

COVID-19: Guidance and model risk assessment for the safe operation of schools - Step 4 of the roadmap.

School Safety Guide

Document information

Document title	COVID-19 Guidance and model risk assessment for the safe operation of LA schools in Step 4 of the government roadmap		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	1
Effective from	August 2021	Approved on	
Last updated	2 September 2021	Last updated by	HSU/JH-TH
Review date	Weekly, or as and when changes announced		
Purpose	To provide schools guidance and advise on how to update risk assessments for Step 4 road map out of Covid-19 pandemic.		

Risk Assessment for: Safe operation of school during COVID-19 pandemic from Autumn Term 2021 (Stage 4 of roadmap)

Location: **Hall Green Primary School**

Assessment Date: 19.9.21

Name of Assessor(s): **K Heng**

Assessment Ref No: **15**

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Symptomatic staff or pupils attending school, or becoming symptomatic whilst on site	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through	<ul style="list-style-type: none"> Pupils, staff and other adults told not come into the school if they have coronavirus (COVID-19) symptoms, are having to self-isolate or have tested positive. Anyone developing COVID-19 symptoms during the school day will be sent home. Pupils awaiting collection will be isolated in 	Asymptomatic testing by use of voluntary lateral flow tests for staff to be continued in order to identify positive cases more quickly and reduce transmission. Any staff with a positive Lateral Flow Device (LFD) test result will self-isolate in line with the	Senior Leadership Team – as and when arises. LFT co-	2	5	10	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
	to fatality.	<p>rooms with fresh air ventilation with appropriate supervision. Appropriate PPE will be worn if close contact is necessary.</p> <ul style="list-style-type: none"> Any rooms used for isolation will be thoroughly cleaned after use. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Anyone with symptoms should avoid using public and wherever possible pupils should be collected by a member of their family or household. 	<p>stay at home guidance and get a free PCR test to confirm if they have COVID19.</p> <p>If a negative PCR test is gained within 2 days of the positive LFD test they can return to school as long as they do not have any COVID symptoms.</p>	AG				
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. All toilets and handwashing stations have liquid soap available. Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points, all classrooms and other key areas around the school. Reception desk/area has Perspex screen/barrier. Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, light switches, bannisters, toilets, kitchens etc). 	<ul style="list-style-type: none"> Children reminded of hygiene routines on return to school and at regular interval thereafter. Regular checks made to ensure there is sufficient stock of soap. Regular checks made to ensure there is sufficient ABHR each day. Checks that cleaning is in place in line with COVID19 - cleaning in non-healthcare settings 	<p>Teachers All staff</p> <p>Site manager - IJ</p>	2	5	10	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • Provision of detergent and cloths for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) and limit access to these areas where possible. • Any contaminated waste (used tissues etc) is disposed of appropriately and regularly taken away. 						
Poor ventilation leading to risks of coronavirus spreading	Teaching, non-teaching staff, pupils and visitors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> • Windows/doors to be opened each morning in classrooms to allow for a free flow of fresh air. • In cooler weather windows should be opened just enough to provide constant background ventilation in the day and opened more fully during breaks to purge the air space. • Staff will ensure windows and air vents are fully or partially opened to improve natural ventilation. 	<ul style="list-style-type: none"> • Any poorly ventilated spaces will be identified as part of the risk assessment, such as areas where there is no mechanical ventilation or natural ventilation <ul style="list-style-type: none"> - 1st floor offices (x2) - Store cupboards - Adult toilets • Steps will be taken to improve fresh air flow in these areas. If this cannot be achieved the time and number of people in these areas will be restricted. <ul style="list-style-type: none"> - Office doors to remain open unless confidentiality requires doors to be shut. Max 3 person occupancy if door is shut. - Doors to remain open whilst 	HT & Site manager - KH/IJ	2	5	10	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
			cupboards are being accessed. Recommend single occupancy. Max 2 person occupancy in larger store cupboards. - Single occupancy in all adult toilets					
