

## EXAMPLE RISK ASSESSMENT - PRIMARY SCHOOL

### COVID 19 – School General Risk assessment proforma V7

School Bowling Green Primary School

Date of Risk Assessment: 22<sup>nd</sup> April 2021

**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.*

**This risk assessment has been updated in line with government guidance released on 22.02.21 and amendments to the CMBC RA Proforma V3 March 21. 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
<b>General controls to prevent risk of infection.</b>	Staff, visitors, Pupils	<p>General Controls and instruction to staff throughout the school:-</p> <ul style="list-style-type: none"> <li>- Children allocated classrooms and remain in their allocated groups to prevent mixing.</li> <li>- Increased cleaning regime</li> <li>- Hand washing facilities in place and pupils encouraged to use these.</li> <li>- Staff or pupils who may become symptomatic to be reminded to stay home, they must be tested and remain at home until the result of the test is gained. If they test positive, they must isolate for <b>10 days</b> and the bubble which they are part of must be closed.</li> <li>- Following guidance from government regarding the return for school children.</li> <li>- Non- fire safety doors can be propped open to allow ventilation.</li> <li>- <b>Windows to be opened each morning to allow adequate ventilation. Where the weather causes the room to become uncomfortably cold for occupants the windows can be closed to a crack and then reopened once unoccupied. Consider opening higher windows in the event of cold weather. Rooms with no ventilation should only be used where doors can be propped open and there is air flow from outside of the room.</b></li> <li>- <b>The new variant of COVID19 is more likely to spread easier and therefore bubbles are to be contained as must as possible.</b></li> </ul>	<ul style="list-style-type: none"> <li>- Establish a record of cleaning.</li> <li>- Regular cleaning throughout the day.</li> <li>- Reminders of regular hand washing.</li> <li>- Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend school.</li> <li>- Parents informed of the procedures in relation to COVID19.</li> <li>- Ensure sufficient PPE and gel dispensers in stock.</li> </ul>	<p>Cleaning to take place by cleaning staff before and during school. Additional cleaning at lunchtime and throughout the day. (JF/JN/CH and all staff).</p> <p>Parental expectations set prior to attendance. (JS/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</p>	<b>Continuous</b>	<b>Yes</b>

		<ul style="list-style-type: none"> <li>- Staggered times for staff to use staff room and facilities and chairs removed to ensure social distancing</li> <li>- School will have gel dispensers at main entrances and exits</li> <li>- Staff will be issued with personal hand gel bottles which can be refilled</li> <li>- Glove dispenser points will be provided where necessary</li> <li>- Regular cleaning of key touch points such as door handles – will be continually done by the staff during the day</li> <li>- Any equipment passed between teachers will be cleaned before use</li> <li>- Prevention of materials being taken home by pupils or brought in to mitigate the risks</li> </ul>		effectively. (All Staff)  Cleaning staff to open all windows and prop doors open in a morning. Doors to be kept open.		
<b>Ventilation</b>	Staff, pupils, visitors	<p>Need to balance the risk of transmission of the virus and a comfortable teaching environment which can be maintained by.</p> <ul style="list-style-type: none"> <li>- For natural ventilation the windows should be opened and in cooler weather should be left open just enough to provide constant background ventilation and opened wider during breaks to purge the air. May be beneficial to open higher-level windows to reduce draughts when the weather is colder. Allow flexibility for staff and pupils to wear additional suitable indoor clothing.</li> <li>- Open non- fire resisting doors to allow for air flow</li> </ul>		JF/JN to open windows each morning. All staff to ensure there is adequate ventilation.	Continuous	<b>Yes</b>
<b>Clinically vulnerable staff</b>	Staff	<ul style="list-style-type: none"> <li>- Risk Assessments for individuals who are clinically vulnerable. Clinically extremely vulnerable individuals will stay at home.</li> </ul>	Risk assessment and plan to be undertaken for all clinically vulnerable/extremely vulnerable staff. (AD)		From 5 <sup>th</sup> Jan	<b>Yes</b>

