

## Covid-19 Risk Assessment Example / Template and Supporting Guidance for Schools

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

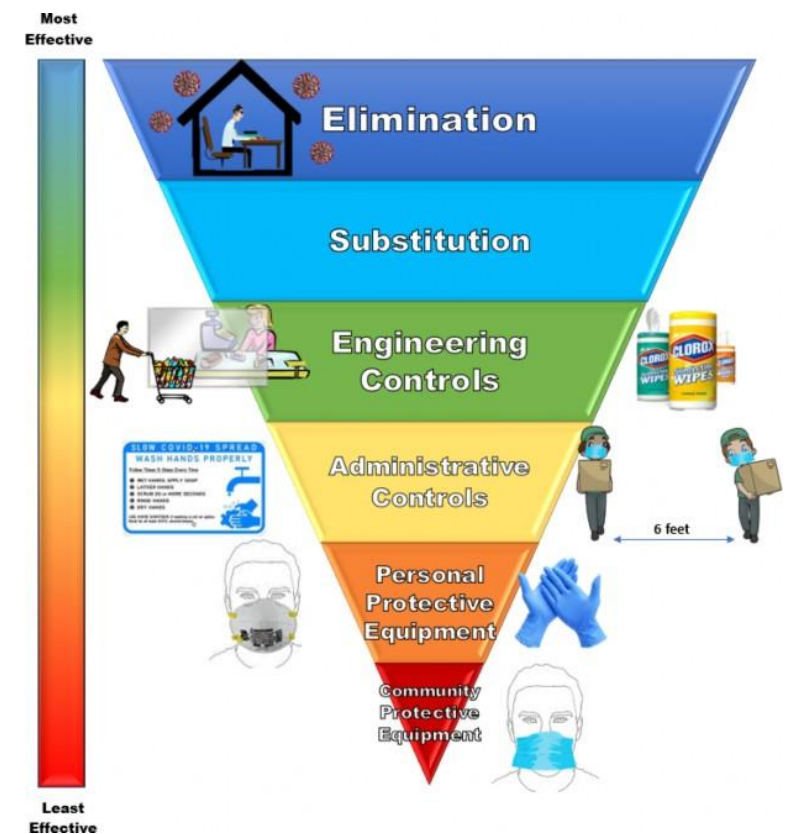
The Government has announced that from the 1<sup>st</sup> June 2020 schools should welcome back all reception, year 1 and year 6 pupils as well as all children below statutory school age and any vulnerable pupils and children of key workers. It is a key principle of City of Wolverhampton Council that safety is more important than numbers of children in schools and settings at any time.

To support schools with this phased introduction, below is an example Risk Assessment for dealing with the current Covid-19 situation in a school setting. It is not likely to cover all scenarios and each school must consider their own unique circumstances and adapt this template accordingly, having due regard to the 'considerations' section detailed at the end of the document and the following [latest government guidance](#):

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff  Pupils  Cleaners  Contractors  Visitors to your premises  Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions  Anyone else who physically comes in contact with you in relation to your operations</p>	<p><b><u>Barriers / screens</u></b></p> <ul style="list-style-type: none"> <li>Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors.</li> </ul> <p><b><u>Promotion of good personal hygiene</u></b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water (ideally warm water) in place.</li> <li>Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible <a href="#">here</a>).</li> <li>Stringent hand washing taking place. (in accordance with this <a href="#">guidance</a>).</li> <li>Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.</li> <li>Classes to teach children hand washing techniques.</li> <li>Drying of hands with disposable paper towels.</li> <li>Children to wash hands before and after eating a snack and before and after eating dinner.</li> <li>Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in</li> </ul>	<p>M</p>	<p>Parents/carers will not be allowed into the school building, all communication will be via telephone and email. Where there is a need for a face to face meeting, this will take place with social distancing measures in place and will be by appointment only.</p> <p>Contractors/other visitors will be by appointment only and will be kept to a minimum, again, social distancing measures will be put in place.</p> <p>All rooms being utilised across school to have additional hand sanitiser in place, in addition to hand washing facilities, or where some rooms do not have access to a sink.</p>	<p>HT/SMT</p> <p>HT/SMT</p> <p>SBM/SM</p>	<p>All actions to be completed by 01/09 or are on-going.</p>	

		<p>any area where washing facilities not readily available (<b>Note; hand gel is no substitute for thorough and effective handwashing</b>)</p> <ul style="list-style-type: none"> <li>• Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>• Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.</li> <li>• Appropriate receptacles for disposal of tissues which are emptied throughout the day.</li> <li>• Pupils discouraged from sharing cutlery, cups or food.</li> <li>• Parents informed of hygiene expectations and to advise its discussed with their children.</li> <li>• Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.</li> <li>• Areas are kept well ventilated using natural ventilation where possible.</li> </ul> <p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• Pupils sit at same desk each day which is thoroughly cleaned at the end of each day.</li> <li>• Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&amp;S policy.</li> </ul>		<p>Individual beakers purchased for all children, with their names on, so that there is no sharing of cups.</p> <p>Kitchen to provide hot meals from 01/09, however, all plates, dishes, cutlery to be washed on a hot wash in the dishwasher, every day.</p> <p>All windows and doors to be open at all times, to allow for ventilation and to lessen the need to touch door handles etc.</p> <p>During each break and lunchtime, staff to clean the tables/desks/equipment etc, before the next session.</p> <p>At the end of each day, any resources such as building blocks, lego etc, to be cleaned before the next day.</p>	<p>SBM</p> <p>ASPENS/ LUNCHTIME STAFF</p> <p>BUBBLE LEADERS</p> <p>BUBBLE LEADERS/ SUPPORT STAFF</p> <p>ALL STAFF</p>		
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		<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection.</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.</li> <li>• If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time.</li> <li>• If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li> </ul> <p><b><u>Controlling other users of building (visitors / contractors)</u></b></p> <ul style="list-style-type: none"> <li>• The school will contact every user and inform them of usage expectations:</li> <li>• Compulsory handwashing / use of gel before entering school.</li> <li>• Restrictions or suspensions of building usage.</li> </ul> <p><b><u>Emergency procedures</u></b></p>	<p>HT or DHT if HT is unavailable to be informed asap and discreetly, to avoid further anxiety.</p>			
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Teacher / staff shortage	<ul style="list-style-type: none"> <li>• School monitors daily any staff absence.</li> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>• Daily report to the HT on number of absences and symptoms.</li> <li>• Weekly summary data for each class to HT.</li> <li>• Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> </ul>	H	If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.	HT		
Impact on physical and mental health	<ul style="list-style-type: none"> <li>• Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health.</li> <li>• Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</li> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</li> <li>• Regular communication of mental health information (e.g. H&amp;S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support.</li> <li>• Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home.</li> </ul>	M	Regular updates and communication for all staff, along with regular check-ins, carried out by the HT.	HT		

	Name	Position	Signature	Date	Review Date
<b>Risk Assessor</b>	Sarah Redfern	Head Teacher	S Redfern	07/08/20	01/09/20 – On-going on a weekly basis
<b>Line Manager</b>					