

### Risk Assessment v3

<b>Description of Activity / Person / Area / Equipment being assessed</b>	Preventing Covid-19 spread in a School Environment
<b>Reference</b>	This risk assessment is based on the <a href="#">Schools Coronavirus Operational Guidance</a> issued in February 2021,
<b>Location(s) covered</b>	Handsworth Primary School
<b>Date of Original Assessment</b>	July 2020

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	03/03/2021	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

### Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
04/09/2020	02/09/2020	Yes	Dave Garioch / H&S Team	
06/11/2020	18/01/2021	Yes, isolation days	Mike Hill / H&S Team	
28/2/2021	23/02/2021	Yes, in line with <a href="#">Schools Coronavirus Operational Guidance</a>	Dave Garioch	
	02/03/2021	Reviewed and recommended edits agreed	Claire Nairne/Mary Wilson	03/03/2021

### Significant hazards and current controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
1	Spread of Covid-19 Coronavirus	Everyone at school, including contractors and visitors	<p>The school will follow the government <a href="#">Schools Coronavirus Operational Guidance</a> where reasonably practicable:</p> <ul style="list-style-type: none"> <li>• Minimise contact with individuals who are unwell by regular contact with parents and staff to identify those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>• Ensure that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 10 days.</li> <li>• If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>, or positive home Lateral Flow Test, which sets out that they should self-isolate for at least 10 days and should <a href="#">arrange to have a PCR test</a> to see if they have Covid 19. Other members of their household (including any siblings) should self-isolate for 10 days from the day the individual showed symptoms or after the individual tested positive from a PCR test. Any household members of that individual that are also within school should also be sent home (e.g. siblings).</li> <li>• Any child awaiting collection, will be moved to the library with external ventilation (open window) where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A separate toilet for them to use is the staff men's toilet which will, during this time, be marked as out of use. The toilet will be cleaned using standard disinfectant before use by anyone else. Staff will maintain 2m distance from the child at all times.</li> <li>• Where a 2m distance cannot be maintained (such as for a very young child or a child with complex needs) the following guidance will be <a href="#">followed safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</a>.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by <a href="#">NHS Test &amp; Trace</a>.</li> </ul>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			<ul style="list-style-type: none"> <li>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings outside the home</a> guidance</li> <li>First Aid may be administered in close proximity, but First Aiders should pay particular attention to sanitation measures immediately afterwards including washing hands; see further guidance on <a href="#">First Aid during Covid-19</a>.</li> </ul>	
2	Poor hand hygiene spreads Covid-19	Everyone	<ul style="list-style-type: none"> <li>An assessment of hand hygiene needs has been completed and there are adequate hand hygiene and handwashing facilities available for staff and pupils</li> <li>Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> <li>Pupils instructed and supervised about the risks of ingesting hand sanitiser. Small children and pupils with complex needs are continued to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative</li> <li>Staff and pupils have been informed about <a href="#">good hand hygiene technique</a> from the NHS.</li> </ul>	Low
3	Poor respiratory hygiene spread Covid-19, including not wearing face coverings	Everyone	<ul style="list-style-type: none"> <li>'Catch it, Bin it, Kill it' approach is essential, so the school has enough tissues and bins available in the school to support pupils and staff to follow this routine.</li> <li>Staff will support younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</li> <li>Face coverings are now recommended to be used more widely: <ul style="list-style-type: none"> <li>In primary schools, the DfE recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</li> <li>The Government guidance on <a href="#">face coverings in education</a> will be checked regularly along with local infection rates to inform the use of face coverings as a control.</li> </ul> </li> </ul>	Low

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			<ul style="list-style-type: none"> <li>Staff and students have been reminded wearing a face covering is in addition to the controls already in place. Face coverings are generally one use only, so when you take a face covering off it should be placed directly into a plastic bag to keep separate from clean face coverings. It is very likely wearers will need to have at least two face coverings to use each day and possibly more. There are several exemptions to wearing face coverings, so not all staff and secondary school pupils may be wearing them. There is a <a href="#">downloadable exemption card</a> that anyone exempt can use, some may wear badges or lanyards to indicate exemption.</li> <li>The BBC has a good video for <a href="#">how to wear a face covering</a>.</li> </ul>	
4	Poor levels of cleanliness spread Covid-19	Everyone	<ul style="list-style-type: none"> <li>The government guidance for <a href="#">cleaning in non-healthcare settings outside home</a> is applied to ensure appropriate controls are put in place</li> <li>A cleaning schedule is in place and includes: <ul style="list-style-type: none"> <li>more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>frequently touched surfaces being cleaned more often than normal</li> <li>records to be kept</li> </ul> </li> <li>Different groups don't need to be allocated their own toilet blocks, toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet</li> </ul>	Low
5	Poor use of equipment and cleaning arrangements	Everyone	<ul style="list-style-type: none"> <li>Individual and very frequently used equipment, such as pencils and pens, are not shared. Classroom based resources, such as books and games, shared within the group are frequently cleaned, along with all commonly touched surfaces.</li> <li>Shared resources, e.g. sports, art, music and science equipment and cases, are meticulously cleaned regularly and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between different bubbles.</li> <li>Outdoor playground equipment is cleaned more frequently. This also applies to resources used inside and outside during any wraparound provision.</li> <li>Pupils have been advised to limit the equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> <li>Pupils and teachers are allowed to take books and other shared resources home, avoiding unnecessary sharing only where it contributes to pupil education and development.</li> </ul>	Low

