

THIS IS A GUIDE OF CONSIDERATIONS FOR A RISK ASSESSMENT FOR COVID-19, BUT HEADTEACHERS MUST CONSIDER THE WORK ACTIVITIES AND ENVIRONMENT IN THEIR SCHOOLS TO UNDERTAKE THEIR OWN RISK ASSESSMENT



EXAMPLE RISK ASSESSMENT – SCHOOLS DURING CORONAVIRUS PANDEMIC (COVID-19)

School:			
Headteacher:	<i>Insert</i>	Persons undertaking the assessment:	Headteacher/ Senior Leadership Team/ School Business Manager
Work Activity being assessed:	Risk Assessment for Schools in response to Coronavirus	Risk Assessment Number:	<i>Insert</i>
Date of assessment:	<i>Insert</i>	Date of next review:	<i>Suggest review in one month or sooner if Government advice changes</i>

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SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
<p>SCOPE OF OPERATION (description of tasks being undertaken): <i>facilities/activities relevant to your school</i></p> <p>Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school to a wider population. The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.</p> <p>Where points are not completed but will need to be addressed, they should be placed in Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.</p>	<p>NHS 111 https://111.nhs.uk/covid-19</p> <p>Government guidance: https://www.gov.uk/coronavirus https://www.gov.uk/government/organisations/public-health-england www.gov.uk/government/publications/coronavirus-outbreak-faqs Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p>
<p>Specific groups will not be able to attend school following reopening, the advice from DfE is as follows:</p> <ol style="list-style-type: none"> Vulnerable children and young people (0 to 18 years of age) who have been classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. These children should not attend school or childcare, and they should continue to be supported at home as much as possible. Vulnerable adults Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance should work from home where possible. Clinically vulnerable individuals who cannot work from home, should be offered the safest available on-site roles (staying 2 meters away from 	<p>What parents and carers need to know about schools and other education settings during the coronavirus outbreak www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/ https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ https://www.publichealth.hscni.net/news/covid-19-</p>

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<p>others when possible).</p> <p>3. Living with clinically vulnerable person. If a child or a member of staff lives with someone who is clinically vulnerable including those who are pregnant, they can attend school or childcare setting.</p> <p>4. Living with a shielded person, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if strict social distancing can be adhered to. If social distancing cannot be adhered to, due to the nature of the children, those individuals should not attend the setting and be supported to learn or work from home.</p>	<p>coronavirus</p>
<p>LOCATION:</p> <p><i>Name of school</i></p>	
<p>WHEN DOES THE ACTIVITY TAKE PLACE (<i>early hours, during normal hours, after 6pm or at weekends</i>)</p> <p><i>Add in any other hours/days</i></p>	

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Council Risk Assessment Sheet

Activity:	Risk Assessment for Schools in response to Coronavirus	No. of pages:		Page number:	
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What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	What is currently done to reduce / control the risk?	Risk level scoring (H,M,L)	What more can be done to reduce risk?	Action by whom, by when?
<i>Preparation of the school before re-opening</i>		Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist) <ul style="list-style-type: none"> • Usual premises checks • Water treatments/checks (eg legionella) • Fire alarm testing • Repairs • Grass cutting • Portable Appliance Testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 		Carry out a formal / recorded full pre-opening premises inspection.	

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		<p>Moving desks to allow social distancing</p> <p>Mark out social distancing, one way flows including entrances and exits and queuing arrangements</p> <p>Posters erected about handwashing and persons with COVID symptoms not to enter the school</p> <p>Review evacuation routes and signage</p> <p>Consideration given to premises lettings and approach in place.</p> <p>Consider the minimum staffing needed at any one time (and cover arrangements in case of staff absence/sickness)</p> <p>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.</p> <p>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p>		<p>Measure classrooms and other available rooms to assess capacity for staff and pupils</p> <p>Arrangements in place to support individuals with reduced mobility for evacuation including cover arrangements in the case of reduced numbers of staff.</p> <p>Consider if there is space and ability to clean between lettings. Consider if lettings should be suspended at the current time.</p>	
<p>Staff who have a protected characteristic (eg disability, pregnant or new mothers)</p>	<p>WHO Staff with protected characteristics</p> <p>HOW</p>	<p><i>Will need to consider staff that have protected characteristics.</i></p> <p><i>Managers to discuss with and consider needs of staff with protected</i></p>			

