**Notes about this model Risk Assessment**

**Many of the government links and guidance documents now take you to menus where you select a range of other links. Where we have been able to, we have provided direct links to the relevant documents and attempted to provide a concise description of requirements. Please note there may well be other documents (links) associated with the links we have provided.**

**There are a number of changes in the risk assessment and some measures which are no longer in the Government guidance and are left in for your consideration.**

**We have produced two versions of the risk assessments:**

* **This model risk assessment does not show amendments highlighted. You can use this version as is but should amend for your local arrangements in your school.**

**If you wish to amend yourself to be in line with guidance more appropriate to your specific situations you should do so.**

**You must regularly review and update your risk assessments - treating them as ‘living documents’, as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.**

**VERSION 13**



**EXAMPLE RISK ASSESSMENT – PRIMARY SCHOOLS**

**DURING CORONAVIRUS PANDEMIC (COVID-19)**

**Following updated Government Guidance dated February 2022.**

**This will change if required where Government guidance updates have a material effect on aspects of this assessment.**

|  |
| --- |
| ***School:*** |
| ***Headteacher:*** | *Insert* | ***Persons undertaking the assessment:*** | Headteacher/Senior Leadership Team/ School Business Manager |
| ***Work Activity being assessed:*** | COVID-19 Risk Assessment for Schools  | ***Risk Assessment Number:*** | *Insert* |
| ***VERSION NUMBER*** | *13* |
| ***Date of assessment:*** | *Insert* | ***Date of next review:*** | *Suggest review in one month or sooner if Government advice changes*  |

