



Covid-19 Risk Assessment for Opening of Schools 2020-2021 - written with reference to LBTH Corporate Risk Assessment v7

Original document completed by	Jo Franklin (CEO) & Razna Begum (CFO) based on LBTH Corporate Health & Safety Services model	Date	Week beg 6 July
Approved by	LETTA Trust Board	Date	Mon 13 July
Consultation	Staff and staff union organisations	Date	Week beg 13 July
Staff training	All staff with CEO and/or Headteachers	Date	Fri 17 July and 1-2 Sept
Monitoring by	CFO and Headteachers	Date	Weekly from 24 Aug
Latest update	Jo Franklin (CEO)	Date	01 March
Reviewed by	Headteachers Fiona Durnian & Jeremy Iver	Date	Week beg 08 March
Latest review	LETTA Trust Board	Date	08 March A&R committee

The LETTA Trust has a legal obligation to protect its employees and others, including our pupils, from harm. The key principle underpinning this risk assessment is to balance delivering a broad rich curriculum with the protective measures needed to manage risk. Following the measures in this risk assessment will mitigate the risks of coronavirus (Covid-19) to pupils and staff. The overarching principle is to reduce the number of contacts between staff members and between groups of children. Schools must be able to achieve the following controls as defined by the Department of Education before opening the school to pupils. The risk assessment has been put together for Bygrove and Stebon Primary Schools. Where measures are different on either school site this is clearly marked.

We aim to promote the revised system of controls as the primary tool to reduce transmission of Covid-19. These protective measures, when implemented, create an inherently safer environment, where the risk of transmission of infection is substantially reduced.

This is a live document. During the Spring term 2021 we will review the risk assessment weekly. Further measures are added following consultation, implementation and updated guidance. This helps school leaders adjust and improve the controls in place to reduce transmission of Covid-19. The CFO and Headteachers monitor the implementation of the controls regularly.

The current Government guidance for detailed review to assist in your risk assessment links:

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

If you have health and safety questions or concerns contact Razna Begum rabegum@letta.org.uk . Alternatively the local authority health and safety lead is Stuart McGregor stuart.mcgregor@towerhamlets.gov.uk



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Key

Level of risk	Suggested action
LOW	Control measures are adequate but continue to monitor and review to ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period. Continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended

System of controls

Prevention:

1. Minimise contact with people who are required to self-isolate by ensuring they do not attend school
2. Where recommended, the use of face coverings in schools
3. Clean hands more often than usual - wash hands thoroughly for 20 seconds 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. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. Maintain enhanced cleaning, including frequently touched surfaces often, using standard products
6. Minimise contact across the site and maintain social distancing wherever possible
7. Always keep spaces well ventilated

In specific circumstances:

8. Where necessary, wear appropriate personal protective equipment (PPE)
9. Promote and engage in asymptomatic testing where available

Response to any infection:

10. Engage with the NHS Test and Trace process
11. Manage and report confirmed cases of Covid-19 amongst the school community
12. Contain any outbreak by following local health protection advice

Numbers 10-12 must be followed in every case where they're relevant



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Safer School Buildings

Hazard 1

Where school buildings have not been fully open due to Covid-19 they may no longer health and safety compliant

Risk rating: LOW

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could be injured due to lack of building safety where statutory compliance checks or health and safety checks have not been completed prior to opening

Measures in place to control risks

The aim is to have a safe and legally safe building at all times

1. Statutory compliance reviewed with the premises team - all statutory compliance has been met – this will continue
2. Local statutory compliance and local health and safety inspections have been reviewed and completed with the premises team as per normal standards
3. The school site and every room to be deep cleaned during the summer holiday
4. Water outlets to be flushed regularly through the holidays
5. Monthly water testing carried out by external contractor
6. Enhanced cleaning regime to continue on site during the holiday where rooms are in use including handles and handrails to be cleaned first thing every morning

Monitoring**Name****Date****Hazard 2**

Infection with Covid-19 due to lack of physical distancing and close contact in classrooms

Risk rating: MEDIUM

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others

Measures in place to control risks

NB: guidance is that young children are not expected to stay 2m apart

1. Pupils and staff only mix in consistent groups (class groups). The class group stays away from people and other groups in school



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2. Groups consist of a class maximum with consistent supporting adults
3. In classrooms tables for 2 pupils are organised separately facing the front of the class. Pupils sit side by side at the tables (not EYFS or Y1 transition phase)
4. Pupils have their own equipment, chair and a box for their things (not EYFS or Y1 transition phase)
5. Designated areas for staff breaks that maintain social distancing and enhanced hygiene management. Staff are encouraged to avoid using shared areas whenever possible
6. Where specialist teachers visit classrooms they remain distanced from the other adults and pupils (2m apart if possible)
7. Staff are strongly encouraged to participate in twice weekly asymptomatic testing

Monitoring	Name	Date

Hazard 3

Covid-19 infection passed to others in passenger lifts, corridors and stairs

Risk rating: LOW

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others

Measures in place to control risks

NB: Measures relating to lifts and stairs only apply at Stebon Primary School

1. Maximum occupancy for lifts reduced to the minimum number possible for each journey
2. Lifts are locked, and only accessible to users who cannot use the stairs. Use of stairs advised if possible
3. Use of stairs promoted in a controlled manner with classes using a designated staircase only
4. Queuing area for lift use
5. All surfaces in shared areas that people may come in contact with i.e. buttons, doors, hand rails cleaned throughout the day
6. Lifts are cleaned after each use
7. Hand sanitiser units installed within and around lifts
8. Regulated use of corridors with one way systems where necessary
9. Premises team members complete shared area safety checks and record and report any concerns to senior leaders
10. Internal doors remain open where possible
11. Timetable restrictions reduce unnecessary movement of people throughout the building

Monitoring	Name	Date



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Hazard 4

Covid-19 infection passed between people at the counter in the school's reception area

Risk rating: MEDIUM

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others

Measures in place to control risks

1. Screens or physical barriers at all reception areas
2. Parent Pay contactless payment available
3. Information for parents and meetings with school staff online except in exceptional circumstances
4. Hand sanitiser available at entrance/reception areas
5. Physical distancing of workspaces in school offices
6. Wherever possible equipment is not shared
7. Queuing system in place to ensure physical distancing
8. Staff are strongly encouraged to participate in twice weekly asymptomatic testing

Monitoring

Name

Date

Hazard 5

Fear and concerns relating to Covid-19 infection as a result of poor air circulation inside the buildings

Risk rating: MEDIUM

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others

Measures in place to control risks

1. Ventilation systems are monitored, maintained and serviced regularly. Systems are adjusted where necessary
2. Windows and doors are opened before the arrival of staff each day and left open where possible to encourage ventilation
3. Systems are operating continuously, i.e. not shutting down at weekends
4. Air handling units with recirculation have been switched to 100% outdoor air
5. The outdoor space is used as much as possible for lessons and meetings
6. To balance the need for increased ventilation while maintaining a comfortable temperature the follow measures are employed:
 - a. Opening high level windows rather than low level windows
 - b. Increase ventilation while spaces are unoccupied
 - c. Rearranging furniture to avoid drafts



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- d. Allowing additional clothing to be worn by pupils
- e. Using heating as necessary

Monitoring	Name	Date
Hazard 6 Covid-19 infection passed between people as a result of office layout and space	Risk rating: MEDIUM	
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks <ol style="list-style-type: none"> 1. Office layouts rearranged where necessary to achieve 2 metre social distancing 2. All surfaces cleared in shared spaces 3. Leaders monitor usage of spaces regularly 4. Staff avoid sitting facing each other 5. Hand sanitisers in all office spaces 6. Staff members use own equipment only – any shared equipment is wiped between use 7. For areas where regular meetings take place, signage used to help people maintain physical distancing 8. Members of the office team only to use office space 9. All meetings to be held via zoom unless there are exceptional circumstances 10. Staff are strongly encouraged to participate in twice weekly asymptomatic testing 		
Monitoring	Name	date
Hazard 7 Covid-19 infection passed between people as a result of a contaminated workplace	Risk rating: MEDIUM	
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		



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Measures in place to control risks

NB: Refer to Prevention section of the risk assessment for further information

1. Enhanced formal cleaning regime in place including contracted cleaners, premises team and all staff members on site
2. Shared areas and touch points identified and part of cleaning schedule (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps etc.)
3. Hand sanitisers placed throughout the workplace and topped up daily
4. Anti-bacterial hand wash in all bathrooms
5. Classrooms well supplied with soap and tissues
6. The 'System of Controls' including extra personal hygiene management (handwashing etc) is non-negotiable
7. Single-use handtowels or hand dryers only are used to dry hands
8. Confirmed cases of *work-related Covid-19* reported to CHSS via accident procedure (AIR form). RIDDOR report to HSE completed by CHSS if necessary
9. Contingency cleaning regime ready to use following Covid-19 case on site
10. Correct cleaning products in use for infection control Covid-19
11. HTs have copy of enhanced cleaning regime
12. Cleaning stock and cleaning stock budget increased for enhanced cleaning
13. Daily monitoring of cleaning stock to ensure orders are placed well before stocks run out
14. Staff are strongly encouraged to participate in twice weekly asymptomatic testing

Monitoring

Name

Date

Hazard 8

Covid-19 infection passed between people as a result of a gathering, such as during an emergency evacuation

Risk rating: LOW

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others

Measures in place to control risks

NB: Only one member of staff at Stebon has a personal emergency evacuation plan (PEEP). This staff member does not require close contact to evacuate

1. Gathering on site is not permitted except in an emergency situation
2. 2m distances marked out around the buildings to help staff maintain physical distancing
3. Signage reminds people of the requirements to physically distance around the building
4. PEEPs have been reviewed and any necessary adjustments made



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5. No gathering of people close to the building entrances permitted - remind groups if necessary while keeping a safe distance
6. Fire evacuation plans reflect need to maintain distance between groups
7. Staff are strongly encouraged to participate in twice weekly asymptomatic testing