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<p>Use of the building by staff with protected characteristics (eg disability, pregnancy & new mothers, religion)</p>	<p>Disability might impact on how staff can move around the building or use the adjusted workplace</p>	<p><i>characteristics and how the adjustments in the school will impact on them or might pose a new or different risk to them.</i></p> <p><i>Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation.</i></p> <p><i>Please consider evacuation procedure for such staff that might be needed in an emergency.</i></p>			
<p>Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms</p>	<p>WHO</p> <ul style="list-style-type: none"> • Pupils • Staff • Visitors to School Premises • Cleaners • Contractors • Drivers • Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc. 	<p>Anyone with symptoms of COVID-19 should not attend School and report to their relevant School Liaison.</p> <p>School staff should access NHS 111 online which is an online interactive and personal checklist: https://111.nhs.uk/covid-19</p> <p>Staff/pupils who become symptomatic should self-isolate for 7 days.</p> <p>If a staff member or pupil is a household contact of someone who becomes symptomatic (the case) the staff member or pupil should self-isolate for 14 days. If the staff member or pupil starts symptoms, they need to self-isolate for 7 days from that date.</p> <p>If staff/pupil develop symptoms whilst at</p>		<p>Daily Staff Briefings, Internal communication channels and cascading of messages through Senior Leadership Team will be carried out regularly to reassure and support staff, parents and carers in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Consistent monitoring of staff absence because of covid-19 contact / symptoms to ensure prompt return to work</p>	

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	<p>HOW The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces</p>	<p>work, inform Staff Liaison at school and immediately go home. Staff liaison should provide information of a swab test and provide information about returning to work when safe to do so.</p> <p><u>Handwashing</u></p> <ul style="list-style-type: none"> Stringent hand washing should be taking place with soap and water. <p>See hand washing guidance: www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels is recommended. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>The following guidance is additional specific cleaning if there has been a Covid-19 case in the setting: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		<p>Staff, pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Consider making tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.scot.nhs.uk/news/covid-19-coronavirus</p> <p>Internal communication channels and cascading of messages through Senior Leadership Team will be communicated to all staff concerned.</p>	
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		<p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Government/Public Health England. https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Social distancing also to be adhered to in Classroom, Corridors, Staff Room, School Canteen, outdoor space etc.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>		<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	
<p>Potential transmission of virus from working within enclosed spaces, including</p> <p>Reception Office Classroom Staff Kitchen areas/Staff rooms Printers Meeting rooms</p>		<p>Staff and Pupil Individual Risk Assessments should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19.</p> <p>Enhanced cleaning of school.</p> <p>Frequently cleaning and disinfecting objects and surfaces, play equipment</p>		<p>Contact cleaning company to discuss cleaning regime.</p> <p>Check capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p> <p>Ensure that soap, sanitiser and paper towels are checked and are replenished regularly</p>	

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<p>Toilets</p>		<p>that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods.</p> <p>Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>One-way flows should be in place for circulation around the school where possible. Separate entry and exits with one way in and out. Mark out queuing arrangements.</p> <p>Taking steps to review work schedules including start & finish times/rotas, working from home etc. to reduce number of workers on site to the minimum at any one time.</p> <p>Fixed/standalone sanitisers stations or containers of hand sanitiser will be set up at various locations including entry and exit points.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room, before eating.</p>			
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		<p>Avoid touching people, surfaces and objects where possible and regular handwashing.</p> <p>Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow if no tissue to hand) and wash hands afterwards.</p> <p>If possible open windows to ventilate rooms/corridors.</p> <p>Toilets - operate on a one-in-one-out basis if the space is not allowing 2 metre separation. Maintain hot water and soap at wash hand basins.</p> <p>Staff to refrain from using hot air dryers and use paper towels instead if possible.</p> <p>Meeting rooms – will have signage with maximum number of occupants to maintain 2 metre distance. Avoid inviting external visitors at present.</p> <p>Reduce face to face meetings where possible and use other digital/remote means.</p> <p>Staff Kitchen areas/ Staff rooms - operate on a one-in-one-out basis if the space is not allowing 2 metre separation. Staggered break and lunch breaks for pupils and staff.</p>			
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		<p>Ensuring sufficient rest breaks for staff.</p> <p>Printers - operate on a one-in-one-out basis to keep 2 metre distance. Queues will be managed. Cleaning wipes available at printers for touch points.</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) where possible.</p> <p>Creating additional space for staff (eg for staff rooms) by using other parts of the building that are vacant or have been freed up by remote working.</p> <p>Regulating use of locker rooms:</p> <ul style="list-style-type: none"> • Access to lockers on one in and out basis. • Encouraging storage of personal items and clothing in personal lockers during shifts. • Staff to avoid sharing the lockers. Where this is not possible the lockers to be cleaned between uses. <p>Access class room via outside door if possible using one-way system.</p> <p>Hand washing on entering all class rooms to have soap and sanitiser</p>			
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		<p>Classrooms to be re-arranged to ensure social distancing. This would also include other learning environments such as workshops, science labs etc., maintaining space between seats and desks where possible.</p> <p>Class sizes – recommendation is maximum of 15 initially with desks spaced out,</p> <p>If there are any shortages of teachers, then teachings assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>No unnecessary equipment to be brought into school. Pupils encouraged to bring their own pencil cases from home.</p> <p>Pupils to be reminded on a daily basis of the importance of social distancing both in the School and outside. In particular, consideration needs to be adopted with pupils in early years groups. How to keep small groups of children together throughout the day and to avoid larger groups of children mixing.</p> <p>Additional support for SEND and children with challenging behaviour may need to be considered.</p>		<p>If the school cannot achieve these small groups at any point the School should discuss options with the local authority</p>	
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		<p>Plan activities which can be undertaken outdoors with the pupils.</p> <p>Reduce One-to-One sessions with pupils. Where unavoidable this to be done outdoors or in well ventilated area maintaining adequate distance. Try to use any digital devices to ensure minimum contact.</p> <p>Regular cleaning regime of classrooms. Removal of any unnecessary items from classroom. Removal of soft furnishings, soft toys that are hard to clean.</p> <p>Regular/frequent cleaning of toilets for pupil use.</p> <p>Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently.</p> <p>Staff to raise any concerns with the management as soon as possible.</p>			
Potential transmission of virus from pupils presenting challenging behaviours (eg spitting and biting)		<p>Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.</p>			
Potential exposure to Coronavirus – Use of PPE		<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even</p>			

