

RISK ASSESSMENT FORM	Ref Number: CV	
Establishment: Oldham Primary / Secondary School – St Anne’s Royton	Assessment by: Sue Holt	Date: 23.8.21
Task / Process Being Assessed: School opening to students and staff during coronavirus (COVID-19) pandemic from September 2021	Approved by: Steve Burston	Date:

Scope

This is a generic risk assessment example for schools opening to students and staff during coronavirus (COVID-19) pandemic from September 2021. It can be used as a guide to think through some of the hazards in your school and the steps you need to take to control the risks. It is not intended to cover all scenarios and each Headteacher should consider their own unique circumstances. More specific assessments may be required for those who are clinically vulnerable staff or SEND students

Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance ‘Schools COVID 19 Operational Guidance (Updated July 2021). This guidance is available [here](#).

Other helpful guidance documents for schools:

- **Actions for schools during the Coronavirus outbreak**– Available [here](#) and to be referenced throughout the risk assessment.
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)** – Available [here](#)
- **EYFS** – Available [here](#)
- **Actions for Early Years Providers**- Available [here](#)
- **SEND** – Available [here](#)
- **Holiday or after school clubs guidance available** [here](#)
- **Cleaning in Schools** – Available [here](#)
- **Safe Travel** – Available [here](#)

Overarching Principals

Within its operational guidance the Government as set out some key areas for consideration to control the spread of COVID 19 in schools which has formed the basis of this risk assessment. These are:-

- Ensuring good hygiene for everyone
- Maintaining appropriate cleaning regimes
- Keeping occupied spaces well ventilated
- Following public health advice on testing, self-isolation and managing confirmed cases of COVID 19.

Symptoms of COVID-19

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

DO NOT LEAVE HOME IF YOU OR SOMEONE YOU LIVE WITH HAS EITHER:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss of, or change in, your normal sense of taste or smell (anosmia)**

These are the main symptoms of coronavirus. If you have these symptoms, you must not leave home and seek advice regarding self-isolation.

Risk Assessment

What are the hazards to health, safety and the environment? (e.g. heavy box, fuel delivery)	Who or what might be harmed and how? (e.g. staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
Getting or spreading COVID 19 by not following public health advice on testing, self-isolation and managing confirmed cases of COVID 19	Staff/Vulnerable staff pupils and visitors may become infected and suffer ill health from exposure to COVID-19	3	3	9	<p>Extra consideration given to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield however school will continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians.</p> <p>Individual discussions and risk assessments to be completed for vulnerable staff.</p> <p>Pupils, staff and other adults to follow public health advice on when to self-isolate and what to do. They will not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)</p> <p>Any staff member developing coronavirus symptoms, however mild, are advised to not come to school and remain at home until they have received the results of a test. Where testing positive, staff to follow latest government guidance on self-isolation.</p> <p>Staff/visitors developing a new continual cough or a high temperature whilst at school</p>	<p>Discuss concerns with vulnerable members of staff and review how they are deployed to enable them to work as safely as possible</p> <p>Send out clear briefing notes / letters to all parties</p> <p>Advice for those who are vulnerable, including pregnant women available here and here</p> <p>HSE guidance on protecting vulnerable workers found here</p>	Headteacher All staff	1.9.21	1.9.21