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> if a child, young person or other learner becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a “live” risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn and PHE guidance followed 	<ul style="list-style-type: none"> Sufficient stock of required PPE equipment is readily available (First Aid room) and checked regularly 	Attendant staff PPE stock -Senior First Aider - KP	2	5	10	As arising
COVID-19 Virus transmitted due	All site users Illness – flu like	<ul style="list-style-type: none"> Main and lower pedestrian gates to be opened 15 minutes prior to the start of the school day to 		Site Manager –	2	5	10	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
to lack of social distancing measures	symptoms through to fatality	<p>enable a steady flow of parents and children onto the site (i.e. rather than crowd gathering at the gate to enter en- masse). Upper gate to remain closed given the narrow pathway.</p> <ul style="list-style-type: none"> • 3 separate one-way systems clearly signed (nurse; reception and KS1/KS2) to avoid any crossing of pathways when navigating potential pinch-points. Staff circulating around the site to ensure one-way system is maintained • Separate entrance and exit routes are in place as part of the one-way system. • A prescribed layout of desks is in place to allow for "social distancing" space between pupils and adults during lessons whenever possible. Where pupils are sitting opposite each other, they are more than a metre apart • Staff should remain within their bubble setting, not entering other rooms for social purposes or otherwise and use the staff room as a central location to meet or take their breaks as appropriate, but maintaining social distancing at all times • If it is absolutely necessary to enter another room, staff must make every effort not to touch surfaces, ensuring that these surfaces are cleaned if they have done so • Assemblies and group gatherings will not be 		<p>IJ</p> <p>IJ/KH/AG/ RP</p> <p>IJ</p> <p>All classroom based staff</p> <p>All staff</p> <p>All staff</p> <p>KH</p>				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>reinstated.</p> <ul style="list-style-type: none"> • Break and lunch times will continue to be staggered and supervised to minimise numbers and allow for social distancing. Children will eat lunch with their bubble. • Shortage of staff at lunchtime posed risk of insufficient supervision causing year group to mix. Senior leaders remain on duty to ensure that this is avoided, with other teachers & support staff making themselves available when further MSA absence limits supervision. Continued support at lunchtime will be required for the foreseeable future • System requiring those pupils taking hot meals to choose which meal they want at the beginning of the day is in place to hasten service as ensuring year group bubbles remained discrete slowed service considerably. • Available outdoor play areas will continue to be zoned to encourage social distancing, with guidance available for staff. Fixed & portable equipment will continue to be restricted or limited during these times. • Parents/carers discouraged from attending the site in person, other than to drop off or collect children. • Sanitising hand gel is available in the external 		<p>All staff, including MSAs</p> <p>All staff, including MSAs</p> <p>Teachers</p> <p>KM</p> <p>JB/SG</p>				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>lobby for any visitors and all staff to use prior to opening the door to enter the school. As far as is practicable, office staff will use an anti-bacterial wipe to wipe the door handle if they notice that a visitor fails to sanitise their hands prior to touching the handle.</p> <ul style="list-style-type: none"> • Regulation of access to areas where it is difficult to maintain social distancing (toilets, stairwells, staffroom etc) and ensure enhanced cleaning in place (e.g. lunchtime cleaning for shared areas) • All 3 adult toilets are single occupancy only 		<p>Provision of gel – IJ</p> <p>JB/SG</p> <p>All staff, including MSAs</p>				
Admittance of visitors (as specified by LA list) or necessity to convene meetings on site, provides opportunity for cross-contamination and transmission of virus	All site users Illness – flu like symptoms through to fatality	<ul style="list-style-type: none"> • No visitor should attend a meeting if they, or any member of their household, have displayed any COVID-19 or cold like symptoms in the last 72 hours. They will be asked for this assurance on their arrival at school and by entering the building, they are providing assurance that they have not displayed such symptoms. • The school is no longer required to manage an active track and trace log, all visitors must sign into school using the existing electronic system. Should the NHS contact school requesting assistance in their track and trace activities, the school may be required to access this electronic log. A notice to this effect will be clearly visible next to the device. 		