

Coronavirus (COVID-19): risk assessment for schools

Schools should consider the measures outlined in the DfE's to inform decisions on what control measures should be implemented:

[Schools COVID 19 Operational Guidance](#)

[Actions for schools during the coronavirus outbreak'](#)

['Health and safety: responsibilities and duties for schools'](#).

[Covid Contingency Framework](#)

Please note that this risk assessment has been created in line with the current government guidance. Schools need to ensure that this template reflects any local guidance and the specific needs of their school. This resource will be kept up-to-date with new guidance and any changes to current advice.

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| Assessment conducted by: EPA/Andrew Denham | Job title: Headteacher | Covered by this assessment: COVID |
| Date of assessment: 10/1/2022 | Review interval: Monthly | Date of next review: 10/2/2022 |

| Risk rating | | Likelihood of occurrence | | |
|---------------|---|--------------------------|------------|------------|
| | | Probable | Possible | Remote |
| Likely impact | Major Causes major physical injury, harm or ill health. | Low (L) | Low (L) | Low (L) |
| | Severe Causes physical injury or illness requiring first aid. | Low (L) | Low (L) | Low (L) |
| | Minor Causes physical or emotional discomfort. | Low (L) | Medium (M) | Medium (M) |

Please note: This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff and their health and safety representatives will be notified of any changes to this risk assessment.

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|--------------------------------------|--|---------------------|----------|----------|---------------------------------------|
| Contact with potential or confirmed coronavirus cases | M | <ul style="list-style-type: none"> • Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> - They have any symptoms of coronavirus. - They have tested positive for coronavirus in the last 10 days/7 days if two negative lateral flow tests. - They are required to quarantine having recently visited countries outside the <u>Common Travel Area</u>. • Parents are informed via letter not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days (or 7 days if two negative lateral flow tests) from the start of their symptoms, or the date of their positive test if they did not have symptoms. • Pupils and parents are made aware that pupils under the age of 18 are no longer required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test. • Pupils and parents are made aware that fully vaccinated adults who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated. • Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose. | Y | All | 1/1/2022 | M |

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| | | <ul style="list-style-type: none"> • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy. • Pupils and parents are made aware that staff and students over the age of 18 should follow the same self-isolation rules as those under 18 until four months after their 18th birthday, at which point they will begin to follow the same rules as adults. This time should be used to ensure they are vaccinated if possible. • If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> - Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days (or 7 days if two negative lateral flow tests). - Advised to follow the guidance for households with possible or confirmed coronavirus infection. - Advised to arrange a PCR test as soon as possible. • Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance and the Infection Control Policy. • Symptomatic individuals who are sent home are directed to not use public transport to get home. • If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. | | | | |

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| | | <ul style="list-style-type: none"> • Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. • The school does not routinely take the temperature of pupils. • The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. | | | | |
| Face coverings | M | <ul style="list-style-type: none"> • Staff and visitors are asked to wear face masks in communal areas • In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, pupils and visitors. • In the event that the school must return to using face coverings, the school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. • Where face coverings are required, individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. • The school has a contingency supply of face coverings. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. • Face coverings should be worn in enclosed and crowded places – this includes on school transport. | Y | All | 10/1/22 | L |

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| PPE | M | <ul style="list-style-type: none"> • PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. • All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. | Y | All | 10/1/22 | L |
| Hand cleaning and respiratory hygiene | M | <ul style="list-style-type: none"> • Staff, pupils, visitors and contractors are informed that enhanced hygiene practices are in place. • Suitable handwashing facilities/gels are provided for individuals to wash or sanitise their hands regularly and at the following intervals: <ul style="list-style-type: none"> - Arrival at school - Return from breaks - A change in rooms - Before and after eating • The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant. • There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser. | Y | All | 10/1/22 | M |

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| | | <ul style="list-style-type: none"> • Adequate amounts of tissues and bins are available in the relevant areas. • A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. • Pupils wash their hands after they have coughed or sneezed. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. | | | | |
| Cleaning | L | <ul style="list-style-type: none"> • The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment. There is a particular focus on frequently touched surfaces. • There is a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. | Y | KGB Cleaning | 10/1/22 | L |

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| Social distancing | M | <ul style="list-style-type: none"> Staff and pupils are aware how to social distance around somebody that is symptomatic Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed e.g. communal areas Pupils are informed they no longer need to be separated into bubbles in school. In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily. | Y | All | 10/1/22 | M |
| Resources | L | <ul style="list-style-type: none"> Classroom resources, e.g. books and games are cleaned regularly. Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. Pupils are permitted to bring bags to school. Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rota is put in place. | Y | All | 10/1/22 | L |
| Ventilation and heating | M | <ul style="list-style-type: none"> Staff and pupils are made aware that enhanced ventilation is in place. Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs High level windows are opened in preference to low level to reduce draughts Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. | Y | All | 10/1/22 | L |

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| NHS Test and trace | M | <ul style="list-style-type: none"> • The school makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. • The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. • The school continues to work with local HPTs in the event of a school or local outbreak. • Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Self-isolate if they display symptoms or produce a positive test. • Anyone in school who displays symptoms is encouraged to get a PCR test. • Individuals are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school | Y | All | 10/1/22 | L |