				<p>be the quarantine room for children. The adjoining disabled toilet will be available to them and thoroughly cleaned after use.</p> <p>PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). PPE guidance found here will be followed</p> <p>After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found here.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test will take place) or the child subsequently tests positive and the staff member is contacted by test and trace. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Where a child, young person or staff member tests positive, school to send 'warn and inform' letter to possible close contacts</p> <p>In the majority of cases, school and parents will agree that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, school</p>				
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					<p>can take the decision to refuse the child if in our reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p> <p><u>Testing</u></p> <p>Asymptomatic testing advised for all staff whenever they are on site (at least until government review at the end of September)</p>				
<p>Hand Washing</p> <p>Inadequate hand washing facilities and regimes</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, and vulnerable groups may become infected and suffer ill health from exposure to COVID-19</p>	3	3	9	<p>Sufficient handwashing facilities are available throughout school. Where a sink is not nearby, hand sanitiser provided in classrooms and other learning environments (not to be used in the science labs due to increased fire risks).</p> <p>Hand sanitiser only used where sinks are not available.</p> <p>Hand sanitisers only be used under close supervision for younger children -. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after:</p> <ul style="list-style-type: none"> - eating/drinking - coughing or sneezing - using the toilet - handling cleaning chemicals. 	<p>Ensure all sinks have necessary stock & restock as required.</p> <p>Sanitise sinks regularly with appropriate cleaning chemicals</p> <p>Ensure all attending understand how to wash hands correctly – refresh guidance found here</p>	<p>Premises Manager</p> <p>Business Manager</p>	1.9.21	Ongoing

				<p>Hand washing and hygiene routines built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p> <p>Help will be provided to children and young people who have trouble cleaning their hands independently.</p> <p>Hand washing guidance found here circulated amongst all staff / pupils.</p> <p>Hygiene stations at locations through the school with instructions on their use including disposable tissues available in each classroom for both staff and pupils.</p> <p>Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Sinks and toilets regularly sanitised and bins for tissues are emptied throughout the day.</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged. Uniforms do not need any more washing than normal.</p> <p>Staff and pupils encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p> <p>Staff working with pupils who spit uncontrollably offered more opportunities to wash hands</p>	<p>Posters around the school as appropriate.</p>			
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					<p>Pupils and students who use saliva as a sensory stimulant or who struggle with 'catch it, kill it, bin it' given more opportunities to wash hands,</p> <p>Consideration given to those with complex needs who may need additional support to clean hands or ensure good respiratory hygiene.</p>				
<p>Cleaning</p> <p>Inadequate cleaning regime</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	3	3	9	<p>Government cleaning advice found here. implemented throughout school premises. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Cleaning regimes and responsibilities are clarified in with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities).</p> <p>Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary.</p> <p>Hygiene stations at locations through the school with instructions on their use. Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including:</p> <ul style="list-style-type: none"> - door handles - door plates - bannisters - desks - chairs - taps and sinks - telephones 	<p>Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.</p>	<p>Premises Manager</p> <p>School Business Manager</p> <p>Oldham Cleaning Services</p>	1.9.21	Ongoing

					<ul style="list-style-type: none"> - keyboards - light switches - electronic entry systems - toys <p>Bins for tissues are lined and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container.</p> <p>If lights are not on automatic sensor staff instructed to leave them on throughout the day.</p>				
Ventilation Poor ventilation	All building users including staff, pupils, visitors, cleaners, contractors, and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	3	9	All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible. <p>Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Poorly ventilated areas identified, and steps taken to improve fresh air flow in these areas</p> <p>Particular attention paid to ventilation when holding events where visitors such as parents are on site (e.g. school plays)</p> <p>Balance needed for ventilation whilst maintaining comfortable temperature, for example in cooler months windows opened slightly and opened more fully at break times in order to purge the air.</p>	Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safeguarding issue.	Premises Manager All staff	1.9.21	Ongoing
Social Distancing Inappropriate pupil / staff	All building users including staff, pupils,	3	3	9	Although 'bubbles' are no longer required, outbreak management plan will cover the possibility that such measures may need to be reintroduced. Any decision to reintroduce bubbles will be made in		Headteacher	1.9.21	Ongoing

