

## Risk Assessment Overview

### Details

**School:** Avanti Gardens School

**Department:**

**Whole School**

### Risk Assessment Title:

## General Risk Assessment – Coronavirus COVID 19

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

Version 2 – January 2021

(This assessment is aimed at both Primary and Secondary education and will need adapting to your particular setting – changed have been highlighted)

### 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 | <p>Ensure that staff and pupils that are displaying symptoms of COVID 19 immediately self-isolate and arrange to have a PCR test and informs the school of the result. Household members should also isolate unless they are fully vaccinated or under 18 and 6 months, until the results are known. LFDs should not be used to rule out infection in symptomatic people.</p> <p>A PCR test can be booked by contacting NHS online 111 (children under 5) or call 119. you can also book a test online. <a href="https://www.nhs.uk/coronavirus">nhs.uk/ coronavirus</a></p> <p>Staff or pupils who cannot or will not get tested must isolate for 10 days from the date their symptoms started. (pne guidance: <a href="#">Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.</a>)</p> | X                 |    |     |   |           |

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|  |  | <p>If a person displays symptoms: A high temperature or a new persistent cough, a loss of or change to sense of smell or taste they should:</p> <p>Notify the Principal immediately. If further advice is required, the Principal will contact PHE SW HPT on 0300 303 8162.</p> <p>The symptomatic person should go home immediately. Children should be isolated away from others whilst awaiting collection.</p> <p>All other persons are to maintain a safe distance from affected individual.</p> <p>If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</p> <p>If the person is a child, PPE should be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>They must isolate until well (48 hours fever free) and either: 10 full days have passed, or they have produced two negative LFD tests at least 24 hours apart, with the first taken no earlier than day 5.</p> <p>If their PCR test is positive they should inform the school as soon as possible of the result and they should follow the government <a href="#">Stay at Home</a></p> | x |  |  |  |  |
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|  |  | <p><a href="#">guidance and</a> NHS Test and Trace will speak to the case (or their parent /carer) to identify close contacts and provide testing and isolation advice as required.</p> <p>Those exempt from isolation can attend the setting. T&amp;T will advise close contacts to get a PCR test. Close contacts are advised to undertake daily LFD testing before attending any setting for 7 days.</p> <p>Close contacts aged under 5 are not advised to test daily and do not need to isolate. They will be advised to take a one-off PCR test if they live in the same household as a case.</p> <p>For students with SEND who struggle to self-swab, they can be supported with assisted swabbing and families can ask for advice about this.</p> <p>If their PCR test is negative the case can return once well and at least 24 hours fever free (without medication). Any household members who were still required to isolate can stop and continue as normal.</p> <p>There is no requirement for the school to report staff close contacts to the Self-isolation Service Hub (020 3743 6715) However the school may choose to do so should there be a barrier to contacts being identified directly by the case to NHS T&amp;T.</p> <p>Keep confidential pupils and staff who test positive for coronavirus unless it is essential to protect others.</p> |  |  |  |  |  |
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|  |  | <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. See <a href="#">COVID 19: cleaning in non-healthcare settings outside the home</a></p> <p>If there are more than 2 confirmed cases in the same group or class within 14 days, the same process should be followed as for a single case, but also</p> <p>Reinforce infection prevention measures throughout your setting including baseline measures and</p> <ul style="list-style-type: none"> <li>• rapid isolation of possible and confirmed cases</li> <li>• good hand and respiratory hygiene</li> <li>• good ventilation of indoor spaces</li> <li>• regular cleaning of frequently touched areas.</li> </ul> <p>Use UKHSA SW Flowchart for confirmed cases. If the setting has any infection control concerns or questions call the DfE advice line on 08000468687, including if we have</p> <ul style="list-style-type: none"> <li>• more than 5 cases of confirmed Covid-19 within 10 days of each other than have mixed closely or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period.</li> </ul> |  |  |  |  |  |
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| 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? |
|                      |                    | <ul style="list-style-type: none"> <li>There are any admissions to hospital for Covid-19</li> <li>The school is having any problems implementing control measures</li> <li>The school has applied control measures and is still seeing a significant rise in cases.</li> </ul>   |                   |    |     |   |           |
|                      |                    | Ensure that contractors attending the school site are symptom-free from COVID 19.  | X                 |    |     |   |           |
|                      |                    | <p>All contractors are encouraged to wash/sanitise their hands upon entering the site.</p> <ul style="list-style-type: none"> <li>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</li> <li>Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser and use hand sanitiser or wash hands regularly</li> </ul> | X                 |    |     |   |           |
|                      |                    | Communicate the updated school covid-19 sickness procedures to Parents and Staff   | X                 |    |     |   |           |