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		<p>if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <p>Children, young people, and students whose care routine already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</p>			
Potential transmission of virus from Welfare office		<p>Staff to adhere to infection control policy.</p> <p>Regular medication protocols to be followed.</p> <p>Washing facility and sanitisers available in the welfare room.</p> <p>Staff to frequently wash their hands.</p> <p>Avoid/reduce close contact with pupils where possible.</p> <p>Use face mask/gloves where appropriate or close contact is unavoidable.</p>			
Potential transmission of virus from desks, monitors, keyboards and mouse		<p>Desks to be located or will be taped off so that available desks will be 2 metres apart.</p> <p>If appropriate, staff to be provided with their own portable keyboard and mouse for use (take with them to use at</p>			

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		<p>whichever desk is made available) or clean between use by different users.</p> <p>Clear desk policy will be robustly applied so as to enable effective cleaning</p> <p>Enhanced cleaning regime - including desks every night.</p> <p>Cleaning wipes available on each desk to clean desks and equipment as needed before and after use desk and throughout day as needed</p> <p>Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin.</p> <p>Above applies to the ICT suite for pupil use as well.</p>			
Home visits		<p>Home visits to be ceased for now. Information about the pupils to be obtained over the phone or other digital/remote means.</p>			
Kitchen Operations/food preparation		<p>School needs to decide on the interim catering arrangements with their catering provider. Options might include:</p> <ul style="list-style-type: none"> • Only pre -prepared supply of cold food will be available. Onsite cooking to be ceased for now. • Children (where applicable) to bring their own food from home. 		<p>Online refresher training for all staff including food hygiene for kitchen staff</p> <p>Consistent monitoring of staff absence because of covid-19 symptoms/contact to ensure prompt return to work.</p>	

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		<ul style="list-style-type: none"> • Full hot food catering <p>When kitchen is operational: Catering staff to wear their usual PPE.</p> <p>Food service over counter to enable 2 metre separation between kitchen staff and pupils (extended counter/trolley?).</p> <p>Pre laid table service options</p> <p>Removal of all self-serve options</p> <p>Limit food being brought in from home</p> <p>Food hygiene practices in place as per Better Food Guidance and accurate records maintained</p> <p>No staff are to enter the kitchen. All deliveries and collections of meals are to be over the counter.</p> <p>All packaging to be wiped down using approved methods before storage</p> <p>All cooking items, plates, cutlery to be washed at 60 degrees</p> <p>Trolleys/other surfaces to be regularly cleaned.</p> <p>Staff to wash hands frequently.</p> <p>Staff need to take responsibility for</p>			
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		following H & S guidance and for reporting any issues or concerns as they arise			
Potential transmission of virus during lunch/play breaks / food served in the dining hall		<p>Where possible pupils to queue and collect lunch and eat it outdoors. No seating in dining hall unless can maintain 2 metre separation.</p> <p>Separate entry and exits to the dining hall where possible with one way in and out. Mark out queuing arrangements.</p> <p>When Dining hall is operational:</p> <p>Dining hall seating to arranged in line with governments guidance on social distancing.</p> <p>Staggered lunch breaks for pupils and limiting the number if pupils at any one time in the dining hall.</p> <p>Pupils encouraged to dispose of their left- over food in the bins.</p> <p>Bins provided at various location in the dining hall.</p> <p>Pupils will be supervised as normal.</p> <p>Staggered play/break times.</p>			
Handling Deliveries		Considering methods to reduce frequency of deliveries, for example by			

