



### Risk Assessment

<b>A</b>	<b>Date:</b> 06.01.22	<b>School:</b> Barlows Primary School	<b>Team:</b> SLT	<b>Location:</b> On-Site
	<b>Review Date:</b> 28.01.22	<b>Ref:</b> V1.5	<b>Assessor:</b> David Robinson	<b>Head Teacher:</b> David Robinson

<b>B</b>	<b>Assessment of Risk for:</b> Protection from transmission of COVID-19 – Schools
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<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
Ser N°				
1	COVID-19: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Pupils and staff who are symptomatic will be requested to isolate as per national guidance.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> <li>• New and expectant mothers</li> <li>• Extended duty of care</li> <li>• Stress</li> <li>• Individual pupil assessments</li> </ul> <p>Manager to regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> <li>• Gov.uk <a href="http://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></li> <li>• Gov.uk Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>• Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul>	Low

			<p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>• HSE COVID19 latest information and advice</li> <li>• HSE Working safely during the coronavirus guide</li> <li>• Government guidance COVID-19: guidance for schools COVID-19</li> <li>• Government publication COVID-19: cleaning in non-healthcare settings</li> <li>• Government publication Best Practice: how to hand wash</li> <li>• Government guidance for food business on Coronavirus (COVID-19)</li> <li>• Government guidance COVID-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</li> </ul> <p>Due to the changing advice on COVID-19, managers should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.</p> <p>Staff to undertake twice weekly home tests whenever they are due on site until further advice.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> <li>• Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</li> </ul> <p>PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> <li>• Disposable half face mask</li> <li>• Disposable gloves</li> <li>• Disposable aprons</li> <li>• Where personal care is to be provided eye protection/surgical face mask</li> <li>• <i>detail any other specific disposable PPE in use</i></li> </ul> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. Updated Local Authority Guidance indicates pupils should wash hands/sanitise upon entry to class.</p>	Low
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			<p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Staff kept informed via email, online meetings etc.</p> <p>CO2 monitors installed in all bay areas to measure air quality throughout the day and indicate when additional ventilation may be required.  <i>*Note, it is important to remember that CO2 monitors are an indicator of ventilation status and not infection risk.</i></p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR: <ul style="list-style-type: none"> <li>• HSE RIDDOR reporting of COVID-19</li> </ul> </p>	Low
2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located at: <ul style="list-style-type: none"> <li>• Entrances to building</li> <li>• Classrooms/entrances to classrooms</li> <li>• Corridors</li> <li>• Staff rooms</li> <li>• Toilets</li> <li>• Changing areas</li> </ul> </p> <p>Face masks to be worn in communal areas by all staff and visitors. Staff to wear a face mask when in the playground welcoming/sending home children at the start and the end of the day.</p>	Low

			<p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Water fountains should only be used with refillable bottles.</p>	Low
3	COVID-19: School reception and offices	<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are requested to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible.</p> <p>All areas to be well ventilated.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	Low
4	COVID-19: Meetings	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external</p>	Low

		Contractors	<p>windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p>	Low
5	COVID-19: Classrooms	Staff Pupils	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities and upon entry to class.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	Low
6	COVID-19: Dining areas	Staff Pupils	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	Low
7	COVID-19; Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current COVID-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p>	Low

			<p>Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p>	Low
8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible. All areas to be well ventilated.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p> <p>Staff to monitor the CO2 reader in their bay area. Where readings fall into the red reading, staff to ensure all windows are fully open. If this fails to improve the quality of air flow, a member of SLT must be notified.</p> <p><i>It is important to note that this measures the quality of the air flow and not the level of infection risk.</i></p>	Low

<p>9</p>	<p>COVID-19; Pupils and staff who become symptomatic during the school day</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p> <p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>• fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>• all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>• people who are not able to get vaccinated for medical reasons</li> <li>• people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul> <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p> <p>Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing</p>	<p>Low</p> <p>Low</p>
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			<p>including, where appropriate, additional support to assist swabbing. For further information please see SEND guidance.</p> <p>In line with government guidance updated on 31 December 2021, the self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day. The guidance can be found at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>School should contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</p>	
10	COVID-19; Outbreaks	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to raised COVID cases locally.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</p>	Low
11	The number of confirmed cases in a year group begins to rise towards the public health threshold.	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Additional control measures to be put in place:</p> <ul style="list-style-type: none"> <li>• Pupils eat their lunch in class – hot dinners will be taken to the classroom.</li> <li>• Tables set out in rows.</li> <li>• Breaktimes will be taken at a different point in the day from other year groups.</li> <li>• Where the weather permits, PE lessons will take place outdoors.</li> <li>• Assemblies will not take place.</li> <li>• No offsite visits will take place.</li> <li>• Pupils will wipe down their own tables after each lesson using a disinfectant wipe.</li> <li>• Staff will take their lunch and breaks in a separate room.</li> </ul>	Low



12.	Additional Measures during January 2022 (to be reviewed 28/01/22)		<p>Additional control measures to be put in place during this period:</p> <ul style="list-style-type: none"> <li>• Handwashing/ hand sanitising to take place upon entry to class.</li> <li>• All areas must be well ventilated.</li> <li>• Staff to continue to perform twice weekly testing</li> <li>• Limit movement of non-teaching/ classroom-based staff where possible</li> <li>• Assemblies to take place virtually. Where in person assemblies are essential, children are in class groups, adequate spacing is available between groups, ventilation is good.</li> <li>• Onsite singing and wind instruments. Children being 2m apart or back-to-back, and in areas of good ventilation.</li> <li>• Risk assess school trips in relation to current climate.</li> <li>• Risk assess all visitors to school. When visitors attend recommend testing prior to visit and social distancing where possible. Essential visitors should continue, such as SEND, health, school improvement and supply cover.</li> <li>• Face Coverings to be worn in communal areas staff and visitors.</li> <li>• Continue to have pupils seated in rows.</li> <li>• School staff to socially distance from each other and pupils where possible including staff rooms and meetings.</li> </ul>	
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**Risk Level: High:**

Accident likely with possibility of serious injury or loss

**Medium:**

Possibility of accident occurring causing minor injury or loss

**Low:**

Accident unlikely with control measures in place

<b>D</b>	<b>Controls</b> (Ser N° to correspond with Hazard Ser N°)	<b>E To be completed by the Manager</b>			
Ser N°	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
1					

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> <b>High</b>                      <b>Medium</b>                      <b>Low</b> </p>	<p><b>Risk assessment signed off by: David Robinson</b></p> <p><b>Signature: <i>D. Robinson</i></b></p> <p><b>Date: 06. 01.22</b></p>
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