| 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? |
|   |  | Clear notices of protocol on display - No persons should enter the site if they have Covid-19 symptoms, social distancing where appropriate, hand washing / sanitising etc.   | x                 |    |     |   |           |
| Contact with Individuals who are unwell with COVID 19 – General Cont' | Direct transmission of the virus to well individuals Cont' | Communicate the updated Contractor Management procedure with existing contractors and for new contractors as required.  | X                 |    |     |   |           |
|   |  | Keep a log of who visits, when they visited and who they visited.   | x                 |    |     |   |           |
|   |  | 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. | X                 |    |     |   |           |
|   |  | Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.  | X                 |    |     |   |           |
|   |  | Any visitor or contractor who develops COVID 19 symptoms whilst on site will be asked to leave the school as soon as practicable and the areas they have been in will undergo a deep clean process.                     | X                 |    |     |   |           |



| 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? |
|   |   | The school will identify any possible “contacts” and seek advice from Public Health England. Track and Trace QR code available for scanning on Reception desk.  | X                 |    |     |   |           |
|   |   | Recruitment should continue where it is necessary and practical to do so, in line with social distancing guidelines.<br>See:<br><a href="https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/">https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/</a> | X                 |    |     |   |           |
| Contact with Individuals who are unwell with COVID 19 – Deliveries          | Direct transmission of the virus to well individuals  | Hands are to be thoroughly washed or hand sanitizer used after handling all deliveries or waste materials.  | X                 |    |     |   |           |
|   |   | Waste should be deposited in bags, or bag-lined bins with lids, which should be kept closed.  | X                 |    |     |   |           |
| Contact with unwell individuals – who develop unconfirmed symptoms on site. | Direct transmission of the virus to well individuals. | For pupils displaying symptoms the school will follow the DfE guidance “ <a href="#">What to do if a pupil is displaying symptoms of coronavirus (COVID 19)</a> ” And their households should follow the <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>      | X                 |    |     |   |           |

| 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? |
|   |   | Staff that develop symptoms whilst on the school shall be asked to leave the school as soon as possible and obtain a test.  | X                 |    |     |   |           |
|   |   | The school to identify possible contacts and seek advice from Public Health England helpline.   | X                 |    |     |   |           |
|   |   | 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.                                     | X                 |    |     |   |           |
|   |   | Parents should be contacted, and the child / young person collected as soon as practicable.   | X                 |    |     |   |           |
|   |   | 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.  | X                 |    |     |   |           |
| Contact with unwell individuals – who develop unconfirmed symptoms on site. | Direct transmission of the virus to well individuals. | School should encourage the parents to have the child/young person tested.  | X                 |    |     |   |           |
|   |   | In the event of an confirmed case the school should ensure that the classroom, office or resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with COVID 19: cleaning in a non-healthcare setting. | X                 |    |     |   |           |

