

## Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

## Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the 'COVID-19 secure' guidelines.

## Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

## Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough which require self isolation for the case and household contacts.

## The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.


As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.

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 risk.

## Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Risk Assessment	COVID-19 re-opening arrangements	
School	Whinstone Primary School	
Department:		
Section:		

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
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Author:	School SLT	Date:	19.05.20
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Quality Assurance Check by Manager / Line Manager		Date:	
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Safe Social Distancing 2mt rule.		Any further control measures that the School will adopt?	Assign this control measure to a nominated person.	Give a deadline for this, before the School re-opens.	Record when this was completed.
Entrances.	<p>Manned to monitor observance of 2mt safe social distancing and to remind of good hand and respiratory hygiene.</p> <p>COVID-secure guidance available <a href="#">here</a> . Conspicuous signage to illustrate safe social distancing. Floor markings and posters to illustrate one systems introduced, avoiding pinch points. One way systems introduced where practicable.</p> <p>Furniture and workshops re-arranged to maintain safe social distancing.</p>	<p>COVID-Secure floor stickers, [footprints, directional signage, catch it - bin it - kill it , hand and respiratory hygiene etc] may be obtained from Xentrall Design &amp; Printing Services. Contact <a href="#">Chris Stansmore</a> or tel. 01642 – 524502.</p>	<p>Signage for all site / building entry and exit points to illustrate safe social distancing. (RC)</p> <p>School main reception – office staff to answer enquiries through the door intercom system. (Visitors to remain outside) (LW JA)</p>	Before school reopens	19 May 2020
Staircases	2mt distancing markers present to maintain safe social distancing.		Door wedges for all internal doors to reduce hand contact (JT)		
Lifts					

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
<p>Exit routes</p> <p><i>No lifts in Whinstone</i></p>	<p>Posters present to limit entry to one person only. If occupied, do not enter.</p>	<p>Mobility impaired students may require additional arrangements.</p> <p>Classrooms with external doors to be utilised to prevent door congestion and limit the number of people using doors.</p> <p>“Pod groups” to start and finish school at staggered times</p>	<p>Furniture to be rearranged in all rooms that will be used to ensure 2 m social distancing (SLT)</p> <p>Letter to individual “pod groups” of children and parents to instruct on which entrance / exit to use and specific timings (MP)</p> <p>Classrooms to have clear signage with names of teacher and pupils names (RC)</p>	<p>Before school reopens</p>	
<p>Outdoor learning space</p>	<p>Outdoor spaces may be utilised for lessons where practicable.</p> <p>Class sizes may need to be reduced to maintain safe social distancing.</p>	<p>Outdoor equipment not to be used</p>	<p>Class pods to use outdoor space at different times ensuring safe distance controls. More than one group can use the outdoor space, however groups must remain as one unit and away from other groups. (All staff)</p>	<p>Ongoing</p>	
<p>Hygiene</p>	<p>Sufficient hand washing facilities are to be made readily available with liquid soap dispensers and ample supplies of paper towels.</p> <p>All persons are to wash their hands on arrival at the building, before eating, after eating, after sneezing or coughing etc.</p>	<p>Communicate expectations to staff and parents about cleaning and hygiene. Guidance on cleaning non-healthcare premises available <a href="#">here</a> .</p> <p>Frequent hand washing and drying – see guidance on <a href="#">hand cleaning</a>. Alcohol gel is only recommended in circumstances where hand washing is not immediately</p>	<p>Soap dispensers and paper towel dispensers at all sinks, regularly checked and restocked (JT NO)</p> <p>Staff and children to regularly wash hands(all) All areas to have a</p>	<p>Before school opens</p> <p>Ongoing Before school opens</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Encourage pupils to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands (“catch it, bin it, kill it”)</p> <p>Persons encouraged not to touch their mouth, eyes and nose.</p> <p>Regularly touched surfaces should be cleaned regularly using bleach* or detergents, this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See <a href="#">cleansing guidance</a>. *Following manufacturer’s instructions.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation.</p>	<p>practical.</p> <p>Catch it, bin it, kill it posters. Additional tissues available.</p> <p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available <a href="#">here</a>.</p>	<p>supply of tissues (JT, NO, RC)</p> <p>Posters advising catch it bin it kill it in all “pod” rooms (RC)</p> <p>Named staff to be based in corridors to ensure doors, taps, banisters etc are regularly cleaned – (named staff in staffing plan)</p> <p>Windows and doors open in all “pod” rooms at the start of each day (all staff)</p> <p>All Pod rooms to have a supply of cleaning equipment to ensure regular cleaning (JT, NO, RC)</p>	<p>Before school opens</p> <p>Ongoing</p> <p>All staff - ongoing</p> <p>All staff - ongoing</p>	<p>Ordered 19 May</p>
Vulnerable People	<p>Staff will be provided with pre-attendance information reminding them to give consideration to the advice published for <a href="#">clinically extremely vulnerable groups</a> and <a href="#">clinically vulnerable groups</a> to ensure their presence does not place them in a position of elevated risk of exposure.</p>	<p>This will include a precis of Key Messages to inform those to whom attendance may prove detrimental to their health and ensure that members of the workforce are reminded of COVID-19 symptoms and the necessity of Self-isolating if these are experienced.</p>	<p>Ongoing communication with the community to instruct the extremely vulnerable not to come onto the school site, including staff, pupils and parents (MP)</p>	<p>This has started and is ongoing</p>	

