

Activities Covered by this Assessment	Covid-19 Schools operational risk assessment		
Site Address / Location	Huncote Primary School	Department / Service / Team	All staff

It is a legal requirement that schools review and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the removal of restrictions and control measures in line with the roadmap out of the pandemic. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

Schools may wish to retain previous versions of risk assessments as the DfE have indicated that schools may be asked to reinstate controls in the event of a local outbreak. These reinstatements are envisaged to be of short duration but may mean that there are frequent changes required. All reinstatements should be on the advice of public health (PH) and schools should tailor any risk assessment reviews to PH advice.

This risk assessment template is designed to address the Covid19 controls during the normal day to day operation of a school.

Operational guidance. Please refer to:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

If due to staff absence it is necessary to merge classes, please ensure the fire occupancy of classrooms are not exceeded.

Schools should continue to:

- Exercise good hand hygiene.
- Exercise good respiratory hygiene, catch it, bin it, kill it principles.
- Use 'enhanced cleaning' regimes, particularly on frequently touched surfaces (minimum twice a day is suggested).
- Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort.
- Use PPE where appropriate to their setting or activity ([link](#)).

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt>

Face Coverings:**Government Recommendations:****Secondary Schools:**

Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, we recommend that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure.

From January 4th, we also recommend that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure. Pupils in these schools must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school.

Primary Schools:

In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms. Anyone developing COVID19 symptoms is sent home. Persons who have symptoms will isolate for 5 days and can return to school following 2 negative lateral flow tests taken 24 hours apart. A LFT can be taken on day 5 and then another 24 hours later to end the isolation period if they are both negative. NOTE: Self isolation should not end if the person has a high temperature see this link for further information: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19- 				<ul style="list-style-type: none"> Follow advice from PH concerning return to school. School e-mail and class dojo checked during daytime plus evenings and weekend. HT RC HT informed immediately of any positive Covid test results and actions. 				RC/SH	18/01/2022 and ongoing	

		infection								
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required. Windows are opened for ventilation. PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. The area around the pupil with symptoms is cleaned and disinfected after they have left. (See cleaning hazard) Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 				<ul style="list-style-type: none"> Follow PH guidance concerning isolating and cleaning. 			RC/SH	18/01/2022 and ongoing
Visitors to site	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which	<ul style="list-style-type: none"> Visitors to site should be kept to a minimum, appointments preferred so that: Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has 				<ul style="list-style-type: none"> Office discussion with pre booked visitors to check for symptoms. 			RC/LH / Office	18/01/2022 and ongoing

	may result in spread of COVID19	<p>symptoms of COVID19, before they arrive on site.</p> <ul style="list-style-type: none"> • Visitors asked to hand wash / hand sanitize on the way into the building. 										
Carrying out 1st aid	<p>First Aider Person being treated by the first aider. (Carrying out 1st aid may require the 1+mtr social distancing rule to be broken)</p> <p>This activity requires the 1+mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with</p>	<ul style="list-style-type: none"> • A first aider should not be administering first aid treatment a person who has the symptoms of COVID-19 unless life threatening condition and using St John's ambulance guidance (link at end of document). Isolation care can be given. • The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves. • Nitrile Gloves conforming BSEN455 will be worn to deliver first aid. • Latex gloves will be avoided to remove the risk of allergic reaction. • The first aider will cover any cuts on their hands with waterproof plasters. • Lidded bin provided in the first aid room. • The first aider will avoid putting their fingers in their mouth and 				<ul style="list-style-type: none"> • Regular reminders and teaching of hygiene. Pupils to have access to tissues and practice 'catch it, bin it, kill' protocol. • Tissues will be placed in bins with lids. • Each class to have allocation of tissues. • Minor first aid for cuts and bruises carried out in class area if possible. • Only pupils with further first aid requirements or if first aider is not present to be taken to first aid room to receive first aid from admin in office or first aider on duty using full PPE and full cleaning of first aid room required after. 				All qualified first aiders	18/01/2022 and ongoing	