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6	Poor social distancing spreads Covid-19	Everyone	<ul style="list-style-type: none"> <li>Teachers maintain 2m social distance from the pupils, staying at the front of the class, and away from their colleagues where possible. Staff will maintain 2m distance from each other.</li> <li>Groups or pupils will be kept separate (in Year group 'bubbles') and the layout of rooms will help maintaining distance between individuals. The groupings and layout have been developed to address: <ul style="list-style-type: none"> <li>children's ability to distance</li> <li>the lay out of the school</li> <li>the feasibility of keeping distinct groups separate while offering a broad curriculum</li> <li>Pupils should sit side by side and facing forwards, rather than face to face or side on.</li> </ul> </li> <li>For younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they will be supported to maintain distance and not touch staff where possible.</li> <li>In the event of a fire alarm activation everyone will make their way out of the nearest safe exit then reinstate social distancing when outside away from building, as it is more important to have a quick clearing of the building for life safety.</li> </ul>	Medium
7	Lack of Personal Protective Equipment spreads Covid-19	Staff	<ul style="list-style-type: none"> <li>The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed where: <ul style="list-style-type: none"> <li>an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> </li> <li>The guidance on <a href="#">safe working in education, childcare and children's social care</a> will be followed for when, how PPE should be used, what type of PPE to use, and how to source it.</li> </ul>	Low
8	Occupied spaces are not well-ventilated or are too cold	Everyone	<p>Rooms are aired as much as possible by keeping windows open to the outside at least 10 minutes per hour; where practicable windows are kept cracked open when the school is open. Windows and doors to the outside are opened at breaktimes and lunchtimes. Where this impacts on thermal comfort staff and students will be reminded to wear warm clothing; schools will be flexible with uniform requirements</p> <p>To maintain a comfortable temperature:</p> <ul style="list-style-type: none"> <li>high level windows will be opened in preference to low level to reduce draughts</li> </ul>	Low

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			<ul style="list-style-type: none"> <li>where reasonably practicable ventilation will be increased when spaces are unoccupied, e.g. between classes, during break and lunch, and when a room is unused</li> <li>furniture has been rearranged, where possible, to avoid direct drafts;</li> <li>the heating has been adjusted to maintain comfort levels in occupied spaces</li> </ul> <p>The ventilation system has been checked against the <a href="#">CIBSE guidance</a>. Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system.</p>	
9	Spread of Covid-19 goes unchecked	Everyone	<ul style="list-style-type: none"> <li>The school will engage fully with the local authority's public health team's <a href="#">Local Outbreak Control Plan</a> and the NHS Test and Trace system</li> <li>Staff and parents/carers have been advised they will need to be ready and willing to: <ul style="list-style-type: none"> <li><a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li><a href="#">self-isolate</a> if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace</li> </ul> </li> <li>Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Staff, as essential workers, have priority access to testing.</li> <li>The business continuity plan has been updated on actions to take to cover the four tiers of restriction identified in the government guidance listed at the end of this risk assessment</li> </ul>	Low
10	Staff or students are asymptomatic carriers of the Covid-19 virus	Everyone	<p>Lateral Flow Rapid testing in schools</p> <p>Staff in primary schools will be encouraged to use home testing kits twice per week</p> <p>These controls are in addition to all the other controls already put in place to protect staff and pupils from potential infection.</p> <p>Staff not undertaking the regular testing, will need to have higher levels of management supervision to monitor they are following the controls in this risk assessment, due to up to one third of infectious people being asymptomatic</p>	Low

