

COVID 19 - School General Risk assessment proforma

School: WALSDEN ST PETER'S CE PRIMARY

Date of Risk Assessment: 29th August 2021

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

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

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
General - Risk of infection.	Staff, visitors, Pupils	General Controls and instruction to staff throughout the school: - <ul style="list-style-type: none"> - Bubbles no longer required and mixing permitted within Key Stages. - Increased cleaning regime throughout site, especially touch points. - Hand washing facilities in place with pupils and staff encouraged to use these regularly. - Staff or pupils who may become symptomatic to isolate, obtain a PCR test and if positive to 	<ul style="list-style-type: none"> - Infant and Junior bubbles to remain & be reviewed in October. - Establish a record of cleaning. - Regular cleaning throughout the day to continue- classroom cleaning boxes to remain - Children to wash hands on arrival into classrooms, before lunch & home time. 	HT, SF Teaching staff, SF Teaching staff	Ongoing Ongoing Ongoing	

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		<p>stay home and continue to self-isolate, following the advice given by NHS Test and Trace. NHS test and trace will work with the child's parents or directly with a staff member to identify close contacts.</p> <ul style="list-style-type: none"> - Staff or students who test positive using a lateral flow device (LFT) should also self-isolate and seek a PCR test immediately. If negative and no symptoms have developed, self-isolation can cease. - For confirmed positive COVID cases of employees, which may be work, related to be reported to the schools H&S team. - If it appears there is spread of COVID within the school (from person to person within the setting) the school will be contacted by Public Health. In this instance, Outbreak Management Plans should be actioned, working in partnership with Public Health. This may involve contact tracing at school level. - Non- fire safety doors can be propped open to allow ventilation - Windows to be opened each morning to allow adequate ventilation in ALL rooms. Where the weather causes the room to become uncomfortably cold for occupants the windows can be closed to a crack and then reopened 	<ul style="list-style-type: none"> - Reminder to parents and staff symptomatic people should not to attend school. - Parents informed of the procedures in relation to COVID19. - Ensure staff have a supply of LFT - Promote "catch it, bin it, kill it" approach - Ensure appropriate signage regarding social distancing and hand washing. - If anyone has recently left the country and returned the UK they must follow the advice on the current traffic light travel system. - Support and encourage the vaccine programme take up - If windows are closed to a crack during lessons to ensure adequate temperatures, they must be opened fully during break times or when the room is unoccupied. 	<p>HT, HS, JG</p> <p>HT</p> <p>Teaching staff Teaching staff</p> <p>HT</p> <p>HT</p> <p>SF, HT, Teaching staff</p>	<p>3.9.21</p>	

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		once unoccupied. Consider opening higher windows in the event of cold weather. Rooms with no ventilation should only be used where doors can be propped open and there is air flow from outside of the room.				
Ventilation	Staff, pupils, visitors	<p>Need to balance the risk of transmission of the virus and a comfortable teaching environment, which can be maintained by.</p> <ul style="list-style-type: none"> - For natural ventilation the windows should be opened and in cooler weather should be left open just enough to provide constant background ventilation and opened wider during breaks to purge the air. May be beneficial to open higher-level windows to reduce draughts when the weather is colder. Allow flexibility for staff and pupils to wear additional suitable indoor clothing. - Open non- fire resisting doors to allow for air flow 	<ul style="list-style-type: none"> - Establish areas throughout the school where there is poor ventilation -review use & possible mitigation. - If windows are closed to a crack when rooms are occupied to ensure adequate temperatures, they must be opened fully during break times or when the room is unoccupied. - Parents and carers to be reminded that extra clothing will be needed. School hoodies can be worn over school uniform. 	HT All staff HT	3.9.21	
Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classrooms to be regularly cleaned and cleaning supplies available in the classroom. - Pupils encouraged to wash their hands regularly - Windows opened to allow ventilation, if 	<ul style="list-style-type: none"> - Maintain a record of cleaning. - Regular cleaning throughout the day to continue- classroom cleaning boxes to be 	All staff SF	Ongoing Weekly	

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		temperature is uncomfortable due to open windows these to be closed to a crack while occupied and then reopened while unoccupied. - Desks should be spread out wherever possible to maximise space between individuals.	replenished regularly. - Handwashing routine to be maintained on entry/ when leaving classrooms. - Windows should remain open	Teaching staff		
Provision in Early Years	Staff, Pupil Visitors	- EYFS ratios still to be met - Promotion of handwashing with staff.	- Handwashing routine to be maintained on entry/ when leaving classrooms.	Teaching staff	Ongoing	
Corridors & staircases.	Staff, pupils, visitors	- Regular cleaning of touch points - Each class assigned entry/exit routes OR times to minimise number of people in corridors or on the stairs.	Assign exit & entry points/ times to each class.	SLT	3.9.21	
Toilets	Staff, pupils, visitors	- Available hand washing facilities with soap and warm water with encouragement to use these facilities regularly and prior to eating. - Regular cleaning of the toilet area touch points.	- Establish record of cleaning for all toilets. - Additional hand washing facilities in each classroom.	HT SF Teaching staff	3.9.21	
Playground and play equipment	Staff, Pupils, Visitors	- Ensure a cleaning regime includes the playground equipment for both outdoor and indoor or take out of use if necessary. - Cleaning should take place more frequently than normal. - Also applies to resources used both inside and outside for after school clubs.	- Children wash hands before using playground equipment - Infants & juniors have own equipment.	Teaching staff	Ongoing	