<p>First Aid</p>	<p>The school's first aid assessment will be reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times in Primaries.</p> <p>Appropriate PPE to reduce the likelihood of cross contamination.</p> <p>Consider an increased likelihood of skin irritations such as eczema and dermatitis, due to frequent handwashing.</p>	<p>Consider pupil ratio, location of first aid provision, lunchtime supervision, workforce understanding of dealing with a potentially symptomatic person.</p> <p>First aid trained staff should be encouraged to maintain this key role. Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people.</p> <p>Advice from the St John Ambulance is available <a href="#">here</a>.</p> <p>All incidents requiring a non Covid first aid response will be managed either from the MI Room and school reception area or at the first aid box location (within the areas designated for returning pupils)</p>	<p>At least one paediatric first aider to be on site at all times. (RC) Each area designated for returning pupils will have a named first aider (RC)</p> <p>PPE has been ordered and the main store will be in the nursery. Appropriate PPE will be distributed to the First Aid Box location of areas of school designated for returning children (RC)</p> <p>All school first aiders to read the additional advice from St John Ambulance (RC and all school first aiders)</p> <p>First aiders</p>	<p>Ongoing based on available staff</p> <p>Before school opens</p>	<p>PPE ordered on 15 May 2020</p>
<p>Students / Staff display symptoms</p>	<p>People (or those of their household) showing symptoms should remain at home and self isolate.</p> <p>If people become unwell and display symptoms in an education setting, they must be sent home and follow the advice found <a href="#">here</a>. If a child is awaiting collection they should be moved, if possible, to a well ventilated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. If it not possible to isolate them, move the student to an area which is at least 2 meters away from other people.</p>	<p>More information on self isolation can be found <a href="#">here</a>.</p> <p>Thinking about cleaning broadly and after a potential suspected COVID19 case it might be worth considering ensuring the following: Those carrying out routine environmental cleaning are equipped with and trained to use appropriate PPE (disposable gloves and apron). During the event a cleaner will need to be available (not necessarily on site) to respond to cleaning requirements should someone become ill with suspected COVID19. PPE requirements are disposable gloves and apron and if necessary eye, nose and</p>	<p>In the first instance the school nursery will be the Covid first aid area – this has a separate exit door for collection of person needing to self-isolate. Toilets in the nursery can be used if required (first aiders)</p>	<p>Nursery will be prepared before school opens</p>	