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| | | <p>only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18.</p> <ul style="list-style-type: none"> • Staff and pupils aged 16 and over are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. • Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning. • If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. • Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, and any of the following apply: <ul style="list-style-type: none"> - They are fully vaccinated. - They are below the age of 18 years and 6 months. - They have taken part in or are currently part of an approved vaccine trial. - They are not able to get vaccinated for medical reasons. • Pupils under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal. | | | | |

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| Confirmed cases of coronavirus | L | <ul style="list-style-type: none"> • Parents are informed, via letter, of how the school responds to confirmed cases of coronavirus. To indicate that Track and Trace are now responsible for this process – and schools are now less involved. • Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive. • Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. • The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • Track and Trace may contact school in exceptional circumstances to aid tracing • The local Health Protection Team may contact school if there is evidence of a wider outbreak. At this point more enhanced social distancing and self-isolation processes may be implemented • The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. | Y | All | 10/1/22 | L |
| Attendance | L | <ul style="list-style-type: none"> • The school informs parents and pupils that attendance is mandatory for all pupils. • Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. • Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. | Y | Head | 10/1/22 | L |

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| | | <ul style="list-style-type: none"> The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's <u>guidance</u>, before attending school. The school works the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. Where possible, remote education will be provided for pupils who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. | | | | |
| Protecting clinically vulnerable individuals | M | <ul style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision. Pupils who live with someone who is CEV continue to attend school as normal. All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place to prepare for the event that the school site is required to close. If CEV pupils are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents know that the decision not to attend can be revisited at any time. | Y | Head | 10/1/22 | L |

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| | | <ul style="list-style-type: none"> • CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site. • Clinically vulnerable staff continue to attend school provided they follow the <u>system of controls</u> to minimise the risks of transmission. • Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. • Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. • The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, CEV staff can adjust their working hours, as agreed by the SLT. • The headteacher ensures that the school can be adequately and safely staffed. • A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. • The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. • The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time. | | | | |

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| Workforce | L | <ul style="list-style-type: none"> • Appropriate support for pupils with SEND remains in place. • Line managers discuss and agree any proposed changes in role or responsibility with members of staff. • The headteacher ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. • Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual. • The school continues its recruitment processes as normal. | Y | Head | 10/1/22 | L |
| Catering | L | <ul style="list-style-type: none"> • The school's kitchen is fully open and operates within usual legal requirements. • The SBM liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with government's 'Guidance for food businesses on coronavirus (COVID-19)'. • FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> - Are self-isolating. - Have symptoms or a positive test result. - Are not attending as a result of local restrictions advised by the government. | Y | Head/Dolce | 10/1/22 | L |
| Remote learning | L | <ul style="list-style-type: none"> • While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. • The headteacher ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. | Y | Head | 10/1/22 | L |

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| Educational visits | L | <ul style="list-style-type: none"> • Educational visits will be conducted in line with the government's <u>roadmap</u>. This includes system of controls and the COVID-secure measures in place at the destination. • A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. • The school ensures it is prepared to carry out domestic day trips and residential trips. • The schools makes staff, pupils and parents aware that international travel can resume from the start of the Autumn term 2021; this includes trips that were postponed and organising new trips for the future. • Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> - It is for the purpose of childcare. - The EYFS staff:child ratios are maintained. - A risk assessment is conducted in advance. - Good hygiene is maintained throughout. - Thorough handwashing happens before and after the trip. - The trip is carried out in line with relevant local or national coronavirus guidance. - Appropriate insurance arrangements are in place. • The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. • The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> - Staff are to remain with the pupils in the group. - Pupils and staff should wash hands thoroughly on arrival and before leaving. | Y | Head | 10/1/22 | L |

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| Extracurricular activities and wraparound provision | L | <ul style="list-style-type: none"> • The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils. • Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. • The headteacher makes sure external providers of wraparound care who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures. • Wraparound provisions are run in line with the current government guidance i.e. are Covid secure. • Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend. | Y | Head | 10/1/22 | L |
| Curriculum | L | <ul style="list-style-type: none"> • All pupils are given the support required to make good progress. • Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school. • The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. • Music teaching ensures staff and pupils are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. • Sports equipment is thoroughly cleaned between each use. • Outdoor sports are prioritised where possible. • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. | Y | Head | 10/1/22 | L |

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| | | <ul style="list-style-type: none"> • Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. • External facilities are used in line with government guidance, including travel to and from those facilities. • The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures. • Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. | | | | |
| Protective measures in early years settings | L | <ul style="list-style-type: none"> • The setting is not required to arrange children and staff in small, consistent groups. • Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively. • A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting. • Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant. • Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed. • Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group. • All items that are laundered are washed in line with government guidance ('COVID-19: cleaning in non-healthcare settings outside the home') and are not shared by pupils between washes. | Y | Head | 10/1/22 | L |

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| | | <ul style="list-style-type: none"> • Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings. • If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care. | | | | |