

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:	Mrs V Railton	Date:	11 ^h January 2021
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Quality Assurance Check by Manager / Line Manager	Mr S Williams	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. (2m to be maintained where possible 1m+) 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>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>Signage to be monitored and replaced if necessary</p> <p>Government Guidance for schools</p> <p>Individual classrooms arranged so that all children face the front as government guidelines. Class teachers to</p>	<p>Assign this control measure to a nominated person All staff</p> <p>Signage to be in place</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>Check signage daily</p>	<p>Give a deadline for this, before the School re-opens.</p> <p>1.9.20</p> <p>1.9.20</p> <p>1.9.20 On going</p>	<p>Record when this was completed.</p> <p>✓</p> <p>✓</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Classroom Layout	<p>Furniture re-arranged in accordance with government guidance.</p> <p>Class sizes under 30.</p>	<p>review where pupils will sit. Those needing most support, to sit in the front row.</p> <p>Children to have their own resources, to limit movement around the classroom.</p> <p>Children to line up in order of back row first to front row, to ease movement into classrooms and to avoid having to pass each other once seated.</p>		1.9.20 On going	✓
Interventions	<p>Where staff need to work with individual children or small groups of children from more than one class, care will be taken to maintain distancing.</p> <p>6.1.21</p> <p>Children to remain in their own class bubble</p>	<p>Staff to wash /sanitise hands before and after working with a pupil/group.</p> <p>Children to wash hands before and after an intervention takes place.</p> <p>Space identified for intervention to take place, equipment ready in advance, tables placed a suitable distance apart.</p> <p>Staff to collect pupil/group from the classroom door (not entering the classroom)</p> <p>Child/ren to follow staff member at a distance.</p> <p>Tables and equipment to be cleaned after intervention ready to be used again.</p> <p>6.1.21</p> <p>Staff remaining within their own class bubble for interventions.</p> <p>PPA to be covered with in bubbles</p> <p>Any staff working in more than one bubble will need to leave a minimum of 48 hours in between sessions</p>	<p>On going</p> <p>11.1.21</p>	On -going throughout the day	<p>✓</p> <p>✓</p>
Outdoor learning space	Outdoor spaces may be utilised for lessons where practicable.	<p>Outdoor areas identified for all teaching groups and timetabled. Lunchtime and breaktimes timetabled.</p> <p>Children to attend school on PE days in their PE kit, plus school jumper/cardigan.</p>		All staff 1.9.20	✓

Activity to Manage	Current Control Measures			Additional Control Measures				Action by who?		Action by when?	Done
				Parents to be informed of their child's PE day W/C 31 st August.							
Timetable designed to assist social distancing between classes.	Entrance/Exit to school Drop off windows 08:45-08:50 Rec: 08:55 Nursery 08:30am 12:20pm cohorts All people go straight to class.	Nursery path and gate	Lower Infant via infant yard	Lower Infant via infant yard	Car park staff entrance via infant yard and fenced off area.	Car park staff entrance via infant yard and fenced off area.	Lingfield Road	Lingfield Road	Lingfield Road	Lingfield Road	
	Pick up protocol Children go home with youngest sibling in school.	Nursery path and gate 11:30am 15:20pm	Infant yard 15:05 single gate		Infant yard 15:05 Double gate		Car park staffs entrance via infant yard and fenced off area. 15:10 Single gate			Car park staff entrance via infant yard and fenced off area. 15:10 Double gate	
	Lunchtime and breaktimes will be staggered. Pupils will sit to eat in their classes, socially distanced from other classes in their bubble. Each class will have its own playtime. 4.1.21 All classes will be their own bubble with no mixing in shared areas or at playtime. No mixing of children from different classes for interventions. 11.1.21										
Hygiene	Sufficient hand washing facilities are to be made readily available with liquid soap dispensers and ample supplies of paper towels.			Communicate expectations to staff pupils and parents about cleaning and hygiene. Included on home school agreement. Staff to reinforce hand washing and hygiene expectations daily				SW		1.9.20 1.9.20	✓

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<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>Staff reminded of hygiene routines PD day Posters in place in classrooms and corridors</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 –Alcohol gel is only recommended in circumstances where hand washing is not immediately practical. Each bubble has a timetable for handwashing Catch it, bin it, kill it posters, hand washing posters in place. Additional tissues available. Posters in place check daily Staff directed to clean surfaces at regular intervals during the day. Rotas in place for each bubble</p> <p>Photocopier Staff to sanitise hands before and after using the photocopier. They must also wipe down all surfaces they have touched on the photocopier after use.</p> <p>Guidance on cleaning procedures monitored and reviewed as restrictions change.</p> <p>Cleaning procedures in place. Cleaning staff informed of any additional requirements.</p> <p>Windows to be opened before pupils arrive.</p> <p>Staff to wear face coverings when they are not in their classroom or working area.</p>	<p>Daily</p>	<p>1.9.20</p> <p>Daily</p> <p>1.9.20</p> <p>1.9.20</p> <p>On going</p> <p>Daily</p> <p>Daily</p> <p>From 4.12.20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
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.	<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>Information to be given to all staff by e-mail</p> <p>Attendance by clinically extremely vulnerable and clinically vulnerable pupils and staff reviewed when restrictions change.</p>	S	<p>1.9.20</p> <p>On-going</p>	✓
First Aid	<p>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.</p> <p>Appropriate PPE to reduce the likelihood of cross contamination.</p>	<p>Consider pupil ratio, location of first aid provision, lunchtime supervision, workforce understanding of dealing with a potentially symptomatic person.</p> <p>At least one paediatric First Aider available at all times, plus other staff trained in first aid. Certificates checked and valid.</p> <p>First Aid boxes checked, additional first aid supplies available in school. Check Weekly</p> <p>First Aid supplies to be provided for each classroom. Check Daily</p> <p>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.</p> <p>Advice from the St John Ambulance is available here.</p> <p>Advice from St. John's Ambulance shared with all staff by e-mail PPE gloves, aprons, face masks and visors in school. Stock checked.</p>	<p>/</p> <p>ongoing</p>	<p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p>	<p>Check Daily</p> <p>✓</p> <p>✓</p> <p>On going</p> <p>✓</p>