	<p>PPE should be worn by staff caring for the child whilst they await collected, if a distance of 2 mts cannot be maintained.</p> <p>If they require the use of toilet facilities whilst waiting to be collected, they should use a separate toilet, if possible, to all other students. The facilities should be cleaned and disinfected using standard cleaning products before being used by other persons.</p> <p>If a staff member has assisted someone who was displaying symptoms, they do not need to go home and self-isolate, unless they become unwell themselves or if the student subsequently tests positive for COVID-19. Hygiene standards apply (see hygiene section of this document).</p> <p>The symptomatic student's class should be monitored by staff to ensure no other possible cases arise. Should the symptomatic person be a staff member, they must self-isolate and their class/classes, workstation, desk, chair and other frequently used items within the School should be cleansed. Where the staff member or student tests positive for COVID-19, the rest of their class should be sent home and advised to self-isolate for 14 days, more information on confirmed cases actions can be found <a href="#">here</a>.</p>	<p>mouth protection (depending upon the cleaning requirement). <a href="#">COVID-19: Cleaning in health non-healthcare settings</a></p> <p>Should any pupil or staff require a test for Coronavirus they will inform the HT of the outcome.</p> <p>School will inform the parents/carers of the symptomatic students "pod" advising that a student has been sent home displaying symptoms. This will be as soon as practically possible. If parents choose to collect their child this will be from the "pod" entrance door.</p> <p>Remaining students in the pod will be taken outside / different area of school to enable cleaning to take place.</p>	<p>The main supply of PPE will be stored in this area (RC)</p> <p>A named member of staff will be available to support any pupils displaying symptoms – (first aider)</p> <p>Pupils will be taken to the nursery and isolated, current control measures will be adhered to (first aider)</p> <p>SLT member will identify a member of staff to make contact with parents</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>Personal Protective Equipment (PPE)</p>	<p>PPE guidance can be found <a href="#">here</a>.</p> <p>Wearing a face covering or facemask within Schools, or other education settings, is not recommended by the government. Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.</p>	<p>Staff and pupils may wear a mask if they wish – this will not be provided by school</p>	<p>All</p> <p>PPE has been ordered and will be stored in the nursery.</p>	<p>Ongoing</p>	

	<p>Use of PPE by staff or students who are unfamiliar with using PPE may inadvertently increase the risk of transmission.</p> <p>PPE should only be in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return home.</p> <p>A fluid resistant surgical mask should be worn by the supervising adult of the pupil requiring care, if a distance of 2 meters cannot be maintained. If contact with the student is necessary, then disposable gloves, disposable apron and fluid resistant surgical face mask should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example a student coughing, spitting or vomiting then eye protection should also be worn.</p>		<p>Dynamic risk assessment – PPE will be available for use in the nursery (RC)</p>	<p>Ongoing</p>	
<p>Cleaning arrangements</p>	<p>The premises will be subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like.</p> <p>Hand hygiene stations are provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable.</p>	<p>Further guidance on cleaning in non-healthcare settings available <a href="#">here</a>.</p>	<p>Ongoing throughout the school day, at the end of the school day and during the mid week break (all staff)</p> <p>Soap and water will only be used in school for hand cleaning</p> <p>Alcohol gel to be used at the main reception, IF office staff admit a visitor to the school (office staff)</p>	<p>Ongoing</p>	
<p>Premises management</p> <p>Water Hygiene</p>	<p>As a result of closure or part closure, drinking water systems may have been subject to stagnation due to low turnover of mains water or water in storage.</p> <p>This may result in warming of water in internal plumbing systems, microbiological regrowth or increased uptake of</p>	<p>Schools should consult with their water hygiene contractor to establish the extent of mitigation necessary in individual circumstances, in accordance with the written scheme.</p> <p>This may vary from simply running all taps, to a thoroughly cleaning and disinfection of the system.</p>	<p>School has not closed throughout the lockdown – standard and regular checks have continued and been logged (JT and NO)</p>	<p>Ongoing</p>	

	<p>plumbing metals. Unless steps are taken before the building is reoccupied there is a risk of adverse drinking water quality and potential risks to health.</p>				
<p>Fire Management</p>	<p>The premise fire risk assessment shall be reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing.</p> <p>All relevant fire safety equipment and systems shall be tested before the premises are fully re-occupied.</p> <p>In the event of a fire alarm sounding Pod groups will remain separate and muster on the grass areas away from the school building</p>	<p>This would include: -</p> <ul style="list-style-type: none"> <li>• a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate.</li> <li>• a full discharge test of the emergency lighting system across the site</li> <li>• a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged</li> <li>• checking that fire escape routes are clear of any obstructions</li> <li>• checking that final fire escape doors are unlocked and operational</li> <li>• checking the operation of internal fire doors to ensure that they close properly</li> <li>• checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.</li> </ul>	<p>School has not closed throughout the lockdown – standard and regular checks have continued and been logged (JT and NO) Fire extinguishers have been inspected during lockdown</p> <p>Fire alarm procedures to be understood by all staff -introduced at staff return induction (MP)</p>	<p>Ongoing</p> <p>Before pupils return</p>	
<p>Lifts, lifting devices and other statutory checks.</p>	<p>During the COVID-19 closure, statutory maintenance around lifts and lifting equipment, in law, should have continued, where practical. In reality, some statutory checks may have expired their 'due-by' date.</p>	<p>Duty holders, must therefore ensure that statutory inspections on :-</p> <ul style="list-style-type: none"> <li>• lifting equipment</li> <li>• pressure systems</li> <li>• fixed electrical systems [ electrical installation condition surveys ]</li> <li>• portable appliance testing</li> <li>• gas appliances, etc</li> </ul> <p>are 'in date' prior to the reoccupation of buildings.</p> <p>Employers must also consider whether equipment which has not been used for an extended period of time needs a statutory inspection even if one is not due. For example, where personal lifting equipment has</p>	<p>School has not closed throughout the lockdown – standard and regular checks have continued (JT and NO)</p> <p>PAT testing has been carried out during lockdown</p>		



		been left in a condition which may have compromised its structural integrity or where a lift needs servicing to ensure it is going to be operated normally and safely.			
Review behaviour policy	The school shall review its pupil behaviour policy to ensure it accommodates COVID-19 incidents.		Policy reviewed – no changes required	Ongoing	19.05.20
Individual pupil risk assessments	Consider pupils who have not previously required a risk assessed but who may now present with a risk : <ul style="list-style-type: none"> <li>pupils who need specific care, which cannot be delivered whilst ensuring social distancing</li> <li>potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint.</li> </ul>		No identified pupils wishing to return require an individual risk assessment	Ongoing	
Home to school transport.	Consider availability and capacity of school transport, including transport for pupils with special needs to meet safe social distancing guidelines.		No school transport to be used during this period		
Control of Contractors	Where contactors are required to attend site for emergency, cyclical and routine maintenance then they the School's safe social distancing, hygiene and other associated control measures must be communicated to the visiting contractor, and enforced.  All non-essential works , ie decorating, should be delayed in light of the current situation.  Control of contractors documentation should be updated and made available in preparation of the contractor attending site.  For example, the asbestos surveys, asbestos summary sheets, updated comprehensible information, building  plans (where available) could be left in an isolated and secure area.  Deliveries on site are to be organised to ensure that no physical handover is undertaken, larger	All contractors will be supervised by the site manager who will inform contractors of school's safe social distancing, hygiene and other associated control measures.  All deliveries will be made to the main door, the site manager will ensure the delivery is checked and distributed	See additional control measures (JT and NO)	Ongoing	

	deliveries can be allocated a drop off area for staff to collect.				
Reopening science departments. CLEAPSS	CLEAPSS guidance is available on their website to subscribers. View leaflet GL 345.	No science department			

	Name	Date	Comments
1 <sup>st</sup> review by			
Quality assurance check by manager / line manager			

## Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce and you may wish to consider publishing the results on your website.

Below you will find a notice you should display in your workplace to show you have followed this guidance.

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**• FIVE STEPS TO SAFER WORKING TOGETHER •**

- We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- We have **cleaning, handwashing and hygiene procedures** in line with guidance
- We have taken all reasonable steps to **help people work from home**
- We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647 )

Links to current guidance.

[Talking with your workers about preventing coronavirus HSE.](#)

[Working Safely during the coronavirus outbreak – a short guide HSE.](#)

[Coronavirus \(COVID-19\): Guidance for Schools and other educational settings](#)

[Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)

[Stay at home: guidance for households with possible Coronavirus \(COVID-19\) infection](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[Planning for the wider opening of primary schools in June](#)

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