidance Dec 20 (version 6) Staff Guidance Jan 2021	
Contact with Individuals who are unwell with	Direct transmission of the virus to well individuals Cont'	Review staff availability to work in school, key roles to consider: - Headteacher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contingency plans in place to cover if these staff are incapacitated	

COVID 19 – General Cont'		<ul style="list-style-type: none"> - First Aid (paediatric for primary) - Designated Safeguard Lead - SENCO - Site Staff - Cleaners <p>Schools to liaise with the Trust to find a solution if any of the above are not available</p>				<p>SLT has no physical contact</p> <p>Site Manager works when children are not in school</p> <p>All other contact is strictly limited.</p>	
		Update the school's "Contractor Management Policy" to ensure that it covers how requirements for contractors attending the school site are symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Issued schools with:</p> <p>Contractor and visitor risk assessment</p> <p>Contractor/Visitor health questions</p> <p>Test and Trace name and contact details to be taken from all visitors. Data retained for 21 days then disposed of by shredding.</p> <p>Face covering to be worn, space to be maintained.</p> <p>Contractors only admitted for essential work</p>	
		Communicate school procedures to Parents and Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Issue schools with:</p> <p>SAET letter template. Updated and sent to parents 22.05.2020</p> <p>Dec Guidance shared 14.12.2020</p> <p>Staff Guidance updated and shared 4.1.21</p>	
		The names or details of people with coronavirus (COVID-19) are not shared unless it is deemed essential to protect others				<p>Due to the regulations of GDPR and the consideration of individuals privacy names of those with COVID19 are not shared, with the exception of PHE, with whom there would normally be in consultation.</p>	
		Communicate the updated "Contractor Management Policy" with existing contractors and for new contractors as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Schools to implement</p> <p>Contractor and visitor risk assessment</p> <p>Contractor/Visitor health questions</p> <p>Test and Trace name and contact details to be taken from all visitors. Data retained for 21 days then disposed of by shredding.</p> <p>The person admitting the contractor will ensure all the procedures above are met.</p>	
Contact with Individuals who are unwell with	Direct transmission of the virus to well individuals Cont'	Develop new Visitor and Contractor arrangements for the school. Visitors are only allowed to attend the site and meet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Schools to implement</p> <p>Contractor and visitor risk assessment</p>	

COVID 19 – General Cont'		school staff by prior appointment or by good reason (delivery drivers). Otherwise they will be asked to leave the site.				<p>Contractor/Visitor health questions</p> <p>No unexpected visitors will be allowed in school unless they are emergency services ie police, fire service. Site Manager to co-ordinate</p> <p>Test and Trace name and contact details to be taken from all visitors. Data retained for 21 days then disposed of by shredding.</p> <p>All visitors in school will wear face coverings</p>	
		All visitors and contractors who will access the school beyond reception will be asked to complete a medical questionnaire and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All visitors will be asked the following COVID-19 related questions:</p> <ul style="list-style-type: none"> • Are they free from any of the symptoms of COVID 19? • Do they live with anyone who is experiencing symptoms of COVID 19? • Have they previously experienced any symptoms of COVID 19, and if so have they been tested for the virus? <p>Test and Trace name and contact details to be taken from all visitors. Data retained for 21 days then disposed of by shredding.</p> <p>Site Manager/Administrator to supervise visitors completing and being in school if necessary</p> <p>All visitors will wear a face covering when on site and maintain 2m distance from staff and children.</p> <p>We are not having any Supply or Peripatetic teaching staff in school during Lockdown 3</p>	
Contact with Individuals who are unwell with COVID 19 – General Cont'	Direct transmission of the virus to well individuals Cont'	Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All initial contacts in school are aware of the procedures and will ask visitor to leave.</p>	

Contact with unwell individuals – who develop unconfirmed symptoms on site. General	Direct transmission of the virus to well individuals.	Staff or pupils that develop unconfirmed symptoms whilst on the school site shall be placed in isolation away from staff or their cohort group as soon as practicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schools issued with and will implement How to get tested guidance Flowchart, managing person with symptoms Risk Assessment for actions required is person has symptoms in school Self-isolation rules Isolation Room is the available office	
Contact with unwell individuals – who develop unconfirmed symptoms on site. General	Direct transmission of the virus to well individuals.	For younger children where, direct supervision is required then the attending member of staff shall be provided with appropriate PPE, including gloves, disposable apron and appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2m distancing guidance to be used if appropriate. Gov Guidance states this is not always possible. Window will be open for ventilation. If 2m distance cannot be maintained the person supporting the individual showing symptoms should wear PPE in accordance with DfE Safe Working in Education Guidance Controls on distribution of PPE to be put in place to ensure supplies not contaminated by easy access and transfer of bacteria from unclean hands Training video on doffing and donning PPE correctly issued to schools, to share with staff	
		Parents should be contacted, and the child / young person collected as soon as practicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child will be held in isolation until collected. Parent Guidance Dec 20 (version 6) Staff Guidance Jan 2021	
Contact with unwell individuals – who develop unconfirmed symptoms on site. General	Direct transmission of the virus to well individuals.	If a bathroom is required for the isolated person – they shall use a separate bathroom to other people if possible. If not, the bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to flowchart, managing person with symptoms Risk Assessment for actions required if person has symptoms in school Disabled toilet to be used	
		Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they or their child are displaying symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to flowchart, managing person with symptoms Risk Assessment for actions required if person has symptoms in school Parent Guidance Dec 20 (version 6)	

						Staff Guidance Jan 2021	
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing. General	Direct transmission of the virus to well individuals.	If the unwell person tests positive, based on a rapid risk assessment and advice from the local health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to flowchart, managing person with symptoms Risk Assessment for actions required if person has symptoms in school Parent Guidance Dec 20 (version 6) Staff Guidance Jan 2021	
		In the event of a symptomatic or positive test the school should ensure that the classroom/work area and resources that the child or person used should be subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with COVID 19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room is quarantined until Lewis Cleansing have been contacted and a Deep Clean arranged.	
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing. General Cont'	Direct transmission of the virus to well individuals.	Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room would be cordoned off until a deep clean was conducted Lewis Cleansing are contracted cleaners	
Direct contact with airborne droplets from carriers. General	Direct infection of a well individual with virus particle	School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign "Catch it, Kill it, Bin it". This should be repeated frequently. 'Hands: Face: Space' guidance will be followed 2M+ guidance to be observed at all times between adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Issued to schools: Health Protection Agency poster 'Guidance on infection Control in Schools and other Child Care Settings' 'SAET risk assessment coronavirus 250320' refers Practice and experience mean this message has been well publicised and continues to be promoted Relevant DfE/PHE posters distributed	
		Teaching staff to supervise children and tell them to use a tissue or the crook of their arm if they want to sneeze or cough.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	
		Appropriate signage to be placed on display in all rooms, offices, corridors etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above	

		A supply of tissues and appropriate wastepaper bin to be present in all rooms that are in use at the school. Bin to be emptied daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In stock and reviewed daily by Site Manager	
Direct contact with airborne droplets from carriers. General Cont'	Direct infection of a well individual with virus particles	Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Issued to schools: Health Protection Agency poster 'Guidance on infection Control in Schools and other Child Care Settings' Practice and experience mean this message has been well publicised and continues to be promoted Relevant DfE/PHE posters distributed	
		The guidance provided by Public Health England recommends the use of face coverings in Primary education settings. They are not required in classroom or single use offices, but should be worn at all other times. If a concern exists with staff, parents or children an individual Risk Assessment is carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SAET policy is to make PPE available to staff if they prefer to wear it Training video issued to schools on the correct donning and doffing procedure for PPE Parent Guidance Dec 20 (version 6) Staff Guidance Jan 2021	
Lateral Flow Testing		All teachers and members of staff including Supply teachers, peripatetic teachers and other temporary staff are participating in schools' rapid testing programmes				We are not having any peripatetic or supply teachers in school during lockdown 3. All staff have been asked to comply with the Governments Lateral Flow Test procedures from 25th January 202. The results are reported in line with the GDPR policy.	
Direct contact with virus particles from hand contact surfaces. Personal Hygiene	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands using the approved "20 second" method on a frequent basis Any other time deemed necessary by the supervising staff. Schools should review their behaviour policy to reflect these new rules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children use sanitizer upon arrival in the morning to avoid queuing children enter the school as they arrive on site, consequently there is no queuing. During the school day children, including those with specific needs, are supervised by an adult as part of their routine ensuring a appropriate behaviour, safe distance and effectiveness of handwashing.	

						Staff to build in a handwashing routine that ensures hands are washed after toileting and before and after any meal and break times. Parent and Staff guidance Dec 20. Version 6	
Direct contact with virus particles from hand contact surfaces. Personal Hygiene Personal Hygiene	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Links and example resources issued to schools and displayed. Staff to stress the importance of handwashing procedures daily for children. Younger children to be supervised Parent guidance Dec 2020 Version 6 Staff Guidance Jan 2021	
		School to undertake the assessment of the ratio of wash hand basins to number of children present to facilitate frequent handwashing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilets are allocated to classes. Year 1,5&6 will use the new toilets Reception, Years 2,3&4 will use the old toilets	
		Supplies of hand sanitizer gel should be provided in all rooms in use to allow children and staff to use them as required to reduce the frequency of hand washing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitiser will be widely available in all classrooms and rest areas	
		The school has enough tissues and lidded bins available				Yes, school has enough lidded bins around school. Tissues are available in each class and office.	
Direct contact with virus particles from hand contact surfaces. Personal Hygiene	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Issued to schools: Health Protection Agency poster 'Guidance on infection Control in Schools and other Child Care Settings' Practice and experience mean this message has been well publicised and continues to be promoted Relevant DfE/PHE posters distributed	
Social Contact on site – Staff	Direct transmission of virus from carriers to well individuals	School to identify staff that can work at home and allow them to do so if possible, to reduce the number of people on site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When staff are not needed in school they will be told to work from home.	
		School to identify any staff that are classified as being clinically extremely vulnerable and required to be shielded and inform them they	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff deemed Extremely clinically vulnerable are working from home	

Social Contact on site - Staff		are not to work at the school. Other tasks may be identified for them to do at home. Seek advice if required.					
		School to identify the staff that are classified as clinically vulnerable due to pre-existing conditions they should work from home. If this is not possible then an individual risk assessment is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PHE Systems of Controls implemented Individual Risk Assessments in place, reviewed every 4 weeks	
		Teaching staff including Teaching Assistants – to be on site only when required to teach their class or conduct supervisory duties. School to adopt a more flexible approach to allowing PPA and marking to be done at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Guidance Jan 2021	
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	School timetable to be organised to allow flexible working where possible to prevent staff travelling backwards and forwards to school in a single day.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Staff Guidance Jan 2021	
		All staff allowed to work from home been given advice regarding safe workstation set up.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The staff room and facilities to be re-organised to allow 2 m+ social distancing and limit numbers of staff that can be present. All rest areas only to be used by one staff team at a time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Guidance Jan 2021 All rest spaces to have sign indicating numbers of staff permitted in these spaces	
		Staff not allowed to share resources/ materials or equipment within the staff room. Staff to be encouraged to bring in their own mugs, tea, coffee etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Guidance Jan 2021	
		All Staff briefings and meetings to be suspended or conducted via an online platform to avoid unnecessary gatherings on the school site which may compromise social distancing rules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Guidance Jan 2021	
		School to identify the children within the groups of children returning to school which are classified as being clinically extremely	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable at this time	

