

## RISK ASSESSMENT



**WHO MIGHT BE HARMED?** Employees, students, parents/carers, contractors and members of the public. Unless specifically stated the controls apply to all students attending the school.

**Date of assessment?**  
12/10/2021

All staff must read this document and sign on My concern to confirm they have read and had an opportunity to ask questions before they return to work.

This risk assessment has been revised to reflect updated guidance from the Department for Education (DfE) published on August 2021.

1. *Ensure good hygiene for everyone.*
2. *Maintain appropriate cleaning regimes.*
3. *Keep occupied spaces well ventilated.*
4. *Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.*

*NB for the purposes of isolation, 18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.*

In addition and in respect of all Health & Safety Risk Assessments the Headteacher is responsible, on behalf of the Governing board, for ensuring at all times that they have 'active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice'

Once completed this RA and any other relevant RAs must be posted on the School's website.

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HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
Fail to follow Government guidance	<ul style="list-style-type: none"> <li>• The school will provide a summary of any changes to guidance, paying particular attention to guidance on education settings e.g. self-isolation, changes in local arrangements etc. Main changes:</li> <li>• Not necessary to keep children in 'bubbles'</li> <li>• Flexibility in curriculum delivery, this means assemblies can return and mixing can occur at breaks</li> <li>• Staff do not need to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:               <ul style="list-style-type: none"> <li>➢ they are fully vaccinated and/or they are not able to get vaccinated for medical reasons</li> <li>➢ Students do not need to self-isolate if they are a close contact</li> </ul> </li> <li>• Face coverings are no longer advised for students, staff and visitors either in classrooms or in communal areas</li> <li>• All clinically extremely vulnerable (CEV) children should attend school unless advised not to by a medical professional</li> <li>• Social distancing measures have now ended in schools and it is no longer necessary for people to work at home</li> </ul>	✓	<p>The following actions must be completed by the dates shown below:</p> <p><b>01.09.21</b> Headteacher shares and discusses Risk Assessment (RA) with Senior Leadership Team (SLT).</p> <p><b>01.09.21</b> (RA) uploaded to My concern and a copy of this RA sent to all staff to read.</p> <p><b>02.09.21</b> Staff have an opportunity to ask any questions regarding the RA before signing to say they have read and understood the RA and acknowledge their responsibility to adhere to the RA.</p> <p><b>W/C 06/09/21</b> Relevant training will be provided for any staff who request it.</p> <p><b>W/C 04/09/21</b> RA to be posted on school website</p> <p><b>W/C 11/10/21 Changes to RA in line with contingency plan</b></p>	Low

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	<ul style="list-style-type: none"> <li>Headteacher or Senior Leader to ensure 'Schools COVID-19 operational guidance' is complied with and make any changes to site arrangements as required (amending this RA if necessary)</li> </ul>			
Health and Wellbeing				
Mental health and wellbeing of staff adversely impacted	<ul style="list-style-type: none"> <li>SLT to ensure that staff wellbeing and a good work-life balance is maintained for all staff (including Senior Leadership Team).</li> </ul>	✓	<p>School to have full staff meeting to discuss measures being put in place to ensure they are suitable and sufficient</p> <p>No staff should regularly exceed their contracted hours</p> <p>SLT, Middle leaders, HR and Associate leaders should monitor the mental health and wellbeing of staff, where necessary.</p>	Low
Mental health and wellbeing of students adversely impacted	<ul style="list-style-type: none"> <li>School to identify lead staff who will be the main point of contact for advice and guidance.</li> <li>School to ensure there are trained staff, or access to trained people, who can provide support to students</li> <li>School to arrange training, where needed, for staff so that they can recognise signs of students being adversely impacted by lockdown, returning to school, return to masks in school both fully and partially. etc.</li> </ul>	✓	<p>SLT to ensure that all staff are familiar with school processes and procedures.</p> <p>Appropriate training provided where needed.</p>	Low

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<b>Staff who are at increased risk e.g. Shielding, Clinically Vulnerable or Extremely Clinically Vulnerable, Pregnant etc</b>				
Staff who are clinically vulnerable or extremely clinically vulnerable	<ul style="list-style-type: none"> <li>Staff in these groups to consult with their medical professional for advice on keeping safe within the workplace</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>	✓	If possible ensure social distancing is maintained wherever possible for the member/s of staff and reduce the number of interactions with others	Low
Pregnant staff at increased risk from COVID-19	<ul style="list-style-type: none"> <li>As a general principle, pregnant women are in the 'clinically vulnerable' category and in addition to completing the standard Trust RA for pregnant or new mothers they should follow the relevant Government guidance.</li> </ul>	✓	New and Expectant Mothers RA will be completed by HR in consultation with the member of staff	Low
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>If people with significant risk factors e.g. underlying health conditions, diabetes, obesity etc. or from some ethnic groups are concerned about returning to the school, Headteacher should discuss their concerns and explain the measures the school is putting in place to reduce risks</li> <li>The guidance provided by the HSE for employers, and by the Govt for individuals, should be followed</li> </ul>	✓	Headteacher should try as far as practically possible to accommodate additional measures where appropriate.  Measures may include: <ul style="list-style-type: none"> <li>Working remotely</li> <li>Working in a role where it is easier to reduce the number and frequency of interactions</li> </ul> Staff are aware that if they fall into an at risk category, they should discuss their individual circumstances with the Headteacher	Low

