

**COVID 19 – School General Risk Assessment**
**School: Bowling Green Academy      Date of Risk Assessment: 27/02/22**

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>- 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 isolate, obtain a PCR test and if positive to stay home and continue to self-isolate, following government advice.</li> <li>- If it appears there is an outbreak of COVID within the school (from person to person within the setting) the school will contact Public Health. In this instance, Outbreak Management Plans should be actioned, working in partnership with Public Health – as per ‘Stepping Measures Up</li> </ul>	<ul style="list-style-type: none"> <li>- Regular cleaning throughout the day.</li> <li>- Reminders of regular hand washing promoted in bathrooms.</li> <li>- Reminder to parents and staff – if positive, advice is to not attend school (likewise, if waiting a PCR result due to symptoms)</li> <li>- Masks available for all in Reception area</li> <li>- Promote “catch it, bin it, kill it” approach</li> <li>- Support and encourage the vaccine programme take up</li> </ul>	<b>JS, AD, JMc, CH</b>	<b>28.2.22</b>	

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
		<p>and Down guidance' <a href="#">Schools COVID-19 operational guidance (publishing.service.gov.uk)</a>. This may involve close contacts restarting daily testing.</p> <ul style="list-style-type: none"> <li>- Non- fire safety doors can be propped open to allow ventilation</li> <li>- Windows to be opened each morning to allow adequate ventilation.</li> <li>-</li> </ul>				
<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</li> <li>- 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> <p><b>Control measures</b></p> <div style="background-color: #e0e0e0; padding: 5px;"> <p><b>You should:</b></p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol> </div>	<ul style="list-style-type: none"> <li>- Staff to monitor electronic ventilation devices</li> </ul>	<b>Cleaning team + Teaching teams</b>	<b>Ongoing</b>	<b>Completed</b>

<b>The Activity What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Are there any further actions necessary?</b>	<b>Action by whom?</b>	<b>Action by When?</b>	<b>Done</b>
<b>Classrooms</b>	Staff, Visitors, Pupils	<ul style="list-style-type: none"> <li>- Classrooms to be regularly cleaned and cleaning supplies available in the classroom.</li> <li>- Pupils encouraged to wash their hands regularly</li> <li>- Windows opened to allow ventilation.</li> </ul>		<b>Cleaning team + Teaching teams</b>	<b>Ongoing</b>	<b>Completed</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>- Promotion of handwashing with staff.</li> </ul>		<b>EYFS Team</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Corridors</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <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>		<b>Cleaning team</b>	<b>Ongoing</b>	
<b>Playground and play equipment</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <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 come into contact with less pupils.</li> </ul>		<b>Teachers</b>	<b>Ongoing</b>	<b>Completed</b>

<b>The Activity</b> <b>What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Are there any further actions necessary?</b>	<b>Action by whom?</b>	<b>Action by When?</b>	<b>Done</b>
<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 if appropriate.</li> <li>- Hand sanitiser gel and masks available, if required.</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 critically 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 discussion documented including the measures you have put in place to make the workplace as</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 take up of the vaccine programme.</li> </ul>	JS	Ongoing	Completed

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
		<p>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>				
<b>Staff contingency arrangements</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Staffing protection plan in place</li> <li>- Staggered breaks and lunches to reduce the number of staff in the shared areas at any one time.</li> <li>- PPA can 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>- Those who require close supervision while awaiting collection should remain at a distance</li> <li>- Those who become symptomatic should return home and, where possible, collected by guardian.</li> <li>- Preferably should use a separate bathroom which must be cleaned using standard cleaning products before used by anyone else.</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>

<b>The Activity What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Are there any further actions necessary?</b>	<b>Action by whom?</b>	<b>Action by When?</b>	<b>Done</b>
<b>Assembly &amp; gatherings</b>	Staff, Pupils Visitors	<ul style="list-style-type: none"> <li>- As mixing is permitted, assemblies and gatherings can go ahead</li> <li>- Windows will be open</li> <li>- Singing is permitted at this time, following DFE guidance</li> </ul>	<ul style="list-style-type: none"> <li>- Conduct a risk assessment for larger school events.</li> <li>- Assess assemblies due to current number of cases across school.</li> </ul>	<b>JS</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Transport arrangements</b>	Staff, Pupils, Contractors	<ul style="list-style-type: none"> <li>- Children can be transported on the minibuses</li> <li>- The buses to have windows open to provide ventilation</li> <li>- Those staff members travelling by public transport to have access to wash facilities, which use is encouraged</li> </ul>		<b>JS</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Personal Protective Equipment (PPE)</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>- PPE required for personal care only.</li> <li>- PPE should be suitably stocked</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 if needed.</li> </ul>	<b>JS, AD, JMc, TK</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Home visits</b>	Staff, Families, Pupils	<ul style="list-style-type: none"> <li>- Home visits can go ahead</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>		<b>JS, AD</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Visitors &amp; Contractors in schools</b>		<ul style="list-style-type: none"> <li>- Provide handwashing or hand sanitiser facilities for visitors/ contractors.</li> <li>- Visitors should be encouraged to socially distance</li> <li>- If visitors meeting staff, do so in a room with increased ventilation and follow increased cleaning protocols.</li> </ul>		<b>JMc, TK</b>	<b>Ongoing</b>	<b>Completed</b>

<b>The Activity What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Are there any further actions necessary?</b>	<b>Action by whom?</b>	<b>Action by When?</b>	<b>Done</b>
<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> </ul>		JS	Ongoing	Completed
<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>		Cleaning team	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**

**Assessment Review Date: April 2022**

### **Further Guidance**

[Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-schools)

[COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-people-with-covid-19-and-their-contacts)



*Achieving together*

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Entering the UK and quarantine](#)

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

[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 \(e-bug.eu\)](https://e-bug.eu)