

Barrow Island CP School- COVID-19 SCHOOLS OPERATIONS RISK ASSESSMENT



This risk assessment has been updated following the latest Government guidance for schools reopening on March 8th.

PLEASE NOTE: new guidance suggests that wearing face visors on their own is not sufficient protection and should only be worn with a face mask.

RA reference	Covid- 19 001 v6 Supersedes v5	Activity description	COVID-19 - Infection prevention and control – SCHOOL OPERATIONS
Assessment date	1.3.21	Assessor name	Janet Dixon HT
Assessment team members	All staff	Planned review date	Enter date (reviewed to reflect any changes in National Guidance)
Location	Barrow Island CP School	Number Of People Exposed	All staff on site, pupils on site (max 33 staff, max pupils 170)
Overall Residual risk level following implementation of effective control measures	Medium risk From March 8 th all schools must open to all pupils. Professionals in Public Health, Health and Safety and Services will continue to work closely with recognised Trade Union Colleagues to promote safe working procedures, suitable safety controls and limit risk. Where the control measures mentions the requirement for <u>face coverings</u> – these are not classified as PPE	People exposed	All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers
Assessment last updated	1.3.21	Is this an acceptable risk?	Yes/ No

Hazard description and how people are at risk	Current Control Measures (those that are in place)	Potential risk	Additional Control Measures (to be identified and implemented)	Action details by whom by when	Residual risk
Hazards in relation to staffing and daily operation	<input type="checkbox"/> We have access to COVID-19 Weekly Outbreak Control which provides an overview of the current COVID-19 situation in Cumbria based on available local and national data <input type="checkbox"/> Further detailed information can be found at Cumbria Intelligence Observatory <input type="checkbox"/> In the event of an outbreak we will follow Local Health Protection advice	10 Medium Risk L5 x S2			6 Medium Risk L3 x S2



	<ul style="list-style-type: none"> <input type="checkbox"/> Information posters highlighting the symptoms of COVID19 are prominently displayed throughout the premises. <input type="checkbox"/> Ongoing communications (posters, emails, inductions briefings toolbox talks) are provided to all employees, pupils, and visitors <input type="checkbox"/> Staff and pupils have been advised that they must not come into school if they have Coronavirus (COVID 19) symptoms (a high temperature, a new continuous cough, loss of taste or smell). Or a member of their household has symptoms, or they have had a positive test. <input type="checkbox"/> Staff and pupil will not be permitted to attend school if they have to quarantine having recently visited countries outside of the <u>Common Travel Area</u> <input type="checkbox"/> Secondary School staff and pupils will be asked to participate in asymptomatic testing in school for the first 3 tests then home testing kits will be provided to the pupils for future testing. This however is voluntary <input type="checkbox"/> Primary school staff will continue to carry out home Lateral Flow Testing twice a week. <input type="checkbox"/> Staff or pupils who have been identified as Clinically Extremely Vulnerable will work from home until the current shielding guidance ends on the 31st March 2021 <input type="checkbox"/> Individual risk assessments will be carried out for staff who are shielding before they can return to the workplace. <input type="checkbox"/> Referrals are made to occupational health as appropriate. <input type="checkbox"/> Normal pre-employment procedures are followed. <input type="checkbox"/> Absence/self-isolation cases due to COVID-19 (suspected or confirmed) are reported via the normal reporting procedures. <input type="checkbox"/> Normal absence and wellbeing reporting procedures are followed. <input type="checkbox"/> All staff will adhere to any instructions, advice, guidance, and site rules provided to them including hand and respiratory hygiene and maintaining social distancing 		<p>Catch it Kill it Bin it Poster on Schools Portal</p> <p>Visitors only permitted at Head Teacher's discretion</p> <p>Lateral flow testing to be carried out in line with Government Guidance</p> <p>3 tests over first 2 weeks and in line with Government guidance thereafter <u>Asymptomatic testing for Secondary schools and colleges</u> Any positive LFD tests from home must be reported as soon as possible followed up by a PCR test.</p>		
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	<ul style="list-style-type: none"> <input type="checkbox"/> Staff are responsible for ensuring that they are up to date with their own routine immunisations. <input type="checkbox"/> Staff (and pupils over the age of 16 where appropriate) are encouraged to download the NHS COVID-19 app and follow the Government guidance: Use of the NHS COVID-19 app in education and childcare settings <input type="checkbox"/> Staff and pupils will have their own frequently used equipment such as pens and pencils, which should not be shared with other people. <input type="checkbox"/> Classroom based resources that need to be shared are cleaned regularly and rotated where possible <input type="checkbox"/> Pupils are permitted to bring in a bag and have been instructed to limit the equipment they bring into school 		<p>Whilst in the educational setting it is recommended that the 'trace' function of the app is paused.</p> <p>Equipment to be limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lunch box <input type="checkbox"/> Hat and coat <input type="checkbox"/> Books <input type="checkbox"/> Stationery <input type="checkbox"/> Spare face mask 		
<p>Hazards relating to visitors coming into the setting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All non-essential visits to schools have been paused <input type="checkbox"/> Parents/carers are not allowed in the setting unless absolutely necessary and appointment made with Headteacher <input type="checkbox"/> Supply teachers, peripatetic teachers and other temporary staff are permitted to move between schools. <input type="checkbox"/> We will maintain records of all visitors to support the NHS Test and Trace programme. <input type="checkbox"/> Student work placements are permitted at the discretion of the Headteacher/Manager 	<p>10 Medium Risk L5 x S2</p>	<p>Visits to the setting will be restricted to those that are absolutely necessary.</p> <p>Supply teachers etc. to complete risk assessment for specialist visits prior to visit.</p>		
<p>Hazards relating to lack of social distancing</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Younger children (Early Years) will be kept separate from other groups within the school but will not be expected to distance within their group. <input type="checkbox"/> Headteacher/SLT will determine arrangements to manage pupil groups dependent on the school circumstances with the aim of minimising contact between individuals and maintain social distancing wherever possible as detailed in current Government guidance 	<p>10 Medium Risk L5 x S2</p>			



