

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	St Patrick's R.C. Primary	
Department:		
Section:		

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
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Author:	Name of the establishment's representative	Date:	
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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. 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 here . 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 re-arranged to maintain safe social distancing.</p> <p>2mt distancing markers present to maintain safe social distancing.</p>	<p>Any further control measures that the School will adopt? Staff to meet pupils at school gates. Pupils to wash their hands on arrival.</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 & Printing Services. Contact Chris Stansmore or tel. 01642 – 524502.</p> <p>Individual classrooms arranged to accommodate the maximum number of children identified in accordance with social distancing guidance.</p>	<p>Assign this control measure to a nominated person SLT Additional signage to be ordered</p> <p>Signage to be displayed where it can clearly be seen by pupils and staff</p> <p>Floor markings to be in place</p>	<p>Give a deadline for this, before the School re-opens.</p> <p>26.5.20</p> <p>3.6.20</p> <p>3.6.20</p>	Record when this was completed.

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Outdoor learning space	<p>Outdoor spaces may be utilised for lessons where practicable.</p> <p>Class sizes reduced to maintain safe social distancing.</p>	<p>Outdoor areas identified for all teaching group and timetabled. Lunchtime and breaktimes timetabled.</p> <p>Class sizes reduced to a maximum of 10. Groups arranged by teaching staff.</p>		<p>All staff</p> <p>3.6.20</p>	
Hygiene	<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>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 cleansing guidance.</p> <p>*Following manufacturer’s instructions.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation.</p>	<p>Communicate expectations to staff pupils and parents about cleaning and hygiene. Included on home school agreement.</p> <p>Staff informed of hygiene routines by e-mail</p> <p>Guidance on cleaning non-healthcare premises available here .</p> <p>Inform staff, parents and pupils of handwashing and hygiene procedures and expectations.</p> <p>Frequent hand washing and drying – see guidance on hand cleaning. Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.</p> <p>Catch it, bin it, kill it posters, hand washing posters in place. Additional tissues available.</p> <p>Staff directed to clean surfaces at regular intervals during the day.</p> <p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available here.</p> <p>Cleaning procedures in place. Cleaning staff informed of any additional requirements.</p> <p>Windows to be opened before pupils arrive.</p>	SLT	<p>3.6.20</p> <p>3.6.20</p> <p>3.6.20</p> <p>Daily</p> <p>3.6.20</p> <p>3.6.20</p> <p>Daily</p>	

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Vulnerable People	Staff will be provided with pre-attendance information reminding them to give consideration to the advice published for clinically extremely vulnerable groups and clinically vulnerable groups to ensure their presence does not place them in a position of elevated risk of exposure.	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. Information to be given to all staff by e-mail	SLT	3.6.20	
First Aid	The school's first aid assessment has been reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times in Primaries. Appropriate PPE to reduce the likelihood of cross contamination.	Consider pupil ratio, location of first aid provision, lunchtime supervision, workforce understanding of dealing with a potentially symptomatic person. At least one paediatric First Aider in each team plus other staff trained in first aid. Certificates checked and valid. First Aid boxes checked, additional first aid supplies available in school. First Aid supplies to be provided for each classroom. First aid trained staff will be encouraged to maintain this key role. Staff to 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. Advice from the St John Ambulance is available here. Advice from St. John's Ambulance shared with all staff by e-mail PPE gloves, aprons, and face masks in school. Stock checked. Face shields ordered.	SLT	3.6.20 3.6.20 3.6.20 3.6.20 3.6.20 3.6.20	Ongoing

