

COVID 19 – School General Risk Assessment

School: Raynville Academy Date of Risk Assessment: 28/2/2022

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
General – Risk of infection.	Staff, visitors, Pupils	General Controls and instruction to staff throughout the school: - - 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 government advice. - 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 – as per ‘Stepping Measures Up and Down guidance’ Schools COVID-19 operational guidance	<ul style="list-style-type: none"> - Regular cleaning throughout the day. - Reminders of regular hand washing promoted in bathrooms. - Reminder to parents and staff – if negative, advice is to not attend school (likewise, if waiting a PCR result due to symptoms) - Masks available for all in Reception area - Promote “catch it, bin it, kill it” approach - Support and encourage the vaccine programme take up 	AJM, DM & KE	28/2/22	



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		<p>publishing.service.gov.uk. This may involve close contacts restarting daily testing.</p> <ul style="list-style-type: none"> - Non- fire safety doors can be propped open to allow ventilation - Windows to be opened each morning to allow adequate ventilation. 				
Ventilation	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"> - 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. Allow flexibility for staff and pupils to wear additional suitable indoor clothing. - Open non- fire resisting doors to allow for air flow <p>Control measures</p> <p>You should:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. 	Establish areas throughout the school where there is poor ventilation.	AJM, DM & KE	Ongoing	Completed
Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classrooms to be regularly cleaned and cleaning supplies available in the classroom. - Pupils encouraged to wash their hands regularly - Windows opened to allow ventilation.. 		DM and teaching teams	Ongoing	Completed



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Provision in Early Years	Staff, Pupil Visitors	<ul style="list-style-type: none"> - EYFS ratios still to be met - Promotion of handwashing with staff. 		EYFS Team	Ongoing	Completed
Corridors	Staff, pupils, visitors	<ul style="list-style-type: none"> - regular cleaning of touch points 		DM	Ongoing	Ongoing
Toilet and cloakrooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - Available hand washing facilities with soap and warm water with encouragement to use these facilities regularly and prior to eating. - Regular cleaning of the toilet area touch points. 	<ul style="list-style-type: none"> - Establish record of cleaning for all toilets. 	DM	28/2/22	Ongoing
Playground and play equipment	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - Cleaning should take place more frequently than normal. - Also applies to resources used both inside and outside for wraparound care and out of school settings. - Staggered breaks and lunches in KS2 ensure that children will come into contact with fewer pupils. 		Teachers	Ongoing	Ongoing
Resources and equipment	Staff, Pupils	<ul style="list-style-type: none"> - 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) 	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.	Teachers	Ongoing	Completed
Drop off/collection areas with parents	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - No current staggering of start/finish times - One way system at main gate for ease of flow - Office staff outside at beginning and end of day to liaise with parents so they are not entering the building 		SLT	Ongoing	Completed



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Catering	Staff, pupils, Visitors	<ul style="list-style-type: none"> - Hygiene standards to be maintained - KS0&1 to have lunches in their building – hot boxes to transport food 		Catering Manager	Ongoing	Completed
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - Encourage parents to contact the school by other means than face to face. - Office staff outside at beginning and end of day to liaise with parents so they are not entering the building - PIT to continue to be out front before and after school - Hand sanitiser gel and masks available, if required. - Regular cleaning of touch points in the entrance. 		Office staff	Ongoing	Completed
Area for isolation/first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - KS2, the seats outside the office have been identified as an appropriate area to be used for first aid. 		JH&GB	Ongoing	Completed
Clinically vulnerable and Clinically Extremely Vulnerable (CEV)	Staff, pupils, visitors	<ul style="list-style-type: none"> - 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. - 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. - 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, 	<ul style="list-style-type: none"> - Request information from staff and parents to identify those in these categories. - Keep in contact with those who are shielding or working from home. - Encourage and promote the take up of the vaccine programme. 	AJM	Ongoing	Completed



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		they need to agree with you the safest way of working and advice may be required from occupational health.				
Staff contingency arrangements	Staff, pupils	<ul style="list-style-type: none"> - Staffing protection plan in place - Shared responsibility to wipe down contact points in staff rooms, photocopying area and toilets after use. - 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. - PPA can be taken at home to reduce the number of contacts at any one time. 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. - Ensure there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff. 	AJM	Ongoing	Completed
Symptomatic staff or pupils	Staff, visitors, pupils	<ul style="list-style-type: none"> - KS2 outside the office is available for anyone who is symptomatic so they can wait to be collected. - Area in which symptomatic people are awaiting requires to be cleaned after use. - Those who require close supervision while awaiting collection should remain at a distance. - Those who become symptomatic should return home and where possible collected by guardian. - Preferably should use a separate bathroom which must be cleaned and disinfected using standard cleaning products before used by anyone else. 	<ul style="list-style-type: none"> - Where there are work related positive COVID cases these may be HSE reportable and guidance from the schools H&S advisors should be sought. - In an emergency call 999 if someone is seriously ill or injured or life is at risk. 	SLT	Ongoing	Completed
Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - As mixing is permitted assemblies and gatherings can go ahead – separate venues and times for KS1 and - Windows will be open - Singing is permitted at this time, following DFE guidance 	<ul style="list-style-type: none"> - Conduct a risk assessment for larger school events. 	AJM	Ongoing	Completed



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Transport arrangements	Staff, Pupils, Contractors	<ul style="list-style-type: none"> - Children can be transported on the minibuses - The buses to have windows open to provide ventilation. - Those staff members travelling by public transport to have access to wash facilities which use is encouraged 		AJM	Ongoing	Completed
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for personal care only. - PPE should be suitably stocked 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage. - Individual risk assessments to be conducted. 	SLT	Ongoing	Completed
Home visits	Staff, Families, Pupils	<ul style="list-style-type: none"> - Home visits can go ahead - Hand sanitiser provided for staff required to conduct home visits. - Where possible, conduct the visit on the doorstep and maintain social distance. 		PIT	Ongoing	Completed
Visitors & Contractors in schools		<ul style="list-style-type: none"> - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Visitors should be encouraged to socially distance - If visitors meeting staff, do so in a room with increased ventilation and follow increased cleaning protocols. 		Office staff	Ongoing	Completed
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure team teach training has been achieved by teachers who are required to carry out physical restraining. - Ensure wash facilities are available after a close contact event. 		AJM	Ongoing	Completed



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Waste	Staff, pupils	- Waste to be regularly removed from within the building and in the outdoor bins.		DM	Ongoing	Completed
Lateral Flow testing		N/A				
Face Coverings		N/A				
Educational Visits	Pupils, staff, visitors, public	- Educational visit risk assessments will reflect the current restrictions with regards to COVID. - Risk assessments for trips must include a plan for when a staff member or child displays symptoms whilst on the trip.	- Continue to review such guidance. - Ensure all educational trips have appropriate risk assessments established.	AJM & AB	Ongoing	Completed

Assessors Name: Andrew Midgley

Assessment Review Date: 28th February 2022

Review and updates audit trail

Date:	Update	Actions	Completed
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 th 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
28/2/22	Reviewed and amended risk assessment – new guidance followed	Update risk assessment	28/2/22

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.



Further Guidance

[Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)

[COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](#)

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](#)

[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK \(www.gov.uk\)](#)

[Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

[Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)

[Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

[Entering the UK and quarantine](#)

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

[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 \(e-bug.eu\)](#)