	<p>an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>touching their face.</p> <ul style="list-style-type: none"> • The first aider will avoid touching any part of a dressing that will come in contact with a wound. • The first aider will wear goggles (if the person requiring first aid is showing signs of COVID19) conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes. • A fluid-resistant surgical face mask will be worn by the first aider, if the person is presenting with COVID19 symptoms. The surgical masks used conform to BS EN 14683:2019 Type IIR. • After each first aid treatment is given all equipment and surfaces, including goggles and visor used will be cleaned down using a detergent solution. This is followed by disinfection using a solution that contains 1000 parts per million (1000 ppm av.cl.). The goggles and visor are rinsed with clean water after being disinfected to remove any chemical residue. • After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a 										
--	--	---	--	--	--	--	--	--	--	--	--	--

		<p>bag and the bags tied.</p> <ul style="list-style-type: none"> • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. • Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. • First aiders have been given information on how to correctly don and doff their PPE. • No food will be stored or eaten in the first aid room. • After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. • There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. • The first aid room is well 										
--	--	--	--	--	--	--	--	--	--	--	--	--

		ventilated at all times.									
Intimate care	Staff, pupil	<ul style="list-style-type: none"> The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE may include: <ul style="list-style-type: none"> Gloves Goggles Apron Mask Visor 				<ul style="list-style-type: none"> Ensure a stock of surgical face masks that conform to BS EN 14683:2019 Type IIR are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF). (Please see PPE suppliers list) Ensure aprons, nitrile/latex disposable gloves and splash resistant goggles are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF) 			All staff require to carry out intimate care.	18/01/2022 and ongoing	

		<ul style="list-style-type: none"> If contact with the unwell child or young person is necessary, then nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The room is well ventilated at all times. 								
Insufficient Cleaning	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. A record of each cleaning / disinfecting activity is recorded to include what has been cleaned, by who, when and how. Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting. Hard surfaces to be cleaned with soap and water prior to 			<ul style="list-style-type: none"> Premises team to continue to follow thorough cleaning during this time. Staff health and safety training reminder completed 23rd August 2021 Daily cleaning checklist completed and checked. Utilise hours of cleaning staff to enhance the cleaning regime. 			LH / LZ RC / SH	18/01/2022 and ongoing	

		<p>disinfecting.</p> <ul style="list-style-type: none"> Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a household detergent followed by a disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) the goggles and visor will be rinsed with clean water after being disinfected. Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home. Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. PPE required for cleaning will be noted in the outcome of the 				<ul style="list-style-type: none"> Premises Team aware 						
--	--	---	--	--	--	---	--	--	--	--	--	--

		<p>COSHH risk assessments conducted for cleaning chemicals used.</p> <ul style="list-style-type: none"> • Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly. • Lidded bins are in place. • Random monitoring spot checks are made by the SLT to confirm cleaning activities are being completed. This will be formally documented on the cleaning record. • Mop buckets are emptied after use and mops are hung to dry after use. • Cleaning equipment is colour coded for each area e.g.: Toilets/body fluids – Blue Corridors/classroom areas – Red 								
<p>Poor Ventilation / Lack of Ventilation</p> <p>Thermal Discomfort in colder months</p>	<p>Staff, pupils, visitors, contractors.</p> <p>Reduced infection control which may result in spread of COVID19.</p>	<ul style="list-style-type: none"> • Recirculation units for heating and cooling that do not draw in a supply of fresh air can remain in operation as long as there is a supply of outdoor air. This could mean leaving windows and doors open. • Natural ventilation is provided by 			<ul style="list-style-type: none"> • Windows to be opened by P.O. in a morning to increase ventilation. • Doors only to be open in warmer weather. • Use CO2 monitors to check air quality in poorly ventilated rooms. When the monitor 			RC / SH / LH	18/01/2022 and ongoing	

	<p>COVID-19 transmitting through mechanical ventilation ducts that link between rooms.</p>	<p>opening windows. In cooler weather windows will be opened just enough to provide constant background ventilation.</p> <ul style="list-style-type: none"> • Windows will be opened more fully during breaks to purge the air in the space. • Parents have been informed that the uniform policy has been relaxed to allow for pupils to wear warm clothing over uniform such as a jumper/hoodie in colder months. • Natural ventilation is provided by opening external doors where this would not create a safeguarding and/or fire risk during warmer weather and during breaks in colder weather. • Furniture has been re-arranged where possible to avoid direct drafts. This may prove to be difficult where class sizes are large. • Heating will be used and adjusted as necessary in occupied spaces to 				<p>indicates open windows and doors till monitor returns to normal.</p> <ul style="list-style-type: none"> • See CO2 Monitoring Information and Guidance for further details. 						
--	--	--	--	--	--	--	--	--	--	--	--	--

		help to ensure thermal comfort levels are maintained.									
Residential visits / off-site visits	Staff, pupils, parents/guardian/public/volunteers Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> • A COVID risk assessment will be created for each off-site visit. • Any educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time both domestically and internationally. • OEAP and government guidance will be followed during the visits and will be used to help develop risk assessments for the visits. 				<ul style="list-style-type: none"> • Condover residential booked in line with covid restrictions and guidance. 				RC / SM	18/01/2022 and ongoing
Poor Hand Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> • Pupils and staff to wash their hands with soap and water for at least 20 seconds on arrival at school, before eating and after breaks. • Hand sanitiser available throughout the school for staff. • Soap dispensers are checked and topped up daily if required. • Primary school children to be supervised if/when using hand sanitiser and the hand sanitiser will be kept out of their reach. See COSHH risk assessment. Only in extreme circumstances where 				<ul style="list-style-type: none"> • Staff to use hand sanitiser if they wish. • Chn must follow routine as outlined. 				All staff	18/01/2022 and ongoing

		soap and water cannot be accessed.									
Poor Respiratory Hygiene	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Tissues provided in every classroom. Lidded bins provided in all classrooms and in communal areas. Relay the “catch it, kill it, bin it” approach to all staff and pupils. 				<ul style="list-style-type: none"> White lidded bins provided and class tissues. 				All staff	18/01/2022 and ongoing
Airborne Transmission in Communal Areas	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Primary school staff to wear face coverings in communal areas and in classrooms where 2m+ cannot be maintained. Visitors and contractors to wear face coverings in communal areas and classrooms. Please see the ventilation section. 				<ul style="list-style-type: none"> Staff can teach at a distance of 2m+ without a face covering in the classroom. 				All staff	18/01/2022 and ongoing
Incorrect Use of Face Coverings	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Face coverings will cover the nose and mouth. Hands will be washed thoroughly with soap and water for 20 seconds or use hand sanitiser before staff put a face covering on. Staff to avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus The face covering will be 				<ul style="list-style-type: none"> Staff to ensure face masks are changed/washed daily if washable ones. 				All staff	18/01/2022 and ongoing

		<p>changed if it becomes damp or it has been touched</p> <ul style="list-style-type: none"> • Staff will avoid taking it off and putting it back on a lot in quick succession • Staff instructed to only handle the straps, ties or clips • Staff will wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • Staff will wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed • Staff will not give theirs to someone else to use • Face coverings will not be put onto tables to prevent cross contamination • Disposable face coverings will be put into a lidded bin after use <p>• SOURCE:</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own 										
--	--	--	--	--	--	--	--	--	--	--	--	--

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

Sources:

Air conditioning and ventilation during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

Contacts: UKHSA health protection teams

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

Source NHS:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

COVID-19: cleaning in non-healthcare settings:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

St. John Ambulance Covid-19: advice for first aiders:

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

Risk Assessor (s) Name(s):	Rachel Cumberlidge	Risk Assessor(s) Signature (S):	<i>R. Cumberlidge</i>

Authorised By:		Authoriser Signature:		Initial
Date Conducted:	18.01.22	Date of Next Review:	23.01.22	
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

Potential Severity of Harm	High Death, long term serious ill health.	Medium	High	High
	Medium Illness requiring further medical assistance.	Low	Medium	High
	Low Mild illness requiring self-isolation only	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions

Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.