Coronavirus (COVID-19): risk assessment for pupils at school

Assessment conducted by: Barry Grant and Sam Sillito	Job title: Headteacher with support from Health and Safety advisor	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: 9th September 2021	Review interval: in line with government updates	Date of next review: December 2021

Related documents
First Aid Policy, Emergency Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	**Possible**	**Remote**
Likely impact	**Major** Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Last updated: 9th September 2021

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
Schools need to ensure this risk assessment reflects local arrangements and should only close if they do not have enough participating pupils or staff to warrant the school remaining open.

Please note the term "parent" refers to any parent who is a key worker or is a parent or carer to a vulnerable child. Furthermore, the term "pupils" refers to those attending school – all other pupils should learn from home.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L

Awareness of policies and procedures	**H**	• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:
		  - **Health and Safety Policy**
		  - **Infection Control Policy**
		  - **First Aid Policy**
		  - **Safeguarding updated in response to COVID 19**
		• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
		  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
		  - The Health Protection (Notification) Regulations 2010
		  - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
		  - DfE and PHE (2020) 'COVID-19: guidance for educational settings'
		• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.
		• The school keeps up-to-date with advice issued by, but not limited to, the following:
		  - DfE
			Y	**Headteacher/ business manager**	**October 2021**	**L**

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		- NHS
		   - Department of Health and Social Care
		   - PHE
		   - The school's local health protection team (HPT)
		• Staff are made aware of the school's infection control procedures in relation to coronavirus via **email**.
		• Parents are made aware of the school's infection control procedures in relation to coronavirus via **letter** and **the school website**– they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.
		• Pupils are made aware of the school's infection control procedures in relation to coronavirus via class bubble and are informed that they must tell a member of staff if they begin to feel unwell.
		• The Data Protection Policy and Records Management policy is always followed – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.
		• COVID management plan in place for any outbreak.
			Email and put on staff shared drive	**Class staff**	**1st October 2021**	

Poor hygiene practice	**H**	• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school – the school have installed pull ups to raise awareness. • Pupils wash their hands with soap **before and after break times and lunchtimes** for no less than 20 seconds. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol). • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels/hand dryer and waste disposal bins are supplied in all toilets and kitchen areas where appropriate.	**YES**	**Headteacher/ site manager/SB M**	**1st October 2021**	**L**

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Each classroom has a sink, hot water, soap, and hand sanitiser available. • Bar soap is not used, in line with the **Infection Control Policy** – liquid soap dispensers are installed and used instead. • Pupils are supervised by staff observing social distancing when washing their hands to ensure it is done correctly, where necessary. • Pupils do not share cutlery, cups, or food. • All utensils are thoroughly cleaned before and after use. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the **COSHH Policy** and the **Health and Safety Policy**. • The **SBM** arranges enhanced cleaning to be undertaken where required.				
Ill health	H	• 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. • Any pupil who displays signs of being unwell is immediately referred to the **Headteacher**. • Where the Headteacher is unavailable, staff act in line with the **Infection Control Policy** and ensure that any unwell pupils are moved to the isolation room (Interview room) whilst they wait for their parent to collect them. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.	In place	Headteacher/ staff	1st October 2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Where contact with a pupil's parents cannot be made, the next emergency contact is contacted, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g., paracetamol, is administered in accordance with the Administering Medications Policy.				
Spread of infection	H	• Spillages of bodily fluids, e.g., respiratory and nasal discharges, are cleaned up using PPE at all times in line with the Infection Control protocol. • Area will be deep cleaned before room is used again. Children will utilise other space i.e., outdoors or school hall whilst room is being prepared for use. Children encouraged to CATCH IT, BIN IT, KILL IT where possible. • Suspected contaminated waste will be double bagged and securely stored for 72 hrs prior to disposal in the usual way • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in specified lidded bins in each room. • Pupils wash their hands after they have coughed or sneezed.	In place	Headteacher	1st October 2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Parents are informed via letter and/or email not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Any staff or children who have been in contact with an individual who has tested positive for COVID19 it is recommended a PCR test is completed. It is also recommended that lateral flow testing is completed regularly.				
Poor management of infectious diseases	H	• Staff are vigilant and report concerns about a pupil's symptoms to the Headteacher. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Social distancing measures are implemented as much as possible and PPE is worn where required as per guidelines. • The Business manager monitors the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of coronavirus.	YES	SBM/HT		
Partial school closure	L	• COVID management plan put in place for outbreak of COVID19. • The school communicates with parents via letter and the school website regarding any updates to school procedures which are affected by the coronavirus pandemic, such as class or local lockdown as directed by PHE. • Pupils working from home are assigned work to complete to a timeframe set by their teacher. • The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. • The Behavioural Policy and Staff Code of Conduct are always adhered to, even while working remotely.	In place	Headteacher	1st October 2021	L

Last updated: 9th September 2021

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		• The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home, prior to a school closure. • The headteacher works with the ICT technician to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. • The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g., learning support. • The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g., collecting emails to send schoolwork to pupils.				
Premises	L	• The headteacher and site manager remain on-call in case of an emergency or if access to the school is required. • The site manager ensures the school premises are safe. • Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to school returning to usual business. • The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.	Yes	Headteacher	1st October 2021	L
Emergencies	M	• All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Yes	Office staff return to school to manage processes	1st October 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Behaviour code/School code of conduct	M	• In light of the change in experience for the pupils it is important to note that a behaviour code/School Code of Conduct letter is sent home for parents. • This document covers the following: • the altered routines for arrival or departure • following school instructions on hygiene, such as handwashing and sanitising • following instructions on who pupils can socialise with at school • moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing) • expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose, and eyes with hands • tell an adult if you are experiencing symptoms of coronavirus • clear rules about coughing or spitting at or towards any other person	YES	On-going and dynamic input from staff parents and pupils	1st October 2021	M
Staff code of conduct specific for the COVID 19	M	• As an addition to the usual staff Code of conduct these points are added: 1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a PCR test as soon as possible. 2. If you are in contact with an individual who has tested positive, then it is recommended a PCR is completed and then regular lateral flow tests are completed. 3. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. 4. Use the 'catch it, bin it, kill it' approach. 5. Avoid touching your mouth, nose and eyes. 6. Clean frequently touched surfaces often using standard products, such as detergents and bleach.	Yes	All staff/HT	1st October 2021	M

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		7. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters. 8. Keep your classroom door and windows open, if possible, for air flow. 9. Limit the number of children from your class using the toilet at any one time. 10. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. 11. Make sure you've read the school's updated behaviour notes in the blue section above and the agreement that will be sent home to all families and know what role in it you're being asked to take.				