School COVID-19 Risk Assessment - September 2020 Update

Activity or area covered in the risk assessment:	**Coronavirus (COVID-19): Risk assessment for reopening**
Who will be affected by the activity (employees, pupils, clients, contractors, visitors, members of the public, etc)?:	**Employees, pupils, contractors, visitors and members of the public**
Assessors name:	**School Assessor – School Business Manager**
Assessment date:	**September 2020**
Review Date (Every 12 months or sooner if there are significant changes):	**September 2021 – Although significant changes to government guidance would trigger an earlier review.**

Note: This document outlines the general hazards, risks and control measures relating to Covid-19 in schools. This document covers the general risks to staff, pupils and others in council schools by its work activities in line with government guidelines. **Due to the individual nature of schools not every possible hazard can be covered in this document, and schools are responsible for ensuring they adjust the assessment to fit their particular circumstances.**

This risk assessment does not supersede any current control measures or legal obligations relating to health and safety risk management. Any newly proposed Covid-19 control measures are to be reviewed in conjunction with existing specific work task and activity risk assessments. Staff members or clients who have been in contact with those who have Covid-19 symptoms in the workplace are covered by separate internal guidance and do form part of this risk assessment.

Steps to Risk Assessment	
Identify the hazards	
Hazard:	A Hazard is something that can cause harm. For example; a protruding bolt from play equipment, falls from climbing apparatus, improper use of tools/ equipment or poor separation between traffic and pedestrians.
Evaluate the risk	
What harm could be caused?	What harm could come from the hazard. Such as; bruises, abrasions, head injury, minor/ major injury or fatality.
How likely is the risk to occur (High, Medium or Low)?	What is the probability the incident will occur? Low, medium or high probability.
Who might be harmed?	Who will be affected by the activity (employees, pupils, clients, contractors, visitors, members of the public, etc)?
Decide what precautions to put in place	
What are you already doing (Control measures)?	The existing control measures are what you already have in place. Such as; servicing and testing of equipment, staff training, personal protective equipment or staff supervision, etc.
Further action/ control measures required?	Further control measures are what you need to do to achieve an acceptable level of safety. Such as; elimination or substitution of a product, item or process, keeping items locked away/ out of reach or erecting a barrier, etc.
Remaining Risk Level (High, Medium or Low)?	What is the remaining probability of the risk occurring after all the control measures are applied? Low, medium or high probability. If a significant risk level remains, further assessment or control measures may be required.
Implement your findings	

Action by whom and when?	Nominated person to complete the action/s and the date they will achieve this by.

Identify the hazards	Evaluate the risk			Decide what precautions to put in place			Implement your findings
Hazard	What harm could be caused?	How likely is the risk to occur (High, Medium or Low)?	Who might be harmed?	What are you already doing (Control measures)?	Further action/ control measures required?	Remaining Risk Level (High, Medium or Low)?	Action by whom and when?
Cleaning and Hygiene	Transmission of Covid 19 resulting in potential serious injury or death	GOVERNMENT GUIDANCE states that:

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. | Anyone using the building and anyone in their households. | School cleaners using viricidal disinfectant throughout the school every evening, paying particular attention to frequently touched surfaces.

Additional lunchtime cleaner employed to clean frequently touched surfaces throughout school and all toilets

LSAs will clean frequently touched surfaces, using viricidal disinfectant during the day. Cleaning log displayed in each bubble to be completed.

Non COSHH hazardous cleaning materials provided in all classrooms (viricidal disinfectant, food sanitiser spray, spray & wipe disinfectant) for use by classroom or 'bubble' staff during the day.

COSHH risk assessments have been completed for all new substances and information is available for staff if required.

All indoor equipment to be | Refer to guidance on "cleaning non-healthcare settings"

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

And "Guidance for full opening: schools"

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools | LOW | SBM responsible for management and deployment of cleaning staff

Classroom or 'bubble' staff responsible for cleaning used equipment and daytime spills etc.

Class teachers or 'bubble' leaders to avoid lessons or activities requiring contact or shared equipment where possible.

All staff responsible for their own hand washing.