<b>Use of Classrooms</b>	Staff, Visitors, Pupils	<ul style="list-style-type: none"> <li>- Classroom furniture reorganised so that children from Y2 upwards are facing forwards. Where possible, children to be spaced out.</li> <li>- Space for teacher where social distancing can be adhered to where possible. Where this is not possible, PPE to be available for staff to wear.</li> <li>- Windows are opened every morning for good ventilation.</li> <li>- Classes to be limited with regular staff and pupils to prevent mixing and contact.</li> <li>- Classrooms to be regularly cleaned.</li> <li>- Classrooms that can be accessed/egressed from playground to use these access points instead of going through school.</li> <li>- Phones – Landlines will be wiped down after every use.</li> </ul>	All classrooms to only have the furniture required.  to be allocated to a bubble.  <b>Staff can operate across different classes/ bubbles to facilitate delivery of timetable and specialist provision, in such circumstances 2m distance should be kept as much as possible.</b>	All staff	From 5 <sup>th</sup> Jan	<b>Yes</b>
<b>Provision in Early Years</b>	Staff, Pupil Visitors	<ul style="list-style-type: none"> <li>- EYFS ratios still to be met</li> <li>- Groups to be reduced with regular staff and pupils to prevent mixing.</li> <li>- Personal contact can not be avoided in such setting.</li> <li>- All soft furnishings have been removed as per guidance.</li> </ul>	Only allocated staff to remain in EYFS setting. No one else should enter unless urgent.  Soft furnishings removed or cordoned off so they cannot be accessed. Settee to be sanitised daily.	All staff	Prior to children returning.	<b>Yes</b>
<b>Use of Corridors</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Children <b>and staff</b> can pass in corridors as this is low risk but where possible this is to be avoided.</li> <li>- Where possible establish a one way system to prevent crossing on the corridors.</li> <li>- <b>Face coverings should be worn when moving around the school by adults in primary schools</b></li> <li>-</li> </ul>	One way system down corridor. Unisex toilets. Reception and Year 1 children not to use corridors. Staff to wear masks in corridors and all communal areas.	All staff	From 7 <sup>th</sup> Sept.  Reviewed as per RA and continued from 8 <sup>th</sup> March.	<b>Yes</b>

<p><b>Use of toilets and cloakrooms</b></p>	<p>Staff, pupils, visitors</p>	<ul style="list-style-type: none"> <li>- Available hand washing facilities with encouragement to use these facilities regularly and prior to eating.</li> <li>- . Lunch boxes to be kept in designated place in classroom.</li> <li>- Hand driers have been isolated in all toilets and hand towels provided</li> <li>- Cloakrooms segregated by the groups of classes to prevent mixing.</li> <li>- Regular cleaning of the toilet area touch points.</li> </ul>	<p>Cloakrooms to be used in a staggered approach to avoid crowding. Sinks in all classes. Use specific handwashing areas. Establish record of cleaning for all toilets.</p>	<p>All staff.</p>	<p>From 7<sup>th</sup> Sept.</p>	<p><b>Yes</b></p>
<p><b>Use of the playground and outdoor play equipment</b></p>	<p>Staff, Pupils, Visitors</p>	<ul style="list-style-type: none"> <li>- Stagger break/ lunchtimes where available to do so or segregate into different playgrounds if possible.</li> <li>- Ensure a cleaning regime includes the playground equipment is cleaned between different groups or take out of use if necessary.</li> <li>- Toys and equipment should not be shared with multiple bubbles unless cleaned in-between or quarantined for 48 hours or 72 hours if plastic.</li> <li>- Also applies to resources used both inside and outside for wraparound care and out of school settings.</li> <li>-</li> </ul>	<p>Playground equipment to kept taped off and not used.</p> <p>Each bubble to be designated specific equipment for playtime and sanitised after use.</p> <p>Equipment in outdoor reception area to be limited and cleaned, where possible, after use. No contact sports.</p> <p>New outdoor equipment which has been installed to be used and sanitised after each use.</p> <p>Playground to be separated into three areas for three classes at a time. No mixing.</p>	<p>All staff</p>	<p>From 7<sup>th</sup> Sept.</p>	<p><b>Yes</b></p>
<p><b>Resources and equipment</b></p>	<p>Staff, Pupils</p>	<ul style="list-style-type: none"> <li>- Where possible provided pupils and with their own frequently used supplies such as pens and pencils</li> <li>- Classroom resources such as books or games can be shared within the bubble and</li> </ul>	<p>Books and other shared resources can be taken home although unnecessary sharing should be avoided and must implement a system of cleaning, quarantining and</p>	<p>All staff</p>	<p>Continuous</p>	<p><b>Yes</b></p>