		vulnerable and continue to support them being at home.				PHE System of Controls implemented	
Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	School to identify the children classified as being clinically vulnerable. For this group Parents must seek specialist medical advice that it is safe for them to return to the school setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children are identified and a Personal Care plan/Risk assessment in place. This is agreed with family. PHE System of Controls implemented	
Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	Children must stay within their identified group for the majority of the time. Children must not be allowed to change groups unless for exceptional reasons.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classroom space does not allow for 2m social distancing. Tables and seating are spaced as directed. Gov Guidance.	
		Pupils with complex needs, for example, those who spit uncontrollably or use saliva as a sensory stimulant.... a) are supported b) as are the staff working with them				We have no children with needs of this nature at this time	
Social Contact on site – Children/Young people Playgrounds Cont..	Direct transmission of virus from carriers to well individuals	Stagger break / playtimes / use of outdoor spaces so that different groups are not using the space at the same time where space is limited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Guidance Jan 2021	
		Sufficient staff should be present to supervise the children and ensure that they are maintaining social distancing as far as reasonably practicable and practising good personal hygiene e.g. not touching their face or eyes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Guidance Jan 2021	
Social Contact on site – Children/Young people And Staff Playgrounds Cont..	Face coverings for pupils and staff	Government Guidelines for Face covering and PPE followed and shared with staff. No requirement for Primary aged children. Staff asked to wear in communal areas.				We have no pupils wearing face coverings at this time Staff are now required to wear face coverings around school and on the playground. They are not required to wear them in class. However, if they choose to they know they must be stored in a plastic resealable bag when not in use.	

Social Contact on site – Children/Young people Movement	Direct transmission of virus from carriers to well individuals	Where possible classrooms should be accessed from the outside at all times as long as this situation can fit with the drop off and collection procedures for the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Guidance Jan 2021	
Ventilation		Classrooms and other key areas such as halls and staffrooms have been reviewed to ensure they are well ventilated: A) open windows in classrooms and corridors, leave external doors open when possible B) ventilation systems have been adjusted to increase ventilation rate				All staff are asked to keep rooms well ventilated. Windows and doors open where possible. Ref Staff guidance. This is reviewed by site manager and SLT.	
Social Contact on site – Children/Young people Arrival and departure Cont...	Direct transmission of virus from carriers to well individuals	Ensure that the drop off times for various year groups or class groups are staggered to reduce the number of people trying to access the school at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parent guidance V6 Staff Guidance Jan 2021	
		Families should be informed that children are to be brought to the site on time and by only a single member of the same household wherever possible to reduce transmission risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parent guidance	
Social Contact on Site – Drop off and collection Cont...	Direct transmission of virus from carriers to well individuals	Develop an appropriate “drop off” protocol which will allow children to be dropped off at a secure point and then taken into the school by a member of staff. Any protocol should be age appropriate. Older children can be allowed to access the school independently as long as social distancing measures can be adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parent guidance V6	
		Communicate with the families that they should not be congregating in large groups outside of the school gates or at the collection points. Social distancing must be adhered to if possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parent guidance V6	

		Review and assess both the drop off and collection protocols on a daily basis. Take appropriate action to make changes and communicate with all interested parties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parent guidance V6	
Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Increase the lunch time period to allow effective staggering of the lunch timings for different class groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Guidance Jan 2021	
		To maintain social distancing between groups capacity of the dining hall will need to be reduced. Create a layout plan which details the seating arrangements to be put in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Guidance Jan 2021	
		Class groups should be brought in one group at a time and either allowed to sit in their designated area to eat their packed lunch or join a supervised queue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children will sit in their pods with all tables facing the servery. Staff Guidance Jan 2021	
		Work with the School Caterers to determine how food can be served in a socially distanced manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children will sit in their classes with all tables facing the servery. An extended group of two-year groups hot meals only, socially distanced. Staggered lunch times.	
Social Contact. Dining Hall Cont...	Direct transmission of virus from carriers to well individuals	Dining tables and chairs as well as other hard surfaces will need wiping using an appropriate sanitiser between classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lunch time supervisors will clean continually throughout lunchtime service.	
		Supervise the dining hall appropriately to prevent children from sharing food or utensils whilst eating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTS will be allocated to pods and will supervise them whilst eating and in the dining hall.	
		Food provision and service should be changed to prevent the need of open salad bars, self-service foods, shared condiments and sauces. Individual servings should be provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AIP to complete	

		Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service to reduce over transmission risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AIP to ensure	
		Children should wash their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTS to ensure	
		Children on packed lunches should be provided with hand sanitiser gel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children will be asked to wash their hands by teachers before and after lunch. LTS will supervise packed lunches in classrooms. Hand sanitiser will be available.	
Social Contact School hall / Assemblies	Direct transmission of virus from carriers to well individuals	School assemblies should no longer occur, investigate the use of online technology e.g. Teams or Zoom to hold an assembly whilst the children are in their classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In classrooms with TAs supporting	
Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	Outdoor PE lessons are preferred to reduce the risk of transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We are only using out doors for PE	
		Sports equipment should not be shared unless they are able to be effectively cleaned between uses / classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PE equipment to be kept in classes Staff Guidance Jan 2021	
		children to arrive at school wearing appropriate sports kit that would be worn for the remainder of the day to avoid the need for changing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All children wear PE kit to school on PE days Parent Guidance V6 Staff Guidance Jan 2021	

		Outdoor playground equipment is cleaned more frequently				This is Not Applicable for the large outdoor equipment at the moment due to weather. Each class has their own outdoor playground resources which they keep for use with their own class. Sports and PE equipment is allocated to each class, they keep their own equipment separate from any other classes. Hall equipment is not being used at this time. Ref Parent and Staff Guidance	
Social Contact: Teaching	Direct transmission of virus from carriers to well individuals	Shared resources are prohibited. Children to be provided with individual resources where appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children share resources if necessary within their class groups. No resources are shared across class groups Ref Staff and Parent Guidance Children are limited to a labelled lunch box, water bottle and coat. They do not bring in pencil cases etc. PE kit is worn to school on their PE day.	
		Older children are encouraged to keep their distance within their groups				KS2 are encouraged to keep their distance but younger children find this more difficult	
Effective cleaning. Contact with virus particles on surfaces: Effective cleaning Cont...	Indirect transmission of virus from carriers to well individuals	School has a copy of "COVID 19: cleaning of non-healthcare settings" guidance for reference.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In main office and on staff intra-net	
		All school cleaning staff will need appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lewis Cleansing	
		The schools cleaning regime shall be as follows: <ul style="list-style-type: none"> Each room that is in use shall receive a deep clean once per day. Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lewis Cleansing will do this	

		<p>on the number of people present and use.</p> <ul style="list-style-type: none"> Each room in use shall have its high use hard surfaces cleaned frequently. Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. <p>Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g. after each break.</p>					
<p>Contact with virus particles on surfaces:</p> <p>Effective cleaning Effective Cleaning Cont...</p>	<p>Indirect transmission of virus from carriers to well individuals</p>	<p>School to identify high risk areas of the school buildings which may require higher frequencies of cleaning.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lewis Cleansing after school and staff within rooms during the day. Cleaning equipment supplied	
		<p>Identify the staff responsible to conduct the cleaning in certain situations.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lewis Cleansing	
		<p>Complete a cleaning schedule specific to each area of the school to detail:</p> <ul style="list-style-type: none"> What is to be cleaned, What chemicals are to be used, The frequency of cleaning, Who is to undertake the cleaning, Method of cleaning, Safety precautions to be taken. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lewis Cleansing	
<p>Contact with virus particles on surfaces:</p> <p>Effective cleaning Cont...</p>	<p>Indirect transmission of virus from carriers to well individuals</p>	<p>Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lewis Cleansing	
		<p>Ensure that up to date Material Safety Data Sheets (MSDS) are present for the chemicals in use at the school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lewis Cleansing	

		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COSH File – site management – Lewis Cleansing	
<p>Contact with virus particles on surfaces: Effective cleaning Cont...</p> <p>Effective cleaning Cont...</p>	Indirect transmission of virus from carriers to well individuals	Cleaning staff are required to wear gloves for cleaning operations. After use they should be removed and disposed of as general waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COSH File – site management – Lewis Cleansing	
		Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health England health Protection team on this matter if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If area cleaned has been exposed to person showing coronavirus symptoms, the gloves and apron will be double bagged and stored for 72 hours before disposal in general waste. This will be stored in the cleaning cupboard	
		<p>Hard surface deep cleaning should be conducted using disposable cloths, mopheads or paper towels using a suitable method:</p> <ul style="list-style-type: none"> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine <p>Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. Ensure the school has adequate supplies of the above equipment and chemicals.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lewis Cleansing	
		Used equipment shall be disposed of as general waste unless exposed to person showing symptoms, then, double bagged, stored for 72 hours securely and then disposed of in general waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lewis Cleansing Contact with virus particles on surfaces:	