Classroom or 'bubble' staff responsible for |

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				thoroughly disinfected and/or left for 72hrs before being used by a different class group 'bubble'.

Sufficient hand washing facilities with soap and water in place.

Staff reminded and encouraged to wash hands regularly for 20 seconds with soap and water

Supervised hand washing for pupils.

Staff to ensure pupils either wash hands for 20 seconds with soap and water or sanitise hands with hand sanitiser at least six times a day including at the beginning and end of each day.

Sink and soap in all classrooms and areas where staff are making refreshments for themselves

Gel sanitisers available in all classrooms, other learning areas, school hall, main school office and all other offices and foyer. All staff have been provided with a personalised hand sanitiser to attach to their lanyard. | | | supervising and ensuring pupil hand washing

All staff to ensure windows remain open

All staff responsible for |

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				ebug Horrid Hands poster in all classrooms, learning areas and school hall. Pupils and staff reminded and encouraged not to touch their faces. Catch it, bin it, kill it' approach promoted throughout the school. 'Catch it, bin it, kill it' poster in all classrooms, staffroom and school hall. Adequate supply of tissues in all classrooms. Lidded bins available in all classrooms and offices. Hazardous waste bin is also provided in the Isolation Room for any bodily fluid or contaminated waste. This will be quarantined for 72 hours before this is disposed of. Pupils and staff reminded and encouraged not to touch their faces. Building kept well ventilated by keeping windows open throughout the day.			their own respiratory hygiene. Classroom or 'bubble' staff responsible for supervising and ensuring pupil respiratory hygiene

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Movement around school	Transmission of Covid 19 resulting in potential serious injury or death	GOVERNMENT GUIDANCE states that: In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.	Anyone using the building and anyone in their households.	Unnecessary items have been removed from all corridors where possible. Classrooms accessed directly from outside where possible. Movement around school minimised and avoided where possible. Pupil drinking fountains disconnected – pupils to bring in their own water bottles All year groups will operate as discrete class 'bubbles' when inside and outside Social distancing signs in place Staff reminded to maintain social distancing from other staff/adults	Refer to "Guidance for full opening: schools" https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	LOW	SLT to identify any build-up of extraneous items in circulation space. Site Manager responsible for removing build up of extraneous items in circulation space. SLT to monitor and challenge movement around school, if necessary. Admin staff to place water bottle reminders in newsletter and Facebook. All staff responsible for their own social distancing.
Use of space and resources around the	Transmission of Covid 19 resulting in	GOVERNMENT GUIDANCE states that:	Anyone using the building and	Unnecessary items have been removed from all classrooms and, other than YR and Y1,	Refer to "Guidance for full opening: schools"	LOW	Headteacher responsible for staff allocation

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site	potential serious injury or death	In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.	anyone in their households.	chairs and desks set out facing forward, and initially in Y1 visual floor markers will be used to encourage social distancing.

Y2 and KS2 children will be issued with a named clear pencil case of equipment for their own use.

YR & Y1 equipment will be chosen by the 'bubble' staff, not the children, and will be cleaned frequently

Soft furnishings, soft toys and toys that are hard to clean have been removed from all classrooms where possible.

Equipment shared within a 'bubble' shall be cleaned frequently.

All equipment to be thoroughly disinfected and/or left for 72hrs before being used by a different 'bubble'.

Car park closed to traffic to provide an additional outdoor play area.

Playtime rota using field, playground and car park area to facilitate class 'bubble' separation. | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools | | to 'bubbles'.

'Bubble' teachers/leaders to ensure no build up of extraneous items in their allocated classroom.

'Bubble' staff to clean/ minimise sharing of individual use classroom equipment. |

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				Playground equipment can be used by individual bubbles. YR & Y1 only to eat their lunches in the hall to facilitate class group 'bubble' social distancing. All other class 'bubbles' to eat lunches in the classroom. Class teachers/subject leaders to carry out COVID-19 risk assessments for specific curriculum activities as required (e.g. PE)			A garden sprayer filled will a disinfectant is provided outside – 'Bubble' staff to spray equipment after use. YR & Y1 lunches to be served to them at their tables. Lunches delivered to the classrooms by adults. Class teachers/subject leaders to carry out COVID-19 risk assessments for specific curriculum activities as required (e.g. PE)
School	Transmission of	GOVERNMENT	Anyone	Breaks and lunchtime will be	Refer to "Guidance for full	LOW	Headteacher

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arrangements, timings and day	Covid 19 resulting in potential serious injury or death	GUIDANCE states that: In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.	using the building and anyone in their households.	staggered. Staggered start and finish times for different year groups. The school will engage with NHS track and trace. The school will follow PHE/local health protection team advice to contain/manage any cases/outbreak of coronavirus in the school community. Any child or adult becoming unwell during school hours will be sent to the Isolation Room. The school will require parents to engage with NHS track and trace. Pupils with cohabiting families who are self-isolating or are symptomatic will not attend school and are required to engage with NHS track & trace. Pupils who develop symptoms whilst at school will be sent home to self-isolate and are required to engage with NHS track & trace. Staff with cohabiting families who are self-isolating or are symptomatic will not attend	opening: schools" https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Isolation Room protocol to be followed	LOW	responsible for staff allocation to 'bubbles'. Office to record self-isolating and symptomatic pupils Office to record self-isolating and symptomatic staff Office staff to contact parent of child to collect. Staff member to inform office who should be contacted.

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				school and are required to engage with NHS track & trace. Staff who develop symptoms whilst at school will be sent home to self-isolate and are required to engage with NHS track & trace. NHS tracking app 2 in operation on Isle of Wight. Testing available for all school staff, pupils and their families who are symptomatic or have a symptomatic cohabiting family member. School has small supply of home testing kits.			
Support for SEND and Behaviour	Transmission of Covid 19 resulting in potential serious injury or death	GOVERNMENT GUIDANCE states that: In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many	Anyone using the building and anyone in their households	Individual risk assessment for pupils with EHCP. Review of behaviour plans. SENDCO and Emotional Needs Assistant to provide support to SEND pupils and pupils with challenging behaviour.	Refer to "Guidance for full opening: schools" https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	LOW	Headteacher & SENDCO to maintain EHCP risk assessments and review behaviour plans as required.

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		other occupations. There is no evidence that children transmit the disease any more than adults. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.					
School rules and routines	Transmission of Covid 19 resulting in potential serious injury or death	GOVERNMENT GUIDANCE states that:

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. The risk to children themselves of | Anyone using the building and anyone in their households | Revised Code of Conduct for all staff taking into account coronavirus measures.

Virtual assembly by Headteacher emphasising expectations and the safety reasons behind them.

Staggered start and finish times for different 'bubbles'.

Only one parent to drop off and collect their child(ren).

Classrooms accessed directly from individual external doors where possible. | Refer to "Guidance for full opening: schools"

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools | | Reconnection Plan sent to all staff & parents prior to Autumn term start

SBM to monitor external visitor numbers and challenge necessity if needed.

Signage to remind of social distancing

Visiting professionals/ Headteacher to jointly determine appropriate PPE |

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		becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.		Visitors kept to a minimum but professional visits/meetings (i.e. social care, OT, Ed Psych, SEND) to recommence with the appropriate social distancing and PPE (as determined by the visiting professional/school SENDCO)			requirement for visits Orchard to be used for meetings/visits. Admin staff to ensure visits are only booked when the room is not timetabled for ELSA
Failing to communicate changes to staff and parents	Failure to implement control measures successfully	Medium	Anyone using the building and anyone in their households	School communication system (Teachers 2 Parents) used to text and email parents (individual and group/all) School facebook page updated regularly School newsletter published weekly School website updated regularly Letters to parents will be emailed were practically possible	Refer to "Guidance for full opening: schools" https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Low	School Admin Team to manage parent communication
Pupil and staff wellbeing and mental health	People experiencing mental health issues, either new or	Medium	Staff and pupils	SENDCO and Emotional Needs Assistant to provide support to pupils. Island Youth Trust	Refer to "Guidance for full opening: schools" https://www.gov.uk/government/publications/actions-for-	LOW	Headteacher & SENDCO to seek further support for pupils as appropriate