		<ul style="list-style-type: none"> <li>require regular cleaning.</li> <li>Resources shared between classes/ bubbles require frequent cleaning and should either be cleaned between each bubble or allow them to be unused for a period of 48 hours (72 hours for plastics)</li> <li>Equipment from home should be limited to essentials such as; lunch boxes, hats, coats, books, stationary, mobile phones and bags.</li> </ul>	rotating these resources.			
Drop off/collection areas with parents	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> <li>Parents/ carers informed of their pick up/ drop off times and points. Only one parent allowed to drop off/pick up.</li> <li>If bottle neck/ areas in which children in their allocated groups cannot be distant then stagger starting/ finishing times.</li> <li>Open gates to utilise playground space to prevent adult to adult interactions</li> <li>Mark floor pick up point with 2m separation distance.</li> </ul>	<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> <p>Parents to wear masks, unless exempt.</p>	Letter to parents (AD).	From 7 <sup>th</sup> Sept.	<b>Yes</b>
<b>Catering and use of exsiting food hall</b>	Staff, pupils, Visitors	<ul style="list-style-type: none"> <li>Deliveries to be contactless where possible.</li> <li>Hygiene standards to be maintained</li> </ul>	<p>Lunchtimes will be in 'settings' according to bubbles. All KS2 children who are having sandwiches will eat in their classrooms.</p> <p>Y1 and Reception children to use the whole table, Y2 upwards to sit facing one direction. Classes to be kept separate by as much distance as possible (2m+).</p>	All staff	Conitnuous	<b>Yes</b>
<b>Reception area</b>	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> <li>Parents informed first point of contact is to call the school instead of face to face.</li> <li>The design of the reception area may already create a barrier between front facing staff and others.</li> <li>Children to enter the school via own</li> </ul>	<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	Review and reminder sent 4.3.21	<b>Yes</b>

		entrances other than reception if possible.		morning.		
<b>Critically vulnerable and extremely critically vulnerable</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Guidance for people who are CEV to shield is not mandatory. If a CEV staff member wants to shield, they should be supported to do so, but equally if they want to work and are fully aware of the personal risk, that should be facilitated if possible.</li> <li>- If this is the case, a full risk assessment with the staff member should be undertaken and any discussion documented including the measures you have put in place to make the workplace as safe as possible for them.</li> <li>- The CEV guidance extends to staff who are more than 28 weeks pregnant (and those below 28 weeks with other health concerns), but again only where they are fully aware of the risk to themselves and their unborn baby if they catch COVID. If they still want to work, they need to agree with you the safest way of working.</li> </ul>	<ul style="list-style-type: none"> <li>- Request information from staff and parents to identify those in these categories.</li> <li>- Keep in contact with those who are shielding or working from home.</li> <li>-</li> </ul>	AD to write and share risk assessments and plans.		<b>Yes</b>
<b>Staff contingency arrangements</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Ensuring social distancing within staff communal areas to prevent the spread across the staff. All staff meeting to be done via distancing means such as zoom/ teams or where distancing is possible within a classroom.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure staff are aware of the reporting procedure to highlight if they have any symptoms.</li> <li>- ensure there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff.</li> <li>-</li> </ul>	Information sent to staff 1.9.2020. Those without electronic access arranging to collect.	Prior to 7 <sup>th</sup> Sept	<b>Yes</b>

<b>Area for isolation/first aid and separate toilet</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>- 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. When outside, the shaded area will be a designated first aid area.</li> </ul>	<ul style="list-style-type: none"> <li>- If a child has symptoms and is isolating, they will use the small staff toilet only and this will be cleaned after use.</li> </ul>	All staff	ongoing	Yes
<b>Symptomatic staff or pupils</b>	Staff, visitors, pupils	<ul style="list-style-type: none"> <li>- The PPA Room is available for anyone who is symptomatic so they can wait for a parent to collect.</li> <li>- Area in which symptomatic people are awaiting requires to be cleaned after use.</li> <li>- Staff and Children can be eligible for testing.</li> <li>- Those staff who require close supervision while awaiting collection will be provided with PPE ie face shield, gloves and apron, These will be kept in the PPA room and spare supplies will be kept in the disabled toilet/office.</li> <li>- Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID</li> <li>- Staff referred for testing if they have been in contact with a person diagnosed with COVID and are symptomatic or if they display symptoms. They must isolate for 14 days.</li> </ul>	<ul style="list-style-type: none"> <li>- Establish a clear procedure of how to access testing and when someone should be tested.</li> <li>- Limited amount of tests to be kept within school.</li> <li>- Ensure PPA supplies are kept topped up and replace if and when used.</li> <li>- Staff to be offered weekly testing.</li> <li>- Where there are work related positive COVID cases these may be HSE reportable and guidance from the schools H&amp;S advisors should be sought. In an emergency call 999 if someone is seriously ill or injured or life is at risk.</li> </ul>	Ensure PPE is kept well-stocked.	All staff	Yes
<b>Assembly &amp; gatherings</b>	Staff, Pupils Visitors	<ul style="list-style-type: none"> <li>- Assemblies will be avoided and done in classrooms</li> <li>- There will be no social gatherings.</li> </ul>	<ul style="list-style-type: none"> <li>-Virtual assemblies to be set up. Singing, wind and brass playing should not take place in larger groups such as choirs and assemblies unless significant space, natural airflow, strict social</li> </ul>	All staff	From 8 <sup>th</sup> Sept.	Yes



			distancing and mitigation can be maintained.			
<b>Transport arrangements</b>	Staff, Pupils, Contractors	<ul style="list-style-type: none"> <li>- Where possible transport to adhere to social distancing with seating being organised and distributed throughout the bus.</li> <li>- The buses to have windows open to provide ventilation.</li> <li>- Those travelling by bus to have access to wash facilities</li> </ul>	<ul style="list-style-type: none"> <li>- Establish an agreement with the transport provider of the controls they will have in place to ensure safety.</li> </ul>	Children will not be using transport.	N/A	N/A
<b>Personal Protective Equipment (PPE)</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>- PPE required for personal care only, including first aid.</li> <li>- PPE to be sourced prior to opening.</li> <li>- PPE recorded if used for Covid supervision.</li> <li>- PPE to be used by adults in case of Local Lockdown. Used in communal areas and corridors..</li> <li>- Risk assessment already in place for children with intimate care need (PPE to continue to be used in usual way)</li> <li>- <i>Government advice not to use face masks or visors in this situation</i></li> </ul>	<ul style="list-style-type: none"> <li>- Inform staff of the requirements for PPE and provide information for their safe usage.</li> <li>- Individual risk assessments to be conducted.</li> </ul>		Prior to any child who needs personal care attending.	Yes
<b>Home visits into the property</b>	Staff, Families, Pupils	<ul style="list-style-type: none"> <li>- Hand sanitiser provided for staff required to conduct home visits</li> <li>- Staff advised to change clothing after a home visit.</li> <li>- Home visits can be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner)</li> </ul>	<ul style="list-style-type: none"> <li>- Establish/ update home visit procedure to include COVID19 controls.</li> </ul>	AD	Continuous	Yes
Visitors & Contractors in schools		<ul style="list-style-type: none"> <li>- Where possible avoid visitors and contractors from attending the school</li> <li>- Where necessary obtain confirmation those who will be on site are not showing signs of COVID19.</li> </ul>	<ul style="list-style-type: none"> <li>- Aspects relating to COVID to be included in the contractor rules for the school.</li> <li>- Contractors and visitors to establish in writing (via</li> </ul>	JM/TK to communicate with contractors.  No visitors	AD, JM All staff.	<b>Yes</b>

		<ul style="list-style-type: none"> <li>- Provide handwashing or hand sanitiser facilities for visitors/ contractors.</li> <li>- 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.</li> <li>- Visitors should be advised to wear face coverings.</li> </ul>	<p>email) they are not showing symptoms of COVID19 or a declaration to be established for signing in.</p> <ul style="list-style-type: none"> <li>- Visitors temperatures to be taken upon arrival and masks worn, unless exempt, a record of visitors is obtained for track and trace purposes.</li> </ul>	allowed in school other than by prior arrangement.		
<b>Physical restraints/ comforting, first aid</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Ensure team teach training has been achieved by teachers who are required to carry out physical restraining.</li> <li>- Ensure wash facilities are available after a close contact event.</li> <li>- No child or member of staff should be in school if they are symptomatic.</li> <li>- Head teacher to reassess inclusion policy based on each case as it arises.</li> </ul>	<ul style="list-style-type: none"> <li>- Wear PPE, if able to and use de-escalation techniques as much as possible to avoid close contact.</li> </ul>			N/A
<b>Educational Visits</b>	Pupils, staff, visitors, public	<ul style="list-style-type: none"> <li>- Guidance at the time of this risk assessment advices against all Educational Visits at this time.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to review such guidance.</li> </ul>			
<b>Lateral Flow testing</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Those employees who have agreed to be a part of the lateral flow testing to be regularly tested at home.</li> <li>- Waste from these tests can be disposed of in general waste bin</li> <li>- Staff who test positive from such test will need to self-isolate but do not need to arrange a confirmatory PCR.</li> <li>- Those who are symptomatic must not attend school, should be self-isolating.</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>	All staff.  TK/AD to co-ordiante and administrate tests.	Ongoing	Yes

<b>Waste</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Waste to be regularly removed from within the building and in the outdoor bins.</li> </ul>	<ul style="list-style-type: none"> <li>- 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.</li> </ul>	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
<b>Health and Safety general considerations</b>	Staff and pupils	<ul style="list-style-type: none"> <li>- School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc.</li> <li>- Site inspection to be conducted prior to reopening of any section of the school</li> <li>- No fire drills conducted to prevent congregations of people</li> <li>- 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.</li> <li>- Lockdown procedure has been reviewed and the new arrangements have been given to staff</li> </ul>	-	All staff.	In place by 1 <sup>st</sup> June  Lockdown and Fire arrangements given to staff 7.9.2020	Yes
<b>Covid-19 Self-testing</b>	Staff	<ul style="list-style-type: none"> <li>- Staff distributing test will wear face covering and maintain 2 metre distance from all other staff</li> <li>- Tables used to pass test will be cleaned between staff</li> <li>- Office window will be used with staff vigilantly following 2m rule. One way-system in operation whilst testing.</li> <li>- Hand sanitiser to be available</li> </ul>	<ul style="list-style-type: none"> <li>- Admin briefing on systems</li> </ul>	Covid Co-Ordinator - TK	Ongoing	

<b>LFT Kit Storage/Security</b>	Staff	<ul style="list-style-type: none"> <li>- Kits will be kept in a secure area to prevent unauthorised access – this will be in the locked office with access only given to authorised staff.</li> <li>- Kits will be stored in temperatures between 2 and 30 degrees</li> </ul>	- Government Guidance	Covid Co-Ordinator	Ongoing	
<b>LFT Kit Recording &amp; Administering</b>	Staff	<ul style="list-style-type: none"> <li>- Delivery of test kits log numbers to be recorded</li> <li>- Ensure staff are given test kit instructions and sign for their test kit on a log</li> <li>- Staff member responsible for ordering additional kits</li> </ul>	- Government Guidance	Covid Co-Ordinator	Ongoing	

**Assessors Name: Jamie Stuttard**

**Assessment Review Date:22.04.21**