| 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? |
|  |  | Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.   | X                 |    |     |   |           |
| Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing. | Direct transmission of the virus to well individuals.      | If the unwell person tests positive, then the child’s class or group are notified, but are not required to self- isolate unless they become symptomatic. Test and Trace will contact anyone considered to be a close contact to advise them to get tested. | X                 |    |     |   |           |
| Direct contact with airborne droplets from carriers.   | Direct infection of a well individual with virus particles | 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.   | X                 |    |     |   |           |
|  |  | 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.  | X                 |    |     |   |           |
| Direct contact with airborne droplets from carriers. Cont’   | Direct infection of a well individual with virus particles | Appropriate signage to be placed on display in all rooms, offices, corridors etc to remind about good respiratory hygiene  | X                 |    |     |   |           |
|  |  | 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.  | X                 |    |     |   |           |
|  |  | Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.   | X                 |    |     |   |           |
|  |  | Children and staff are able to wear PPE as they wish to.   | X                 |    |     |   |           |

| 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? |
|  |  | As the photocopier room has no window or ventilation system, a one-in, one-out system introduced with the door propped open.  | X                 |    |     |   |           |
| Direct contact with airborne droplets from carriers. Cont'   | Direct infection of a well individual with virus particles   | Classrooms will have as much natural ventilation as possible. Windows (within reason) and doors will be kept open to encourage airflow.   | X                 |    |     |   |           |
|  |  | <b>Fire Doors</b> – these doors can be left open to improve the ventilation of the premises. However, they must be manually closed when rooms are to be left empty for significant periods of time.   |                   |    |     |   |           |
| Direct contact with virus particles from hand contact surfaces.<br><b>Personal Hygiene</b>           | Direct infection of a well individual with virus particles transferred to hands to mucous membranes. | Washing/sanitising hands regularly. Use soap and water for at least 20 seconds using hand washing technique to be adopted as directed by NHS guidance. Use hand sanitiser if soap and water is not available.                                       | X                 |    |     |   |           |
|  |  | Teaching staff to encourage children in a manner appropriate to the age group to wash their hands using the approved "20 second" method on a regular basis.   | X                 |    |     |   |           |
| Direct contact with virus particles from hand contact surfaces.<br><b>Personal Hygiene.</b><br>Cont' | Direct infection of a well individual with virus particles transferred to hands to mucous membranes. | Supplies of hand sanitizer gel should be provided in regularly used rooms in and at entrances to allow children and staff to use them as required to reduce the frequency of hand washing. Hand sanitiser is not to be made by the school (CLEAPSS) | X                 |    |     |   |           |

| 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? |
|                      |                    | Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.      | x                 |    |     |   |           |
|                      |                    | Adults are encouraged to maintain social distancing as appropriate.  | x                 |    |     |   |           |
|                      |                    | Provide suitable and sufficient lidded bins for hand towels and tissues with regular removal and disposal  | x                 |    |     |   |           |
|                      |                    | Tissues available close to hand around the buildings including all classrooms.   | x                 |    |     |   |           |
|                      |                    | Pupils, staff, visitors and contractors should wash/sanitise their hands on arrival and departure  | x                 |    |     |   |           |
|                      |                    | Staff should use the hand sanitizer provided in the staff room or wash their hands thoroughly before and after the preparation of food or drink. | x                 |    |     |   |           |
|                      |                    | Staff briefings and meetings to be held in a well-ventilated classroom   | x                 |    |     |   |           |

| 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? |
|  |  | Staff from different classes to avoid working in the same office or classroom where possible to reduce the risks of multiple classes having to isolate. In all cases where staff must meet across classes, all precautions must be taken to avoid the transmission of the virus. | x                 |    |     |   |           |
| Social Contact on site – Children/Young people | Direct transmission of virus from carriers to well individuals | For pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers an individual risk assessment must be carried out.  | x                 |    |     |   |           |
| Social Contact on site – Children/Young people | Direct transmission of virus from carriers to well individuals | Each class in the school has its own classroom, which will make it quicker and easier in the event of a positive case to identify close contacts from that class, who may need to self-isolate and to keep that number as small as possible.                                     | X                 |    |     |   |           |