Monitoring

Name

Date

Hazard 9

Covid-19 infection passed between people as a result of provision of first aid

Risk rating: MEDIUM

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others

Measures in place to control risks

NB: It is accepted that 2m physical distancing cannot be maintained during the delivery of first aid

1. Where possible first aid administered outside
2. High risk activities have been suspended or postponed
3. All first aid certificates up to date. Further training during the year for additional staff
4. Paediatric first aid renewed from the Autumn term as needed
5. Physical contact kept to a minimum when administering first aid e.g. pupils apply own cold pack, wipe, plaster where able to do so
6. Face masks and disposable gloves and aprons are available if needed when administering first aid
7. Wash hands after administering first aid and ensure the area is cleaned upon completion
8. Only one person treated in the first aid room at a time. Waiting area in use
9. Ventilate first aid rooms
10. Administration of daily medication takes place away from the first aid room to reduce demand on space
11. Staff are strongly encouraged to participate in twice weekly asymptomatic testing

Monitoring

Name

Date

Hazard 10

Covid-19 infection passed between people as a result of interaction in shared kitchen and other staff areas

Risk rating: MEDIUM



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Who & how might someone be harmed		
Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
<ol style="list-style-type: none"> 1. Physical distancing in place with signage 2. Zip taps and kettles cleaned before and after use with appropriate cleaning material/wipes 3. Signage next to Zip taps reminding people not to allow their cups to touch the zip tap 4. Staff wash their hands before and after eating for at least 20 seconds 5. Staff dispose of their food waste into the bins provided, clean cutlery and crockery and take it away with them 6. Staff use own cup and cutlery 7. Staff are encouraged to go outside during breaks and use shared kitchens and other areas for short periods of time only 8. Ventilate kitchens and shared staff areas 9. Increased cleaning regime in place for shared staff kitchen and rest areas 10. Signage is in place to promote social distancing 11. Avoid using shared staff areas where possible 12. Staff are strongly encouraged to participate in twice weekly asymptomatic testing 		
Monitoring	Name	Date
Hazard 11		Risk rating: MEDIUM
Covid-19 infection passed between people as a result of provision of contract catering or lunchtime provision		
Who & how might someone be harmed		
Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
NB: Contract catering services have also produced their own risk assessment. PPE masks are not appropriate in the kitchen as due to the nature of heat, steam, touching of face/masks results in poor hygiene standards		
<ol style="list-style-type: none"> 1. Physical distancing is in place for the kitchen staff 2. Number of kitchen staff required in the kitchen area at one time has been reviewed 3. Some lunches brought to classrooms by trolley 		



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<ol style="list-style-type: none"> 4. Children collecting lunch to take to the classroom do so in their separate groups 5. Staff and children wash their hands before and after eating for at least 20 seconds and frequently during the day 6. Communication with contract services in place to ensure that the school to be informed of any Covid-19 related staff sickness, without delay 7. Staff are strongly encouraged to participate in twice weekly asymptomatic testing 		
Monitoring	Name	Date
Hazard 12 Covid-19 infection passed between people when using the toilet facilities		Risk rating: Medium
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks <ol style="list-style-type: none"> 1. Review possible use of foot or elbow door opening options to reduce hand touching surfaces/doors access egress points and sensor taps and flushes 2. Signage in place to specify how many staff members can use the toilet at any one time. Use limited to 1 person only in small bathrooms 3. Wash hands for 20 seconds after using the toilet 4. Enhanced cleaning regime in place in toilet areas 5. Control system in place for each toilet block. Pods and bubbles use specified toilet blocks where possible 6. Ventilate toilet areas 7. Staff are strongly encouraged to participate in twice weekly asymptomatic testing 		
Monitoring	Name	Date
Hazard 13 Covid-19 infection passed between people when using meeting rooms		Risk rating: MEDIUM
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks <ol style="list-style-type: none"> 1. Use virtual Google or Zoom meetings except in exceptional circumstances 		



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2. Staff can work from home during PPA or NQT time
3. Hold meetings outside in the open where possible
4. Ventilate meeting rooms, doors to remain open where possible
5. Maintain the allotted numbers of people per room
6. Avoid facing people directly in meetings
7. Staff bring own equipment to the meeting rooms and leave all surfaces clear
8. Hand sanitiser and tissues available in meeting rooms
9. Establish meeting etiquette while entering and leaving to ensure distancing
10. Record face-to-face meeting dates, times and attendance for potential tracking requirements
11. Staff are strongly encouraged to participate in twice weekly asymptomatic testing

Monitoring	Name	Date
Hazard 14 Covid-19 infection passed between people as a result of an attack by an intruder	Risk rating: LOW	
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks <ol style="list-style-type: none">1. Security policy reviewed to take into account use of multiple gates simultaneously2. Additional leaders on duty during extended start and finish windows3. All perimeter gates remain locked during the school day4. Access card system in place for staff5. Visitor entry controlled at front office		
Monitoring	Name	Date
Hazard 15 Covid-19 infection passed between people during accident, emergency or security incidents	Risk rating: LOW	