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>Face shields Now in isolation pods Information about how to apply, remove and dispose safely of PPE. Poster also available with PPE equipment.</p> <p>Inform staff to be vigilant of skin irritations and to inform parents if a child has a skin irritation.</p> <p>School Guidance Updated 11.1.21</p>		1.9.20	
<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 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. 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. Staff to be reminded PD day 1.9.20 revisited at staff meeting 13.10.20</p> <p>Isolation areas identified and staff informed.</p> <p>Pod Reception/Y1 Pod Year1 and 2 Library Pod</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>		<p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p> <p>Ongoing</p> <p>Check daily</p>	<p>✓</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 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>		<p>1.9.20</p>	
<p>Personal Protective Equipment (PPE)</p>	<p>Face masks to be worn by staff when they are not in their classroom or working area Updated 4.12.20</p> <p>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 transmission.</p>	<p>PPE equipment available in school. Guidance for staff issued via e-mail PPE guidance</p> <p>Staff to wear a face covering when not in their classroom or working area.</p> <p>Staff if they wish may wear a face covering especially when social distancing can not be maintained e.g. when working one to one or with a small group.</p> <p>Public Health England guidance for donning and</p>		<p>1.9.20</p> <p>4.12.20</p>	<p>✓</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>	doffing PPE available with PPE. Staff returning to work to be informed. Other staff to be reminded			
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>All rooms are fogged on a weekly basis.</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>Door handles to be sanitised once the kitchen doors have been unlocked.</p> <p>Training on guidance to be provided</p> <p>Soap, paper towels and hand sanitizer available in each area. Monitored daily</p> <p>Rota in place for rooms to be fogged each week. Three rooms each day.</p>		1.9.20	✓
				Daily	
				1.9.20	
				25.9.20	
Premises management	<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>Water coolers serviced April 2020.</p> <p>Additional service 10.6.20</p>		1.9.20	✓
Water Hygiene	<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 drinking water quality and potential</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>		1.9.20	
				Daily	

	risks to health.				
	<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>This would include: -</p> <ul style="list-style-type: none"> • 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. • a full discharge test of the emergency lighting system across the site • a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged • checking that fire escape routes are clear of any obstructions • checking that final fire escape doors are unlocked and operational • checking the operation of internal fire doors to ensure that they close properly • checking that automatic fire dampers, smoke venting and smoke extraction systems are operational. <p>Fire/Emergency evacuation procedures reviewed. Staff to be informed of changes (PD DAY 1.9.20) about procedures for the area they will be teaching. Fire drill carried out</p>		<p>1.9.20</p> <p>Ongoing monitoring</p> <p>1.9.20</p>	<p>✓</p>
Statutory checks.		<p>Statutory inspections on :-</p> <ul style="list-style-type: none"> • pressure systems • fixed electrical systems [electrical installation condition surveys] • portable appliance testing • gas appliances, etc <p>are 'in date' prior to the reoccupation of buildings. We will consider whether equipment which has not been used for an extended period of time</p>		<p>1.9.20</p>	<p>✓</p>

		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		1.9.20	✓
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. Completed</p> <p>Monitor behaviour and inform SLT as per behaviour policy. Ongoing</p>		1.9.20	✓
Control of Contractors	<p>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.</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 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</p>	<p>Contractors informed of the procedures in place if they need to access to the school building during school hours.</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> <p>Visitor risk assessment in place</p> <p>Deliveries to be dropped off in staff car park for</p>		<p>On-going</p> <p>1.9.20</p> <p>Continuous use of current procedure</p> <p>Continuous use of current procedure</p> <p>1.9.20</p>	<p>On going</p> <p>✓</p> <p>Ongoing On going</p>

	ensure that no physical handover is undertaken, larger deliveries can be allocated a drop off area for staff to collect.	staff to collect.			
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	Name	Date	Comments
1 st review by	Val Railton	3.6.20	
2 nd Review	Val Railton	1.9.20	Additions made for whole school opening September 2020
3 rd Review	Val Railton	11.9.20	One way system for Rec Rec/Y1 removed
4 th Review	Val Railton	25.9.20	Addition of fogging rota
5 th Review	Val Railton	14.10.20	Photocopier
6 th Review	Val Railton	4.12.20	Face coverings Gov. recommendation not to wear removed
7 th Review	Val Railton	4.1.21	Playtimes in classes
8 th Review	Val Railton	11.1.21	Class bubbles and PPA Cover
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](#)

Risk Assessment template prepared by:

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18.5.20