| 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? |
| Social Contact on site – Children/Young people<br><br>Classrooms           | Direct transmission of virus from carriers to well individuals | <b>Equipment:</b> Ensure equipment used is cleaned regularly, including computers.<br><br>Equipment brought from outside school should be kept to essentials only, e.g. water bottle. | x                 |    |     |   |           |
|  |  | Movement of objects between school and home are discouraged.<br><br>School provides all necessary educational resources.  | x                 |    |     |   |           |
|  |  |   |                   |    |     |   |           |
| Social Contact on site – Children/Young people<br><br>Emergency evacuation | Direct transmission of virus from carriers to well individuals | Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable.   | x                 |    |     |   |           |
| Social Contact on Site - <b>General</b>                                    | Direct transmission of virus from carriers to well individuals | One-way systems in and out of buildings have been introduced where possible to reduce mixing of people and children.  | x                 |    |     |   |           |
|  |  | Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to implement a “walk on the left” protocol.        | x                 |    |     |   |           |
|  |  | Lifts out of service except for accessibility purposes and site upkeep.   | x                 |    |     |   |           |

| 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? |
|                                    |  | It is accepted that social distancing cannot be maintained during the delivery of first aid or physical intervention, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion   | x                 |    |     |   |           |
| Social Contact on Site – Drop Off. | Direct transmission of virus from carriers to well individuals | Apart from during lockdown, EYFS to enter the school via the Oldbury Court Road entrance and all other classes to line up in the car park at the College Road entrance.  | X                 |    |     |   |           |
|                                    |  | Automatic doors to be used on entry to the Reception foyer   | x                 |    |     |   |           |
| Social Contact on Site – Drop Off. | Direct transmission of virus from carriers to well individuals | 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. When there is a rise in cases it may be that the school advises families to wear masks and socially distance at drop-off and pick up or suggest other measures to try and avoid the spread of cases. | X                 |    |     |   |           |
|                                    |  | Where necessary, increase the lunch time period to allow effective staggering of the lunch timings for different class groups.   | x                 |    |     | Lunch times staggered and classes eat together  |           |
|                                    |  | To maintain social distancing between groups, the capacity of the dining hall has been reduced. Tables and benches have been removed and children only sit facing one direction to avoid face-to-face eating.  | X                 |    |     |   |           |



| 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? |
|  |  | 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.   | X                 |    |     |   |           |
| Social Contact - <b>Collection</b>             | Direct transmission of virus from carriers to well individuals | Food is served in a socially distanced manner over the serving hatches.  | X                 |    |     |   |           |
| Social Contact. <b>Drop Off and Collection</b> | Direct transmission of virus from carriers to well individuals | Dining tables and chairs, door handles as well as other hard surfaces need wiping using an appropriate sanitiser between classes and between days.<br><i>COVID 19: cleaning of non-healthcare settings.</i>  | X                 |    |     |   |           |
| Social Contact. <b>Dining Hall</b>             | Direct transmission of virus from carriers to well individuals | Supervise the dining hall appropriately to prevent children from sharing food or utensils whilst eating.   | X                 |    |     |   |           |
|  |  | Food provision and service should be changed to reduce the need of open salad bars, self-service foods, shared condiments and sauces. Individual servings should be provided.  | X                 |    |     |   |           |
| Social Contact. <b>Dining Hall</b>             | Direct transmission of virus from carriers to well individuals | Crockery and cutlery shall be maintained in a hygienic manner.<br><br>Where catering is provided on site cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own. | X                 |    |     |   |           |