	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and adult visitors in primary schools will be asked to wear face coverings when moving around the school in corridors and communal areas (Does not apply for strenuous activities such as PE) <input type="checkbox"/> Children will be supported to maintain social distancing and encouraged not to touch staff where possible. <input type="checkbox"/> All staff with younger children and children with complex needs or who need close personal care will try to maintain their distance and minimise time spent within 1 metre of anyone. <input type="checkbox"/> Face coverings will be worn by all adults and pupils in year 7 and above in classrooms where 2 metre social distancing is not possible and, when moving around the setting, such as in corridors and communal areas where social distancing cannot be maintained. <input type="checkbox"/> Instructions for safe wearing and removal of face coverings have been provided to staff and pupils <input type="checkbox"/> We will keep a small supply of face masks to ensure that anyone without a face covering can be given one <input type="checkbox"/> School assemblies and collective worship with more than one group will not be held. <input type="checkbox"/> Movement around the school will be kept to a minimum and where possible break times and lunch times will be staggered to prevent busy corridors, entrances and exits. <input type="checkbox"/> Where teachers and staff need to operate across different classes, they are advised to maintain 2metre distances as well as using face coverings and minimise the number of interactions wherever possible. <input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff are instructed to remain with cohort/groups and not mix with others. 		<p>Government Guidance Face Coverings, when to wear one, exemptions and how to make one</p> <p>Exemption badges can be downloaded here</p>		
<p>Lack of supervision/ management of groups to comply with current guidance</p>	<ul style="list-style-type: none"> <input type="checkbox"/> We have a staffing plan in place to ensure safe staffing levels are achievable, agreed, established, and monitored appropriate to group sizes/pupil needs and the activities required. Ratios based on appropriate risk assessment. <input type="checkbox"/> Timings of arrivals, lessons, and activities are in place. 	<p>10 Medium Risk L5 x S2</p>			