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Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks NB: Staff do not have to maintain physical distancing during an emergency or unsafe 'event' such as a terrorist attack, fire, explosion risk where large numbers of people have to move fast to evacuate 1. Staff involved in emergency situations that bring them into close contact with other people pay attention to sanitation measures immediately after the event including washing hands		
Monitoring	Name	Date
Hazard 16 Covid-19 infection passed between people as a result of letting the premises		Risk rating: LOW
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks 1. Lettings are not taking place at this time. Before and after school provision and Saturday School are not considered as lettings as they are provided by the schools		
Monitoring	Name	Date
Hazard 17 Covid-19 infection passed between people as a result of using water fountains		Risk rating: LOW
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks 1. Water fountains have been switched off		



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<ol style="list-style-type: none"> 2. Pupils have their own cups to use in the classroom 3. Staff to use own cups at water coolers/taps and avoid touching the water cooler/tap when filling the cup 		
Monitoring	Name	Date
Hazard 18 Covid-19 infection passed between people as a result of using swimming pools or therapy pools		Risk rating: LOW
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks NB: Stebon primary School has a pool that is used by Bygrove pupils also		
<ol style="list-style-type: none"> 1. Use of swimming pool prohibited until further notice – health and safety inspection and deep clean will take place prior to reopening 2. Pool equipment maintained ready for reopening 3. Area reviewed for touch points, including shared equipment and commonly used equipment and unnecessary equipment removed 4. Ancillary equipment such as hoists, plant room equipment serviced in line with their maintenance schedules 		
Monitoring	Name	Date
Hazard 19 Legionella due to water management system not being followed during closure		Risk rating: LOW
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected by Legionella found in sprayed taps, showers. When breathed into the lungs, this can cause pneumonia, illness and sometimes death		
Measures in place to control risks <ol style="list-style-type: none"> 1. Water management system fully in place during closure 2. L8 compliance reviewed to ensure water risk assessments are within the 2-year review, temperature checks completed and within correct ranges, flushing programme monitored 		



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3. Infrequently used outlets flushed regularly 4. Water tanks at both schools disinfected		
Monitoring	Name	Date



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Preventing Transmission

Hazard awareness

People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs, sneezes or exhales
- the virus can survive for up to 72 hours out of the body on some surfaces which people have coughed on
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

Hazard 20

Covid-19 infection passed between people as a result of close contact in classrooms

Risk rating: MEDIUM

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others. Transmission of the virus between staff and pupils and into the wider community

Measures in place to control risks

NB: DFE guidance states that primary aged children cannot be expected to remain 2m apart at all times

1. Schools have no more than a class per group (pod or bubble) and consistent adults supporting (teacher plus consistent support staff according to need)
2. Physical distancing on site including where possible between adults in classrooms (not between children)
3. Desks facing the front as far apart as possible with pupils sitting side by side at desks facing the front
4. Unnecessary furniture and equipment from classrooms removed to create more space
5. Limit the amount of equipment pupils bring to school to the absolute minimum
6. Staff to maintain a safe distance between each other as per government guidelines
7. Areas marked out to help people visualise and maintain physical distancing
8. Rooms remain well ventilated (open windows and doors that are not fire doors)
9. Provision planned so that resources are not shared between classes
10. Learning outdoors for a portion of time every day for each group
11. PE to take place outside whenever possible – no contact sports
12. Music lessons involving singing take place in well-ventilated spaces, such as the hall, or outside. Group size depends on the size of the space (up to a class)
13. Specialist teaching staff maintain a distance when teaching in bubbles or pods (2m if possible depending on pupils in group)
14. Staff are strongly encouraged to participate in twice weekly asymptomatic testing

Monitoring

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Hazard 21

Covid-19 infection passed between people as a result of close contact during 1-1 sessions with pupils

Risk rating: MEDIUM

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others. Transmission of the virus between staff and pupils and into the wider community

Measures in place to control risks

NB: DFE guidance states that primary aged children cannot be expected to remain 2m apart at all times

1. Staff member avoids sitting opposite pupil in session and sits 2m away
2. If sitting 2m apart is not possible, staff member will wear a clear plastic visor
3. Unnecessary furniture and equipment removed from room to create more space – no soft furnishings or toys
4. Room to remain as well ventilated as possible (open windows and doors that are not fire doors)
5. Provision planned so that resources are not shared between pupils
6. If resources need to be shared, they are cleaned between sessions with different pupils
7. Tissues available and a suitable bin for disposal
8. Take learning outdoors whenever possible
9. Timetable time for cleaning between sessions, wipe down surfaces and touch points. Ventilate the room well
10. Timetable short sessions if possible
11. Staff member and pupil to wash or sanitise hands at the start and end of the session
12. Staff are strongly encouraged to participate in twice weekly asymptomatic testing