| 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? |
|                                |  | Children should have their own named drinking bottle with them brought from home.   | X                 |    |     |   |           |
|                                |  | Children/ Young people should wash their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected.                               |                   |    |     |   |           |
| Social Contact.<br>Dining Hall | Direct transmission of virus from carriers to well individuals | Hand sanitiser gel stations are available for use within the dining facilities.   | X                 |    |     |   |           |
|                                |  | All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up   | x                 |    |     |   |           |
|                                |  | School assemblies will happen in a well-ventilated space (outside if it is nice weather).   | X                 |    |     |   |           |
|                                |  | PE Department / PE leads to develop appropriate sports / PE lesson plans.   | X                 |    |     |   |           |
|                                |  | Children to be provided with individual resources where possible.   | x                 |    |     |   |           |
| Social Contact.<br>Dining Hall | Direct transmission of virus from carriers to well individuals | Where possible the same staff have contact with consistent class, to avoid the risk of transmission between classes.  | x                 |    |     |   |           |
|                                |  | Where this is not possible, e.g. with subject teachers, staff should be given the option of wearing enhanced PPE and observing additional handwashing before and after every class. |                   |    |     |   |           |
|                                |  | Staff to maintain distance from pupils where possible   | x                 |    |     |   |           |

| 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? |
| Social Contact<br>School hall / Assemblies | Direct transmission of virus from carriers to well individuals | Staff must stay with their class throughout the day where practicable. Where this is not possible, then the movement of staff should be minimised and additional precautions may be taken, e.g. Face coverings may be worn   | x                 |    |     |  |           |
| Social Contact<br>School hall / Sports     | Direct transmission of virus from carriers to well individuals | Supply teachers, peripatetic teachers and/or other temporary staff can move between schools, where necessary. They should ensure they minimise contact and maintain as much distance as possible from other staff.   | x                 |    |     | Wherever possible, cover will be from within the school rather than using external agency staff to minimise possible cross contamination between schools, however staffing numbers must be adequate to ensure that safety of the pupils. |           |
|  |  | School has a copy of "COVID 19: cleaning of non-healthcare settings" guidance for reference.   | x                 |    |     |  |           |
|  |  | New cleaning regime established at the school based on the guidance with a new service level agreement and agreed changes made to working patterns to conform to the guidance with cleaning taking place during the school day in addition to end of day cleaning. | x                 |    |     |  |           |
|  |  | All school cleaning staff to be given appropriate instruction and training from BBCS with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.  | x                 |    |     |  |           |

| 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? |
|   |                          | <p>The schools cleaning regime shall be as follows:</p> <ul style="list-style-type: none"> <li>• Each room that is in use shall be cleaned regularly</li> <li>• Each room in use shall have its hand contact surfaces cleaned as frequently.</li> <li>• Each room in use shall have its high use hard surfaces cleaned frequently.</li> <li>• Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible.</li> </ul> <p>Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis</p> | X                 |    |     |   |           |
|   |                          | School to identify high risk areas of the school buildings which may require higher frequencies of cleaning.   | X                 |    |     |   |           |
| Contact with virus particles on surfaces: | indirect transmission of | Identify the staff responsible to conduct the cleaning in certain situations. Employ additional staff if required.   | X                 |    |     |   |           |

| 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? |
| Effective cleaning.  | virus from carriers to well individuals | <p>Complete a cleaning schedule specific to each area of the school to detail:</p> <ul style="list-style-type: none"> <li>• What is to be cleaned,</li> <li>• What chemicals are to be used,</li> <li>• The frequency of cleaning,</li> <li>• Who is to undertake the cleaning,</li> <li>• Method of cleaning,</li> <li>• Safety precautions to be taken.</li> </ul> <p>The schedule should ensure that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> | X                 |    |     | NB – Records and Sign off sheets are required to demonstrate the enhanced cleaning procedures. |           |

| 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? |
|  |   | <p>Cleaning protocol is as follows:<br/>Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, finger plates, phones, light switches and door fobs, window handles, taps, sinks, shared keyboards &amp; mice, etc.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by the Site Manager and cleaning staff as appropriate</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Lidded bins should be used throughout the school with liners inside</p> | x                 |    |     |   |           |
| <p>Contact with virus particles on surfaces:</p> <p><b>Effective cleaning.</b></p> | <p>Indirect transmission of virus from carriers to well individuals</p> | <ul style="list-style-type: none"> <li>Ensure that each room in use at the school is provided with the correct identified cleaning materials, staff have access to cleaning materials for touchpoint cleaning and there is a system to identify shortages and replace them.</li> </ul>  | X                 |    |     |   |           |
|  |   | <p>Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.</p>  | X                 |    |     |   |           |
|  |   | <p>Only cleaning products provided by the school or the school cleaning company should be used.</p>   | x                 |    |     |   |           |