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<p>Unable to maintain staffing levels due to infection or isolation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Employees advised of and offered vaccination cover (as this becomes available and appropriate). 				
<p>SEND/Behaviour management issues</p> <p>Child or young person requiring one-to-one support</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pupils - individual healthcare plans are in place for pupils who require them. <input type="checkbox"/> Pupils - separate individual risk assessment/healthcare/behaviour management plans and external support is accessed where required to determine if the child or young person can safely attend where one-to-one care or support is not available for them. 	<p>10 Medium Risk L5 x S2</p>	<p>Healthcare plan to include adjustments for pupils with SEND who may become distressed if required to remove face covering. Government Guidance Supporting pupils at school with medical conditions</p>		
<p>Hazards relating to performance activities such as music, dance, and drama</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Group numbers will be limited to ensure that social distancing measures can be observed. <input type="checkbox"/> Where practical, performances will take place outdoors. <input type="checkbox"/> Where performances are indoors, rooms will be well ventilated. 	<p>10 Medium Risk L5 x S2</p>	<p>Risk assessments to be developed for individual performances. There will be no performances with audiences</p>		
<p>Hazards relating to school activities outside</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pupil/staff cohorts will remain together at all times. <input type="checkbox"/> Outside spaces to be used for learning where possible. <input type="checkbox"/> Outdoor play equipment will be <u>frequently</u> cleaned, before and after use and between groups. <input type="checkbox"/> Where possible outdoor sports will be prioritised. <input type="checkbox"/> Any equipment used will be subject to thorough cleaning after each use. 	<p>10 Medium Risk L5 x S2</p>	<p>Large indoor spaces can be used maximising natural ventilation flows and ensuring distancing between pupils and good hygiene practices</p>		
<p>Hazards in relation to lack of cleaning/hygiene/waste management</p> <p>Inadequate cleaning and hygiene processes</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Cleaning will be carried out in accordance with the current guidance: COVID-19 Cleaning in non-healthcare settings <input type="checkbox"/> Suitable signage and visual instructions are displayed as required. <input type="checkbox"/> Local school-specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection, e.g. cleaning/kitchen Ras. 	<p>10 Medium Risk L5 x S2</p>	<p>Pupil allergies identified where applicable.</p> <p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19. Obtain copies of safety data sheets for any</p>		



	<ul style="list-style-type: none"> <input type="checkbox"/> When delivering personal/intimate care, staff will wear the normal PPE required as detailed in the individual healthcare plans. <input type="checkbox"/> Supplies of hand sanitiser are available at entrance points and where there are no sinks. <input type="checkbox"/> Staff and pupils are instructed to wash their hands upon entry to the building, returning from breaks, when changing classrooms, before and after eating, and after they have been to the toilet. <input type="checkbox"/> Hand hygiene procedures are widely promoted and adhered to with provision/promotion of the use of sanitising hand gel (60% alcohol) as required for those without easy access to suitable handwashing facilities. <input type="checkbox"/> Enough handwashing facilities are available sinks, soap, and towels. <input type="checkbox"/> Where toilet facilities are shared by more than one group, cleaning will be completed between different group usages. 		<p>sanitising products in use.</p> <p>Ensure there are enough waste bins close to wash stations.</p> <p>Where available electric hand dryers can be reconnected.</p>		
<p>Transport and travel</p> <p>Reducing the risk of infection on dedicated school transport and public transport and during organised educational visits</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Safe transport guidance promoted to staff and parents. <input type="checkbox"/> Protocols in place for drop off and pick up. <input type="checkbox"/> A Transport risk assessment is available for SEND children. <input type="checkbox"/> Transport providers will follow appropriate controls as highlighted in their code of practice. <input type="checkbox"/> Schools will record how each person, pupils and staff, travels to and from school (to support NHS Test and Trace). <input type="checkbox"/> Pupils who have travelled to school on public transport, wearing face coverings, will be instructed not to touch their face covering during use or when removing them. If they are going to remove and replace their face covering on arrival at the school, they will be asked to wash their hands and dispose of any temporary face coverings into a lidded bin where available (or into a bag and transferred to the bin). They will then need to wash their hands again. <input type="checkbox"/> Where relevant transport for SEND pupils will be subject to individual risk assessment. 	<p>10 Medium Risk L5 x S2</p>	<p>Where possible staff should avoid/limit the use of public transport. If this is unavoidable Government guidance is that you need to use a face covering. Staff and pupils are advised to follow the Government Guidance COVID-19 safer travel guidance for passengers</p>	<p>Headteacher</p>	