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11	There is a school confirmed case of Covid-19	Everyone	<ul style="list-style-type: none"> <li>As set out in the <a href="#">Local Outbreak Control Plan</a>, if made aware of a positive case in a staff or pupil, the SBM/Head will follow the London Coronavirus Response Centre (LCRC) <a href="#">resource pack</a> guidance and the DfE on 0800 046 8687 selecting option 1 for advice on isolation of contacts and for a risk assessment to be completed. The SBM / Head will notify the <a href="#">Public Health Team</a>.</li> <li>The LCRC/DfE will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community.</li> <li>Ongoing infection control advice and support will be made available to schools via the Public Health team</li> <li>The school follow Government guidance on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</li> </ul>	Low
12	Pupils and staff use public transport to get to and leave school	Everyone	<ul style="list-style-type: none"> <li>Pupils and staff have been advised to cycle, scoot or walk to school</li> <li>Extra secure cycle parking has been installed</li> <li>Where practicable start and finish times have been amended for groups of pupils to reduce the travel risk.</li> <li>Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a></li> </ul>	Medium
13	Member of school community is clinically extremely vulnerable / clinically vulnerable and staff at an increased risk from Covid-19	Extremely clinically vulnerable person	<p>Clinically Extremely Vulnerable</p> <ul style="list-style-type: none"> <li>Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they will not attend the workplace, where possible they will work from home. If a member of staff needs support to work at home they are encouraged to apply for <a href="#">Access to Work</a>. This will be reviewed regularly and follow updated government guidance.</li> </ul> <p>Clinically Vulnerable and those at greater risk should follow the government <a href="#">Schools Coronavirus Operational Guidance</a></p> <ul style="list-style-type: none"> <li>The school will carry out individual risk assessments for Pregnant women in line with the guidance from the <a href="#">Royal College of Gynaecologists</a>.</li> <li>A separate Individual Health Risk Assessment has been carried out for members of staff in the above groups and for those identifying themselves as at higher risk.</li> </ul>	Low
14	Pupils and staff at increased risk of mental ill-health	Pupils and Staff	<p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about this is included in the government <a href="#">Schools Coronavirus Operational Guidance</a></p> <ul style="list-style-type: none"> <li>Other resources that may be used include <ul style="list-style-type: none"> <li><a href="#">webinar</a> for school staff advising how to support pupil and student mental wellbeing.</li> </ul> </li> </ul>	Low



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			<ul style="list-style-type: none"> <li>○ PHE <a href="#">support children and young people's mental health and wellbeing</a>, and <a href="#">Good Thinking</a></li> <li>○ Being active see <a href="#">the Association for Physical Education, Youth Sport Trust &amp; Sport England</a>.</li> <li>○ PHE and the NHS <a href="#">Every Mind Matters</a> and <a href="#">Good Thinking</a> campaigns to help take action to look after mental health and wellbeing.</li> <li>○ A training module, <a href="#">teaching about mental wellbeing</a>, can improve teacher confidence in talking and teaching about mental health and wellbeing.</li> <li>○ The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>○ Promote the youth online mental wellbeing community <a href="#">Kooth</a></li> <li>○ Consider training key/all staff in <a href="#">Psychological first aid for young people</a></li> <li>• The school has an employee assistance provider with the following free phone number 0800 328 1437 and this has been promoted to all staff</li> <li>• Teachers may wish to access the free MindEd learning platform for professionals, which includes a <a href="#">coronavirus (COVID-19) staff resilience hub</a> with materials on peer support, stress, fear and trauma and bereavement.</li> <li>• Schools will work with school nursing services, as leaders of the <a href="#">healthy child programme</a>, to support the health and wellbeing of pupils</li> </ul>	
15	Lack of staff resources increases risk from Covid-19	Everyone	<ul style="list-style-type: none"> <li>• Staff have been asked to work as flexibly as possible. Managers have discussed and agreed any changes before they have been put in place.</li> <li>• The school has reviewed existing practices and have used the DfE's <a href="#">workload reduction toolkit</a>.</li> <li>• Staff have been made aware of the DfE range of resources, including <a href="#">case studies to support remote education and help address workload</a>.</li> <li>• Reference will be made to the Education Endowment Foundation (EEF) guidance on <a href="#">making the best use of teaching assistants</a> to help primary and secondary schools.</li> </ul>	Low
16	Peripatetic / supply staff increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>• All peripatetic and supply staff have confirmed they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) before arriving on site.</li> <li>• Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes.</li> <li>• The <a href="#">DfE guidance</a> will be followed, including <a href="#">keeping children safe in education</a>.</li> </ul>	Low



