


Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak. During this evolving situation please monitor and follow government guidance given in the web links provided			
Establishment: The Astley Cooper School	Assessment by: Paul Biswell	Date: July 9 2020	
Risk assessment number/ref: Covid: RA-001 Revision 3	Manager Approval: Avis Catterall	Date: July 9 2020	

Rev 1: 20/05/20 reviewed to reflect updated information on symptoms

Rev 2: 27/05/20 some further controls added and reviewed following new guidance (including Secondary Planning guide and wider opening of EY settings) additional links added

Rev 3. 8/7/2020 further controls added and reviewed (highlighted in red) following new guidance

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors	Staff, Students / wider contacts Spread of COVID 19	All staff and students who have underlying health conditions to be discussed with the Head teacher prior to them entering the school. Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice. Staff / children who live in a household with someone who is extremely clinically vulnerable should be supported to work / learn at home. Existing individual Health care plans in place for students/students and to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. Staff Vulnerable individuals to have a risk assessment undertaken on their role and				

		<p>ability to maintain 2m social distancing. Consider if these staff are able to work from home (supporting remote education etc.) Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>				
Suspected case whilst working on site	<p>Staff, Students / students / wider contacts</p> <p>Spread of COVID 19</p>	<p>If a person displays symptoms of coronavirus: high temperature (37.8 or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.</p> <p>Ensure SLT / Head are notified. Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. All staff aware of protocol for sick students.</p> <p>Symptomatic staff should be excluded for 7 days from when symptoms started</p> <p>Staff who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Testing</p>				

		As part of national programme for essential workers school staff with symptoms should book a test confirming the results to the school. Children will have access to tests if symptomatic, settings to be notified of test results. Those with a negative test result able to return.				
<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing;</p> <p>Effective hygiene protocols</p>	<p>Staff, Students / students / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff and students to maintain a social distancing in line with PHE guidance as far as is reasonable. Social distance where possible should be no less than 1m. Staff, where possible, should maintain a social distance of 2m.</p> <p>Groups are to be kept in year group bubbles. These bubbles will be located in separate locations as far as reasonably possible.</p> <p>Assemblies will be held in year group bubbles. Students and staff will be social distanced where reasonably possible.</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery in line with social distancing requirements.</p> <p>Hiring and lettings suspended or risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.</p> <p>Break and lunch to be staggered in year group bubbles. No students are to be allowed home at lunchtime unless there are special circumstances such as caring for another member of their family.</p> <p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>Hand sanitiser provided at reception / entrance/exit; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Provide additional hand sanitiser within classrooms if required.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.</p> <p>Use hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.</p> <p>Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed.</p> <p>Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>				

		<p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance.</p>				
Access to & egress from site	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>All year group bubbles will have staggered start and finish times to reduce congestion and contact at all times. Communicate allocated times to parents.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Introduce floor markings to aid social distancing (e.g. tape or survey spray) where controlled queuing will be expected. Communicate expectations to parents (including only 1 parent to attend at drop off / collection).</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Only essential visitors are allowed onto the school site, by prior arrangement. If parents wish to see staff they must make an appointment Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene.</p> <p>Staff On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>	<p>Letter from Head Teacher to parents Information added to school website</p>	<p>Head IT</p>	<p>July 2020 July 2020</p>	
Contact points Equipment use printers, workstations,	<p>Staff, Students / wider contacts</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office,</p>				

<p>apparatus, machinery etc.</p>	<p>Spread of COVID 19</p>	<p>access control etc. (screens, telephone handsets, desks).</p> <p>Activities and resources Re-plan lessons / activities to avoid shared resources. Limit practical work in DT, science. Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned before / after use. When timetabled for PE/Dance, students will attend school already changed into their PE kit</p> <p>For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work in a partially open school</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines, and monitored by staff in the classroom Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	<p>Communicate to parents/carers</p>	<p>Head</p>	<p>July 2020</p>	
<p>Proximity of students/ staff</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Limit the number of persons in each room/area and where possible follow social distancing guidance of 1m minimum. Year group bubbles are to be kept apart</p> <p>Based on the size of each room, determine how best to maximise a social distance where reasonably practicable. Where possible, staff should maintain a social distance of 2m metres. Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Staff are to maintain a safe distance between each other minimum of 1m and 2 m where possible Students must be encouraged to do the same. Consider marking out areas to help students visualize and maintain 2m distancing. Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible)</p> <p>Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 2m rule is enforced as far as possible. Re-plan lessons / activities to avoid shared resources.</p>				