	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils over the age of 11 will still be required to wear face coverings when using public transport – coronavirus-covid-19 safer travel guidance for passengers face-coverings <input type="checkbox"/> Overnight domestic educational visits are not permitted <input type="checkbox"/> We will continue to monitor the EVOLVE website for guidance regarding the resumption of Educational visits. <input type="checkbox"/> Local Authority schools must make use of the EVOLVE Notification and Approval System. They will be expected to follow the normal process of risk assessment and log all educational visits onto the EVOLVE database. 				
<p>Hazards in relation to pupil and staff wellbeing and mental health</p> <p>Preventing ill health due to anxiety and work-related stress</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School Stress risk assessment in place. <input type="checkbox"/> Where staff report work-related issues, individual stress risk assessment will be carried out in line with HSE guidance. <input type="checkbox"/> Staff will be referred to occupational health as early as possible. <input type="checkbox"/> Good communication measures in place and maintained with staff. <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy. 	<p>10 Medium Risk L5 x S2</p>	<p>The Local Authority have produced the following guidance Coronavirus – getting back to school: Supporting emotional wellbeing and learning</p>		
<p>Hazards in relation to staff and pupils deemed high risk due to underlying or pre-existing health conditions</p> <p>Pregnancy, asthma etc.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils who have previously been identified as ‘Clinically Extremely Vulnerable’ will follow the current Government guidance regarding shielding <input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times. <input type="checkbox"/> Follow the ¹Government Coronavirus (COVID-19) advice for pregnant employees <input type="checkbox"/> Individual risk assessments will be completed for all female staff who have given notification that they are pregnant 	<p>10 Medium Risk L5 x S2</p>	<p>Staff who may have increased risk from COVID-19 must raise their concerns with the Headteacher who will explain the measures the school is putting in place to reduce the risk, e.g. for Pregnancy, Asthma etc. If the person cannot undertake their normal duties or are unable to</p>		

¹ Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives



			<p>work from home contact your HR provider to discuss any reasonable adjustments. Pupils who have been identified as CEV are advised to stay at home.</p>		
<p>Hazards in relation to managing incidents and emergencies</p> <p>First aid/accidents/ incidents/emergencies</p> <p>Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents (in line with current Public Health England and updated HSE RIDDOR guidance circulated to schools). <input type="checkbox"/> Suitable first aid kits in place, updated to include (where already not supplied) IIR surgical masks, rubber gloves and hand sanitisers for close contact first aid treatment. <input type="checkbox"/> At least one person with a paediatric first aid certificate will be on the premises at all times when children aged between 0-24 months are present. <input type="checkbox"/> School Emergency Plan/Crisis Management Plan in place. <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy. <input type="checkbox"/> Where a child develops symptoms whilst at school, they will be moved to a room where they can be isolated from others until they can be collected. Where possible the room must be well-ventilated by opening a window. Adult supervision will be provided at all times by a trained member of staff. <input type="checkbox"/> Where there is no room to isolate, the child must be moved to an area where they can maintain a 2-metre distance. <input type="checkbox"/> A separate toilet will be used if the child/adult needs to use the bathroom, which will be cleaned and disinfected in line with the current guidance: COVID-19 Cleaning in non-healthcare settings, before anyone else can use it. 	<p>10 Medium Risk L5 x S2</p>	<p>FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.</p> <p>If first aiders are unable to access annual refresher training face-to-face during the pandemic, online refresher training should be undertaken to keep their skills up to date. Setting will make 'best endeavours' to have PFA on site for children aged 2-5.</p>		
<p>Hazards in relation to eating and safe welfare facilities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Timings in place to ensure safe management of break and lunchtimes. 	<p>10 Medium Risk</p>	<p>Staff to be encouraged to remain on site during lunch breaks. Where</p>		