<p>JB/SG</p> <p>JB/SG</p>	2	5	10	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • All visitors should follow the protocols in place with regard to one way system around the site, sanitising hands when in the external lobby, avoiding touching any surface until they have done so (as above) • All visitors accessing the school must adhere to the control measures in place as identified within the checklist above e.g. handrail protocol if using stairs • Unless agreed by prior agreement with Head or Deputy Head Teacher, e.g. adults who cannot socially distance with other adults, face masks and face shields should not be worn inside the building. • Visitors representing Inclusion Support Services should liaise with the SENCo prior to their arrival to ensure that there will be availability of a designated meeting room (Deputy Head's room). <ul style="list-style-type: none"> - All work undertaken, unless there is a necessity to observe a pupil in their setting, should take place in this room, which should be cleaned thoroughly once all work has been completed. Social distancing should be maintained throughout. • If classroom observation is necessary, this will need to be delayed until circumstances are such that the Head Teacher judges that it is safe to 		JB/SG JB/SG & Staff member hosting JB/SG & Staff member hosting AG AG				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>introduce an external person into a discrete year group bubble.</p> <p>NB The school will do their utmost to facilitate alternative solutions e.g. observations that are arranged to take place outside, observations undertaken from the classroom doorway, or 1:1 work in a self-contained room, in order to meet children's needs. If this were the case a specific risk assessment would need to be considered (e.g. sanitisation of room used)</p> <ul style="list-style-type: none"> • Visitors must minimise the surfaces and resources they touch, sanitising the area before they leave or setting aside any resources used/touched so that they can be sanitised after the visit. • Social workers visiting the school should adhere to the protocols as above, • The designated meeting room for social workers will be the Safeguarding Officer's room and if this is unavailable or unsuitable (need for complete privacy) the Head Teacher's room should be used. • Liaison prior to the visit should be with Safeguarding Officer. • Unless it is unavoidable, meetings involving only adults should be held virtually. 		<p>Staff member hosting</p> <p>RP</p> <p>RP</p> <p>RP</p> <p>RP</p>				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • If any on-site meeting is necessary, visitors attending meetings must adhere to the protocols above (liaising with appropriate person prior to visit, sanitising hands prior to entry, avoiding touchpoints, following protocol for use of toilet, handrail protocol; maintaining social distancing etc.) • Meetings of 4 people or less should take place in the Head Teacher's office. • Meetings of 5 people or more should take place in the studio on the first floor. These meetings must be scheduled to start at a time after school hours, starting no earlier than 3:50pm. • Attendees must not arrive at school anyearlier than 10 minutes prior to the scheduled starting time of the meeting. • Furniture and equipment to be used in the studio should be sanitised after the meeting and must be arranged to facilitate social distancing. • Key touchpoints should be sanitised after the meeting. 		Attending staff Attending staff Attending staff Attending staff Attending staff Attending staff				
COVID-19 virus transmitted across year groups by adults working with	All site users Illness – flu like symptoms through to fatality	<ul style="list-style-type: none"> • Teachers moving between classes should take additional care to maintain social distancing, but it is recognised that the capacity to maintain this will be dependent on the age of the children. 		DE/TT	2	5	10	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
more than one year group		<ul style="list-style-type: none"> • Only the art/music teacher (D Elcock) and the PE coach (T Turton) are scheduled to teach across year groups. • A review of nurture group provision previously led by staff from a different year group bubble will take place asap • Unless specifically directed by the Head or Deputy (e.g. emergency cover), the only exception will be when it is necessary for the Head, Deputy or Safeguarding Officer to undertake specific tasks e.g. lunchtime duties, behavioural issues, safeguarding issues • Peripatetic teachers should comply with all control measures in place and particularly maintain social distancing guidance. • Small group tuition delivered by peripatetic teachers should be organised to reflect the separation of year group bubbles. These group sessions will be conducted in the nurture room whenever it is available or the art/music room as appropriate to whole school needs . These rooms will be sanitised as appropriate following each use, including when swapping one year group tuition group for the next. This will be the responsibility of the peripatetic teacher. 		DE/TT AG/LL/AL KH/AG/RP JB/SG/DE/ attending peripatetic staff DE/ attending peripatetic staff				October 2021
COVID-19 Virus transmitted to	Employees and pupils who fall into	<ul style="list-style-type: none"> • All CEV & CV pupils should attend school unless they are one of the very small number of 		KH/AG	2	5	10	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
those who are vulnerable	the clinically extremely vulnerable or clinically vulnerable groups. Illness – flu like symptoms through to fatality	pupils under pediatric or other specialist care and have been advised by their clinician or other specialist not to attend. Pupils who live with someone who is CEV should continue to attend school as normal <ul style="list-style-type: none"> New and Expectant mothers must follow the specific guidance for pregnant employees. 		Expectant mothers				
Pupil wellbeing and support	Pupils experiencing anxiety, stress or low mood in response to the pandemic	<ul style="list-style-type: none"> Staff to continue identification of pupils who exhibit signs of stress or anxiety. Facilitation of liaison with parents/carers to share concerns. Support put in place according to individual pupil need. Links and sources of support can be found here 		All staff	2	4	8	Ongoing
Spread of COVID-19 through Educational Visits	Teaching staff, pupils on trips and members of the public. Illness – flu like symptoms through to fatality	The school does not feel confident that sufficient measures can be initiated to control the risk of infection whilst undertaking off-site visits and would be specifically concerned about hygiene management on coaches. With the exception of swimming provision, there are therefore no plans to resume these activities in the immediate future. This decision will be reviewed during October half term <ul style="list-style-type: none"> Swimming sessions for Y4 during 2021/22 have been booked. A single block booking for 		KH	1	5	5	Ongoing
				TS/TT/	2	5	10	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>Hall Green's sole use for one afternoon each week will ensure that cross contamination from other users is minimised.</p> <ul style="list-style-type: none"> The coach company employed will not undertake the transport of children from other schools between outbound and inbound journeys from the baths. Teachers will ensure children are instructed on how to minimise the risk of infection from touch points on the coach. Attending staff will provide sanitising hand gel as children disembark from the coach. 	<p>to visit</p> <ul style="list-style-type: none"> The school has requested reassurance that the swimming baths' schedule of cleaning between each visiting school is thorough and consistently maintained. The school has requested the coach firm employed to transport children to the baths to provide a risk assessment which includes a thorough and consistently maintained schedule of cleaning between each use. 	Y4 staff				
COVID-19 transmission via participation in breakfast and after school provision	All site users Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Consideration of the proposal to reintroduce a limited breakfast club provision run by school employees will <ul style="list-style-type: none"> Limit attendance to those previous attendees whose parents' employment limits their ability to deliver their children to school Limits activities available in order to maintain children in their discrete bubbles Maintain all control measures to ensure hygiene measures, as detailed in this risk assessment, are consistently maintained 		KH/LL	2	5	10	Ongoing in the case that it is reinstated

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Lack of procedures for dealing with an outbreak	Teaching, non-teaching staff, pupils and visitors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> School has an outbreak management plan in place that identifies how it will operate if there is an outbreak in school or local area. If an outbreak occurs school will contact dedicated local health protection team who will advise if any additional controls are needed. <p>School will follow the principles set out in the contingency framework for education and childcare settings.</p>	School will continue to notify Public Health of cases when threshold is met (e.g. 5 cases or 10% of occupancy [whichever is reached first]) in any 10-day period	KH	2	5	10	Ongoing

Assessment reviewed [Date]:	Reviewed by [Name/Position]:	Comments: