

**COVID 19 – School General Risk Assessment**

**School: Raynville Academy      Date of Risk Assessment: 4/1/2022**

**This assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly. All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required in future for an investigation.**

**This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act, and a positive case to an employee following potential exposure at work can be RIDDOR reportable to the HSE. If you require any assistance with this process, it is recommended you contact your health and safety consultant/adviser.**

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
<b>General – Risk of infection.</b>	Staff, visitors, Pupils	General Controls and instruction to staff throughout the school: - - Bubbles no longer required and mixing permitted although still limited by staggered breaks and lunchtimes. - Staff (unless medically exempt) to wear face coverings in communal areas, such as corridors, photocopier, school office, hall - Increased cleaning regime throughout site, especially touch points. - Hand washing facilities in place with pupils and staff encouraged to use these regularly. - Staff or pupils who may become symptomatic to isolate, obtain a PCR test and if positive to stay home and continue to self-isolate, following the advice given by NHS Test and Trace. NHS test and trace will work with	<ul style="list-style-type: none"> <li>- Establish a record of cleaning.</li> <li>- Regular cleaning throughout the day.</li> <li>- Reminders of regular hand washing promoted in bathrooms.</li> <li>- Reminder to parents and staff of symptomatic people/ those in the household of someone who is symptomatic are not to attend school.</li> <li>- Parents informed of the procedures in relation to COVID19.</li> <li>- Promote “catch it, bin it, kill it” approach</li> <li>- If anyone has recently left the country and returned the UK they</li> </ul>	<b>AJM, DM &amp; KE</b>	<b>4/1/2022</b>	



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		<p>the child's parents or directly with a staff member to identify close contacts.</p> <ul style="list-style-type: none"> <li>- Staff or students who test positive using a lateral flow device (LFT) should also self-isolate and seek a PCR test immediately. If negative and no symptoms have developed, self-isolation can cease.</li> <li>- For confirmed positive COVID cases of employees which may be work related to be reported to the schools H&amp;S team.</li> <li>- If it appears there is spread of COVID within the school (from person to person within the setting) the school will be contacted by Public Health. In this instance, Outbreak Management Plans should be actioned, working in partnership with Public Health. This may involve contact tracing at school level.</li> <li>- Non- fire safety doors can be propped open to allow ventilation</li> <li>- Windows to be opened each morning to allow adequate ventilation. Where the weather causes the room to become uncomfortably cold for occupants the windows can be closed to a crack and then reopened once unoccupied. Consider opening higher windows in the event of cold weather. Rooms with no ventilation should only be used where doors can be propped open and there is air flow from outside of the room.</li> </ul>	<p>must follow the advice on the current traffic light travel system.</p> <ul style="list-style-type: none"> <li>- Support and encourage the vaccine programme take up</li> <li>- <b>Share information on new 7-10 day isolation procedures</b></li> </ul>			
<b>Ventilation</b>	Staff, pupils, visitors	<p>Need to balance the risk of transmission of the virus and a comfortable teaching environment by.</p> <ul style="list-style-type: none"> <li>- For natural ventilation the windows should be opened and in cooler weather should be left open just enough to provide constant background ventilation and opened wider during breaks to purge the air. May be beneficial to open higher-level windows to reduce draughts when</li> </ul>	Establish areas throughout the school where there is poor ventilation.	<b>AJM, DM &amp; KE</b>	<b>Ongoing</b>	<b>Completed</b>



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		<p>the weather is colder. Allow flexibility for staff and pupils to wear additional suitable indoor clothing.</p> <ul style="list-style-type: none"> <li>- Open non- fire resisting doors to allow for air flow</li> </ul>				
<b>Classrooms</b>	Staff, Visitors, Pupils	<ul style="list-style-type: none"> <li>- Classrooms to be regularly cleaned and cleaning supplies available in the classroom.</li> <li>- Pupils encouraged to wash their hands regularly</li> <li>- Windows opened to allow ventilation, if temperature is uncomfortable due to open windows these to be closed to a crack while occupied and then reopened while unoccupied.</li> </ul>		<b>DM and teaching teams</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Provision in Early Years</b>	Staff, Pupil Visitors	<ul style="list-style-type: none"> <li>- EYFS ratios still to be met</li> <li>- Promotion of handwashing with staff.</li> </ul>		<b>EYFS Team</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Corridors</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- regular cleaning of touch points</li> <li>- Staff to wear face coverings in communal areas, such as corridors</li> </ul>		<b>DM</b>	<b>Ongoing</b>	<b>Ongoing</b>
<b>Toilet and cloakrooms</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Available hand washing facilities with soap and warm water with encouragement to use these facilities regularly and prior to eating.</li> <li>- Regular cleaning of the toilet area touch points.</li> </ul>	<ul style="list-style-type: none"> <li>- Establish record of cleaning for all toilets.</li> </ul>	<b>DM</b>	<b>4/1/2022</b>	<b>Ongoing</b>
<b>Playground and play equipment</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>- Ensure a cleaning regime includes the playground equipment for both outdoor and indoor or take out of use if necessary.</li> <li>- Cleaning should take place more frequently than normal.</li> <li>- Also applies to resources used both inside and outside for wraparound care and out of school settings.</li> </ul>		<b>Teachers</b>	<b>Ongoing</b>	<b>Ongoing</b>



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		<ul style="list-style-type: none"> <li>- Staggered breaks and lunches in KS2 ensure that children will mainly mix within their year group and will have their own year group equipment.</li> </ul>				
<b>Resources and equipment</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>- Resources shared between classes would be encouraged to undergo frequent cleaning and preferably be either cleaned between each class or allow them to be unused for a period of 48 hours (72 hours for plastics)</li> </ul>	Books and other shared resources can be taken home although unnecessary sharing should be avoided and should implement a system of cleaning and rotating these resources.	<b>Teachers</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Drop off/collection areas with parents</b>	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> <li>- No current staggering of start/finish times</li> <li>- One way system at main gate for ease of flow</li> <li>- Office staff outside at beginning and end of day to liaise with parents so they are not entering the building</li> </ul>		<b>SLT</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Catering</b>	Staff, pupils, Visitors	<ul style="list-style-type: none"> <li>- Hygiene standards to be maintained</li> <li>- KS0&amp;1 to have lunches in their building – hot boxes to transport food</li> </ul>		<b>Catering Manager</b>	<b>Ongoing</b>	<b>Completed</b>
<b>Reception area</b>	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> <li>- Encourage parents to contact the school by other means than face to face.</li> <li>- Office staff outside at beginning and end of day to liaise with parents so they are not entering the building</li> <li>- PIT to continue to be out front before and after school</li> <li>- Visitors to complete the COVID declaration form and to sanitise hands on arrival.</li> <li>- Regular cleaning of touch points in the entrance.</li> </ul>		<b>Office staff</b>	<b>Ongoing</b>	<b>Completed</b>



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<b>Area for isolation/first aid and separate toilet</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>- KS2, the seats outside the office have been identified as an appropriate area to be used for first aid.</li> </ul>		JH&GB	Ongoing	Completed
<b>Clinically vulnerable and Clinically Extremely Vulnerable (CEV)</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- As a minimum CEV staff are to follow the same guidance as everyone else, the key issue is consultation with any vulnerable staff as per HSE advice and it is always advisable to document this discussion and agreement.</li> <li>- If this is the case, a full risk assessment with the staff member should be undertaken and any discussion documented including the measures you have put in place to make the workplace as safe as possible for them.</li> <li>- The CEV guidance extends to staff who are more than 28 weeks pregnant (and those below 28 weeks with other health concerns), but again only where they are fully aware of the risk to themselves and their unborn baby if they catch COVID. If they still want to work, they need to agree with you the safest way of working and advice may be required from occupational health.</li> </ul>	<ul style="list-style-type: none"> <li>- Request information from staff and parents to identify those in these categories.</li> <li>- Keep in contact with those who are shielding or working from home.</li> <li>- Encourage and promote the take up of the vaccine programme.</li> </ul>	AJM	Ongoing	Completed
<b>Staff contingency arrangements</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Staffing protection plan in place</li> <li>- Shared responsibility to wipe down contact points in staff rooms, photocopying area and toilets after use.</li> <li>- Staggered breaks and lunches to reduce the number of staff in the shared areas at any one time and to reduce contact across year groups.</li> <li>- Outside staff picnic areas provided to be used for breaks when the weather permits.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure staff are aware of the reporting procedure to highlight if they have any symptoms.</li> <li>- Ensure there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff.</li> </ul>	AJM	Ongoing	Completed



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<b>Symptomatic staff or pupils</b>	Staff, visitors, pupils	<ul style="list-style-type: none"> <li>- KS2 outside the office is available for anyone who is symptomatic so they can wait to be collected.</li> <li>- Area in which symptomatic people are awaiting requires to be cleaned after use.</li> <li>- Staff and Children can be eligible for testing.</li> <li>- Those who require close supervision while awaiting collection should remain at a distance if possible and wear appropriate PPE (Type IIR face mask, eye protection, apron, disposable gloves.).</li> <li>- Those who become symptomatic should return home and avoid using public transport and where possible collected by guardian.</li> <li>- Preferably should use a separate bathroom which must be cleaned and disinfected using standard cleaning products before used by anyone else.</li> </ul>	<ul style="list-style-type: none"> <li>- Where there are work related positive COVID cases these may be HSE reportable and guidance from the schools H&amp;S advisors should be sought.</li> <li>- In an emergency call 999 if someone is seriously ill or injured or life is at risk.</li> <li>- Ensure enough PPE in both rooms.</li> </ul>	SLT	Ongoing	Completed
<b>Assembly &amp; gatherings</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>- As mixing is permitted assemblies and gatherings can go ahead – <b>separate venues and times for KS1 and KS2</b></li> <li>- Where possible, assemblies can take place outside to reduce possible transmission.</li> </ul>	<ul style="list-style-type: none"> <li>- Conduct a risk assessment for larger school events.</li> </ul>	AJM	Ongoing	Completed
<b>Transport arrangements</b>	Staff, Pupils, Contractors	<ul style="list-style-type: none"> <li>- Children can be transported on the minibuses with staff wearing masks</li> <li>- Where possible, minimise mixing within the minibuses</li> <li>- The buses to have windows open to provide ventilation.</li> <li>- Those staff members travelling by public transport to have access to wash facilities which use is encouraged</li> </ul>		AJM	Ongoing	Completed



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<b>Personal Protective Equipment (PPE)</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>- PPE required for personal care only.</li> <li>- PPE should be suitably stocked</li> <li>- PPE signed out when used.</li> <li>- Risk assessment for each child to be conducted to highlight the requirement of PPE; however, a face mask isn't required for personal care from current guidance.</li> </ul>	<ul style="list-style-type: none"> <li>- Inform staff of the requirements for PPE and provide information for their safe usage.</li> <li>- Individual risk assessments to be conducted.</li> </ul>	SLT	Ongoing	Completed
<b>Home visits</b>	Staff, Families, Pupils	<ul style="list-style-type: none"> <li>- Home visits can go ahead but staff should remain cautious and check the COVID status of the house prior to entering.</li> <li>- Hand sanitiser provided for staff required to conduct home visits.</li> <li>- Where possible, conduct the visit on the doorstep and maintain social distance.</li> </ul>		PIT	Ongoing	Completed
<b>Visitors &amp; Contractors in schools</b>		<ul style="list-style-type: none"> <li>- Where necessary obtain confirmation those who will be on site are not showing signs of COVID19.</li> <li>- Provide handwashing or hand sanitiser facilities for visitors/ contractors.</li> <li>- Visitors should be encouraged to socially distance</li> <li>- Visitors should be encouraged to wear face coverings.</li> <li>- <b>Where possible, visitors should be kept to a minimum.</b></li> </ul>		Office staff	Ongoing	Completed
<b>Physical restraints/ comforting, first aid</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Ensure team teach training has been achieved by teachers who are required to carry out physical restraining.</li> <li>- Ensure wash facilities are available after a close contact event.</li> <li>- No child or member of staff should be in school if they are symptomatic.</li> </ul>		AJM	Ongoing	Completed
<b>Waste</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Waste to be regularly removed from within the building and in the outdoor bins.</li> </ul>	If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection.	DM	Ongoing	Completed



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<b>Lateral Flow testing</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Those employees who have agreed to be a part of the lateral flow testing to be encouraged to regularly test at home.</li> <li>- Waste from these tests can be disposed of in general waste bin</li> <li>- Staff who test positive from such test will need to self-isolate and obtain a PCR test.</li> <li>- Those who are symptomatic must not attend school, should be self-isolating.</li> </ul>		All staff	Ongoing	Completed
<b>Face Coverings</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Face coverings requirement has recommends they are worn in enclosed and crowded places with people you don't normally meet with such as corridors and communal areas</li> <li>- Staff may feel more comfortable wearing a face covering and the school supports this.</li> <li>- Visitors will be asked to wear a face covering as they do not regularly come into contact with school staff and pupils.</li> </ul>	<ul style="list-style-type: none"> <li>- Outbreak management plan may reflect the use of face coverings if there is an outbreak and, in such instances, public health should be advising.</li> </ul>	AJM	Ongoing	Completed
<b>Educational Visits</b>	Pupils, staff, visitors, public	<ul style="list-style-type: none"> <li>- Educational visit risk assessments will reflect the current restrictions with regards to COVID.</li> <li>- Risk assessments for trips must include a plan for when a staff member or child displays symptoms whilst on the trip.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to review such guidance.</li> <li>- Ensure all educational trips have appropriate risk assessments established.</li> </ul>	AJM & AB	Ongoing	Completed

**Assessors Name: Andrew Midgley**

**Assessment Review Date: 24<sup>th</sup> January**



**Review and updates audit trail**

<b>Date:</b>	<b>Update</b>	<b>Actions</b>	<b>Completed</b>
19.07.21	Outbreak management	Establish an outbreak management plan in accordance with public health template	3/9/21
19.07.21	Bubbles permitted to be removed and mixing of pupils/ teachers permitted	Update risk assessment	3/9/21
19.07.21	Face covering no longer a requirement but encouraged.	Update risk assessment	3/9/21
19.07.21	From September international trips can go ahead if they have been previously deferred.	Update risk assessment	3/9/21
19.07.21	Self-isolation rules set to change 16 <sup>th</sup> August school to review RA following this date.	Update risk assessment	3/9/21
17.9.21	Reviewed risk assessment	Update risk assessment	17.9.21
22.10.21	Reviewed risk assessment	Update risk assessment	22.10.21
26.11.21	Reviewed risk assessment	Update risk assessment	26/11/21
26.11.21	Temporary introduction of new measures as a result of the Omicron variant – 3 week plan	Follow plan	26/11/21
4/1/22	Reviewed risk assessment	Update risk assessment	4/1/22

Notes:

It would be beneficial to maintain physical barriers where they are already installed to improve overall infection control and prevent them having to be re-established.

Regular reviewing needed during different phases of building work.



**RAYNVILLE**  
ACADEMY

**Further Guidance**

[Schools Coronavirus \(COVID-19\) Operational Guidance](#)

[Entering the UK and quarantine](#)

[Annex A: health and safety risk assessment](#)

[Additional Operational Guidance for Special Schools, Special post 16 institutions and alternative provision](#)

[COVID-19: suggested principles of safer singing](#)

[HSE – Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#)

[First Aid During the Coronavirus \(COVID-19\) pandemic](#)

[Information about the Coronavirus \(e-bug.eu\)](#)