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	<ul style="list-style-type: none"> <input type="checkbox"/> Adequate welfare facilities provided for all staff and pupils. <input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating. 	L5 x S2	this is not possible staff are reminded to maintain social distancing whilst off site.		
<p>Hazards due to the lack of suitable PPE</p> <p>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils to be fit/well to attend setting. <input type="checkbox"/> Local risk assessments/individual healthcare plans/behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance. <input type="checkbox"/> PPE to be fit for purpose/approved specification. <input type="checkbox"/> Where PPE/RPE is provided, staff are provided with training and instruction in its use. <input type="checkbox"/> PPE will be provided if a child or member of staff becomes ill with symptoms of COVID-19 and the staff who are caring for them are unable to maintain the 2m social distance. PPE measures will include a Type II Fluid Resistant Surgical Mask, apron, and gloves. <input type="checkbox"/> Local compliance to be monitored by Headteachers as far as reasonably practicable. <input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings. <input type="checkbox"/> PPE that is normally needed for dealing with an individual child will be available as per individual healthcare plan. 	10 Medium Risk L5 x S2	Contact the call centre to order PPE 0800 783 1967 (<i>Manned from 09:00 – 17:00 Monday to Friday</i>)		
Staff suffering from 'Post COVID Syndrome' Returning to work following COVID-19 infection	<ul style="list-style-type: none"> <input type="checkbox"/> Arrangements will be in place to ensure that any staff member returning to work following a COVID-19 infection and potentially suffering from 'Long COVID' is fully supported in their return to work. <input type="checkbox"/> https://www.yourcovidrecovery.nhs.uk/what-is-covid-19/ 	9 Medium Risk L3 x S3	Individual risk assessments to be carried out		
Training	<ul style="list-style-type: none"> <input type="checkbox"/> All staff will receive appropriate training and updates on the measures contained within this risk assessment. 	10 Medium Risk L5 x S2			
Monitoring	<ul style="list-style-type: none"> <input type="checkbox"/> Current relevant national guidance will be monitored and followed. <input type="checkbox"/> Risk assessment and its implementation will be monitored by the SLT on at least a weekly basis, and will 	10 Medium Risk L5 x S2			

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	take account of wellbeing survey information, weekly LA infection reports, and any critical incident reviews. <input type="checkbox"/> Regular feedback will be provided to staff on the risk assessment reviews.				
Dissemination	<input type="checkbox"/> This document will be provided to all staff and be available on request/website.				

Assessment conclusion	Providing the stated control measures are implemented and adhered to, the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.
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To be completed by the Individual undertaking the risk assessment:	
Name: Janet Dixon	Job Title: Headteacher
Signature: <i>J Dixon</i>	Date: 1.3.21
To be completed by the Head teacher:	
I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.	
Name: Janet Dixon	Job Title: HT
Signature: <i>J Dixon</i>	Date: 1.3.21



Links to guidance

Staff, pupils, and others

[E-Bug information about Coronavirus](#)

[Asymptomatic testing for Primary schools, school-based nurseries and maintained nursery schools](#)

[Asymptomatic testing for Secondary schools and colleges](#)

[Asymptomatic testing for Specialist settings](#)

[Updated Public Health advice for educational settings](#)

[Conducting a SEND risk assessment during the Coronavirus outbreak](#)

[Guidance on hand cleaning](#)

[Kids life skills – self-care- going to the toilet](#)

[Government Guidance Face coverings in Education](#)

[Government guidance on shielding and protecting extremely vulnerable persons from COVID-19](#)

[Actions for Early Years and Childcare Providers](#)

[First Aid During the Coronavirus Pandemic HSE](#)

[Working Safely during Coronavirus Performing Arts](#)

[Coronavirus \(COVID-19\) advice for pregnant employees](#)

Personal Protective Equipment – PPE

[PHE guidance to putting on and removing \(Donning and Doffing\) PPE](#)

Travel

[Safer travel guidance for passengers](#)

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		Severity/ Outcome				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk