

Directorate	<input type="checkbox"/> Adults, Health and Communities <input type="checkbox"/> Corporate Services <input checked="" type="checkbox"/> Children and Young People <input type="checkbox"/> Regeneration and Economic Growth <input checked="" type="checkbox"/> Schools	Service/Team	Generic Risk Assessment - Education & Inclusion		
Risk Assessment for	COVID-19 Secure - Schools	Ref no	C19SCS	Date completed	November 2021
Occupation/activity/task		Location	Federation of Crigglestone Nursery School & The Castle Nursery School	Review date	December 2021 or sooner if advised by H&S or PH
Assessor name(s) Corporate Health & Safety Adviser, Education & Inclusion					

SECTION 1

1.1 Risk Matrix

		Severity				
		1	2	3	4	5
Likelihood	Very low Insignificant injury		Low Minor injury Verbal abuse	Moderate Threatening behaviour Serious injury	Severe Physical abuse Multiple injuries Serious injury requiring hospital treatment	Very severe Extensive multiple injuries requiring hospital treatment Life changing injuries Fatality
	1 Extremely unlikely	1	2	3	4	5
	2 Remote possibility	2	4	6	8	10
	3 Possible occurrence	3	6	9	12	15
	4 Will probably occur	4	8	12	16	20
5 Almost certain	5	10	15	20	25	

Use of the 5 x 5 risk matrix will provide an overall risk score of between 1 (very low) and 25 (very severe) which helps to determine the appropriate response based on the following:-

Risk score 1 - 3	Low risk
Risk score 4 - 9	Moderate risk
Risk score 10 - 16	High risk
Risk score 20 - 25	Very high risk

1.2 Persons/groups at risk

The following are individuals/groups of people who may be at risk from your undertakings. This list is not exhaustive:-

- Employees
- Apprentices
- Young People
- New or Expectant Mothers
- Work Experience
- Contractors/Sub Contractors
- Pupil(s)
- Service Users
- Volunteers
- Members of the public

SECTION 2

What are the hazards <i>Identify hazards (relevant to occupation/ activity/task)</i>	Those at risk	How they might be harmed? <i>e.g. sprains, strains, lacerations etc.</i>	What are you already doing/ your existing control measures <i>List existing controls or note where information may be found e.g. standards, safe systems of work etc.</i>	Risk Rating Severity x Likelihood <i>Scores of 10 and above require further action. See section 3</i>	
<p>This risk assessment has been developed using the Government guidance documents – Schools Covid 19 Operational guidance – Published July 2021 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak Schools Covid 19 Operational guidance – Published 2nd July 2021 Action for schools during the coronavirus outbreak – Updated 3rd June 2020 https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing Implementing protective measures in education and child care settings Updated 1st June 2020 https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>					
1	Building Management & Readiness	All employees Children	Acquire COVID-19 Viral infection. Refer to the national guidance for the case definition https://www.gov.uk/government/publications/wuhan-novel-coronavirus-initial-investigation-of-possible-cases/investigation-and-initial-clinical-management-of-possible-cases-of-wuhan-novel-coronavirus-w-n-cov-infection	<u>Inspect the site for:</u> <ul style="list-style-type: none"> • Damage to the building and fixtures and fittings • Damage to grounds, playgrounds, outdoor play equipment, fencing, trees • Rodent activity and/or infestations – commissioning of pest control may be required <u>Operational checks (to ensure good working order) to be carried out on:</u> <ul style="list-style-type: none"> • Fire alarms/smoke alarms/panic and accessible-toilet alarms • Fire door mechanisms • Emergency lighting • Gas supplies; kitchen • Kitchen equipment • Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy • Water systems to look for leaks and ensure there is provision of hot water • Windows, door and gates including electronic gates and doors • Equipment used on site e.g., floor cleaners, photocopiers, white boards (servicing should be in line with the manufacturer’s/providers requirements) <u>Ensure Statutory Inspections are up to date for:</u> <ul style="list-style-type: none"> • Pressure systems (if the scheduled inspections have not taken place in the last 12 months) 	9 reduced to 4 with all measures in place

				<ul style="list-style-type: none"> • Gas supplies (if the scheduled inspections have not taken place in the last 12 months) • Fixed wiring (if the scheduled tests required by the regulations have not taken place) • PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) • Asbestos Management Plan (if the plan has not been re-assessed in the last 12 months) • Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months) <p><u>Cleaning the premises</u></p> <ul style="list-style-type: none"> • Thorough cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces • If the school has been partially opened, then effective/appropriate cleaning of the premises may not be necessary unless it has been required by Public Health. • All touch surfaces should be given priority for cleaning, as should have been the case for partial opening <p><u>Supplies</u></p> <ul style="list-style-type: none"> • Ensure you have adequate supplies of soap and hand towels/drying facilities in kitchens, toilets and sinks 	
2	<p>System of Controls</p> <p><i>(Predominant new variant is more transmissible, PHE guidance remains the same that the way to control the virus is with the system of controls)</i></p>			<p>Prevention:</p> <ul style="list-style-type: none"> • Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. • Ensure face coverings are used in recommended circumstances. • Ensure everyone is advised to clean their hands thoroughly and more often than usual. • Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. • Maintain enhanced cleaning, including cleaning • Frequently touched surfaces often, using standard products such as detergents. • Consider how to minimise contact across the site and maintain social distancing wherever possible. • Keep occupied spaces well ventilated. 	12 reduced to 6 with measures in place

			<p>In specific circumstances:</p> <ul style="list-style-type: none"> • Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. • Promote and engage in asymptomatic testing, where available. <p>System of controls – prevention</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with covid-19 or are in close contact with someone with covid-19 if any of the following apply:</p> <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 a covid-19 vaccine trial <p>Anyone contacted by track and trace are advised to take a PCR test.</p>	
3	Covid-19 – Follow Public Health advice on testing, self-isolation and managing confirmed cases of covid-19		<p>When an individual develops covid-19 symptoms or has a positive test they must not come into school. They must isolate for 10 days after a positive PCR test.</p> <p>Response to any infection: You must always</p> <ul style="list-style-type: none"> • Promote and engage with the NHS Test and Trace process. • Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. • Contain any outbreak by following local health protection team advice. • All pupil absence must be followed up on day 1 with detailed reason of absence noted. • All staff must inform the HT of any illness including on non-working days. • Sunshine / Quiet room to be used for isolation as required. • Aprons, gloves, masks and goggles provided in isolation pack located in the Sunshine / Quiet Room. <p>Asymptomatic Testing Testing remains important in reducing infections in school. Staff are encouraged to continue twice weekly LFT.</p>	12 reduced to 6 with measures in place
4	High Risk Employees		<p>Those living with someone who is CEV and CV can still attend work and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p><u>Staff who are Clinically Extremely vulnerable (CEV) and Clinically Vulnerable (CV)</u></p>	12 reduced to 6 with measures in place

CEV and CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.

Pregnancy

Employees will need to follow the [specific guidance for pregnant employees](#)

If an employee is pregnant they have to let the employer know in writing, once the employer have been informed the employer has a duty to undertake a [new and expectant mum's risk assessment](#)

- You must first have a workplace risk assessment undertaken by your employer
- You should only continue working if the risk assessment advises that it is safe to do so.

Black, Asian & Minority Ethnic (BAME) Employees

- Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#).
- School leaders should try as far as practically possible to accommodate additional measures where appropriate.
- Public Health England have published a report that looks at the disproportionate impact of COVID. This includes a section on ethnicity. The report is clear that the COVID-19 pandemic has had a disproportionate effect on BAME people. The report did not analyse the effect of occupation and acknowledges this is a significant shortcoming. The disproportionate impact of COVID-19 on the BAME population is worrying and will cause anxiety. Headteacher should be aware of this and be pro-active in encouraging safe working practices and direct BAME employees to support for their health and wellbeing – for example NHS 111, GP or OHU referral. If guidance to protect the health of BAME populations changes this will be circulated and risk assessments may need to be reconsidered.

Self-isolating Employees.

- Any employee required to stay home under [existing Government guidance](#), for example due to having Covid19

				<p>symptoms or contact with a Covid-19 case, must inform their headteacher following sickness reporting procedures.</p> <ul style="list-style-type: none"> • The employee must self-isolate and not attend the workplace for the prescribed period determined in the Government Guidance. • Employees self-isolating and who are fit to work, may work from home in agreement with their headteacher, subject to an appropriate home working risk assessment. 	
5	Visitors / parents and pupils accessing the site dropping off / collecting pupils			<ul style="list-style-type: none"> • No one should enter the School premises if they are displaying symptoms of covid-19 e.g. employees, parents, pupils, contractors etc. • Stop all non-essential visitors entering site Parents must not enter school – children must be dropped off and collected at the entrance • Face coverings must be worn by all visitors to the school site. School staff will wear a facemask whenever speaking to visitors/parents at the school entrance and in communal areas. • Staggered start and finish times to enable more space and less congestion and these transition points 	12 reduced to 6 with measures in place
6	Teaching & Learning in the Classroom environment-			<ul style="list-style-type: none"> • Strict hygiene rules to be implemented, all employees and pupils to be asked to do the following: <ul style="list-style-type: none"> - Clean hands thoroughly more often than usual upon entering or changing locations/classrooms or moving to new activities after handling equipment. - Ensure sufficient hand cleaning and sanitiser points are available for staff and pupils - Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach – ensure availability of tissues and bins. • Put in place a schedule for enhanced cleaning, including cleaning frequently touched surfaces often, using sanitiser or the usual cleaning products. <ul style="list-style-type: none"> ○ All high contact surfaces to be cleaned throughout the day ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ All resources, equipment etc. should be cleaned on a daily basis with an antibacterial cleaning product <p>Management of returned library books</p> <p>All returned equipment and books to the library will be quarantined</p>	12 reduced to 6 with measures in place

				for 72 hours before being allowed back into the system for pupils to use and stored securely throughout this time. Items that can be cleaned will be done so using sanitiser or the usual cleaning products. PPE is not necessary for this task, regular handwashing will suffice and minimise the risk of cross contamination.	
7	Welfare			<ul style="list-style-type: none"> • Ensure that toilet times are staggered where possible to minimise contacts and to avoid congestion • Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet • Promote good practice to build and remind awareness of: <ul style="list-style-type: none"> - Good hand hygiene - Frequency of hand washing/hand sanitisation - Avoidance of touching face - Coughing and sneezing into a tissue or arm 	12 reduced to 6 with measures in place
8	Outdoor learning			<ul style="list-style-type: none"> • Large fixed equipment and outdoor playground equipment should be more frequently cleaned. • All toys & play equipment should be cleaned on a daily basis with an antibacterial spray 	6
9	Lunch Times			<ul style="list-style-type: none"> • Staff to eat lunch in their assigned staff room, with their class bubble of adults • Hand cleaning facilities or hand sanitiser to be available at the entrance of the dining area and should be used by all persons when entering and leaving the area • Minimise contacts and maintain social distancing through seating arrangements where possible • Tables and chairs should be cleaned between each use. • All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, tables and door handles • Parents must inform any changes to their child's dietary requirements via email to the Headteacher – if parents don't have access to email / a telephone conversation / zoom call to be arranged 	12 reduced to 6 with measures in place
10	Breakfast and after School clubs			<p>Any before or after school provision must align with protective measures in place and meet guidance Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak</p> <ul style="list-style-type: none"> • Carefully plan the number of pupils attending the clubs so that contacts are minimised and social distancing is 	12 reduced to 6 with measures in place

				<p>maintained where possible and kept in bubbles/cohorts/families where possible</p> <ul style="list-style-type: none"> • Entering and exiting the club is done in a phased way • All food items and utensils are collected by staff • All tables, chairs, hard surfaces etc. are cleaned with an antibacterial spray after use 	
11	Governors Meetings, SEN meetings with parents etc.			<ul style="list-style-type: none"> • Where possible employees are to maintain a safe distance between each other (2m) in the meeting room / office environment • Arrange online conference call facilities/virtual meetings where necessary • Meetings with parents should be pre-arranged in a setting where social distancing can be maintained. If this is not possible then the meeting can take place over the telephone or via online call facility. 	12 reduced to 6 with measures in place
12	Administering First Aid			<ul style="list-style-type: none"> • PPE appropriate to the circumstances would only be required if first aid was required for someone with Covid-19 symptoms. e.g. gloves, face masks and eye protection (if necessary) should be provided • Wash hands before and after and ensure the affected area is cleaned upon completion • All first aid waste and PPE should be disposed of by double bagging and put in the clinical / external waste • First aid boxes accessible to first aiders. For injuries and ill health that is beyond basic first aid, 111 to be called and 999 in an emergency. • https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm 	12 reduced to 6 with measures in place
13	Administering Medication			<ul style="list-style-type: none"> • PPE appropriate to the circumstances would only be required when administering medication for someone with Covid-19 symptoms PPE appropriate to the circumstances e.g. gloves, face masks and eye protection if necessary should be provided • Wash hands before and after and ensure the affected area is cleaned upon completion • All clinical waste and PPE should be disposed of by double bagging and put in the clinical / external waste 	12 reduced to 6 with measures in place
14	Providing intimate care			Employees should continue to use the PPE that they have always used (such as an apron and gloves) when undertaking more intimate care with pupils.	12 reduced to 6 with measures in place
15	Cleaning			A cleaning schedule must be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles,	12 reduced to 6 with measures in place

				<p>bannisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting • A combined detergent disinfectant solution or chlorine-based cleaner is to be used • Extra attention is to be given to frequently “Touched” areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, keyboards, whiteboards etc. • Hand towels and hand wash area to be checked and replaced as needed by the Cleaning and Caretaking staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used • All bins to have double liners <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	
16	Home Visits to be undertaken by staff			<ul style="list-style-type: none"> • Home visits should only be undertaken if absolutely necessary, these are to be conducted on the doorstep • Employees should use their own vehicle to get to the visit (private vehicles should be insured for business use) • Once they arrive they must knock on the door and step back to maintain social distancing • Lone working procedures must be adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with School 	16 reduced to 6 with measures in place
17	Contractors / essential repair work			<ul style="list-style-type: none"> • Only contractors carrying out essential maintenance work are to be allowed on the School site • Employees and contractors are to maintain a safe distance between themselves and others (2m). • All contractors are to wash their hands upon entering the site <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Site inductions are to be carried out following social distancing principles (2m separation). • Contractors to wear a face mask when on site 	12 reduced to 6 with measures in place

18	Ventilation			<p>Ensure good ventilation in all areas:</p> <ul style="list-style-type: none"> ○ natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air ○ natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</p>	
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SECTION 3

3.1 Action Plan

Where the risk rating score is 10 or above (high/very high risk) the risk must be reduced/managed to a risk score of 9 or below (moderate/low) risk. Risks must always be managed to as low as reasonably practicable. For risks not adequately controlled, detail further action needed.

Ref No	If further action is required, detail what action is required	By Whom	By When	Completed (sign)
	SLT to manage the Lateral Flow Testing for all staff at home twice weekly	SLT	Ongoing	
	All staff to be given updates and an opportunity to raise queries etc. in the application of the Risk Assessment. All new staff to be given training as part of their Induction	SLT	Ongoing	

SECTION 4

4.1 Risk Assessment Acceptance

Acceptance by Responsible Manager/s (print name & signed):	Date:
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Staff briefed on Risk Assessment & Safe System of Work (print name & signed)	Date:
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