

EXAMPLE RISK ASSESSMENT - PRIMARY SCHOOL

COVID 19 – School General Risk assessment proforma

School: Bowling Green Primary School

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

The risk assessment is about demonstrating your school is reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice. If the guidance cannot be achieved after plans have been put in place then the school has to consider whether that activity or part of the school should be open.

This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety consultant/adviser.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 11/05/2020). The risk assessment will be updated in line with further updates as and when they arise.*

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
General controls to prevent risk of infection.	Staff, visitors, Pupils	<p>General Controls and instruction to staff throughout the school:-</p> <ul style="list-style-type: none"> - Children allocated classrooms and remain in their allocated groups to prevent mixing. - Increased cleaning regime - Hand washing facilities in place and pupils encouraged to use these. - Staff or pupils who may become symptomatic to be reminded to stay home and self isolate for 14 days. - Following guidance from government regarding the phased return for school children. - Non- fire safety doors can be propped open to allow ventilation. - Windows to be opened each morning to allow adequate ventilation. - Staggered times for staff to use staff room and facilities and chairs removed to ensure social distancing - School will have gel dispensers at main entrances and exits - Staff will be issued with personal hand gel bottles which can be refilled - Glove dispenser points will be provided where necessary - Regular cleaning of key touch points such as door handles – will be continually done by the staff during the day - Any equipment passed between teachers will be cleaned before use - Prevention of materials being taken home by pupils or brought in to mitigate the risks 	<ul style="list-style-type: none"> - Establish a record of cleaning. - Regular cleaning throughout the day. - Reminders of regular hand washing. - Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend school. - Parents informed of the procedures in relation to COVID19. - Door guard to be purchased and fitted for fire doors that need to be kept open. - Ensure sufficient PPE and gel dispensers in stock. 	<p>Cleaning to take place by cleaning staff before and after school. Additional cleaning at lunchtime and throughout the day. (JF/JN/TS and all staff).</p> <p>Parental expectations set prior to attendance. (AD)</p> <p>All staff to remind of handwashing and ensure this happens at key points and throughout the day. E.g. when entering school, before lunch, after lunch, playtime, after visiting the toilet. Staff to demonstrate how to wash hands effectively. (All Staff)</p>	Continuous	Yes

				Cleaning staff to open all windows and prop doors open in a morning. Doors to be kept open.		
Clinically vulnerable staff	Staff	<ul style="list-style-type: none"> - Clinically vulnerable (but not clinically extremely vulnerable) individuals will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. - Staff will be sent a questionnaire re any health issues before they return to work. 	<p>Questionnaire to identify vulnerable staff.</p> <p>Risk assessment and plan to be undertaken for all clinically vulnerable staff. (AD)</p>		By 1 st June	Yes
Use of Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classroom furniture reorganised (removed) to allow for 2m social distancing in classes where social distancing is achievable. - Limited to 15 pupils, 1 teacher and 1 TA if required. - Windows are opened every morning for good ventilation. - Classes to be limited with regular staff and pupils to prevent mixing and contact. - Classrooms to be regularly cleaned. - Social distancing to be promoted while in these smaller groups where possible. - Classrooms that can be accessed/egressed from playground to use these access points instead of going through school. - Phones – Landlines will be wiped down after every use. 	<p>All classrooms to only have the furniture required. Additional furniture to be moved to the hall, which will be set up like an additional classroom.</p> <p>Staff and children to be allocated to a bubble.</p>	All staff	By 1 st June for those classroom being used. By 8 th for those not.	Yes
Provision in Early Years	Staff, Pupil Visitors	<ul style="list-style-type: none"> - EYFS ratios still to be met - Groups to be reduced with regular staff and pupils to prevent mixing. - Personal contact can not be avoided in such setting. - All soft furnishings have been removed as per guidance. 	<p>Only allocated staff to remain in EYFS setting. No one else should enter unless urgent.</p> <p>Soft furnishings removed or cordoned off so they cannot be accessed.</p>	All staff	Prior to children returning.	Yes

Use of Corridors	Staff, pupils, visitors	<ul style="list-style-type: none"> - Children can pass in corridors as this is low risk but where possible this is to be avoided. - Where possible establish a one way system to prevent crossing on the corridors. 	One way system to operate for toilets during lunchtime. Reception children not to use corridors.	All staff	From 1 st June.	Yes
Use of toilets and cloakrooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. - Coats to be kept in the classroom. Lunch boxes to be kept in designated place in classroom. - Hand driers have been isolated in all toilets and hand towels provided 	Coats to be put onto back of chairs in all classes apart from reception. Sinks in all classes. Only one child at any one time. Sinks and surfaces to be cleaned after playtimes.	All staff.	From 1 st June.	Yes
Use of the playground and outdoor play equipment	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - Stagger break/ lunchtimes where available to do so or segregate into different playgrounds if possible. - Continue to promote social distancing where possible. - Ensure a cleaning regime includes the playground equipment is cleaned between different groups or take out of use if necessary. - Toys and equipment should not share toys and equipment unless cleaned in-between. - Contact sports such as football and basketball have temporarily been prohibited 	<p>Playground equipment to kept taped off and not used.</p> <p>Equipment in outdoor reception area to be limited and cleaned, where possible, after use.</p> <p>Each child to have their own resources.</p>	All staff	From 1 st June	Yes
Drop off/collection areas with parents	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - Parents/ carers informed of their pick up/ drop off times and points. Only one parent allowed to drop off/pick up. - If bottle neck/ areas in which children in their allocated groups cannot be distant then stagger starting/ finishing times. - Open gates to utilise playground space to prevent adult to adult interactions - Mark floor pick up point with 2m separation distance. 	<p>Establish a plan for collection and drop off and communicate this to parents as their children return.</p> <p>Both sets of gates to be opened. Monitoring by staff before and after school. Gates locked throughout the day.</p>	Letter to parents (AD).	From 1 st June	Yes

Catering and use of exiting food hall	Staff, pupils, Visitors	<ul style="list-style-type: none"> - Deliveries to be contactless where possible. - Hygiene standards to be maintained - Food will be delivered to classrooms or alternatively adopt staggered lunchtimes for each classroom 	Packed lunches to be made in school initially (owing to very small numbers).	All staff		Yes
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - Parents informed first point of contact is to call the school instead of face to face. - The design of the reception area may already create a barrier between front facing staff and others. - Children to enter the school via other entrances other than reception if possible. 	<p>Specific entry and exit points identified and shared with staff and parents.</p> <p>Plan shared with staff.</p>	Letter to parents sent prior to attendance. (AD). Children to be directed by staff where to go in a morning.	Prior to 1 st June, if child is attending.	Yes
Critically vulnerable and extremely critically vulnerable	Staff, pupils, visitors	<ul style="list-style-type: none"> - Those staff critically vulnerable, if they return to school to conduct work which allows for social distancing. - Those who are extremely critical vulnerable are not to return to work. 	<ul style="list-style-type: none"> - Request information from staff and parents to identify those in these categories. - Keep in contact with those who are shielding. - Those in vulnerable category will be kept at 2m distance. 	AD to write and share risk assessments and plans.		Yes
Staff contingency arrangements	Staff, pupils	<ul style="list-style-type: none"> - Ensuring there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff. 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. 	Information sent to staff 26.5.2020	All questionnaires in before staff attend.	Yes
Area for isolation/first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - Outside the office has been Identified as an appropriate area in which will be used for first aid and maintain cleaning standards and clean after each treatment. <p>When outside, the shaded area will be a designated first aid area.</p>	<ul style="list-style-type: none"> - If a child has symptoms and is isolating, they will use the small staff toilet only and this will be cleaned after use. 	All staff	ongoing	Yes
Symptomatic staff or pupils	Staff, visitors, pupils	<ul style="list-style-type: none"> - The PPA Room is available for anyone who is symptomatic so they can wait for a parent to collect. - Area in which symptomatic people are awaiting requires to be cleaned after use. - Staff and Children can be eligible for testing. - Those staff who require close supervision 	<ul style="list-style-type: none"> - Questionnaire to be completed prior to staff returning to school to highlight they are well to attend school. - Establish a clear procedure of how to access testing and 	Order PPE masks. (JM)	All staff	Yes

		<p>while awaiting collection will be provided with PPE ie face shield, gloves and apron, These will be kept in the school office.</p> <ul style="list-style-type: none"> - Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID - Staff referred for testing if they have been in contact with a person diagnosed with COVID or if they display symptoms 	when someone should be tested.			
Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - Assemblies will be avoided and done in classrooms - There will be no social gatherings. 		All staff	From 1 st June	Yes
Transport arrangements	Staff, Pupils, Contractors	<ul style="list-style-type: none"> - Where possible transport to adhere to social distancing with seating being organised and distributed throughout the bus. - The buses to have windows open to provide ventilation. - Those travelling by bus to have access to wash facilities 	<ul style="list-style-type: none"> - Establish an agreement with the transport provider of the controls they will have in place to ensure safety. 	Children will not be using transport.	N/A	N/A
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for personal care only, including first aid. - PPE to be sourced prior to opening. - PPE signed out when used. - Risk assessment already in place for children with intimate care need (PPE to continue to be used in usual way) - <i>Government advice not to use face masks or visors in this situation</i> 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage. - Individual risk assessments to be conducted. 		Prior to any child who needs personal care attending.	Yes
Home visits into the property	Staff, Families, Pupils	<ul style="list-style-type: none"> - No home visits to be conducted for those who are currently shielding or those who are symptomatic. - Hand sanitiser provided for staff required to conduct home visits - Staff advised to change clothing after a home visit. 	<ul style="list-style-type: none"> - Establish/ update home visit procedure to include COVID19 controls. 	AD		Yes

		<ul style="list-style-type: none"> - Home visits can be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner) 				
Visitors & Contractors in schools		<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the school - Where necessary obtain confirmation those who will be on site are not showing signs of COVID19. - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in. any supervision conducted with a distance of at least 2m. 	<ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the school. - Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 or a declaration to be established for signing in. 	<p>JM to communicate with contractors.</p> <p>No visitors allowed in school other than by prior arrangement.</p>	AD,JM All staff.	Yes
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure team teach training has been achieved by teachers who are required to carry out physical restraining. - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in school if they are symptomatic. - Head teacher to reassess inclusion policy based on each case as it arises. 	-	No children identified as likely to need team teach training to be used.		N/A
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection. 	All staff to keep an eye on the bins and empty as necessary throughout the day. Will be emptied at lunch time and after school.	Ongoing	Yes

Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to reopening of any section of the school - No fire drills conducted to prevent congregations of people - Outside gates will be locked and a sign to ring the school. Member of staff to be outside during staggered start and finish of school day. - Lockdown procedure has been reviewed and the new arrangements have been given to staff 	-	All staff.	In place by 1 st June Lockdown and Fire arrangements given to staff 26.5.20	Yes
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