

**COVID 19 – School General Risk Assessment**
**School: Bowling Green Academy      Date of Risk Assessment: 04/11/22**

This assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly. 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.

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, and a positive case to an employee following potential exposure at work can be RIDDOR reportable to the HSE. If you require any assistance with this process, it is recommended you contact your health and safety consultant/adviser.

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 – Risk of infection.</b>	Staff, visitors, Pupils	General Controls and instruction to staff throughout the school: - <ul style="list-style-type: none"> <li>- Bubbles no longer required and mixing permitted although still limited by staggered breaks and lunchtimes to support lower numbers in staff room and play ground</li> <li>- Staff (unless medically exempt) to wear face coverings in communal areas, such as corridors, photocopier, school office, hall</li> <li>- Increased cleaning regime throughout site, especially touch points.</li> <li>- Hand washing facilities in place with pupils and staff encouraged to use these regularly.</li> <li>- Staff or pupils who may become symptomatic to</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 promoted in bathrooms.</li> <li>- Reminder to parents and staff of symptomatic people/ those in the household of someone who is symptomatic are not to attend school.</li> <li>- Masks available for all in Reception area</li> <li>- Parents informed of the</li> </ul>	<b>JS, AD and JMc</b>	<b>6/9/21</b>	

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		<p>isolate, obtain a PCR test and if positive to stay home and continue to self-isolate, following the advice given by NHS Test and Trace. NHS test and trace will work with the child's parents or directly with a staff member to identify close contacts.</p> <ul style="list-style-type: none"> <li>- Staff or students who test positive using a lateral flow device (LFT) should also self-isolate and seek a PCR test immediately. If negative and no symptoms have developed, self-isolation can cease.</li> <li>- Staff encouraged to conduct LFT twice per week.</li> <li>- For confirmed positive COVID cases of employees which may be work related to be reported to the schools H&amp;S team.</li> <li>- If it appears there is spread of COVID within the school (from person to person within the setting) the school will be contacted by Public Health. In this instance, Outbreak Management Plans should be actioned, working in partnership with Public Health. This may involve contact tracing at school level.</li> <li>- Non- fire safety doors can be propped open to allow ventilation</li> <li>- 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</li> </ul>	<p>procedures in relation to COVID19.</p> <ul style="list-style-type: none"> <li>- Promote "catch it, bin it, kill it" approach</li> <li>- If anyone has recently left the country and returned the UK they must follow the advice on the current traffic light travel system.</li> <li>- Support and encourage the vaccine programme take up</li> </ul>			

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		be used where doors can be propped open and there is air flow from outside of the room. -				
<b>Ventilation</b>	Staff, pupils, visitors	Need to balance the risk of transmission of the virus and a comfortable teaching environment which can be maintained by. - 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. - Open non- fire resisting doors to allow for air flow	Establish areas throughout the school where there is poor ventilation.	<b>Cleaning team</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Classrooms</b>	Staff, Visitors, Pupils	- Classrooms to be regularly cleaned and cleaning supplies available in the classroom. - Pupils encouraged to wash their hands regularly - Windows opened to allow ventilation, if temperature is uncomfortable due to open windows these to be closed to a crack while occupied and then reopened while unoccupied.		<b>Cleaning team + Teaching teams</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Provision in Early Years</b>	Staff, Pupil Visitors	- EYFS ratios still to be met - Promotion of handwashing with staff.		<b>EYFS Team</b>	<b>Ongoing</b>	<b>Completed</b>

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<b>Corridors</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Staff to wear face coverings in communal areas, such as corridors</li> <li>- Regular cleaning of touch points</li> </ul>		<b>Cleaning team</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Toilet and cloakrooms</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Available hand washing facilities with soap and warm water with encouragement to use these facilities regularly and prior to eating.</li> <li>- Regular cleaning of the toilet area touch points.</li> </ul>	<ul style="list-style-type: none"> <li>- Establish record of cleaning for all toilets.</li> </ul>	<b>Cleaning team</b>	<b>6/9/21</b>	
<b>Playground and play equipment</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>- Ensure a cleaning regime includes the playground equipment for both outdoor and indoor or take out of use if necessary.</li> <li>- Cleaning should take place more frequently than normal.</li> <li>- Also applies to resources used both inside and outside for wraparound care and out of school settings.</li> <li>- Staggered breaks and lunches ensure that children will mainly mix within their year group and will have their own key stage equipment.</li> </ul>		<b>Teachers</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Resources and equipment</b>	Staff, Pupils	Resources shared between classes would be encouraged to undergo frequent cleaning and preferably be either cleaned between each class or allow them to be unused for a period of 48 hours (72 hours for plastics)	Books and other shared resources can be taken home although unnecessary sharing should be avoided and should implement a system of cleaning and rotating these resources.	<b>Teachers</b>	<b>Ongoing</b>	<b>Completed</b>