|  |  |
| --- | --- |
| **SCOPE OF OPERATION, LOCATION AND PERIOD**  | **ASSOCIATED GUIDANCE** |
| **SCOPE OF OPERATION (description of tasks being undertaken):** *facilities/activities relevant to your school*Education settings must be able to achieve the following controls as defined by the Department of Education guidance.[Schools COVID-19 Operational Guidance February 2022](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf)Updated following Government Guidance dated February 2022.Separate guidance is available for early years, further education colleges and for special schools.**What you should do**The current Risk Assessment must be updated and reviewed by the Headteacher, taking into account any practices and outcomes which have been developed. Where points are not completed but will need to be addressed, they should be placed in Further Actions Required column with a time frame for completion. Items that are not applicable to the school’s specific settings should be deleted. | [HSE - Coronavirus/working-safely](https://www.hse.gov.uk/coronavirus/working-safely/index.htm)[HSE - New and Expectant Mothers](https://www.hse.gov.uk/toolbox/workers/mothers.htm) [HSE - Protecting New and Expectant Mothers at Work](https://www.hse.gov.uk/mothers/)[HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)[HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins](https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm)[HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics](https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm)[HSE - Coronavirus / PPE Face Masks](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm)[HSE - Protect home workers (Coronavirus)](https://www.hse.gov.uk/toolbox/workers/home.htm)[HSE - Coronavirus/Working Safely / Protect People](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm)[HSE - Coronavirus - Legionella Risks](https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm) [HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)[NHS - 111 - COVID-19](https://111.nhs.uk/covid-19)[NHS UK / Coronavirus / Latest NHS Info.](https://www.nhs.uk/conditions/coronavirus-covid-19/)[NHS / Coronavirus / Testing & Tracing](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/)[Nursing Times - Research - Paper Towels much more effective at removing viruses than hand dryers](https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/)[Royal College of Obstetricians & Gynaecologists - Coronavirus Infection & Pregnancy](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/)[GOV.UK - Coronavirus (COVID-19): advice for pregnant employees - GOV.UK](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) [Royal College of Paediatrics and Child Health - COVID-19](https://www.rcpch.ac.uk/key-topics/covid-19)[HSE Coronavirus - Air Conditioning and Ventilation](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)[CIBSE - Coronavirus COVID-19](https://www.cibse.org/coronavirus-covid-19)[GOV.UK - Government Collections - Coronavirus COVID-19 Guidance](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance)[Schools COVID-19 Operational Guidance February 2022](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf)[GOV.UK - Guidance for Schools Coronavirus COVID-19](https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19)[GOV.UK Guidance for people previously considered Clinically Extremely Vulnerable from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)[Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do)[GOV.UK - Government / Publications / COVID-19 Stay at Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) [GOV.UK Actions for Early Years and Childcare Providers during the COVID-19 Pandemic](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1049404/20220120_22nd_Iteration_EY_guidance.pdf)[GOV.UK - Safe working in Education, Childcare and Children's Social Care, including the use of Personal Protection Equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)[COVID-19 People with COVID-19 and their contacts Feb22](https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts)[GOV.UK - Guidance / Ccoronavirus-COVID-19 - Getting tested](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)[GOV.UK / Government / Publication COVID-19-Decontamination in non-healthcare Settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)[GOV.UK - Guidance / Contacts PHE Health Protection Teams](https://www.gov.uk/guidance/contacts-phe-health-protection-teams)[GOV.UK - Coronavirus Test](https://www.gov.uk/get-coronavirus-test)[GOV.UK / Guidance / Coronavirus - Safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)[GOV.UK / Guidance / How to Quarantine (when-you-arrive-in-England)](https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england)[GOV.UK - Extra mental health support for pupils and Teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)[GOV.UK / Government Publications / COVID-19 for food businesses](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) [GOV.UK - Government Publications - Health & Safety on Educational Visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)[GOV.UK / Government / Publications / Protection Measures for Holiday or After School Clubs and other out of school settings during the COVID-19 outbreak](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)[GOV.UK / Government / Publications / Coronavirus COVID-19 - Guidance on phased return of Sport and Recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation)[GOV.UK / Government / Publication / Supporting Pupils at School with Medical Conditions](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3) [GOV.UK / Government / Publications / What Parents and Carers need to know about Early Years Providers and Colleges during Coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak)[GOV.UK - Face coverings: when to wear one, exemptions, and how to make your own](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own) |
| Reference should be made to the various guidance documents available from GOV.UK as on the right-hand side of this document. The guidance from UK GOV is constantly updated and changes frequently so best practice requires that attention to these guidance notes and their updates is required.Please note that when using this model template comments on hazards and control measures can be amended, deleted or added to depending on the individual school setting. It is a model that you can use as is or use to verify if you are using another preferred format. |
| **Useful Contacts:**PHE North East and North Central London Health Protection Team4th Floor Wellington House, 133-155 Waterloo Road,London,SE1 8UGnecl.team@phe.gov.ukPhone: 020 3837 7084 (option 0, then option 2)Urgent out of hours advice for health professionals only: 0151 434 4319 or 020 3837 7084 |
| **LOCATION:***Name of school* |
| **WHEN DOES THE ACTIVITY TAKE PLACE** *(early hours, during normal hours, after 6pm or at weekends)**Add in any other hours/days***NOTES:**As an employer, you must protect people from harm. This includes taking **reasonable steps** to protect your workers and others (pupils, visitors, contractors, delivery staff) from coronavirus. This is a COVID-19 model risk assessment and it’ll help you manage risk and protect people. Applying the risk assessment process for COVID 19 requires that you must: •identify what work activity or situations might cause transmission of the virus•think about who could be at risk•decide how likely it is that someone could be exposed•act to remove the activity or situation, or if this isn’t possible, control the riskThis model risk assessment is designed to fulfil those requirements and is in line with the recommended process using the Health and Safety Executive’s (HSE) approach as laid down in their ‘Five Steps to Risk Assessment’ This is a step-by-step process for controlling health and safety risks caused by hazards in the workplace- in this to reduce risks from COVID 19.You can use this document to help you make sure you have covered what you need to do to keep teachers, workers, pupils and others safe. Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected. **LEGAL REQUIREMENT**The legal requirement in a nutshell is to reduce risk ‘as low as reasonably practicable’ (ALARP). You are required to do this using risk assessment and this document provides a model process for this. By so doing you are also meeting with the strong moral obligations to reduce risk in a school environment.**REMEMBER;**THIS DOCUMENT IS THERE TO BE USED AS A MODEL AND SHOULD BE ADAPTED FOR YOUR SCHOOL SETTING AND ITS NEEDS. |