Monitoring

Name

Date

Hazard 22

Covid-19 infection passed between people as a result of poor infection control

Risk rating: MEDIUM

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others

Measures in place to control risks

1. Different groups do not mix during the day and pupils use the same classroom throughout the day



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2. Pupils sit at the same desk each day
3. Pupils use the same toilet block – enhanced cleaning of toilet areas in place
4. Plan in place for 'safest movement' around the school buildings
5. Toilet times staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time
6. Direct access to rooms from outside used where possible
7. Each bubble or pod timetabled a portion of the day to learn outside – no mixed break times
8. Pupils eat lunch in classrooms
9. Pupils and staff to wash their hands before eating
10. Hand cleaning breaks promoted during lessons
11. Rooms all contain a supply of soap and running water
12. Specific individual support in place for pupils who need help to follow these measures, for example, 1-1 support to guide, routes round school marked, social stories to support pupils to understand why and how to follow rules
13. Avoid sharing resources between bubbles or pods – where necessary cleaning takes place between uses
14. No wind instruments (recorders) in use until further notice and singing in large well-ventilated spaces only in groups of no more than 15 pupils
15. No soft toys and furnishings in classrooms
16. EYFS settings provide wipe down, washable or single use resources for pupils
17. Quarantine books/resources loaned to pupils for 48 hours (72 hours for plastic) after return to school and before loaning them to another family, where cleaning is not possible
18. Start and finish windows of time for pupils - each bubble or pod uses a different gate
19. Communication with transport providers to ensure they follow hygiene rules - follow the [Coronavirus \(Covid-19\): safer travel guidance for passengers](#)
20. Staff members do not travel together in cars
21. Before and after school provision delivered in consistent groups linked to class groups
22. Outdoor play equipment hosed down at the end of each day
23. Thorough cleaning of the rooms at the end of the day and during the school day
24. Staff members limit their use of shared areas throughout the day
25. Staff members wear face coverings in all shared areas (except when eating)
26. Staff are strongly encouraged to participate in twice weekly asymptomatic testing

Monitoring	Name	Date
Hazard 22 Covid-19 infection passed between people as a result of poor hygiene	Risk rating: MEDIUM	
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		



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Measures in place to control risks

1. Hygiene control non-negotiable, e.g. hand washing and cleaning
2. Handwashing facilities are available in every classroom. Hand sanitiser is provided in rooms with no sinks
3. Additional cleaning of surfaces that children touch more regularly
4. Normal detergents will remove traces of the Covid-19 virus, there are supplies of detergent in classrooms
5. All adults and children must:
 - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly
 - Clean their hands upon arrival at the school, before and after eating, and after sneezing or coughing
 - Try not to touch their mouth, eyes, and nose
 - Use a tissue or elbow to cough or sneeze and use bins for tissue waste
6. Promote the 'catch it, bin it, kill it' control in group discussion, internet videos, posters
7. Ensure that help is available for children who have trouble cleaning their hands independently
8. Encourage young children to practise these habits through games, songs, and repetition
9. Bins for tissues are emptied throughout the day
10. Ventilate spaces using natural ventilation (opening windows) or ventilation units that bring in outside air
11. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
12. Store cleaning products away from pupils
13. Soap and hand towels are regularly topped up at all washing stations
14. Rubbish bins for hand towels are regularly emptied
15. Premises team clean hand washing facilities regularly
16. Hand sanitiser is located at the school entrance and is used by everyone when entering and leaving
17. Tissues are provided for classrooms and are topped up whenever needed
18. Toilet facilities include antibacterial hand wash and wipes (adults)
19. Stock levels for hand soaps, hand sanitisers, tissues and other cleaning products are checked regularly by the premises team

Monitoring

Name

Date

Hazard 23

Covid-19 infection passed between people as a result of inadequate cleaning

Risk rating: MEDIUM

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others



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Measures in place to control risks

See also risk assessment from contract cleaning staff

1. Cleaning schedule for school buildings covering frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc and ensuring these are thoroughly cleaned and disinfected regularly
2. Thorough cleaning of rooms at the end of the day
3. Shared areas cleaned more frequently
4. Hard surfaces to be cleaned using standard cleaning products and disposable cloths/paper towels throughout day (this can be completed by school staff, including non-cleaning staff – check allergy to cleaning products first)
5. Hand towels and hand wash are checked and replaced as needed by premises or cleaning staff
6. Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
7. Only use cleaning products supplied by the school/contract cleaners
8. Follow manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants

When cleaning a contaminated area

Cleaning staff (trained cleaning staff) to:

- Wear disposable gloves and disposable apron and fluid resistant surgical mask if splashing likely
- Wash hands with soap and water once they remove their gloves and apron
- Dispose of cloths and mop heads used
- Wash hands with soap and water for 20 seconds and dry thoroughly after all PPE has been removed
- Double bag PPE then store securely for 72 hours before throwing away in the regular rubbish

NB: For a disinfection following a suspected/confirmed case use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) **or** a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). PHE advice the [Covid-19: cleaning of non-healthcare settings guidance](#)

Monitoring	Name	Date
Hazard 24 Covid-19 infection passed between people as a result of exposure due to close contact with inadequate PPE	Risk rating: LOW	
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		



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NB: Most staff in schools will not require PPE beyond what they would normally use even if they are not always able to maintain a distance of 2m from others

PPE is only needed in a very small number of cases including:

- Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- Some types of first aid treatment where there is close contact for an extended period
- A child becomes unwell with symptoms of coronavirus while in the school setting and needs direct personal care until collected from home and you cannot keep more than 2m apart

See guidance: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

PPE is required if a child or member of staff falls ill and requires direct personal care on site:

1. Fluid resistant surgical masks, disposable gloves and disposable aprons are available in the medical room and classrooms for supervising adults
2. Eye protection is available if there is a risk of splashing or droplet infection from coughing, spitting, vomiting
3. PPE is available for the provision of intimate care
4. When supervising on the gate, staff should wear a visor and gloves where there is a risk of close contact with members of the public

Monitoring	Name	Date
<p>Hazard 25 Covid-19 infection passed between people as a result of relaxing of control measures following the introduction of asymptomatic testing and the vaccination programme roll out</p>	<p>Risk rating: MEDIUM</p>	
<p>Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others</p>		
<p>Measures in place to control risks NB: Staff are strongly encouraged to participate in the twice weekly asymptomatic testing and the national vaccination programme. These measures will help to reduce transmission in the community when used <i>alongside</i> the other control measures</p> <ol style="list-style-type: none"> 1. All adults on site continue to follow all measures in place to reduce transmission of the virus until government guidance changes 2. Adults remind each other to adhere to control measures 3. Leaders monitor adherence to control measures on site 4. Signage in place to remind people of control measures 		



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Monitoring	Name	Date



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Risks to Individuals

Hazard 26

Covid-19 infection passed between people and infecting people with underlying medical conditions

Risk rating: MEDIUM

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others who become severely ill

Measures in place to control risks

1. Staff and pupils who have underlying medical conditions have been identified
2. Individual risk assessments carried out for all members of staff (reviewed as circumstances change)
3. Adjustments in deployment for staff members in September identified and in place
4. Extremely clinically vulnerable and clinically vulnerable members of staff are advised to be diligent in regards to social distancing and hand hygiene
5. Clinically extremely vulnerable staff will work from home until the end of the Spring term
6. OH appointments are available if advice is needed re CV staff members
7. Plans and risk assessments in place for pupils with medical needs
8. Risk assessments for children with EHCPs focus on attendance and engagement and are completed alongside parents
9. Parents and staff members have the opportunity to talk about their concerns relating to attending school
10. Systems in place to identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of Covid-19. They cannot return to school until self-isolation is over, or a negative test is received. Refer to self-isolation guidance
11. Ensure that parents and carers understand that pupils must not attend if they, or a member of their household, has Covid-like symptoms or a positive test
12. Attendance registers in place including new codes for pupils with Covid related absence

Monitoring**Name****Date****Hazard 27**

Lack of appropriate levels of staffing so that the school site and the pupils on site cannot be safely managed

Risk rating: MEDIUM

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors are the victim of accidents or infection due to lack of capacity for supervision

Measures in place to control risks

1. Non-class based leaders to provide cover and ensure appropriate ratio with pupils and key roles such as first aiders and DSLs is maintained
2. Trust cover pool set up to give option of emergency cover if needed



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3. Where staff are self-isolating and are well, they teach the class live from home
4. Where children are self-isolating and well, they learn remotely live with their classmates in school, from home

Monitoring	Name	Date
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Hazard 28
A member of staff or a pupil becomes ill with Covid-19 symptoms whilst on site at school

Risk rating: MEDIUM

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others

Measures in place to control risks

1. Posters displayed outlining symptoms of Covid-19. Staff have had training on this
2. Awareness raising with pupils and parents of symptoms of Covid-19
3. If a child or staff member develops symptoms compatible with Covid-19, they are sent home and must self-isolate for 10 days. Their fellow household members should self-isolate for 10 days
4. If a household member of a pupil or staff member displays symptoms of Covid-19, the pupil or staff member must self-isolate for 10 days or until a negative test result has been received
5. Whilst a pupil is waiting to be collected by a parent or carer, they should be supervised by 1 of the adults from their group. This adult wears a disposable mask, gloves and apron. The adult will need to self-isolate if the pupil subsequently has a positive test
6. If appropriate, older pupils who cannot be collected by a parent or carer may return home by themselves walking, scooting or biking
7. Following the incident, schools follow the updated Covid-19 cleaning of non-healthcare settings guidance [Decontamination in non-healthcare settings](#)
8. Staff or pupils must get a test if they display symptoms of Covid-19. They must let the school know if the outcome of the test is positive or negative
9. If a staff member or pupil is unable to access a test we provide them with a school home test kit
10. If the pupil or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation.
11. If the pupil or staff member tests positive (even if they are asymptomatic), the rest of their group will be sent home and advised to self-isolate for 10 days. The household members of that group do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms
12. The school will contact the DfE Coronavirus Helpline 0800 046 8687 when informed of a positive test. Public Health England's local health protection team will be informed if more than 1 positive test is received in a 14-day period
13. The schools are ready to follow advice given by NHS Test and Trace or PHE's local health protection team
14. Contingency plan for the continuation of educational provision in place in the event of a pupil in self-isolation, a class group needing to self-isolate or the school closing due to local lockdown
15. The above information exists as a clear flow diagram to support staff as and when the above situations occur



