Health & Safety

COVID 19 Risk Assessment – September 2021 onwards

School:	**Hallwood Park Primary School & Nursery**
Assessor:	**K. Goodwin (HT)**
Date:	**24/08/21 latest review 08/12/21**
Review Date:	**30/01/22**

Please transfer any negative answers onto the Risk Assessment Proforma to show actions

Internal:

Entering and leaving school	Yes / No / N/A	Systems in place / proposed to manage risk.
Does effective liaison take place with bus companies/transport providers to encourage continued wearing of face coverings?	☐ ☐ ☒	
Is the use of public transport discouraged where possible?	☒ ☐ ☐	
Have 'sneeze screens' been left in place in relevant areas i.e. receptions, foyers etc to protect staff?	☒ ☐ ☐	**Office hatch window and automatic doors act as sneeze screens and are kept closed to visitors as much as possible.**
For signing in/out at receptions are touch screens/digital systems still being regularly cleaned?	☐ ☐ ☒	**Individual sheets are used for signing in.**
If pupils use biometric registration, is this being regularly cleaned i.e. secondary schools? Is the use of hand sanitiser before use still encouraged?	☐ ☐ ☒	
Are parents/carers who are accessing reception areas to office staff to action any queries still being offered an appointment system or telephone appointments?	☒ ☐ ☐	**Being a small school, the number of casual enquiries at the office is small.**
Is there provision of hand sanitiser at entrances/exits for parents/staff/emergency contractors/pupils who still wish to use it?	☒ ☐ ☐	

Has ever changing guidance been clearly communicated to staff, parents, pupils and visitors (ongoing)?	☒	☐	☐	
Hygiene				
Has guidance been cascaded to pupils and parents on the importance of wearing face coverings when using public and school transport?	☒	☐	☐	
Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (catch it, bin it, kill it)?	☒	☐	☐	
Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?	☒	☐	☐	
Are younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?	☒	☐	☐	**Assistance is given when required, but even the nursery pupils are now very independent and routines are well-established.**
Has a review of classroom risk assessments taken place i.e. consider is hand sanitiser required, cleaning regimes, ventilation etc in line with current guidance?	☒	☐	☐	
Are staff and pupils encouraged not to touch hair, faces and continue with regular handwashing?	☒	☐	☐	
Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?	☒	☐	☐	
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	☒	☐	☐	
Are there cleaning schedules in place for all I.T. equipment before and after use?	☒	☐	☐	
Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements?	☒	☐	☐	

Are cleaning staff trained to use any new products that may have been implemented and are COSHH risk assessments reviewed to include new products?	☐	☐	☒	
If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?	☒	☐	☐	
Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?	☒	☐	☐	
If I.T. suites are in use are appropriate cleaning measures in place?	☐	☐	☒	
Are tablets, IPads cleaned before and after use?	☒	☐	☐	
Have non washable toys/items been removed?	☐	☒	☐	**These will be removed in the event of Covid infection.**
Are children to be instructed not to bring items back and to from home to school i.e. toys etc? Are they encouraged to only bring in essential items i.e. lunch box, bag etc?	☒	☐	☐	
Are desks regularly cleaned?	☒	☐	☐	
Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items?	☐	☐	☒	**No longer required, but shared use is kept to a minimum as a precaution.**
Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours?	☒	☐	☐	
Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue, catch it, bin it, kill it? Encourage handwashing?	☒	☐	☐	**Posters reinforce the instructions.**
Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible? During winter months consider opening/closing windows at 15 minute intervals.	☒	☐	☐	**The CO_2 detector monitors are in place in classrooms and halls, to alert staff to the need to ventilate rooms.**
If free standing or desk fans are in use, are they positioned near to open windows to encourage circulation of fresh air?	☒	☐	☐	**Applicable to office areas. One classroom is to have wall-mounted fans fitted to improve circulation.**

	Yes	No	N/A	
Are air conditioning systems set to bring in fresh air and not just to circulate inner room air?	☐	☐	☒	
Where touch terminals are in use in dining areas, are there appropriate cleaning regimes in place?	☐	☐	☒	
Do cash machines in Secondary Schools have appropriate cleaning regimes in place?	☐	☐	☒	
Are extra cleaning procedures in place for dining hall furniture before and after use?	☒	☐	☐	
Are pupils instructed not to share food i.e. children bringing in their own?	☒	☐	☐	
Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc?	☒	☐	☐	
Have heavy use 'hot spots' been identified that may require extra servicing?	☒	☐	☐	**Taps, door plates etc**
Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves, visors etc?	☒	☐	☐	
Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?	☒	☐	☐	
Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 by the current required test and to follow current government guidance?	☒	☐	☐	**School mobile number is provided, in addition to the app and school telephone options.**
Have areas been identified with suitable ventilation if possible to enable separation of staff/pupils (if safe to do so) in the event of developing symptoms until able to go home?	☒	☐	☐	**Community Room is used as a separation area.**
Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective social distancing cannot be adhered to i.e. face	☒	☐	☐	

mask, eye protection, gloves, and aprons?			
Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff using/wearing PPE?	☒ ☐ ☐		
Have staff been instructed on how to correctly wear PPE i.e. donning and doffing?	☒ ☐ ☐		
Are staff aware of how to safely dispose of contaminated PPE (double bagged, stored for 72 hours then disposed of)?	☒ ☐ ☐		
Are arrangements in place to have the separation areas thoroughly cleaned after use?	☒ ☐ ☐		
Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?	☒ ☐ ☐		
Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms?	☒ ☐ ☐	**Regular newsletters, app messages etc.**	
Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?	☒ ☐ ☐		
Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?	☐ ☐ ☒	**Nursery staff have sufficient stocks of PPE**	
Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available?	☒ ☐ ☐		
Is PPE available and disposed of correctly along with soiled items?	☒ ☐ ☐		

	Yes	No	N/A	
Are changing beds/facilities cleaned before and after use?	☒	☐	☐	
Are pregnant or vulnerable staff taking extra precautions to protect themselves?	☒	☐	☐	
Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks, eye protection, aprons, gloves?	☒	☐	☐	
Are there sufficient handwashing stations on site?	☒	☐	☐	
Does the school hold sufficient stocks of handwashing materials?	☒	☐	☐	
If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts? Consider skin friendly cleaning wipes as an alternative?	☒	☐	☐	**Hand sanitiser use is kept to a minimum. Plenty of soap and water available.**
Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?	☒	☐	☐	
Is handwashing encouraged regularly for staff, pupils, and contractors, visitors if allowed into the building i.e. before/after food, when coughing or sneezing, use of welfare facilities?	☒	☐	☐	**Hand washing and sanitising facilities available in main foyer area**
Are pupils encouraged to wash hands before and after breaks/lunches?	☒	☐	☐	
Are toilets cleaned regularly?	☒	☐	☐	
Are bins emptied regularly?	☒	☐	☐	
Are pupil handwashing areas supervised? Is hand sanitiser required?	☒	☐	☐	**See above**
Have shared water fountains been taken out of use?	☐	☐	☒	
Greetings – Is physical contact encouraged to be avoided e.g. shaking hands? Simple verbal greetings to be used e.g. good morning?	☒	☐	☐	

	Yes / No / N/A	
Are staff / pupils advised to cover any cuts or wounds?	☒ ☐ ☐	
Any other hazards?		

Fire/ Emergency Incidents and Building Issues	**Yes / No / N/A**	**Systems in place / proposed to manage risk**
Has the full site fire risk assessment been reviewed?	☒ ☐ ☐	
Have fire evacuation plans been reviewed to reflect any areas change of use?	☐ ☐ ☒	
Has the reviewed fire evacuation plan been put into practice? Are incident controllers/fire marshals aware of new procedures?	☒ ☐ ☐	**No change.**
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	☒ ☐ ☐	**No change.**
Has the reviewed Bomb/Lockdown plan been put into practice?	☒ ☐ ☐	
Have Business Continuity/Recovery plans been reviewed to reflect any changes?	☐ ☐ ☒	
Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?	☐ ☐ ☒	
If internal fire doors are pinned open are they done so using either mag locks or door guards? If so both will automatically close on activation of the fire alarm. Internal fire doors should not be wedged open using makeshift items i.e. fire extinguishers, cardboard, wooden wedges etc.	☒ ☐ ☐	**Batteries in the sonic release door mechanisms have been replaced recently**
Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements?	☒ ☐ ☐	

Are water management tests continuing as per normal?	☒ ☐ ☐	
Any other hazards?		

General	Yes / No / N/A	Systems in place / proposed to manage risk
Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff?	☒ ☐ ☐	
Have environmental risk assessments been reviewed and communicated to staff? Have you considered; 1. Access/egress? 2. Movement around school/early years setting? 3. Break times/lunch times/lesson changes? 4. Toileting? 5. Location of hand sanitisers? 6. Signage? 7. First Aid rooms? 8. Sensory rooms? 9. Intimate care rooms? 10. COVID Isolation room and bathroom facilities? 11. Kitchens 12. Dining rooms 13. Halls/gyms 14. Science and DT area? 15. LFD testing areas	☒ ☐ ☐	
Have vulnerable staff been identified who previously required a specific personal risk assessment? This includes pregnancy. After 28 weeks pregnant staff are more likely to suffer complications if contracting COVID-19 and not vaccinated. Vulnerable and pregnant staff should be encouraged to take extra precautions to protect themselves.	☒ ☐ ☐	

Have VPEM formerly BAME staff been identified who previously required a specific personal risk assessment? Are they encouraged to take extra precautions?	☐	☐	☒	
Are these staff excluded from any roles involving LFD testing?	☐	☐	☒	
Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?	☒	☐	☐	
Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?	☒	☐	☐	**Use of app and staff noticeboard to communicate.**
Has your staff handbook/induction process been reviewed to reflect the current situation?	☒	☐	☐	
Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?	☒	☐	☐	
Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?	☒	☐	☐	
Are there sufficient first aiders on site?	☒	☐	☐	
If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place?	☒	☐	☐	

Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.	☒ ☐ ☐	
Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?	☒ ☐ ☐	
Does your school have a school minibus? Are face coverings worn by users and driver?	☐ ☐ ☒	
Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc?	☐ ☐ ☒	
Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?	☒ ☐ ☐	
When participating in 'out of school activities' have venue risk assessments been deemed suitable and sufficient by the Head teacher and are COVID protocols in place?	☒ ☐ ☐	
During open days, live performances and any other large gatherings that include mass visitors are risk assessments in place, suitable and sufficient with full COVID protocols?	☒ ☐ ☐	**Requirement to wear a face covering has been reintroduced since the arrival of the Omichron variant. Numbers to be limited for nativity plays.**

	Yes / No / N/A	
Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms or in safe surroundings to prevent transmission? Are relevant communication strategies in place to keep governors informed?	☒ ☐ ☐	
Any other hazards?		

Test, Isolate and Local Outbreaks	Yes / No / N/A	Systems in place / proposed to manage risk
Do you have in place, with regular reviews your outbreak management procedure/plan, including reintroduction of prior restrictions if necessary?	☒ ☐ ☐	
Are records kept of all visitors/contractors to site?	☒ ☐ ☐	
Is it made clear in policies and procedures to staff that anyone who is ill and showing symptoms must stay at home?	☒ ☐ ☐	
Is it made clear to parents/pupils that any person who has tested positive must remain at home and follow government guidance?	☒ ☐ ☐	
Is anyone who develops symptoms in school isolated (if safe to do so) and then sent home as soon as possible, see previous questions re isolation rooms/areas?	☒ ☐ ☐	
If any person in isolation (if safe to do so) whilst waiting to go home requires to use a bathroom is there provision for use of a separate facility and are there cleaning regimes in place for after use?	☒ ☐ ☐	

All of the above, staff/parents/pupils should be advised to follow 'Coronavirus, How to stay safe and help prevent the spread' guidance.	☒ ☐ ☐	
Are there a supply of PCR home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms or who have tested positive on a school site LFD test?	☒ ☐ ☐	
Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school immediately of the results of PCR tests taken?	☒ ☐ ☐	
For individuals or groups of pupils are there remote education plans in place if needed?	☒ ☐ ☐	
If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?	☒ ☐ ☐	
Has the contents of this risk assessment been shared with your staff? Have they been involved in the preparation process and made aware of any new variants?	☒ ☐ ☐	

Welfare	Yes / No / N/A	Systems in place / proposed to manage risk
For staff/pupils continuing to work from home due to vulnerabilities is regular contact made?	☒ ☐ ☐	
Are you aware prolonged working from home can adversely affect	☒ ☐ ☐	

mental health? Do you have strategies in place to assist staff/pupils who may need further support?		
Although government guidance has removed the need for the wearing of face coverings within school settings unless there are a change of circumstances, are staff who wish to continue wearing them supported in this decision?		
Are controls in place to keep staff anxieties at a minimal level, i.e. should staff continue to wear masks in shared areas for example? Is there regular communication strategies in place surrounding testing and vaccinations? Keep staff well informed.	☒ ☐ ☐	

Testing and Vaccinations	Yes / No / N/A	Systems in place / proposed to manage risk
Are staff regularly encouraged to participate in Lateral Flow Testing and PCR Testing when needed? Please include any controls for non-testing staff in the RA proforma below?	☒ ☐ ☐	
Are staff encouraged to take up the offer of receiving a COVID 19 vaccination? Please include any controls for non-vaccinated staff in the RA proforma below and consider vulnerable/pregnant staff?	☒ ☐ ☐	
If vaccinated or not are CEV, CV and pregnant staff encouraged to take extra precautions to protect themselves as per government guidance? Do they still require a specific personal risk assessment?	☒ ☐ ☐	

Are procedures in place for testing of staff/pupils who are double vaccinated, are a close contact but no longer have to isolate if coming into contact with a positive case?	☒ ☐ ☐	**Advised to arrange PCR test, following latest guidance**

Please transfer any negative answers onto the below Proforma to create your risk assessment action plan

Risk Assessment Proforma

School:			Assessment Date:			
Assessor:			Review Date:			

HAZARDS	NO. AT RISK	EXISTING CONTROLS	RISK LEVEL	ACTION REQUIRED	DATE DUE	SIGNED OFF/DATE

Risk Assessment Key

Likelihood		**Severity**	
Probable	= 3	Fatality	3
Possible	= 2	Serious Injury/Time lost	2
Unlikely	= 1	Minor Injury	1

Likelihood x Severity = Risk Ranking

Actions required based on Risk Ranking

Score	Rating	Actions Required
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.
4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – If Fatality	High	Work should not be started or continued.
9	High	Work should not be started or continued.

		Consequence		
		Minor (1)	**Serious Injury (2)**	**Fatality (3)**
Likelihood	**Unlikely (1)**	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High

Version control and Change History

Version Control	Date Released	Date Effective	Amendment	Officer
1	July 2020	July 2020	Document created	LPR
2	Jan 2021	Jan 2021	Document reviewed. September removed from title and footer, now 2020 2021, before September references removed and changes to present time, deep clean prior to opening changed to as required, addition of 'if floor signage is damaged – regular review and replacement required, all September adjustments in bold now removed, inclusion of face coverings to be worn where appropriate as per government	LPR

			guidance, training included for cleaners around new products and review of COSHH risk assessments, implementation of bubbles changed to maintaining bubbles, advice to open/close windows during winter months in 15 minutes slots, assemblies advice included re new variant and lockdown, pinning open of internal fire doors updated to only include mag locks or doors guards as per fire service advice, no door wedges or other, pre-opening water testing management changed to ongoing, new variant to be included in occupational risk assessment, BAME risk assessment requirement now included, exclusion of vulnerable staff, pregnant and BAME from hold LFD testing roles, 28 week advice included re pregnancy, rows split to ensure one question per row, welfare if isolating section added.	
3	June 2021	June 2021	Section included re non testing and non-vaccination staff	LPR
4	July 2021	July 2021	Reviewed in line with step 4 of government guidance and lifting	LPR

			of restrictions. Statements and wording changed to include 'if preferred', 'expected and recommended', 'subject to change', 'where possible' etc. 'COVID 19 stay at home guidance' changed to 'Coronavirus, how to stay safe and help prevent the spread'. BAME now VPEM.	
5	August 2021	August 2021	Document updated in line with changes from 16th August onwards, all dependent upon local changes or reimplmented restrictions for case number levels.	