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	exacerbating existing one			Barnardo's SLA with Hampshire EP service in place. NHS 24/7 Mental Health Triage Service via 111	schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools		Headteacher regular communication SLT to listen closely to colleagues and remind them of the health and well-being resources available to them as appropriate. All staff to be aware of their own mental health level and that of colleagues and seek early help or advice if needed.
Lack of Personal Protective Equipment (PPE)	Transmission of Covid 19 resulting in potential serious injury or death	GOVERNMENT GUIDANCE states that: In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics'	Staff	GOVERNMENT GUIDANCE states that: The government is not recommending universal use of face coverings in all schools. Primary school children will not need to wear a face covering. In primary schools where social	Refer to "Guidance for full opening: schools" https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	LOW	School administrator to monitor stock of COVID-19 PPE Pre March 2020 first aid and cleaning PPE stock to be

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		analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.		distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. **Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.** **Staff and visitors may wear facemasks outside of the classroom where social distancing is not possible.** Provision and use of PPE prior to March 2020 to continue as before for working with pupils and for cleaning. Appropriate PPE will be provided if suggested by an individual pupil risk assessment.	Refer to guidance on "donning and doffing" PPE https://vimeo.com/413132317/ 2a7c028d25		monitored by School Administrator SEND LSA PPE stock to be monitored by individual SEND LSAs SBM to liaise with LA and Local Resilience Forum if COVID-19 PPE replacement is not possible through usual supply chain.

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				If a child becomes unwell **with symptoms of coronavirus**, the following PPE will be provided and used by the first aider attending: fluid resistant surgical face mask, disposable gloves, disposable apron, and face shield.			
Clinically extremely vulnerable and clinically vulnerable children and young people	Transmission of Covid 19 resulting in potential serious injury or death	GOVERNMENT GUIDANCE states that: Specialists in paediatric medicine have reviewed the latest evidence on the level of risk posed to children and young people from coronavirus (COVID-19). The latest evidence indicates that the risk of serious illness for most children and young people is low. Therefore, the majority of pupils will be able to return to school.	Pupils	Refer to the rest of this Risk Assessment The expectation is that all pupils will attend school unless a specialist health professional determines otherwise.	Refer to "Guidance for full opening: schools" https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	GOVERNMENT GUIDANCE states that: The latest evidence indicates that the risk of serious illness for most children and young people is low. If the risk for an individual presents as higher than low an individual risk assessment is indicated.	Headteacher and Admin Officer to ensure medically vulnerable children attend or not as appropriate Headteacher & SENDCO to carry out individual risk assessment for clinically extremely vulnerable/clinically vulnerable pupils where appropriate
Clinically extremely vulnerable and clinically vulnerable adults	Transmission of Covid 19 resulting in potential serious injury or death	GOVERNMENT GUIDANCE states that: Rates of community transmission of coronavirus (COVID-19)	Staff	Refer to the rest of this Risk Assessment .	Refer to "Guidance for full opening: schools" https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-	If the risk for an individual presents as higher than low an individual risk assessment is	Headteacher and SBM to ensure medically vulnerable staff attend or not as

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		are now reduced to levels below those seen when shielding was introduced. Shielding measures were paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, we advise that those who are clinically extremely vulnerable can return to school in the autumn term provided their school has implemented the system of controls outlined in this document, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.			outbreak/guidance-for-full-opening-schools	indicated.	appropriate

Headteacher and SBM to carry out individual risk assessment for clinically extremely vulnerable/clinically vulnerable staff where appropriate |

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Living with a shielded or clinically vulnerable person	Transmission of Covid 19 resulting in potential serious injury or death	GOVERNMENT GUIDANCE states that:\n\nPeople who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.	Staff, pupils and anyone in their households.	Refer to the rest of this Risk Assessment	Refer to "Guidance for full opening: schools"\n\nhttps://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	LOW	Headteacher and Admin Officer to ensure pupils living with medically vulnerable persons attend.\n\nHeadteacher and SBM to ensure staff living with medically vulnerable persons attend.