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Monitoring	Name	Date
<p>Hazard 29 Unsuitable work environment where staff are working at home during local lockdown or periods of self-isolation</p>	<p>Risk rating: MEDIUM</p>	
<p>Who & how might someone be harmed Staff working at home who are not set up for home-working could suffer from DSE, poor posture, MSD, stress and anxiety</p>		
<p>Measures in place to control risks NB: Staff to follow the working from home CHSS guidance</p> <ol style="list-style-type: none"> 1. Communication structures in place between line managers and staff including when working at home (see Remote Working Policy) 2. At least weekly contact time established (1-1s) 3. Access to Employee Assistance Programme (EAP) for all staff members 4. Wellbeing and health guidance provided for staff and contact details for support 5. Line managers discuss wellbeing strategies with team members 6. Line managers review home working arrangements regularly and in particular the IT equipment available for each staff member. Long term 'homeworkers' should have: <ul style="list-style-type: none"> • Laptop stand • Separate keyboard • Separate mouse 		
Monitoring	Name	Date
<p>Hazard 30 Covid-19 infection passed between people as a result of visitors coming on site</p>	<p>Risk rating: MEDIUM</p>	
<p>Who & how might someone be harmed Visitors could become infected with Covid-19 and/or pass on the infection to others</p>		
<p>Measures in place to control risks</p> <ol style="list-style-type: none"> 1. No visitors except in exceptional circumstances 		



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2. Encourage visits via Google or Zoom and avoid bringing visitors on site. This includes for recruitment purposes
3. Visitors are informed of the physical distancing requirements and told not to come if have any symptoms of Covid-19
4. No unannounced visitors and number of visitors limited during any one day or at any one time
5. Reception areas are set up with screens
6. Sign in screen cleaned regularly during the day
7. No hand shaking
8. Avoid sharing resources/equipment
9. A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace

Monitoring	Name	Date

Hazard 31
Covid-19 infection passed between people as a result of contractors coming on site

Risk rating: MEDIUM

Who & how might someone be harmed
Contractors could become infected with Covid-19 and/or pass on the infection to others

- Measures in place to control risks**
1. Non-essential works postponed to holiday periods - only necessary contractors to be allowed on site, as authorised by Senior Premises Manager
 2. Contractors to be inducted to health and safety, including the current Covid-19 measures - physical distancing requirement and promotion of hand cleaning and hygiene
 3. Pre-communicate to check regarding symptoms of Covid-19 and provide leaflet
 4. Normal management and monitoring of contractor works and wellbeing on site
 5. Reception and other host staff are trained on measures in place to reduce transmission of Covid-19
 6. Where possible organise contractor works out of hours or during less busy times of the day

Monitoring	Name	Date

Hazard 32
Covid-19 infection passed between people as a result of people wearing a face covering, eg for commuting

Risk rating: LOW



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<p>Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others</p>		
<p>Measures in place to control risks NB: Evidence suggests that wearing a face mask doesn't protect you but may protect others in the event you are infected. Misuse of face masks can result in an increased risk of transmission.</p> <ol style="list-style-type: none"> 1. The risk of transmission of Covid-19 is not reliant on face coverings. It is managed by minimising contact time together, applying physical distancing, increased hygiene and cleaning regimes 2. Staff are strongly advised to wear a face covering on site when <i>not</i> working directly with pupils. Staff must wear a mask or visor in shared areas when they are not eating or drinking. The following guidance is applicable and should be followed if you wear a face mask: <ul style="list-style-type: none"> • Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and after removing it • Avoid touching your face or face covering as you can contaminate it with germs from your hands • Change your face mask if becomes damp or if you have touched it • Continue to wash your hands regularly • Change and wash your face covering daily • If not washable, dispose of carefully in usual waste 		
Monitoring	Name	Date
<p>Hazard 33 Covid-19 infection passed between people as a result of work related travel and being in close proximity to people infected with Covid-19 for an extended period of time</p>	<p>Risk rating: MEDIUM</p>	
<p>Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others</p>		
<p>Measures in place to control risks</p> <ol style="list-style-type: none"> 1. Minimise non-essential travel during the school day 2. Minimise number of staff travelling together in any one vehicle, using fixed partners, increasing ventilation and avoiding sitting face to face 3. Avoid public transport as much as possible – consider walking or cycling options - and travelling at the busiest times where possible 4. Follow government advice on face coverings 5. Only complete off site visits if you can safely walk to the location 6. Staff members to flag up with team leaders if they are concerned about their journey to work - team leaders to support staff members to find the safest journey to work (see guidance produced by CEO) 		