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<b>Drop off/collection areas with parents</b>	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> <li>- Parents/ carers informed of their pickup/ drop off times and points.</li> <li>- One way system in operation – drop off and leave</li> <li>- Same applies to PM</li> </ul>		SLT	Ongoing	Completed
<b>Catering</b>	Staff, pupils, Visitors	<ul style="list-style-type: none"> <li>- Hygiene standards to be maintained</li> </ul>		CH	Ongoing	Completed
<b>Reception area</b>	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> <li>- Encourage parents to contact the school by other means than face to face.</li> <li>- The design of the reception creates a barrier between front facing staff and others.</li> <li>- Visitors to sanitise hands on arrival and masks provided.</li> <li>- Regular cleaning of touch points in the entrance.</li> </ul>		JMc, TK	Ongoing	Completed
<b>Area for isolation/first aid and separate toilet</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>- PPA Room has been identified as an appropriate area to be used for first aid.</li> </ul>		JS, AD	Ongoing	Completed
<b>Clinically vulnerable and Clinically Extremely Vulnerable (CEV)</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- As a minimum CEV staff are to follow the same guidance as everyone else, the key issue is consultation with any vulnerable staff as per HSE advice and it is always advisable to document this discussion and agreement.</li> <li>- If this is the case, a full risk assessment with the staff member should be undertaken and any</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>- Encourage and promote the</li> </ul>	JS	Ongoing	Completed

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		<p>discussion documented including the measures you have put in place to make the workplace as safe as possible for them.</p> <ul style="list-style-type: none"> <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 and advice may be required from occupational health.</li> </ul>	<p>take up of the vaccine programme.</p>			
<b>Staff contingency arrangements</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Staffing protection plan in place</li> <li>- Shared responsibility to wipe down contact points in staff rooms, photocopying area and toilets after use.</li> <li>- Staggered breaks and lunches to reduce the number of staff in the shared areas at any one time and to reduce contact across year groups.</li> <li>- PPA to be taken at home to reduce the number of contacts at any one time.</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> </ul>	<b>JS</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Symptomatic staff or pupils</b>	Staff, visitors, pupils	<ul style="list-style-type: none"> <li>- PPA Room area is available for anyone who is symptomatic so they can wait to be collected.</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 who require close supervision while awaiting collection should remain at a distance if possible and wear appropriate PPE (Type IIR face mask, eye protection, apron, disposable gloves.).</li> <li>- Those who become symptomatic should return</li> </ul>	<ul style="list-style-type: none"> <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.</li> <li>- In an emergency call 999 if someone is seriously ill or injured or life is at risk.</li> <li>- Ensure enough PPE in both rooms.</li> </ul>	<b>JS, AD</b>	<b>Ongoing</b>	<b>Completed</b>

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		home and avoid using public transport and where possible collected by guardian. - Preferably should use a separate bathroom which must be cleaned and disinfected using standard cleaning products before used by anyone else.				
<b>Assembly &amp; gatherings</b>	Staff, Pupils Visitors	- As mixing is permitted, assemblies and gatherings can go ahead - Windows will be open - Staff to wear face coverings in communal areas - Singing and Nativity performances permitted at this time, following DFE guidance	- Conduct a risk assessment for larger school events.	<b>JS</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Transport arrangements</b>	Staff, Pupils, Contractors	- Children can be transported on the minibuses - Where possible, minimise mixing within the minibuses - The buses to have windows open to provide ventilation - Mask wearing by all staff on school transport, e.g. to- and from- swimming - Those staff members travelling by public transport to have access to wash facilities which use is encouraged		<b>JS</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Personal Protective Equipment (PPE)</b>	Staff, Pupils	- PPE required for personal care only. - PPE should be suitably stocked - PPE signed out when used. - Risk assessment for each child to be conducted to highlight the requirement of PPE; however, a face mask isn't required for personal care from current guidance.	- Inform staff of the requirements for PPE and provide information for their safe usage. - Individual risk assessments to be conducted.	<b>JS, AD, JMc</b>	<b>Ongoing</b>	<b>Completed</b>

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Home visits	Staff, Families, Pupils	<ul style="list-style-type: none"> <li>- Home visits can go ahead but staff should remain cautious. and check the COVID status of the house prior to entering.</li> <li>- Hand sanitiser provided for staff required to conduct home visits.</li> <li>- Where possible, conduct the visit on the doorstep and maintain social distance.</li> </ul>		JS, AD	Ongoing	Completed
Visitors & Contractors in schools		<ul style="list-style-type: none"> <li>- Where possible, visitors should be kept to a minimum.</li> <li>- Where necessary obtain confirmation those who will be on site are not showing signs of COVID19.</li> <li>- Provide handwashing or hand sanitiser facilities for visitors/ contractors.</li> <li>- Visitors should be encouraged to socially distance</li> <li>- Visitors should wear face coverings, unless exempt.</li> </ul>		JMc, TK	Ongoing	Completed
Physical restraints/ comforting, first aid	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> </ul>		JS	Ongoing	Completed
Waste	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>	Cleaning team	Ongoing	Completed



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<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 encouraged to regularly test 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 and obtain a PCR test.</li> <li>- Those who are symptomatic must not attend school, should be self-isolating.</li> </ul>		All staff	Ongoing	Completed
<b>Face Coverings</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Face coverings are required in all communal areas, e.g. corridors, photocopy room, school office, as per latest DFE update</li> <li>- Visitors will be minimalised, but if necessary – all visitors will be asked to wear a face covering</li> <li>- Parents/ carers reminded to contact the office via phone or email and, if necessary, to wear a face covering while visiting the office.</li> </ul>	<ul style="list-style-type: none"> <li>- Outbreak management plan may reflect the increased use of face coverings if there is an outbreak and, in such instances, public health should be advising.</li> </ul>	JS	Ongoing	Completed
<b>Educational Visits</b>	Pupils, staff, visitors, public	<ul style="list-style-type: none"> <li>- Educational visit risk assessments will reflect the current restrictions with regards to COVID.</li> <li>- Risk assessments for trips must include a plan for when a staff member or child displays symptoms whilst on the trip.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to review such guidance.</li> <li>- Ensure all educational trips have appropriate risk assessments established.</li> </ul>	JS, AD	Ongoing	Completed

**Assessors Name: Jamie Stuttard (supported by Helen Crowther)**

**Assessment Review Date: 18<sup>th</sup> September ( reviewing whole school assembly procedures)**

**Review and updates audit trail**

<b>Date:</b>	<b>Update</b>	<b>Actions</b>	<b>Completed</b>
19.07.21	Outbreak management	<b>Establish an outbreak management plan in accordance with public health template</b>	
19.07.21	Bubbles permitted to be removed and mixing of pupils/ teachers permitted	<b>Update risk assessment</b>	1/9/21
29.11.21	Face coverings by staff in communal areas.	<b>Update risk assessment</b>	29.11.21
29.11.21	Visitors only in essential circumstances. All visitors asked to wear face coverings.	<b>Update risk assessment</b>	29.11.21
29.11.21	Encourage parents/carers to contact the school by other means than face to face	<b>Update risk assessment</b>	29.11.21
29.11.21	Masks available for all in Reception area	<b>Update risk assessment</b>	29.11.21
04.01.22	Where possible, visitors should be kept to a minimum.	<b>Update risk assessment</b>	04.01.22

**Notes:**

It would be beneficial to maintain physical barriers where they are already installed to improve overall infection control and prevent them having to be re-established.

**Further Guidance**

[Schools Coronavirus \(COVID-19\) Operational Guidance](#)



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[Entering the UK and quarantine](#)

[Annex A: health and safety risk assessment](#)

[Additional Operational Guidance for Special Schools, Special post 16 institutions and alternative provision](#)

[COVID-19: suggested principles of safer singing](#)

[HSE – Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#)

[First Aid During the Coronavirus \(COVID-19\) pandemic](#)

[Information about the Coronavirus \(e-bug.eu\)](#)