		Assess there is sufficient waste storage space to securely store any increase in waste generated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Manager Any waste needing storing will be added to general waste after 72hrs Bin store is secure	
Contact with virus particles on surfaces: Toilet /Handwashing Cont... Contact with virus particles on surfaces: Toilet facilities / handwashing cont	Indirect transmission of virus from carriers to well individuals In Direct transmission of virus from carriers to well individuals	All toilet facilities shall be cleaned and disinfected on a basis as detailed above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lewis Cleansing Toilets cleaned daily	
		Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Guidance Jan 2021	
		Provisions in place to monitor younger children using the toilet facilities to ensure social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Staff Guidance Jan 2021	
		Ensure that all wash hand basins within the school are checked frequently to ensure they are provided with, warm water, soap, hygienic method to dry hands and appropriate sanitizer gel. Replace as frequently as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Manager	
Contact with virus particles on surfaces: General systems	In Direct transmission of virus from carriers to well individuals	Schools should review their arrangements for all building-related systems but in particular: hot and cold-water systems gas safety fire safety kitchen equipment security including access control and intruder alarm systems ventilation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Manager standard checks, entered on Every System	
Mental Health		You are regularly communicating to staff – group and/or individually – regarding their physical and mental wellbeing, including directing them to available resources for individual support				Ref Staff Guidance We send out all signposts to Mental Health support/information. It is also on website and in Early Help Offer.	
Black, Asian and Minority Ethnic (BAME):		In light of the on-going work arising from research, advice to schools is to include BAME staff in the category of 'clinically vulnerable staff' and				We currently have no staff that fall into this category. However, we would do individual RA if required, as we do for all our 'clinically vulnerable staff'.	

		<p>undertake individual risk assessments for those staff working in schools.</p> <p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p>					
Pregnant staff		<p>Pregnant women who are 28 weeks pregnant and beyond or pregnant women who have underlying health conditions that place them at greater risk of severe illness from Covid-19 at any gestation, a more precautionary approach should be taken; these staff are considered to be clinically extremely vulnerable</p>				<p>We currently have no staff that fall into this category. However, we would do individual RA if required, as we do for all our ‘clinically extremely vulnerable staff’. We would ensure safe working practices and that they were monitored after 28 weeks.</p>	

NB. The above risk assessment has been devised using the following guidance:

Coronavirus (COVID -19): implementing protective measures in education and childcare settings.
 Supporting vulnerable children and young people during the coronavirus (COVID – 19) outbreak.
 COVID-19: cleaning of non-healthcare settings
 COVID-19: guidance for households with possible coronavirus infection
 COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
 COVID 19: Staying Alert and safe (social distancing)



This risk assessment has been produced as a generic template for Schools to follow to give them a start on ensuring they are meeting the recommendations held in the guidance documents given above. This risk assessment does not take into account any specific circumstances found at your school which may mean you will have difficulty meeting the recommendations. It is important that you identify these “hazards” and conduct a specific risk assessment to identify the management controls required at your school.

These specific hazards can be added to this risk assessment. You are free to use this risk assessment how you see fit and make the appropriate alterations necessary to your school.


This risk assessment will remain under review by SafetyMARK to address any changes in Government / Public Health England advice. Updated risk assessments will be created and added to the Resource Library you have access to as soon as practicable.

Sign Off Sheet

Assessor Details:

Assessor(s) name:	Assessor(s) signature:	Date:
Executive Headteacher - Caroline Unitt		08.02.2021
Head of School - Claire Grand		08.02.2021

School safety co-ordinator to sign below to accept the assessment

School safety co-ordinator's name:	School safety co-ordinator's signature:	Date:
James Plant – Site Manager		12.01.2021
SAET safety co-ordinator's name:	SAET safety co-ordinator's signature:	
Jenny Lane – Operations Manager		08/02/2021