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Resources and equipment	Staff, Pupils	Resources shared between classes would be encouraged to under go frequent cleaning and preferably be either cleaned between each class or allow them to be unused for a period of 48 hours (72 hours for plastics)	<ul style="list-style-type: none"> - Books and other shared resources can be taken home. Unnecessary sharing should be avoided; resources to be shared will be quarantined before use. - Shared resources to be cleaned after use. 	Teaching staff	Ongoing	
Drop off/collection areas with parents	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - Parents/ carers informed of their pickup/ drop off times and points. - Parents requested NOT to gather on the yard, in the morning but to drop children off with staff members - Hollins day care to continue to use main entrance 	<p>Write to parents about new arrangements- request that parents DO NOT</p> <ul style="list-style-type: none"> • wait/socalise.at school • Arrive too early • Send older children too early <p>Extra staff before school.</p>	HT SLT	3.9.21	
Catering	Staff, pupils, Visitors	<ul style="list-style-type: none"> - Hygiene standards to be maintained - Infant & Juniors to have separate lunch time sittings - Tables & benches to be cleaned down in between. 	<ul style="list-style-type: none"> - Masks to be worn in the serving kitchen & when distances cannot be maintained in the dining hall. 	Catering staff	Ongoing	
Reception area	Staff, Pupils,	<ul style="list-style-type: none"> - encourage parents to contact the school by other means than face to face, 	SLT available to parents before school each morning.	SLT		

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	Visitors,	<ul style="list-style-type: none"> - The design of the reception area may already create a barrier between front facing staff and others. 				
Area for isolation/first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - Identify an appropriate area in which could be used for first aid and maintain cleaning standards and clean after each treatment. 	<ul style="list-style-type: none"> - First Aid room to be used for a person showing symptoms. - If possible, children awaiting collection following a positive case in the family to wait outside (weather permitting) with a member of staff or a well ventilated area. 			
Clinically vulnerable and Clinically Extremely critically Vulnerable (CEV)	Staff, pupils, visitors	<ul style="list-style-type: none"> - As a minimum CEV staff are to follow the same guidance as everyone else, the key issue is consultation with any vulnerable staff as per HSE advice and it is always advisable to document this discussion and agreement. - If this is the case, a full risk assessment with the staff member should be undertaken and any discussion documented including the measures you have put in place to make the workplace as safe as possible for them. - The CEV guidance extends to staff who are more than 28 weeks pregnant (and those below 28 weeks with other health concerns), but again only where they are fully aware of the risk to themselves and their unborn baby if 	<ul style="list-style-type: none"> - Request information from staff and parents to identify those in these categories. - Keep in contact with those who are shielding or working from home. - Update staff RA & request staff immunisation status. 	HT	3.9.21	

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		they catch COVID. If they still want to work, they need to agree with you the safest way of working and advice may be required from occupational health.				
Staff contingency arrangements	Staff, pupils	Continue promote social distancing: <ul style="list-style-type: none"> - Continue where possible with virtual meetings however this is optional and will depend on needs/purpose of the meeting. All staff meetings to take place in the hall where social distancing is possible. - Continue to limit numbers of people in staffrooms and to use Tree House room for staff breaks. - Staffrooms must be well ventilated. 	<ul style="list-style-type: none"> - Ensure staffs are aware of the reporting procedure to highlight if they have any symptoms. - Ensure there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having regular cover staff. - Virtual meetings to continue where suitable 	All staff HT. Office staff HT	On going	

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Symptomatic staff or pupils	Staff, visitors, pupils	<ul style="list-style-type: none"> - Identify an area in which anyone who is symptomatic can wait for a parent to collect in a well ventilated. - outside if practicable. - Area in which symptomatic people are awaiting requires to be cleaned after use.- medical room . - Staff and Children can be eligible for testing. - Those who require close supervision while awaiting collection should remain at a distance if possible and wear appropriate PPE (Type IIR face mask, eye protection, apron, disposable gloves.). - Those who become symptomatic should return home and avoid using public transport and where possible collected by guardian. - Preferably should use a separate bathroom which must be cleaned and disinfected using standard cleaning products before used by anyone else. 	<ul style="list-style-type: none"> - Request that staff take a LFT before returning to school - Review where in school this would be best located - outside if practicable. - Establish a clear procedure of how to access testing and when someone should be tested. Some PCR tests available in school. - Where there are work related positive COVID cases these may be HSE reportable and guidance from the schools H&S advisors should be sought. - In an emergency call 999 if someone is seriously ill or injured or life is at risk. 	HT HT HT, HS, JG All staff	1.9.21	
Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - KS2 and KS1 assemblies to go ahead - Whole school assemblies by ZOOM initially - Parents can be invited to KS1 birthday assemblies - Large gatherings involving parent's .g Harvest Festival to be conducted outdoor. 	<ul style="list-style-type: none"> - Conduct a risk assessment for such event. - Review arrangements in October. 	EC	6.9.21 Oct 21	

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Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for personal care only. - PPE should be suitably stocked - Individual Health Care plans for each child to be conducted to highlight the requirement of PPE; however, a facemask isn't required for personal care from current guidance. 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage. - Individual health Care Plan reviews to be conducted. 	EC HS	Oct 21	
Home visits	Staff, Families, Pupils	<ul style="list-style-type: none"> - Home visits can go ahead but staff should remain cautious and check the COVID status of the house prior to entering - Hand sanitiser and masks provided for staff required to conduct home visits. 	<ul style="list-style-type: none"> - Establish/ update home visit procedure to include COVID19 controls. - Brief EY Team 	HT	3.9.211	
Visitors & Contractors in schools	Staff, Pupils Visitors	<ul style="list-style-type: none"> - Where necessary obtain confirmation those who will be on site are not showing signs of COVID19. - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Visitors should be encouraged to socially distance - Visitors should be encouraged to wear face coverings- request that visitors wear facemasks when moving through school. 	<ul style="list-style-type: none"> - Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 or a declaration to be established for signing in. - Visitor guidelines to be updated; then displayed in entrance, on website, sent to visitors. 	JG. HS HT	3.9.11	
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure Team Teach training has been achieved by teachers who are required to carry out physical restraining. - Ensure wash facilities are available after a close contact event. 	<ul style="list-style-type: none"> - Update Team teach training 	HT	ASAP	

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		<ul style="list-style-type: none"> - No child or member of staff should be in school if they are symptomatic. 				
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection. 	SF		
Lateral Flow testing	Staff, pupils	<ul style="list-style-type: none"> - Those employees who have agreed to be a part of the lateral flow testing to be encouraged to regularly test at home. - Waste from these tests can be disposed of in general waste bin - Staff who test positive from such test will need to self-isolate and obtain a PCR test. - Those who are symptomatic must not attend school, should be self-isolating. 	<ul style="list-style-type: none"> - Ensure staff have sufficient LFT available 	HT HS	Oct 21	
Face Coverings	Staff, pupils, visitors	<ul style="list-style-type: none"> - face coverings requirement has been removed however the government expect and recommends they are worn in enclosed and crowded places with people you don't normally meet . - Visitors in school will be asked to wear face coverings as they move through school - they may be removed once seated. 	<ul style="list-style-type: none"> - Pupils and staff may bring a spare face covering to replace if the covering becomes damp during the day. - Pupils, staff and visitors may feel more comfortable wearing face coverings and the school should encourage the use of 			

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		<ul style="list-style-type: none"> - Staff working in the serving kitchen must wear masks as social distancing cannot be achieved. 	<p>these.</p> <ul style="list-style-type: none"> - Outbreak management plan may reflect the use of face coverings if there is an outbreak and, in such instances, public health should be advising. - Those with SEN or communication needs should be taken into account when establishing face coverings. - Visitor Guidelines to be updated 	HT	6.9.21	
Educational Visits	Pupils, staff, visitors, public	<ul style="list-style-type: none"> - Educational visits can go ahead. - School's own minibus to be used . - Accompanying staff / volunteers to be drawn from the class teams, or Key Stage if safely possible 	<ul style="list-style-type: none"> - Continue to review such guidance. - Ensure all educational trips have appropriate risk assessments established. 	Class teachers HS, JG, HT		

Assessors Name:.....

Assessment Review Date:.....

Review and updates audit trail

Date:	Update	Actions	Completed
19.07.21	Outbreak management	Establish an outbreak management plan in accordance with public health template	30.8.21
19.07.21	Bubbles permitted to be removed and mixing of pupils/ teachers permitted	KS1 & KS2 bubbles established.	6.9.21
19.07.21	Face covering no longer a requirement but encouraged.	School Visitor Guidelines updated. Kitchen protocols maintained.	6.9.21
19.07.21	Self isolation rules set to change 16 th August school to review RA following this date.	Establish which members of staff /volunteers have NOT been double vaccinated.	6.9.21

Notes:

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

Further Guidance

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

[Entering the UK and quarantine](#)

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

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

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

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

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

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

Record of staff training/updates on this risk assessment

Date	Received by ...	How it was issued	By whom
31.8.21	All staff	Email (hard copy for SF, LS, DF)	EC