| 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 virus particles on surfaces:<br><br><b>Effective cleaning.</b> | Indirect transmission of virus from carriers to well individuals | Cleaning staff are required to wear appropriate PPE including aprons and disposable gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.  | x <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |   |           |                                |
|   |  | 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 type="checkbox"/>   | <input type="checkbox"/> | x <input type="checkbox"/> |   |           | Not applicable at present time |
|   |  | Hard surface deep cleaning should be conducted using disposable cloths, mopheads or paper towels using a suitable method: <ul style="list-style-type: none"> <li>use either a combined detergent disinfectant solution at a dilution of 1,000 ppm available chlorine or</li> <li>a household detergent followed by disinfection (1000 ppm av.cl.).</li> </ul> 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. | x <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |   |           |                                |
|   |  | Used equipment shall be double bagged, stored for 72 hours securely and then disposed of in general waste.   | x <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |   |           |                                |

| 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? |
|  |   | Assess there is sufficient waste storage space to securely store any increase in waste generated.  | x <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |           |
|  |   | All toilet facilities shall be cleaned and disinfected on a basis as detailed above.   | x <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |           |
| Contact with virus particles on surfaces:<br><b>Effective cleaning.</b>              | Indirect transmission of virus from carriers to well individuals  | More than one class may use one toilet block, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet   | x <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |           |
|  |   | The school may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.   | x                          |                          |                          |   |           |
|  |   | 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. Appropriate sanitizer gel should be made available in classrooms and other frequently used spaces. Replace as frequently as necessary. | x                          |                          |                          |   |           |
|  |   | The school to set up a LFD (lateral flow device) test kit collection programme as per government guidance.   | x                          |                          |                          |   |           |
| Contact with virus particles on surfaces:<br><b>Toilet facilities / handwashing.</b> | In Direct transmission of virus from carriers to well individuals | Ensure that there are adequate resources, reordering when necessary, to ensure supplies available for staff  | x                          |                          |                          |   |           |
|  |   | Ensure that the staff undertaking the testing have received training with respect to the role they play.   | x                          |                          |                          |   |           |
|  |   | Staff collecting test kits are to enter the collection room one at a time and wear a mask at all times.  | x                          |                          |                          |   |           |



| 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? |
|   |  | All staff and other regular workers have access to tests to use twice weekly at home   | x                 |    |     |   |           |
| Primary Schools:<br>Contact with the virus.<br><br>Testing/collection | Transmission of virus from asymptomatic carriers to well individuals | If a staff member has a positive LFD (lateral flow device) test result, they are to self-isolate and get a PCR test.   | x                 |    |     |   |           |
|   |  | If staff has a void test result, they retest and two void test results they self-isolate and arrange a PCR test  | x                 |    |     |   |           |
|   |  | Where pupils or staff are using LFDs to test at home and there is a positive result, but the pupil or member of staff is asymptomatic, then the positive result of the LFD is sufficient confirmation that they have tested positive for Covid-19 and they will not be required to take a PCR test. The same self-isolation rules will apply as if they were symptomatic and tested positive on a PCR. | x                 |    |     |   |           |

