Coronavirus Risk Assessment for Education

This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.

You must modify this risk assessment to ensure it reflects your school activities and the specific risks and controls you have in place.

Location/Dep The Diocese of Westminster Academy Trust School: The John Henry Newman Catholic School	Date Assessed: 5 June 2020	Assessed by: SBM
Task/Activity: Dealing with coronavirus	**Review Date:**	**Reference Number:**

Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	If an employee, pupil or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point. Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including: • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned using disposable cloths and	5	3	15	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update Control measures will be revised and updated daily at 2pm when the latest government guidance is released.

		household detergents, according to current recommended workplace legislation and practice.				
Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance. Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to self-isolate.	4	3	12	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/guidance/travel-advice-novel-coronavirus Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas. Kitchen staff to maintain good hygiene in line with the school's HACCP. Posters promoting good hand hygiene displayed in food areas.	4	2	8	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Disposal of waste that may be contaminated by a coronavirus sufferer		All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.	4	2	8	

			Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.				
	Contracting and spreading of infection	Employees Pupils Contractors Visitors	Basic infection controls should be followed as recommended by the government: • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, near lunchrooms and toilets. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • Undertake the Ellis Whittam COVID-19 Daily Management Checklist. • Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist. • Clean the school building(s) on a daily basis, including frequently touched surfaces (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aides). • Undertake the Ellis Whittam COVID-19 Contractor Checklist – inviting contractors on site.	5	3	15	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures will be revised and updated daily at 2pm when the latest government guidance is released. https://www.nhs.uk/conditions/coronavirus-covid-19/ https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

			• Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment. • Children of key workers, vulnerable persons and pupils social distancing one metre apart whilst seated at desks (where possible, otherwise - as far apart as possible). • Children of secondary school age are involved with the development and publishing of public health guidance and communication to their community. • Community events/meetings cancelled until further notice. • Governors meetings cancelled/held remotely until further notice. • Up-to-date emergency contact details held. • New and expectant mothers risk assessment completed. • Windows opened to allow ventilation. • Class ratios monitored by teaching staff. Class sizes limited to 'cohorts' and timetables changed in order to effectively reducing mixing of classes, staggered drop off/collection times. • Usage of EW reoccupation checklist. • Discussions with insurer to determine further requirements • Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'. • Staff advised to bring their own food to work. • School kitchen follows guidance of social distancing. • EW COVID 19 policy in place. • EW Health and Wellbeing policy in place. • Usage of COVID 19 Return to Work form with staff.				

	• Lunch and breaks staggered to minimise social gatherings for pupils and staff. • Regular family contact to ensure that those children from families with symptoms do not attend school. • Space audit conducted in order to evaluate the splitting of class sizes in half (no more than 15) with desks space as far apart as possible and unnecessary items/furniture removed. • Refer to separate children with (EHC) Plan's in place risk assessments. • Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible). • Adequate supplies of facemasks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – 2m cannot be maintained. • The flow of pupils and staff around the school should be reviewed to enable 2m distancing to be maintained, where possible (i.e. . Control measures could include one way systems, staggered lesson change, dividers installed in the middle of corridors or floor markers). • Usage of outdoor spaces for teaching and learning. • Halls, dining areas are used with half normal capacities. • Shared materials/resources limited for those pupils/staff that need to take these homes. • Established arrangements are in place between the school and transport companies. • Usage of test and trace apps' by individuals to establish data.		

			- COVID Testing records maintained of staff/pupils who have been tested. - Close liaison between families regarding symptoms, the school will not monitor temperatures. - Staff working from home, where possible. - Usage of COVID toolbox talk for staff and pupils. Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre. *Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.*				
	Welfare Hand-contact points Poor hygiene and welfare conditions leading to staff discomfort or illness	Staff Visitors Delivery drivers Pupils	- Toilets to have a regular supply of hot and cold water complete with soap and towels. - Hand sanitiser available (where required). - Kitchen area to have a safe supply of mains cold water. - Hand-contact points cleaned daily/where practicable. - Toilets and kitchen area to be regularly cleaned. - Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing.	4	2	8	

Infection control	Staff Visitors Delivery drivers Pupils	• Refer to and ensure all staff are aware of its contents and new protocols. • Decontamination – following advice/guidance from the Health Protection Team. • Refer to guidance and posters (where required). • Education poster on COVID-19 to be displayed at the main entrance to the school building(s). • Ellis Whittam COVID-19 Daily Management Checklist to be used. • Staying COVID-19 Secure in 2020 poster in place at reception.	4	2	8	
Estates Management following partial site closure	Employees Pupils Contractors Visitors	• Reoccupation checklist complete- specific checks on areas of school which may have been unused for period- legionella checks, fire safety, gas and electrical services • Health and Safety checks to continue as normal. • Ellis Whittham Daily Management Checklist to be undertaken. • IT infrastructure – review of security of servers and back up procedures check software updates and patches have been undertaken during partial closedown so systems secure • Classrooms to be reviewed in line with DfE guidance and social distancing requirements • Classroom numbers to be capped at a maximum of 15 as per guidance • Furniture not required to be cleaned and stored	4	2	8	https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak
Entry and Exit points	Staff Visitors Employees	• Visitors declaration sheet to be completed by all visitors to site and retained at reception in case of NHS test and trace requests • Plan shared with stakeholders detailing entry and exit points and fire evacuation point once,	5	3	15	https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works

		away from building, all to adhere to Social distancing rules (where possible)				Split site number of entry and exit points mitigate by one way system
Third Party use of Premises	Visitors	• No lettings or external provider for use of school building for reminder of the school year.	5	1	5	Cancelled lettings no risk
Operation of school Staffing deployment	Staff	• Individual risk assessments to be completed for all staff • Daily review of staff levels to ensure safe operation of school site • Senior Leadership cover for site identified key contacts each day. • Designated Safeguarding Lead- safeguarding procedures reviewed for those pupils in and out of school staff trained on amended procedures • First aid cover for Secondary • Meetings to be carried out using online platforms access to staff offices to be limited to emergency access , email communication or telephone to be used where possible • Social distancing guidelines to be followed. • Review of staff welfare facilities to minimise contact •	4	3	12	On- going monitoring of daily situation, local infection rates, infection levels in school community
Operation of school Groupings		• No groups to contain more than 15 children. *Key worker/Vulnerable:* • Children to be in their own room with segregated play area.	4	3	12	Planning guide for primary schools - https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-

		- Children to remain at their own seating area throughout the day. - Children to have their own belongings. - Attendance recording during COVID-19 to be followed to correctly record status to meet safeguarding responsibilities - Safeguarding pupils during COVID-19 ensure staff aware of procedures in place - Children to be reminded about good hygiene throughout the day. Good hygiene to be practised in EYFS by adults and children alike. *Secondary schools:* - Delivery of provision for YR10 and YR12 - Grouping structures to maintain no more that 25% of students from identified cohort on premises at any one time - Bubble groups to be created to minimise contact and for infection control - Seating to be identified in classroom - Minimise movement across school site			schools-from-1-june/planning-guide-for-primary-schools https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools Actions for schools during COVID – 19 https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing https://www.gov.uk/government/publications/school-attendance https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people

Operation of school Social Distancing		• School drop off/pick up times and locations parents to stay in car • Staggered or limited amounts of moving around the school/ corridors • Toilet arrangements • Bubbled groups kept in own zones to minimise risk of transmission. • Furniture & Equipment taken from classrooms to limit points of contact. • Toilet facilities for bubbled groups break times staggered • Enhanced cleaning regime throughout school day. • No assemblies planned. • PE to take place outside. *If child does not follow social distancing (where reasonable):* • Handwashing and cleaning (if needed) • Conversations with parents	4	2	8	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june
School lunches		• Pupils to bring in packed lunches. • Staff to bring in packed lunches. • Any children on FSM – receive online vouchers. • Children to eat in their bubble arrangement – then outside to allotted area.	4	2	8	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19
PPE in schools		• Review supply chain for PPE and alternative provision if required • Additional orders placed and excess stock purchased and held for further needs. • Review Ellis Whittam guide to PPE	4	3		Safe working in education - https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/PPE

Task	Who	Controls				Links
First Aid		- It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. - Those administering first aid should wear PPE appropriate to the circumstances, staff to watch PPE training to correctly apply PPE - Wash hands and ensure the affected area is cleaned upon completion. - First Aid to be facilitated outside (if during lunch or breaktime) – with PPE appropriate to the circumstances. - Isolation room to be identified for any pupil with symptoms of COVID-19 and infection control policy to be followed - Number of First Aid trained staff	4	3	12	
Public Transport	Staff Students Visitors	- Where possible look at alternative routes of travel to school - Requirement from 15th June to wear face coverings ensure reminder to stakeholders for anyone on public transport - Commercial vehicle providers have specific guidance for COVID-19 guidance being followed - Hygiene and washing hands for inbound and outbound journey from school - Following social distancing requirements when using public transport - Reminder to stakeholders of government and NHS keeping safe hygiene recommendations	4	3	12	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX

LIKELIHOOD					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

SEVERITY (CONSEQUENCE)

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government	Yes	Mr C Mathew	Ensure School remains up to date with current guidance published
Reviewed and updated the risk assessment to incorporate any changes to the guidance	Yes	Mr C Mathew/SLT	Ensure the risk assessment reflects the local picture in relation to Covid-19
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	Yes	SBM/Premises Manager	Ensure School has sufficient stocks to meet responsibilities to provide hand washing during the school day.
Identified and implemented the (new) recommended control measures	Yes	Mr C Mathew	Ensure school is working to mitigate where practically possible potential risks with appropriate and measured controls and responses

Action	Yes	Confirmed by	Comments
Regular updates and bulletins to school community and staff on changing guidelines	Yes	Mr C Mathew	Ensure ongoing inset for staff to support them with their new responsibilities and working practices. Ensure Parents have good communication channels with the school to maintain confidence in the process.
Staying Safe in School Policy adopted and circulated	Yes	Governors/Trust	Ensure policy and process has been clearly communicated to all stakeholders.
Covid-19 training on Inset Days to update all staff on the new procedures for working safely in school during Covid-19	Yes	?	Ensure ongoing inset for staff to support them.
One way system introduced and embedded during rest of Summer Term.	Yes	SLT	Ensure School is working to mitigate where practically possible potential risks with appropriate and measure controls and responses.

Additional signage around school site.	Yes	Premises Team/SBM	Embed good working practices under Covid-19 for the whole School's benefit and safety.
Remove any soft furnishings and equipment that cannot easily be cleaned each day.	Yes	Premises Team/Technicians	To mitigate any potential risk.

SCHOOL ACTION PLAN

Action	Yes	Confirmed by	Comments
Prepared Classrooms to become bubbles: keeping furniture to a minimum of 2 metres apart.	Yes	Premises Team	To mitigate any potential risk.
Individual risk assessments carried out for all staff to ensure school protects staff where reasonably possible. Individual pupil risk assessments for EHCP, PP or vulnerable students	Yes	C. Mathew/SLT	Ensure sufficient information on individual support to provide correct risk assessment of their needs.
Deep cleaning in every areas of the School Staff Room furniture has been greatly reduced for 2 metres apart School Hall has been set up to help with overflow also set up at 2 metres apart. Refreshment area in School Hall which allows for social distancing	Yes	Premises/Cleaning Teams	To mitigate potential risk.