No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
17	Pupil behaviour increased risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The behaviour policy has been updated to reflect the requirements of minimising Covid-19 spread and have been made available to pupils and parents before the start of term</li> </ul>	Low
18	Students behaviour in alternative provision may increase risk of Covid -19	Everyone	<ul style="list-style-type: none"> <li>Where appropriate, separate risk assessments are undertaken for each pupil/class/year groups to ensure all are protected. The results of the assessments are integrated into the daily operation of the school</li> </ul>	Low
19	Teaching requires close supervision, e.g. power tools in D&T	Teacher and pupil	<ul style="list-style-type: none"> <li>Guidance from CLEAPSS will be followed on how to use power tools safely during the Covid-19 Pandemic</li> </ul>	Low
20	Exposure to Covid-19 during educational visits	Staff and pupils on visit	<ul style="list-style-type: none"> <li>The school will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision of educational visits.</li> </ul>	Low
21	Exposure to Covid-19 during PE	PE Staff and pupils	<ul style="list-style-type: none"> <li>The school will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision of PE and any team sports.</li> </ul>	Low
22	Exposure to Covid-19 during music, dance and drama	Music staff and pupils	<ul style="list-style-type: none"> <li>The school will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision music, dance and drama.</li> </ul>	Low
23	Extra-curricular activities increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The school will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision of extra-curricular and wraparound activities.</li> </ul>	Low
24	Dedicated school transport increases the risk of Covid-19 (N/A)	Pupils	<ul style="list-style-type: none"> <li>The school will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision of dedicated school transport</li> <li>Dedicated transport providers will be asked for their risk assessments to ensure the <a href="#">DfE guidance</a> is being followed</li> </ul>	Low

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			<ul style="list-style-type: none"> <li>The school and local authority will work closely and in partnership together to ensure the school bus service is safe and sufficient.</li> </ul>	
25	Catering staff increase the risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The catering provider will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision of school meals.</li> </ul>	Low
26	Building not maintained/used without maintenance undertaken	Everyone	<ul style="list-style-type: none"> <li>all the usual pre-term building checks have been undertaken to make the school safe, including managing the risks of Legionnaires' disease. The following guidance has been followed <a href="#">Legionella risks during the coronavirus outbreak</a>.</li> <li>The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a> has also been followed.</li> </ul>	Low
28	Staff and parents unsure what to do in the event of a local lockdown due to a local outbreak of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The school business continuity plan has been updated to include procedures to follow in the event of a local lockdown</li> <li>The SBM/Head will contact the <a href="#">Public Health Team</a> and follow their advice, including what is in the <a href="#">Local Outbreak Control Plan</a>, and share with staff and parents.</li> <li>Guidance on communications and letter templates for schools to send to parents and staff will be shared via LCRC (London Coronavirus Response Centre)</li> <li>Infection control support and training will be made available to staff via Public Health</li> </ul>	Low

#### **Risk Rating : if High or Medium use Action Plan**

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

### Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
6	Poor social distancing spreads the virus	<p>This is school dependant following DfE guidance</p> <ul style="list-style-type: none"> <li>• The following controls are in place for classrooms: <ul style="list-style-type: none"> <li>• Extra cleaning after lunchtimes in years 3 and 4</li> <li>• Forward facing desks in KS2</li> <li>• Processes in place for administering first aid in class where reasonable</li> </ul> </li> <li>• The following controls are in place for corridors: <ul style="list-style-type: none"> <li>• One-way system</li> <li>• Additional communal touch-point cleaning in the middle of the day.</li> </ul> </li> <li>• The following controls are in place for toilets: <ul style="list-style-type: none"> <li>• Additional cleaning in the middle of the day.</li> <li>• Allocated toilets for year group bubbles.</li> </ul> </li> <li>• The following controls are in place for staff rooms: <ul style="list-style-type: none"> <li>• Rota for lunchtime reducing staff room footfall</li> <li>• Mask where social distancing is not possible.</li> </ul> </li> <li>• The following controls are in place for offices: <ul style="list-style-type: none"> <li>• Extra ventilation</li> <li>• Rota of staff</li> </ul> </li> </ul>	Low	Head	8 <sup>th</sup> March 2021		

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
		<ul style="list-style-type: none"> <li>Physically separated into different offices</li> <li>Front desk screens</li> <li>The following controls are in place for outside areas: <ul style="list-style-type: none"> <li>Rota for playtime and lunch time</li> <li>Zoned play areas in year group bubbles</li> <li>Play equipment cordoned off in KS2 playground</li> <li>One-way system for parents/carers through school</li> <li>Staggered drop-off and pick up times for parents and carers.</li> <li>Social distancing signage</li> </ul> </li> <li>The following are in place for other areas:</li> </ul>					

**Risk Assessment Review:** During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.