|  |
| --- |
| **Coronavirus Risk Assessment** |
| **Activity:** | Risk Assessment for Schools in response to Coronavirus | **No. of pages:** |  | **Page number:** |  |

| **What are the hazards?** | **Who is at risk and How would they be harmed?** | **CONTROLS****What is currently done to reduce / control the risk?** | **What further action do you need to consider to control the risks?****-What more can be done to reduce risk?** | **Action by whom, by when?** |
| --- | --- | --- | --- | --- |
| Increased risk of infection due to mutations of the Coronavirus. | All staff, pupilsand others may be at greater risk of contracting the virus due to variant strains | All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place.[Schools COVID-19 Operational Guidance February 2022](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf)The government advises the following if you are displaying symptoms of COVID-19.You should stay at home and avoid contact with other people if you:* have any of the [main symptoms of COVID-19](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/)
* have tested positive for COVID-19 – this means you have the virus

Information:If you have any of the main symptoms of COVID-19, you should also get a [PCR test to check if you have COVID-19 on GOV.UK](https://www.gov.uk/get-coronavirus-test) as soon as possible. This is a test that is sent to a lab | Latest Government advice (21 February) states that staff will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the following guidance.[NHS Get tested for Coronavirus COVID-19](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/) | Senior Leadership Team. |
| Infection/Contamination through contact with hands*Getting or spreading coronavirus by not washing hands or not washing them adequately**Areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc* *Areas and surfaces that are frequently touched but are difficult to clean*  | Workers Customers Contractors Drivers coming to your school/centre Drivers going out for your school/centre Visitors | Follow the HSE guidance on cleaning, hygiene and hand sanitiser [HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)[HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins](https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm)- Provide water, soap and drying facilities at wash stations - Provide information on how to wash hands properly and display posters - Based on the number of workers and the number of people who come into your workplace decide: ➢ how many wash stations are needed ➢ where wash stations need to be locatedYou may already have enough facilities* Provide hand sanitiser for the occasions when people can’t wash their hands

- There’s a legal duty to provide welfare facilities and washing facilities for visiting drivers - You should talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities | - Put in place monitoring and supervision to make sure people are following controls - Put signs up to remind people to wash their hands - Provide information to your workers about when and where they need to wash their hands - Identify if and where additional hand washing facilities may be needed - If people can’t wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities - Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem |  |
| Respirable infection - Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas, (e.g., *where there are pinch points, narrow corridors, doorways, customer service points, storage areas etc.)* | Workers Customers Visitors Contractors DriversSpreading infection through respiration | Careful monitoring and procedures for: ➢ areas where people will congregate, e.g. rest rooms, canteens, changing rooms, reception, meeting rooms, tea points, kitchens etc.Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation- In addition, please note that for final fire exit doors (doors that lead to the outside world) there is no requirement to have these closed for purposes of fire precautions.➢ communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilationAgree the combination of controls you will put in place to reduce the risks. This can include but is not limited to: ➢ limiting the number of people in rooms e.g. stagger breaks, have maximum occupancy numbers for meeting rooms ➢ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc ➢ where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact ➢ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around ➢ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces➢ provide lockers for people to keep personal belongings in so that they aren’t left in the open ➢ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier ➢provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens ➢ put signs up to remind people to wash and sanitise hands and not touch their faces➢ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it | - Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems, fire door controls- Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they shouldGovernment guidance now states “Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.” Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on [protecting vulnerable workers](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm), including advice for employers and employees on [how to talk about reducing risks in the workplace](https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm). |  |
| Stress/Mental health and wellbeing affected through isolation or anxiety about coronavirusPotential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working*.* | All staff and Workers- anxiety stress or other mental health issues | Follow guidance on stress and mental health [GOV.UK - Extra mental health support for pupils and Teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)- Have regular keep in touch meetings/calls with people working at home to talk about any work issues- Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - Keep workers updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren’t working long hours | Further advice and support - Share information and advice with workers about mental health and wellbeing- Consider an occupational health referral if personal stress and anxiety issues are identified - Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies |  |
| Poor workplace ventilation leading to risks of coronavirus spreading[HSE Coronavirus - Air Conditioning and Ventilation](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm) and[CIBSE - Coronavirus COVID-19](https://www.cibse.org/coronavirus-covid-19) | Workers Customers ContractorsPoor ventilation increases how much virus could be in the air and the risk from aerosol transmission | Natural ventilation is the best system - opening windows and doors where possible is the simplest method to improve ventilation. Please see COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning and following the HSE guidance [HSE Coronavirus - Air Conditioning and Ventilation](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)* Identify if you need additional ventilation to increase air flow in all or parts of your workplace
* Although Carbon Dioxide CO2 levels are not a direct measure of exposure to COVID-19, checking levels using a CO2 monitor can help when identifying poorly ventilated areas. People exhale CO2 when they breathe out and if there is a build up it can indicate ventilation needs improving.
* Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation).
 | - for air conditioning maintain air circulation systems in line with manufacturers’ recommendationsBy walking around your building and if you cannot tell easily how an area is ventilated, it may be that it is poorly ventilated.If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air |  |
| Shielding - People previously considered clinically extremely vulnerable (CEV).Staff may previously have received a letter or email identifying them as someone who is clinically extremely vulnerable (CEV), and they may have been advised to shield during earlier stages of the pandemic.[GOV.UK - Guidance for people previously considered clinically extremely vulnerable from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) | Infection to those previous CEV | Most people who were identified as CEV are now well protected after receiving their primary and booster vaccination doses. For most people who were CEV, you are no longer at substantially greater risk than the general population, and you are advised to follow the same guidance as everyone else on staying safe and preventing the spread of coronavirus (COVID-19), as well as any further advice you may have received from your doctor. The government has said: There is no longer separate guidance for people previously identified as CEV, although we recommend anyone with underlying health conditions takes care to avoid routine coughs, colds and other respiratory viruses. | They should consider advice from their health professional on whether additional precautions are right for them.The Government recommend that all school staff and eligible pupils take up the offer of a vaccine.There remains a smaller number of people who, in spite of vaccination, are at higher risk of serious illness from COVID-19. This is due to a weakened immune system (immunosuppressed) or specific other medical conditions and requires enhanced protections such as those offered by antibody and antiviral treatments, additional vaccinations and potentially other non-clinical interventions. See [guidance for people whose immune system means they are at higher risk](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk). |   |
| Children and young people, including those previously considered to be clinically extremely vulnerable (CEV).  | According to Government guidance[Schools COVID-19 Operational Guidance February 2022](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf)Clinical studies have shown that children and young people, including those previously considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus. | Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. | If advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist.The Government recommend that all school staff and eligible pupils take up the offer of a vaccine.  |  |
| Increased risk of infection to and from vulnerable children, SEND or children with disabilitiesPotential transmission of virus from pupils presenting complex needs or challenging behaviours (e.g. spitting and biting) | Staff and PupilsHOWIncreased risk of infection due to either physical difficulties or behaviour issues related to children’s needs | Whilst following all other mitigation and control measures in this risk assessment where there is a care/support plan in place then this should be reviewed and adjusted to take account of extra measures required relating to the Coronavirus and its spread.Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.  | Review relevant support/care/other plans relating to individual children.Carryout individual pupil risk assessment where appropriate to support COVID-19 control measures. |  |
| Staff with COVID-19 symptoms and potentially spreading to staff and others. | Virus could spread to others from those with symptoms | The government advises the following if you are displaying symptoms of COVID-19.You should stay at home and avoid contact with other people if you:* have any of the [main symptoms of COVID-19](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/)
* have tested positive for COVID-19 – this means you have the virus

