

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.

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done																								
		<table border="1" data-bbox="808 248 1218 552"> <tr> <td>Year group</td> <td>Collection time</td> </tr> <tr> <td>Reception</td> <td>3.15pm</td> </tr> <tr> <td>Year 1/2</td> <td>3.20pm</td> </tr> <tr> <td>Year 5/6</td> <td>3:25pm</td> </tr> <tr> <td>Year 3/4</td> <td>3.30pm</td> </tr> </table> <table border="1" data-bbox="808 611 1406 1169"> <tr> <td>Year Group/Bubble</td> <td>Drop off/collection point</td> </tr> <tr> <td>Nursery</td> <td>Nursery door</td> </tr> <tr> <td>Reception</td> <td>Reception door</td> </tr> <tr> <td>Year 1/2</td> <td>Year ½ doors and KS1 cloakroom (AD class)</td> </tr> <tr> <td>Year 3/4</td> <td>KS2 cloakroom/ playground</td> </tr> <tr> <td>Year 5</td> <td>KS2 cloakroom</td> </tr> <tr> <td>Year 6</td> <td>Year 6 doors</td> </tr> </table> <p data-bbox="808 1201 920 1225">Classrooms</p> <ul data-bbox="853 1265 1391 1422" style="list-style-type: none"> • Rules linked to the Schools Behaviour Policy created and discussed with children. This will be revisited and reviewed frequently with children • Coats kept on pegs – children supervised 	Year group	Collection time	Reception	3.15pm	Year 1/2	3.20pm	Year 5/6	3:25pm	Year 3/4	3.30pm	Year Group/Bubble	Drop off/collection point	Nursery	Nursery door	Reception	Reception door	Year 1/2	Year ½ doors and KS1 cloakroom (AD class)	Year 3/4	KS2 cloakroom/ playground	Year 5	KS2 cloakroom	Year 6	Year 6 doors	Staff covering information to be sent out		
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		<p>when not in the classroom</p> <ul style="list-style-type: none"> • PE kits to be worn on PE days- parentmail information sent. • Ensure good ventilation in each classroom all day – if using only window slightly open, then to be fully opened at break and lunchtimes. • For frequently used equipment (pens, pencils etc) – children will be given their own set . • Children encouraged to wash hands / use hand gel before lessons and after each lesson <p>Playtimes</p> <ul style="list-style-type: none"> • Phase leaders will rota staff for playtimes- two staff members per phase. <p>Lunchtimes</p> <ul style="list-style-type: none"> • Each group will have their own member of staff to supervise them over dinnertime • Staggered times for lunch. 	<p>Classroom Teachers</p>		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Visitors	<p>In addition to the normal Visitor Management Procedures which still apply, the following additional measures are being implemented.</p> <p>Where working on site is necessary numbers of visitors should be limited to only those required.</p>	<ul style="list-style-type: none"> Following the governments advise that the new strain of COVID 19 is more virulent / transmissible, face masks must be worn by Contractors & Visitors at all times whilst on the school site Steps must be taken to minimise the areas accessed and the number of personal contacts which will take place. Suitable welfare facilities will be identified on site. Toilets are regularly cleaned throughout the day. Anyone displaying symptoms of the virus should not come to site. Clean your hands as you enter the site, using the sanitisers provided. Respiratory hygiene - “Catch it. Bin it. Kill it”. 	Visitors and all staff	September 2021	
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>Everyone encouraged not to touch their mouth, eyes and nose.</p> <p>Regularly touched surfaces should be cleaned regularly using bleach* or disinfectant / detergents, this may include touch screens, door handles, bannisters, desks, seats, light</p>	<p>Communicate expectations to staff and parents about cleaning and hygiene. Guidance on cleaning non-healthcare premises available here .</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. Additional tissues available.</p> <ul style="list-style-type: none"> Hand gel dispenser placed on walls of all classrooms/main entrance to the school Soap dispensers and re-fills in each sink Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 	All staff	September 2021 reminded January 22	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>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>	<ul style="list-style-type: none"> Reminders how to wash hands properly – videos and poster <p>‘Fogger’ to be used after a positive case in the areas which the person has been in.</p>	<p>Paul Bridge to operate this and to give the all clear when the room can be reused.</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 as outlined in the government advice 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 here.</p> <p>Non Covid First Aid (due to lack of space for a medical room we have decided...</p> <ul style="list-style-type: none"> All staff First Aid trained through Educare Each class to contain own First Aid equipment, each member of staff to have First Aid bag for taking outside. Staff to administer First Aid treatment within class Staff to use necessary PPE equipment when dealing with general first aid. If contact needs to be made with office, this is via mobile phone. 	<p>All staff</p>	<p>In place</p>	<p>In place</p>

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Personal Protective Equipment (PPE)	<p>PPE guidance can be found here.</p> <p>In Primary Schools the routine wearing of face masks is not required in classrooms. However as previously outlined, masks should be worn.</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>PPE should only be used in circumstances where students receive intimate personal care that already involves PPE, if a student becomes unwell / symptomatic and needs direct personal care until they can return home, or in circumstances where a specific risk assessment requires it should be worn.</p>	<p>PPE available for staff to use for; Intimate care First Aid Children prone to spitting, biting</p> <p>Guidance posters and demonstration of using PPE correctly displayed and shared with staff.</p>	Louise Lidgard	September 2021	
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>See Middlesbrough cleaning Risk Assessment</p> <ul style="list-style-type: none"> • All surfaces, handles, toilets and shared equipment will be cleaned throughout the day • Daily clean to be completed at the end of every day • Mid-day clean of all toilets and other touch point Nursery cleaned at mid-day • All classrooms have a cleaning box with screen and cloths. 	Middlesbrough cleaning and caretaking	1.9.21	
Premises management	As a result of closure or part closure, drinking water systems may have been subject to stagnation due to low turnover of mains	Routine safety checks have continued throughout the lockdown and partial re-opening of schools. This is sufficient to protect the school water system. (This	Caretaker Paul Bridge	ongoing from March 2020.	

<p>Water Hygiene</p>	<p>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 drinking water quality and potential risks to health.</p>	<p>will be continued throughout the school holiday as is normal practice.)</p> <ul style="list-style-type: none"> • The caretaker has continued to undertake all routine internal checks, including but not limited to weekly Legionella water safety checks, fire system checks and monthly fire safety checks. • The Trust have continued to undertake regular, routine external contracted maintenance, including but not limited to Annual gas safety inspections, PAT Testing, Mechanical Maintenance, Lift Maintenance, water systems cleaning. • Where external contracted safety / maintenance schedules have had to be changed, these will be re-instated as soon as possible. If necessary unchecked equipment will be isolated or removed from use until the necessary maintenance / inspections have been undertaken. • Review routine maintenance schedules and specifications in light of COVID19 and confirm if any changes are required. • Review site systems and services and confirm if any changes are required. This includes but is not limited to the use and maintenance of air con units and ventilation systems. • Review site procedures and modify to meet COVID19 requirements, e.g. use of lifts, cool water provision, use of school transport. 			
<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>Fire policy additions created to highlight doors being propped open and procedure in place for closing should there be a fire.</p> <p>Alternative fire evacuation procedures to be created to ensure children are separated and socially distanced.</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 	<p>Louise Lidgard caretaker</p>	<p>Sept 2021 Avec checked Dec 2021</p>	

		<p>appropriate.</p> <ul style="list-style-type: none"> • 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. 			
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. 	<ul style="list-style-type: none"> • Any child who will require a risk assessment for return in March 21 with a specific care need. • These will be completed and shared with staff and parents. Only if provisions can be put into place that keep both staff and children safe, will the children be able to return to school. 	Kate Cobbold	Prior to starting	Not currently needed
Unvaccinated members of staff Promote and engage in COVID	<p>The school encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance.</p> <p>The school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible.</p> <p>The school consults with its recognised trade unions when implementing its approach to</p>	<ul style="list-style-type: none"> • 	Louise Lidgard	From September 2021	

<p>Vaccination programme</p>	<p>vaccinations.</p> <p>The headteacher ensures all line managers are aware of the school’s approach to vaccinations and implement it accordingly.</p> <p>The school asks for the vaccination status of members of staff on the basis that schools are a place of high contact and its need to protect other staff and pupils.</p> <p>Where a member of staff raises concerns about the vaccine, their line manager or a trusted member of staff discusses the matter with them openly and honestly, listening to any concerns without pressuring the staff member to make a decision.</p> <p>Copies of any communications produced by the school regarding vaccination are retained, in line with the Data Protection Policy, in case of complaints from a member of staff.</p> <p>Unvaccinated members of staff are reminded by their line manager to pay particular attention to the school’s existing system of controls, e.g. regular handwashing.</p> <p>The headteacher considers additional measures to protect unvaccinated staff members on a case-by-case basis. Measures to consider include the following:</p> <ul style="list-style-type: none"> - Working from home where possible - Increased use of testing - Social distancing - The use of PPE <p>The school adheres to the Data Protection Act 2018 and the UK GDPR when asking staff members if they have been vaccinated and when handling information relating to the vaccination status of a member of staff.</p> <p>In all cases, the school does not discriminate against any member of staff who has not being</p>				
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	vaccinated for any reason.				
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>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>	<ul style="list-style-type: none"> • Visits to the school will be planned. Visitors will need to adhere to the school's visitor information (social distancing, hygiene) • Refer to Trust Visitor / Contractor Risk Assessment. • Any work that can be completed outside of school hours if possible or in unused rooms. 	Nicola Stangoe Lyndsey Rees Grant Alex Lawton	Sept 21 and ongoing	

	Name	Date	Comments
Reviewed risk assessment	Louise Lidgard		<p>Changes made to reflect guidance May 2021</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984843/10_May_Schools_Guidance.pdf</p> <p>Changes made to reflect August 2021 guidance</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p>
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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