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		<p>ordering larger quantities less often.</p> <p>Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate.</p> <p>Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery</p> <p>Wash hands after handling deliveries/packages</p>			
<p>Potential transmission of virus from visitors/parents</p>		<p>Parents to observe social distancing when dropping and picking children from school.</p> <p>Only one parent to pick/drop the children.</p> <p>Staggered school start and finish timings to avoid crowding by the school gates. Parents visiting reception office to wait outside. When queues are likely parents to maintain 2 metre distance.</p> <p>Social distancing arrangements put in place with good signage, floor markings etc</p> <p>Only one parent will be allowed in the reception area at any one time.</p> <p>Fixed/standalone sanitiser stations will be set up at various locations including entry and exit points.</p>		<p>Where parents wish to discuss any concerns with the teacher, this to be done outdoors maintaining social distance.</p> <p>Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms and to remind the public to practice social distancing when on school site.</p> <p>Pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation.</p>	

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		<p>Screens installed at reception desk.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.</p> <p>Reduce intake of any paper documentation from parents. Advise parents to email any documentation.</p> <p>Where it is unavoidable, staff to ensure wash and sanitise hands regularly.</p>			
<p>Potential transmission of virus from contractors attending the school site</p>		<p>Contractors to be notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to reception desk in advance</p> <p>Contractors to sign in at reception desk and declare they do not have symptoms.</p> <p>Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.</p> <p>Site manager to liaise with and monitor the contractor maintaining social distancing where possible.</p> <p>Sanitisers stations will be set up at</p>		<p>Staff to observe and ask any contractors to leave the building if they have symptoms</p>	

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		<p>various locations including entry and exit points.</p> <p>Supervised and limited access to other parts of the building</p> <p>Regular cleaning regime of public/communal areas.</p>			
Potential Spread of virus from School Library		<p>Library to be closed for time being.</p> <p>Staff to make use of any digital resources for pupils.</p> <p>Once operational only limited number of pupils can attend the library at any one time.</p> <p>Online reservation/book catalogue available to help pupils to reserve books.</p> <p>Pupils encouraged to drop the returning items in a collection box/trolley.</p> <p>Returned items to be quarantined for 72 hours.</p>			
Accidents, security and other incidents:		<p>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards</p>			

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		<p>including washing hands.</p> <p>Re-visit your first aid and fire safety arrangements which may need some alterations due to reduced staffing levels</p>			
Potential stress/anxiety caused by COVID-19		<p>Reassurance to staff of measures taken seriously to protect their safety.</p> <p>Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.</p> <p>Regular communications from Headteacher.</p> <p>Mental Health Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference – https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>Regular contact with managers and colleagues</p>		<p>Regular communication of mental health information should be communicated to all staff.</p>	

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		<p>One to one supervision meetings with manager</p> <p><i>Insert school's own arrangements for access to Employee assistance line/occupational health service.</i></p> <p>The Education Support Partnership provides mental health & wellbeing support to the Education sector: https://www.educationsupport.org.uk/</p> <p><i>Insert school's own arrangements for any access to computer- based training on coronavirus, stress etc (eg through schools SLA)</i></p> <p><i>Signpost to any online guidance regarding bereavement during the coronavirus period</i></p>			
<p>Travel between schools or other travel whilst at work</p> <p>Travelling to and from school</p>		<p>Encourage greater use of walking, cycling or own car rather than public transport if possible with staff.</p> <p>Consider how children and young people arrive at School and reduce any unnecessary travel on coaches, buses or public transport where possible. (Coronavirus (COVID-19), safer travel guidance for passengers.</p> <p>Make sure transport providers, as far as</p>			

THIS IS A GUIDE OF CONSIDERATIONS FOR A RISK ASSESSMENT FOR COVID-19, BUT HEADTEACHERS MUST CONSIDER THE WORK ACTIVITIES AND ENVIRONMENT IN THEIR SCHOOLS TO UNDERTAKE THEIR OWN RISK ASSESSMENT

		<p>possible, follow hygiene rules and try to keep distance from their passengers</p> <p>Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts etc.</p>			
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