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<b>Reducing the Risk of Infection</b>				
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>• PPE to be used where personal care, First Aid or other close contact is required with someone who has tested positive for COVID-19 or is displaying symptoms.</li> <li>• PPE must be removed and disposed safely.</li> </ul>	✓	<p>Health Co-ordinators to deal with any symptomatic students or staff. All staff to maintain 2m social distancing. All contact areas to be sanitised.</p> <p>Health Co-ordinators to follow school and government guidance on doffing and donning PPE</p>	Low
Face coverings	<ul style="list-style-type: none"> <li>• Face coverings are not required in school buildings but individuals (staff or students) may continue to wear masks or shields if they wish</li> <li>• <b>W/C 11/10/21 Face coverings are required in all school buildings for all staff and students in line with recommendations from public health and our contingency plan.</b></li> </ul>	✓	<p>Optional for staff or students to wear masks/ visors in school</p> <p><b>Staff or students, unless medically exempt must wear a mask in school buildings</b></p>	
Staff and/or students fail to comply with hygiene guidance	<ul style="list-style-type: none"> <li>• Staff reiterate hygiene/ sanitiser standards throughout day</li> <li>• Ensure all hand washing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times</li> <li>• Ensure all sanitiser stations and dispensers have adequate supplies in all classrooms, offices etc. at all times.</li> <li>• Hand wash with soap and water for 20 seconds</li> <li>• Use disposable hand towels in preference to</li> </ul>	✓	<p>Display hand washing and hygiene posters in toilet areas, staffroom and classroom</p> <p>Clean all washroom and other hygiene facilities regularly</p> <p>Provide adequate supplies of sanitiser at strategic points within the building, including exits</p> <p>Ensure other supplies in toilets e.g. toilet rolls, paper towels are adequate at all times</p> <p>Empty waste bins at regular intervals</p> <p>Hand wash for preference followed by sanitiser if needed</p> <p>Site staff and cleaners should wear PPE (minimum of</p>	Low

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	<p>dryers if possible</p> <ul style="list-style-type: none"> <li>● Hand wash or use of hand sanitiser on entry and exit from classrooms</li> <li>● Hand wash before eating</li> <li>● Hand wash after eating</li> <li>● Hand wash after going to the toilet</li> <li>● Refrain from touching face</li> </ul>		disposable gloves) when cleaning	
Poorly ventilated areas	<ul style="list-style-type: none"> <li>● Keep occupied spaces well ventilated and that a comfortable teaching environment is maintained.</li> <li>● Mechanical ventilation should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</li> <li>● If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</li> <li>● Mechanical ventilation systems should be maintained in accordance with the manufacturers' recommendations</li> </ul>	✓	<p>For five minutes at the end and start of every lesson all staff to keep classroom door and a window(s) open to improve air flow. If weather is warm, windows can be left open.</p> <p>Identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where numbers may be in excess of the norm for that area e.g. parent evenings/ assemblies etc.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. Fire doors must only be kept open with an approved automatic alarm activated device</p> <p>Balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>NB emergency final exit (external) doors are not fire doors; they may be held open if necessary and do not need an approved automatic closer. External doors should only be left open where it is safe to do so e.g. no</p>	

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			security or safeguarding impact.	
<p>Person exhibits signs of having coronavirus (CV19) infection i.e.</p> <ul style="list-style-type: none"> <li>● new, continuous cough</li> <li>● high temperature</li> <li>● loss of taste and/or</li> <li>● loss of smell</li> </ul>	<p>Follow Government guidance:</p> <ul style="list-style-type: none"> <li>● Students, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school due to the risk of them passing on COVID-19</li> <li>● If anyone becomes unwell with either a new, continuous cough, high temperature, loss of taste or smell in an education setting they should be sent home and advised to follow Government guidance</li> <li>● Maintain social distancing unless the person requires immediate help to prevent injury</li> <li>● Staff assisting the student or member of staff to follow First Aid guidance regarding PPE</li> <li>● If there are several outbreaks within the school may have to implement its contingency plan. <b>Implemented on 12/10/21</b></li> </ul>	✓	<p>Management of persons who have symptoms of CV19:</p> <p>If a student is awaiting collection, they should be moved, if possible and if appropriate, to the Health Co-ordinator's room where they can be isolated behind a closed door. Staff should be mindful of individual student's needs – for example it would not be appropriate for younger pupils to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, ensure that social distancing is maintained</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>The Health Co-ordinators rooms or outside the receptions will be used as an isolation room/area for students, a staff member will remain in attendance until they are collected. The staff member will remain outside of the isolation room or outside to provide reassurance to the student whilst waiting.</p> <p>Staff who cannot go home immediately e.g. because they are waiting for a lift, should isolate themselves</p> <p>If a potentially infected person needs to go to the toilet while waiting to be collected, they should use a separate toilet.</p> <p>If the infected person needs clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent</p>	Low

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			<p>care centre or a hospital.</p> <p>If a member of staff has helped someone who is potentially infected, they must wash their hands thoroughly for 20 seconds immediately after any contact with the person or contact with anything the person has touched. They do not need to go home unless they develop symptoms</p> <p>It may be necessary to close educational settings but Headteachers must contact the Governing board immediately before making any decision.</p> <p>If there is an urgent public health action to take, the educational setting will be contacted by the local Public Health England (PHE) Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken.</p>	
Curriculum and Pupils				
Specific curriculum risks e.g. music, drama, PE	<ul style="list-style-type: none"> <li>• Ensure good hygiene arrangements are in place including avoiding sharing musical instruments or cleaning them before use by another person.</li> <li>• The majority of sports equipment can be used as normal.</li> <li>• Frequent contact surfaces in changing rooms should be cleaned daily.</li> </ul>	✓	Ensure that cleaning arrangements are in place and a protocol and schedule is put in place.	Low



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Catering				
Contaminated surfaces in dining halls	<ul style="list-style-type: none"> <li>All tables are wiped down with a suitable cleaner/sanitiser daily</li> </ul>	✓	Ensure that cleaning arrangements are in place and a schedule is put in place by the cleaning company	Low
Site: use of rooms, site maintenance, cleaning, visitors etc.				
Classroom and staff resources	<ul style="list-style-type: none"> <li>Resources, which have to be touched e.g. computers, keyboards, etc. should be wiped down after use</li> <li>Wherever possible students should bring their own equipment with them e.g. pens, pencils</li> </ul>	✓	All staff to wipe down frequently touched areas in classrooms and in offices before and after use.	Low
Equipment and resources cleaning	<ul style="list-style-type: none"> <li>Ensure equipment that is regularly touched e.g. keyboards, mouse or other input device, mobile phones etc. are sanitised on a daily basis</li> <li>Touch points on other fittings e.g. handrails, handles, push plates should be cleaned daily</li> </ul>	✓	Item that are used by different people throughout the day e.g. keyboards, phones at reception desks should be sanitised before and after being used by another person Use appropriate sanitisers and ensure supplies are available for staff to use	Low
Student and staff registration/ end of day arrangements	<ul style="list-style-type: none"> <li>Sign in/out procedure in place. Using touch screen system</li> </ul>	✓	Ensure that all people on site (staff, students and visitors) are recorded  Ensure records are filed and kept securely (may be required by PHE in the event of somebody who entered the school (staff, pupil or visitor) developing CV19)	Low
Fire evacuation and emergency lockdown procedures	<ul style="list-style-type: none"> <li>Rehearse fire evacuation / lockdown procedures with staff and students</li> </ul>	✓	Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and students enter site  Fire safety induction for any new staff on their first day to	Low

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	<ul style="list-style-type: none"> <li>Ensure register of all people on site (staff, students and visitors) is available at all times to staff in charge of evacuation</li> </ul>		<p>confirm evacuation arrangements including escape routes (and alternatives), emergency exits, assembly points etc.</p> <p>Drill at the start of each term.</p> <p>SLT to review and if necessary amend Fire Evacuation Procedures if there are any changes to procedures and/or key roles. Key roles are:</p> <p>Ensure any external contractors are informed of emergency evacuation procedures and action to take should the alarm sound</p>	
<p><b>Are there any other foreseeable hazards associated with dealing with COVID-19</b></p>	<p><b><u>List any additional control measures:</u></b></p>			

<p><b>ASSESSED BY (Print name)</b> S Glover</p>	<p><b>SIGNED</b> S Glover</p>	<p><b>DATE</b> 02/09/21</p>
<p><b>LINE MANAGER</b> A Burton</p>	<p><b>SIGNED</b> A Burton</p>	<p><b>REVIEW DATE</b> 12/10/21</p>
<p><b>Reviewed by</b></p>	<p><b>SIGNED</b></p>	<p><b>Review date</b></p>