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<p>7. Leaders and staff members to adopt a flexible approach to start times while staff members are working out a new route to work</p> <p>8. Staff are strongly encouraged to participate in twice weekly asymptomatic testing</p>		
Monitoring	Name	Date
<p>Hazard 34 High volume of change and related communication and training</p>		<p>Risk rating: MEDIUM</p>
<p>Who & how might someone be harmed Employees may experience stress and anxiety as a result of the volume and level of change experienced</p>		
<p>Measures in place to control risks</p> <ol style="list-style-type: none"> 1. Communication strategy discussed as part of process of managing change 2. Clear consistent and regular communication to all staff from the CEO, HTs and other leaders 3. Information provided as early as possible before any changes to working practices 4. Information shared carefully in bite-sized chunks so as not to overload people 5. Risk assessments updated as government guidance is updated 6. Individual risk assessments carried for all staff looking at gender, age, ethnicity and underlying health conditions 7. Government, NHS, PHE and local council guidelines and resources: <ul style="list-style-type: none"> • NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs 8. Information posters displayed at key points and throughout premises <ul style="list-style-type: none"> • Hygiene requirements (handwashing etc.) • Social distancing (2 metres) • Government track and trace information 		
Monitoring	Name	Date
<p>Hazard 35 Stress and anxiety concerning full-time on-site work</p>		<p>Risk rating: MEDIUM</p>
<p>Who & how might someone be harmed Concern relating to catching virus may cause stress and anxiety affecting the body and leading to physical and/or mental illness</p>		



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Measures in place to control risks		
<ol style="list-style-type: none"> 1. Leaders and line managers to provide regular opportunities for staff to discuss their concerns, experiences and fear in 1-1s 2. Line managers to identify staff with stress or anxiety and complete a stress risk assessment using the CHSS guidance and template 3. Refer staff for an Occupational Health appointment if there is concern about their physical or mental health 4. Give staff language to talk about their fear/anxiety – normalise it 5. Provide access to resources e.g. Employee Assistance Programme (EAP), government resources relating to wellbeing 6. Staff are strongly encouraged to participate in twice weekly asymptomatic testing 		
Monitoring	Name	Date
Hazard 36 Stress, anxiety and grief following the Covid related death of a member of the school community		Risk rating: MEDIUM
Who & how might someone be harmed Following a bereavement staff, parents or pupils may experience stress, anxiety or grief that affects their physical and/or mental illness		
Measures in place to control risks		
<ol style="list-style-type: none"> 1. Communication plan in place to make sure all members of the trust community have information about the bereavement at the earliest opportunity and at within a similar time frame 2. Process in place for condolences to be sent to the family 3. Where appropriate, provide opportunities for staff and pupils to remember the person who has died 4. If possible, provide staff members with the opportunity to attend a funeral 5. Engage the services of the school's EP to support leaders 6. Leaders and line managers to provide regular opportunities for staff to discuss their thoughts and feelings in 1-1s 7. Refer staff for an Occupational Health appointment if there is concern about their physical or mental health 8. Give staff language to talk about their grief 9. Provide access to resources e.g. Employee Assistance Programme (EAP), government resources relating to wellbeing 		
Monitoring	Name	Date



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Hazard 37

Loss of education, lack of social interaction, stress, anxiety and safeguarding risks during periods of self-isolation or local lockdown

Risk rating: MEDIUM

Who & how might someone be harmed

Pupils who have to self-isolate or pupils who are at home during a local lockdown

Measures in place to control risks

Contingency plan

During a lockdown scenario schools will remain open to vulnerable children and the children of critical workers. We will provide remote education for all other pupils. The remote education contingency plan also applies to pupils who are self-isolating or pupils who cannot yet attend school at all due to Covid-19.

Partial closure:

1. On being informed of a partial closure Headteachers will contact all staff and parents by email to clarify next steps
2. Pupils taught on site will remain in their class groups to avoid mixing to reduce the risk of transmission
3. Pupils on site and pupils at home will be taught by their class teaching team
4. Food distribution processes will be re-established including funding and free food deliveries
5. All teachers will be provided with a portable phone and school number for contacting parents
6. The safeguarding team will ensure their priority lists are kept up to date with names and contact details
7. The SENCOs will update the risk assessments for pupils with EHCPs and re-establish the virtual school for pupils with SEND if they are not learning on site
8. School devices and connection solutions will be made available for pupils who do not have suitable online access.

Remote education:

1. Remote education will be available immediately
2. Curriculum plans allow access to high-quality live teaching and offline resources and teaching videos
3. Online tools that are consistently used across schools so that pupils, staff and parents are trained in their use
4. Safe use of online tools is promoted
5. Teachers will continue to work with families to deliver a broad and ambitious curriculum whilst taking into account online safety risks
6. Learning activities are meaningful and ambitious and include a number of different subjects every day
7. Teachers provide frequent, clear explanations of new content in live teaching or through high quality curriculum resources and/or videos
8. Teachers check how well pupils are progressing through the curriculum, using questions and other suitable tasks
9. Teachers adjust the pace or difficulty of what is being taught in response to assessment
10. Learning activities total an equivalent length of time to the core teaching pupils receive in school
11. We monitor pupils' engagement in remote learning

Vulnerable pupils:



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1. If a child has a social worker, the social worker is notified if the pupil is self-isolating
2. The school makes regular contact with the family
3. The school makes sure the child has access to technology needed for remote learning

Monitoring	Name	Date

Overall risk of being open (low, medium or high)

MEDIUM