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Consider an increased likelihood of skin irritations such as eczema and dermatitis, due to frequent handwashing.</p>	<p>Information about how to apply, remove and dispose safely of PPE available on risk assessment</p> <p>Quick guide to donning and doffing PPE</p> <p>Inform staff to be vigilant of skin irritations and to inform parents if a child has a skin irritation.</p> <p>Coronavirus (COVID-19): Implementing protective measures in education and childcare settings</p>		3.6.20	
Students / Staff display symptoms	<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 here.</p> <p>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.</p> <p>If it is not possible to isolate them, move the student to an area which is at least 2 meters away from other people.</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>More information on self-isolation can be found here.</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <p>Information for all staff about procedures to be taken if someone in unwell shared.</p> <p>Isolation areas identified and staff informed.</p> <p>Pod Reception/Y1 Pod Year1 and 2 IT room Annexe classroom</p> <p>PPE available for all staff and stored centrally. Staff to contact Mrs Railton for supplies.</p> <p>PPE stock monitored and restocked</p>	SLT	3.6.20 3.6.20 3.6.20	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<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 here.</p>	<p>COVID-19: Cleaning in health non-healthcare settings Cleaning team organised in to cleaning zones. Nursery Rec/Y1 Year 1/2 area Year 3/4 area Annexe Should someone become ill with Covid19, cleaning staff to be informed. PPE to be issued</p> <p>Staff informed of local testing arrangements</p> <p>Inform staff and parents of requirements with regard to someone testing positive for COVID-19</p>		3.6.20	
Personal Protective Equipment (PPE)	<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>Use of PPE by staff or students who are unfamiliar with using PPE may inadvertently increase the risk of</p>	<p>PPE equipment available in school. Guidance for staff issued via e-mail PPE guidance can be found here.</p> <p>Public Health England guidance for donning and doffing PPE (see link in First Aid section)</p>	SLT	3.6.20	

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	<p>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>If contact with the student is necessary, then disposable gloves, disposable apron and face mask should be worn by the supervising adult.</p> <p>If a student is coughing, spitting or vomiting then eye protection should also be worn.</p>				
Cleaning arrangements	<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 here.</p> <p>Cleaning staff to be informed of any additional cleaning requirements.</p> <p>Training on guidance to be provided</p> <p>Soap, paper towels and hand sanitizer available in each area. Monitored daily</p>	SLT	<p>3.6.20</p> <p>3.6.20</p>	
Premises management Water Hygiene	<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 plumbing metals.</p> <p>Unless steps are taken before the building is reoccupied there is a risk of adverse</p>	<p>Water coolers serviced April 2020.</p> <p>Cold taps are ran daily for 20 minutes to regulate water temperature as per guidelines from legionella tester (April 2020).</p> <p>Usual water hygiene testing to continue.</p>		<p>3.6.20</p> <p>3.6.20</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		We will consider whether equipment which has not been used for an extended period of time needs a statutory inspection even if one is not due.			
Review behaviour policy	The school shall review its pupil behaviour policy to ensure it accommodates COVID-19 incidents.	Addendum to behaviour policy in place	SLT	3.6.20	
Individual pupil risk assessments	<p>Consider pupils who have not previously required a risk assessed but who may now present with a risk :</p> <ul style="list-style-type: none"> • pupils who need specific care, which cannot be delivered whilst ensuring social distancing • potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint. 	<p>Staff to identify pupils who have any history of unpredictable behaviour traits.</p> <p>Complete risk assessments before school reopens for any pupils who we deem pose an unpredictable risk.</p> <p>Monitor behaviour and inform SLT as per behaviour policy.</p>	SLT	3.6.20	
Control of Contractors	<p>Where contractors 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.</p> <p>All non-essential works, ie decorating, should be delayed in light of the current situation.</p> <p>Control of contractor's documentation should be updated and made available in preparation of the contractor attending site.</p> <p>For example, the asbestos surveys, asbestos summary sheets, updated</p>	<p>Contractors informed of the procedures in place if they need to access to the school building during school hours.</p> <p>No planned work to commence until 20/7/20</p> <p>Signs on gates informing visitors to ring for attention.</p> <p>Current contractor information documents to continue with the addition of expectations around social distancing as mentioned above.</p>	SLT	<p>On-going</p> <p>3.6.20</p> <p>Continuous use of current procedure</p> <p>Continuous use of current</p>	

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	<p>comprehensible information, building plans (where available) could be left in an isolated and secure area.</p> <p>Deliveries on site are to be organised to ensure that no physical handover is undertaken, larger deliveries can be allocated a drop off area for staff to collect.</p>	<p>Deliveries to be dropped off in staff car park for staff to collect.</p>		<p>procedure</p> <p>3.6.20</p>	

	Name	Date	Comments
1 st 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 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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