| 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? |
|                      |                    | <p>Consider implications of trauma staff or pupils may have suffered: See Bristol City Council <a href="#">‘Returning to Education Guidance’</a></p> <p>It should be recognised that all staff will be experiencing a higher than normal level of stress. Measures to control this should be considered according to the needs and the working practices of each school.</p> <p>Schools should closely monitor the wellbeing of any pupils affected by Covid-19 as they manage change and offer support. Safeguarding concerns should be considered.</p> <p>Schools should be closely monitoring the wellbeing of their staff, including leadership, particularly regarding anxiety, bereavement or stress related to Covid-19 and giving proper support.</p> <p>Government guidance on <a href="#">extra mental health support for pupils and teachers</a></p> <p>Signpost staff to Avanti Employee Assistance Programme, Avanti wellbeing webinar and wellbeing book to be provided to all staff.</p> <p>See also <a href="#">Coronavirus Staff resilience hub</a></p> | x                 |    |     |   |           |

|  |  |  |   |  |  |  |
|--|--|--|---|--|--|--|
|  |  | <p>Review and revise E-safety policies and teaching in anticipation of any further period of home learning.</p> <p><a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></p> <p>E-Safety updates regularly shared with parents. Signpost to Local offer and online resources through remote learning folders.</p> <p>Families in Focus updates shared in family bulletin with access to services.</p> <p>When not in national lockdown, teachers continue to ring families if self-isolating and provide work.</p> <p>Remote learning must happen at all times when learning would be undertaken if a pupil was in school:</p> <p><a href="#">Get help with remote education</a><br/> <a href="#">Remote education good practice</a></p> <p>Consider applying for government-funded access to one of two free-to-use digital education platforms</p> <p>Look at supporting families to <a href="#">Get help with technology</a></p> <p><a href="#">Guidance supporting the return to formal education</a></p> <p>Consider how to support SEND in the return to full school attendance</p> <p><a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a></p> <p>Healthy child programme:</p> | x |  |  |  |
|--|--|--|---|--|--|--|

| 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? |
|  |  | <p><a href="#">Healthy child programme 0-to-19 health visitor and school nurse commissioning</a></p> <p><b>DfE coronavirus helpline:</b> Telephone 0800 046 8687<br/>Email <a href="mailto:DfE.CoronavirusHelpline@education.gov.uk">DfE.CoronavirusHelpline@education.gov.uk</a></p> <p>Actions:<br/>If in lockdown- Keyworkers and vulnerable children will be offered spaces at school and staff will revert to full lockdown process.</p> <p>The online learning folder will stay live even when all children return to school, so that it can be updated quickly and easily in the event of a further lockdown.</p> |                   |    |     |   |           |
|  |  |  |                   |    |     |   |           |
|  |  |  |                   |    |     |   |           |
| Primary Schools:<br>Contact with the virus.<br><br>Testing | Transmission of virus from asymptomatic carriers to well individuals |  |                   |    |     |   |           |

| 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? |
| Staff or pupils – trauma/stress  | Effects of COVID 19 on mental health and wellbeing     |          |                   |    |     |   |           |
| Pupil becomes isolated due to need for home learning<br><br>Poor E-safety and increased use of online resources leads to hazards experienced | Effects of COVID 19 on wellbeing, education and safety |          |                   |    |     |   |           |

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

- [Coronavirus \(COVID -19\): implementing protective measures in education and childcare settings.](#) - withdrawn
- [Supporting vulnerable children and young people during the coronavirus \(COVID – 19\) outbreak.](#) - withdrawn
- [COVID-19: cleaning of non-healthcare settings outside of the home](#)
- [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 \(social distancing\) guidance for young people](#) - withdrawn
- [Managing school premises during the coronavirus \(COVID-19\) outbreak](#) - withdrawn
- [Making your workplace Covid-secure during the coronavirus pandemic](#)
- [Emerging from Lockdown](#)
- [Ventilation and Air conditioning during the coronavirus \(COVID-19\) pandemic](#)
- [Coronavirus \(COVID-19\) safer travel guidance for passengers](#)
- [Actions for schools during the coronavirus outbreak](#)
- [Safe working in education, childcare and children’s social work settings, including the use of personal protective equipment \(PPE\)](#)
- [Guidance for food businesses on coronavirus \(COVID-19\)](#)
- [Working safely during coronavirus \(COVID-19\)](#)

- [What to do if a pupil is displaying symptoms of coronavirus \(COVID-19\)](#)
- [Working safely with display screen equipment](#)
- [Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers - withdrawn](#)
- [Restricting attendance during the national lockdown: schools](#)
- [Safeguarding and remote education during coronavirus \(COVID-19\)](#)
- [Supporting Bristol children and young people returning to formal education following the COVID-19 outbreak](#)
- [Recruitment during lockdown? How we did it](#)
- [Bristol City Council – Supporting the Return to formal education](#)
- [COVID-19: guidance for managing playgrounds and outdoor gyms](#)
- [Extra mental health support for pupils and teachers](#)
- [Keeping Children Safe in Education](#)
- [Get help with remote education](#)
- [Remote education good practice](#)
- [Get help with technology](#)

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:                           |  |                              |
|---|--|------------------------------|
| <b>Assessor(s) name:</b><br><br>Katie Sobol | <b>Assessor(s) signature:</b><br><br>K SOBOL | <b>Date:</b><br><br>03.03.21 |

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

|   |  |              |
|---|--|--------------|
| <b>School safety co-ordinator's name:</b> | <b>School safety co-ordinator's signature:</b> | <b>Date:</b> |
| Ashley Milum                              | A.MILUM  | 03.03.21     |

**A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above**

| Date of review: | Reviewed by (Name):      | Comments:   |
|-----------------|--------------------------|---|
| 03.03.2021      | Ashley Milum/Katie Sobol | Update regarding the optional use of face masks and as visors are no longer advised, this has been amended accordingly.   |
| 20.05.2021      | Ashley Milum/Katie Sobol | Update to the seating arrangements in classes to allow table groups   |
| 23.06.2021      | Ashley Milum/Katie Sobol | Due to the increase in the Delta variant, the loosening of restrictions that was mirroring the relaxation of national restrictions has been halted and restrictions tightened. Staff are not to work across bubbles, teaching of MFL to stop due to bubble crossing, staff with more than one role, across bubbles, will be assigned a role working with a single bubble, with the exception of staff who work part time and have more than 48 hours between working in different classes. Non-essential visits to be cancelled and where they are to continue, then in meetings indoors, masks should be worn in addition to enhanced hygiene measures already in place. Due to increased transmissibility of the new variant parents should be encouraged to wear face coverings during the drop off even if 2m social distancing can be maintained. Staff briefings and staff meetings to revert to being held via TEAMS and stricter regulations of use of staff room to be reintroduced. |
| 1.09.2021       | Ashley Milum/Katie Sails | Following the relaxation of Covid-19 guidance, a number of precautions have been removed from the risk assessment accordingly.  |
| 31.10.2021      | Ashley Milum/Katie Sails | Updated following the publication of UKSHA SW: Guidance for Childcare and Educational settings in the Management of Covid-19 (Version 17 2021.10.15) and also specific guidance received from Bristol City Council regarding current self-isolation requirements.   |
| 12.01.2022      | Ashley Milum/Katie Sails | Update to risk assessment following return to school following the Christmas break. Update includes changes made in the publication UKHSA SW: Guidance for childcare and Educational Settings in the Management of Covid-19 – Version 20 2022.01.11. Main points updated are the change to self-isolation periods to allow a return to the setting following 2 negative LFD tests at least 24 hours apart, with the earliest test date being day 6. Also parents have been requested to wear face coverings at drop-off and pick-up.  |

|            |                          |  |
|------------|--------------------------|--|
| 20.01.2022 | Ashley Milum/Katie Sails | Following the government announcement to remove plan B measures, the requirement for parents to wear face coverings and socially distance has been removed. Guidance on testing days for 2 negative LFTs has been reduced, so a negative on day 5 and day 6 (at least 24 hours apart) means pupil or staff member can return on day 6. |
|------------|--------------------------|--|