		<p>For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work in a partially open school</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and where possible should not use offices / rooms where 2m distancing cannot be maintained. Seating has been rearranged to show maximum number of staff in staff room. A maximum of 16 staff in the staff room at any one time.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Offices / IT suites etc Workstations where possible are to have an acceptable distance apart (2m) / alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks where possible.</p> <p>Stairs / corridors Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Changing rooms Limitation of numbers introduce staggered use to reduce congestion and contact at all times. Where possible students are to arrive already wearing their PE kit and changing to be discouraged where possible.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Swimming pools No hiring of swimming pools. Use of swimming pools (including school pools) still closed under Government restrictions.</p>				
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Canteen use / lunchtimes	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage parents to supply packed lunches and drinking bottles from home.</p> <p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All persons should be kept as far apart as possible (1 metre) whilst eating</p> <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. A reduced choice of food offering will be in place to promote speed of service and minimizing queuing time.</p> <p>Students to enter dining rooms in their allocated groups. Year groups will be kept apart and have different break and lunch times. Introduce controlled queuing to aid social distancing. Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each group.</p> <p>Payments should be taken by contactless methods wherever possible. Consider risks from fingerprint contact payment. Sanitizer to be positioned next to keypad, students/staff to use sanitizer before scanning thumb</p>	<p>Communicate to parents</p> <p>Communicate to students and staff</p>	<p>Head</p> <p>Head</p>	<p>July 2020</p> <p>July 2020</p>	

		<p>Drinking water should be provided however students are to provide their own water bottles. Enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p>				
Travel off site	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Travel is only required for essential purposes. No offsite visits run.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family). All persons to limit their use of public transport.</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Students using the school minibus service for transport to and from school will follow guidelines provided, Each student will be provided with a face mask for the week. Seating will be allocated on a first on last off basis Students will be sat apart and in the same seat each day Windows will be open for ventilation Mini bus will be cleaned between each journey</p> <p>Consideration to be given to situations such as minibus usage for students accessing curriculum across multiple sites. Ensure they are sitting 2m apart.</p>				
Cleaning	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly. Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area</p>				

		<p>Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>				
Contractors	<p>Contractors, Staff, Students / wider contacts,</p> <p>Spread of COVID 19</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment.</p>				
Lack of awareness of PHE / school controls	<p>Staff, Students / wider contacts</p>	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p>				

	Spread of COVID 19	Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.				
Provision of first aid	Staff, Students / wider contacts Spread of COVID 19	It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. students apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from 1 st aid rooms then consider if this needs relocating to reduce demand on space.				
Provision of personal care	Staff, Students / wider contacts Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. (temperature of the student will be taken by first aid staff using an infrared thermometer) If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.				
Emergency procedures (Fire alarm activations etc)	Staff, Students / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Where possible, students will be kept in year group bubbles. Try to maintain a minimum 1m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants A4 signs will be displayed on each floor of each block showing the designated muster points for that block.	Identify muster points	Facilities Manager	July 2020	
Deliveries & Waste collection.	Staff, Students / wider contacts	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials.				

	Spread of COVID 19	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				
Staffing levels	Staff, Students	Decisions on staffing levels made dependent on numbers / needs of students present in school.	Local decisions on partial closure / closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.			
	Spread of COVID 19	Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with students and ensure key competencies (first aid etc maintained)				
	Wider safeguarding / safety risks	Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.				
Premises safety	Staff, Students	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational				
	Wider safeguarding / safety risks	Flush all water outlets thorough in areas of the school which have been closed for period of time. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)				

Relevant links

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Primary planning guide <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

Secondary guidance from 15th June <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Preparing for wider opening of Early Years and Childcare settings from June 1st

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Therapeutic use of Hydrotherapy pools ATACP [https://atacp.csp.org.uk/system/files/documents/2020-](https://atacp.csp.org.uk/system/files/documents/2020-05/ATACP%20Recommendations%20for%20safe%20aquatic%20physiotherapy%20in%20relation%20to%20COVID-19%20pandemic%20reviewed%2019.05.20.pdf)

[05/ATACP%20Recommendations%20for%20safe%20aquatic%20physiotherapy%20in%20relation%20to%20COVID-19%20pandemic%20reviewed%2019.05.20.pdf](https://atacp.csp.org.uk/system/files/documents/2020-05/ATACP%20Recommendations%20for%20safe%20aquatic%20physiotherapy%20in%20relation%20to%20COVID-19%20pandemic%20reviewed%2019.05.20.pdf)