Information:If you have any of the main symptoms of COVID-19, you should also get a [PCR test to check if you have COVID-19 on GOV.UK](https://www.gov.uk/get-coronavirus-test) as soon as possible. This is a test that is sent to a lab |  |  |
| Individuals who have been identified as a close contact of a suspected or confirmed case | All – Irrespective of age or vaccination status | Tracing close contacts and isolation Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended. |  |  |
| Teachers working from home and pupils using DSE equipment.Note: This may have ceased or reduced in many cases. However, where home working has been decided upon these controls etc. should still be followed. | Staff working from home and pupils studying from home.Musculoskeletal disorders as a result of using DSE at home for a long period of time | For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet” or DSE Policy Arrangements on The HubFollow guidance on display screen equipment in the HSE Protect homeworkers page [HSE - Protect home workers (Coronavirus)](https://www.hse.gov.uk/toolbox/workers/home.htm)[HSE - Coronavirus/Working Safely / Protect People](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm)There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed - For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly- For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home* Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying.
 | Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s[HSE - Protect home workers (Coronavirus)](https://www.hse.gov.uk/toolbox/workers/home.htm)It is important to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs. |  |
| Preparation of school and ongoing compliance checks | PupilsStaff | Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)* Usual premises checks
* Water treatments/checks (e.g. legionella)
* Fire alarm testing
* Repairs
* Grass cutting
* Portable Appliance Testing
* Fridges and freezers
* Boiler/ heating servicing
* Internet services

• Any other statutory inspections* Insurance covers reopening arrangements

Where appropriate consider moving desks to be side to side and front facing, and if possible, allow social distancing Posters erected about handwashing and persons with COVID symptoms not to enter the schoolReview evacuation routes and signageConsideration given to premises lettings and approach in place. | Carry out a formal / recorded full pre-opening premises inspection.Consider if there is space and ability to clean between lettings. Consider if lettings should be suspended at the current time. |  |
| Pregnant women at any gestation ***who are vaccinated*** | *Infection of COVID-19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.*Some higher risk occupations such as those with greater public contact may carry a higher risk of exposure to the virus.  | A pregnant worker’s risk assessment must first be carried out with your employee and Occupational Health. The risk assessment process can be found in the New and Expectant Mother’s briefing V10 available on The Hub.Where the employee prefers, they may use input and consultation to the risk assessment from their GP or other clinician they are engaged with in place of the occupational health team.Discussion with the pregnant worker must take place before any physical return to the workplace.In the workplace ensure robust measures to mitigate risks.There must be a COVID-19 risk assessment and control measures in place for the service/team. Consultation on the general COVID-19 risk assessments should take place for the service/team and its arrangements.Risks should be removed or managed.  | Consideration should also be given to requests from employees to be based at a site other than their usual workplace.Regularly review the risk assessment, (MINIMUM EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm.Ongoing government advice and possible outbreaks of COVID will require a full review of measures and this assessment.The member of staff should only continue working if the risk assessment advises that it is safe to do so.The employer should ensure that the member of staff is able to adhere to any active national guidance on social distancing. | Headteacher |
| Pregnant women at any gestation ***who are unvaccinated or not fully vaccinated***If the member of staff is pregnant and unvaccinated or not fully vaccinated, the Service should take a more precautionary approach. | *Infection of COVID-19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.*Unvaccinated or not fully vaccinated women at any gestation have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19.  | A pregnant worker’s risk assessment must first be carried out with your employee and Occupational Health. The risk assessment process can be found in the New and Expectant Mother’s briefing V10 available on The Hub.Where the employee prefers, they may use input and consultation to the risk assessment from their GP or other clinician they are engaged with in place of the occupational health team.Discussion with the pregnant worker must take place before any physical return to the workplace.The member of staff should seriously consider getting the COVID-19 vaccine and completing their vaccination schedule to protect themselves and their baby.There must be a COVID-19 risk assessment and control measures in place for the service/team. Consultation on the general COVID-19 risk assessments should take place for the service/team and its arrangements.Risks should be removed or managed.  | Consideration should also be given to requests from employees to be based at a site other than their usual workplace.Regularly review the risk assessment, (MINIMUM EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm.Ongoing government advice and possible outbreaks of COVID will require a full review of measures and this assessment.The member of staff should only continue working if the risk assessment advises that it is safe to do so.The employer should ensure that the member of staff is able to adhere to any active national guidance on social distancing.The member of staff should be supported with appropriate risk mitigation arising from the workplace risk assessment. | Headteacher |
| Pregnant women contracting Coronavirus, whilst using public transport*.* | Infection of COVID-19 at higher risk in an uncontrolled environment on buses and trains etc | Consideration/ discussion for staggered start and finish times to avoid travel at peak times and/or for employees to be based at a site other than their usual workplace to facilitate more convenient travel. | Consideration should also be given to requests for other arrangements to be considered.  |  |
| Moving around, evacuation and use of the building by staff or pupils that may be affected by COVID-19 arrangements e.g., one-way systems | Staff and pupils **HOW**Disability might impact on how staff can move around the building or use the adjusted workplace | Headteachers/Managers to discuss with and consider needs of staff on how the adjustments in the school will impact on them or might pose a new or different risk to them.Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. Carry out or employee needs risk assessments if appropriate.Please consider evacuation procedure for such staff that might be needed in an emergency. | Put systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant |  |
| Potential transmission of virus from Welfare office | Welfare Staff and pupils | Staff to adhere to infection control policy.Regular medication protocols to be followed.Washing facility and sanitisers available in the welfare room.Staff to frequently wash their hands.Avoid/reduce close contact with pupils where possible.Use face mask/gloves where appropriate or close contact is unavoidable. |  |  |
| Potential transmission in Office areas  | All | Consider designating seating or spacing where capacity allows or using screens or barriers where they are likely to be useful in reducing risk.If appropriate, staff to be provided with their own portable keyboard and mouse for use (take with them to use at whichever desk is made available) or clean between use by different users.Clear desk policy will be robustly applied so as to enable effective cleaning Enhanced cleaning regime - including desks every night.Cleaning wipes available on each desk to clean desks and equipment as needed before and after use desk and throughout day as neededRegular handwashing by staff and pupils or use a sanitiser if not near a wash hand basin.**Above applies to the ICT suite for pupil use as well.** |  |  |
| Kitchen AreasControlled by Kitchen Staff | Kitchen Staff | School kitchens can continue to operate, but must comply with[GOV.UK / Government Publications / COVID-19 for food businesses](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)  | Online refresher training for all staff including food hygiene for kitchen staffConsistent monitoring of staff absence because of covid-19 symptoms/contact to ensure prompt return to work. |  |
| Potential transmission of virus during lunch/play breaks / food served in the dining hall | Staff and pupils | Consider staggering lunch breaks for pupils and limiting the number of pupils in the dining hall.Where possible pupils to queue and collect lunch and eat it outdoors. Seek to maintain separation in dining hall if possible.Separate entry and exits to the dining hall where possible with one way in and out. Mark out queuing arrangements. Pupils encouraged to dispose of their left- over food in the bins.Bins provided at various location in the dining hall.Pupils will be supervised as normal. |  |  |
| Handling Deliveries | Staff required to deal with deliveries | Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate. Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the deliveryWash hands after handling deliveries/packaging. |  |  |
| Potential transmission of virus from visitors/parents | All those that would come into contact with Visitors | **Consider the following:-**Parents to observe social distancing when dropping and picking children from school.Where possible, only one parent to pick/drop the children.Consider - staggered school start and finish timings to avoid crowding by the school gates.Parents visiting reception office to wait outside. Consider distancing arrangements are put in place with good signage, floor markings etcParent will be allowed into the school by appointment. Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points.Screens installed at reception desk.Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.Reduce intake of any paper documentation from parents. Advise parents to email any documentation. Where it is unavoidable, staff to ensure wash and sanitise hands regularly. | Where parents wish to discuss any concerns with the teacher, this to be done outdoors where possible Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms Update pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation. |  |
| Potential transmission of virus from contractors attending the school site | All those that would come into contact with Contractors | Contractors to be notified in advance not to attend the premises if they have symptomsAttendance by contractors notified to reception desk in advanceContractors to sign in at reception desk and declare they do not have symptoms.Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.Site manager to liaise with and monitor the contractor maintaining social distancing where possible. Sanitisers stations will be set up at various locations including entry and exit points. Supervised and limited access to other parts of the buildingRegular cleaning regime of public/communal areas. | Staff to observe and ask any contractors to leave the building if they have symptoms |  |
| Potential Spread of virus from School Library | All Library Users and Staff | **Consider the following:-**Staff to make use of any digital resources for pupils.Once operational only limited number of pupils can attend the library at any one time.Online reservation/book catalogue available to help pupils to reserve books.Pupils encouraged to drop the returning items in a collection box/trolley.Consider returned items to be quarantined for 72 hours. |  |  |
| Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments) | Music students and teachersSinging indoors can increase the exhalation of droplets etc and so increases risk of infection | Consider:* ensuring good ventilation.
* physical distancing and playing outside wherever possible
* limiting group sizes to no more than 15
* positioning pupils back-to-back or side-to-side
* avoiding sharing of instruments and
* Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.
 |  |  |
| Physical education, sport and physical activity (enhanced risk via exhalation during exercise) | Pupils and teachers | For physical education, sport and physical activity ensure you following your systems of control.[GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforceGOV.UK%20links)[Guidance on Coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators](https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators) | Other advice from organisations such as[Association for Physical Education afPE Coronavirus Guidance & Support](https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/)[Youth Sport Trust - Coronavirus Support](https://www.youthsporttrust.org/resources/coronavirus-support)[Swim England - Covid Advice](https://www.swimming.org/swimengland/pool-return-guidance-documents/) |  |
| Accidents, security and other incidents: | All | Schools should continue to use their existing emergency plans. Government advice may change and contingency plans/outbreak plans may be introduced temporarily and schools can:-* In the case of an emergency, for example, an accident or fire, people do not have to stay apart if it would be unsafe.
* Advise people involved in the provision of assistance to others to pay attention to sanitation measures immediately afterwards including washing hands.
 |  |  |
| Face Coverings – not wearing Face Coverings can increase the general spread or transmission of coronavirus from pupils and staff | Pupils and staffContracting and spreading virus | From 20 January, face coverings are no longer advised for pupils, staff and visits in classooms.From 27 January, face coverings are no longer required for pupils, staff and visitors in communal areas.Further advice from the 27 January should be followed[wider advice on face coverings](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own)[GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforceGOV.UK%20links)Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19. | See Circumstances where people are not able to wear face coverings[Schools COVID-19 Operational Guidance February 2022](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf) |  |
| Travel between schools or other travel whilst at workTravelling to and from school | All travelling staff and pupils exposed to risk of transmission whilst on public transport and dedicated school transport. | Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they follow any school procedures and consider measures they may need to take to minimise consider risk.The government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet. | Encourage greater use of walking, cycling or own car rather than public transport if possible Families using public transport should refer to the https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers |  |
| Fire Evacuation Procedures during the COVID-19 Pandemic | All occupiers of school buildings.Evacuations require movements of large amounts of people which may compromise social distancing etc. | Generally, review procedures consider lower frequency of fire drills, zonal evacuation for drills etc. For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “Fire Evacuation Procedures” – COVID-19 – Sheet No. 5  | Review procedures |  |
| Educational visits during the COVID-19 Pandemic | Pupils, staff and others can pass on or pick up infection | Educational visits should have full and thorough risk assessments taking account of any public health advice, such as hygiene and ventilation guidelines and regulations in place at that time.[GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforceGOV.UK%20links) |  |  |
| Extra-Curricular activity | Spread of infection in breakfast or after school club or extra-curricular activity | For information on planning extra-curricular activity direct reference should be made to the Government guidance.[GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforceGOV.UK%20links)[DfE Actions for out-of-school settings Jan22](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1048378/OOSS_Provider_guidance_Plan_B_Review_19Jan21.pdf) | Monitor Government guidance for latest advice on what more can be done. |  |