mixing and movement around school premises	visitors, cleaners, contractors, and vulnerable groups may become infected and suffer ill health from exposure COVID-19				<p>conjunction with local public health officials or in line with any changes in government advice.</p> <p>If applicable, poorly ventilated/ small spaces numbers will be limited where possible</p> <p>Teachers and other staff are assigned to a group as far as possible. However, movement between groups is allowable if necessary to deliver the curriculum or interventions. Good hand hygiene will be promoted between groups.</p> <p>Adults to remain socially distanced where this is practicable</p> <p>School outside space will be used for exercise, breaks and for outdoor education, where possible as being outside can limit transmission.</p>	Keep a record /timetable to show deployment of staff across the week. Remind about hand hygiene.			
Getting or spreading COVID 19 by not following latest public health advice on travel and educational visits	Pupils, staff, volunteers.	3	3	9	<p>Separate, individual risk assessment completed for all educational visits.</p> <p>International trips will not take place.</p> <p>Government travel guidance found here will also be circulated amongst parents and pupils relating to travel to and from school as well as travel on any educational visits</p>	Travel guidance to be circulated	Headteacher All visit leaders	1.9.21	As required
Personal Protective Equipment (PPE) Inadequate PPE provision in school	All building users including staff, pupils, visitors, cleaners, contractors, and	3	3	9	<p>School implement government guidance on PPE in schools, found here.</p> <p>Face coverings School does not require staff, children and learners to wear face coverings. Pupils age 11+ /staff advised to wear face coverings on public transport/dedicated school transport.</p>	<p>Ensure adequate bins and tissues are made available.</p> <p>Ensure PPE is available for emergencies – this should include: disposable gloves, a disposable apron</p>	Headteacher Premises Manager School Business Manager	1.9.21	Ongoing

	vulnerable groups may become infected and suffer ill health from exposure COVID-19			<p>In line with outbreak management plan and following any advice from local public health teams, face coverings may be reintroduced in an outbreak situation.</p> <p>Where face coverings are needed pupils and staff given advice on how to safely use (i.e. washing hands when touching coverings, how to safely dispose of etc)</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but it is recognised that they are not an equivalent alternative in terms of source control of virus transmission. Visors/shields suitably cleaned after use.</p> <p><u>Other PPE</u> – PPE usually only needed:-</p> <ul style="list-style-type: none"> • where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and • where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in the same way. <p>School will follow guidance here for PPE requirements.</p> <p>Waste to be disposed of in line with government guidelines found here. This includes ensuring that waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:-</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie 	<p>a fluid-resistant surgical face mask (only where 2m can't be maintained).</p> <p>Ensure all staff and children know the procedures to follow.</p>			
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					<p>it when full</p> <ul style="list-style-type: none"> place the plastic bag in a second bin bag and tie it put it in a suitable and secure place marked for storage for 72 hours. <p>Such waste will be stored safely and securely kept away from children. Waste will not be put in communal waste area until after 72 hours.</p>				
<p>Stress</p> <p>Stress and anxiety about Coronavirus COVID-19</p>	<p>Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement</p>	3	3	9	<p>Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc.</p> <p>Guidance available from Public Health England here - shared with all staff.</p> <p>Bereavement policy in place and followed where applicable.</p> <p>Access to Employee Assistance Programme and counselling on self-referral basis.</p> <p>Staff reassure children and young people on regular basis.</p>	<p>Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc.</p> <p>Provide information on EAP details – posters around school as appropriate.</p> <p>Hold wellbeing meetings where possible.</p>	Headteacher	1.9.21	Ongoing
<p>Contractors / Visitors (including governors and parents)</p> <p>Visitors and spread of Coronavirus</p>	<p>All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19</p>	3	3	9	<p>Contractors and visitors including Governors must complete COVID-19 screening form before entering premises. Where form suggest risk of infection, restrict access to building. A record of all visitors and contractors to the building will be kept</p> <p>Any visitors to the school asked to hand wash/hand sanitise on arrival and at appropriate intervals</p> <p>Meeting with contractors and governors to be held electronically/socially distanced where possible.</p>	<p>Ensure reception / office staff are made aware of contractor arrivals and procedures around screening form.</p> <p>Provide signage where appropriate.</p>	<p>Headteacher</p> <p>School Business Manager</p> <p>Premises Manager</p>	1.9.21	Ongoing

					Consideration given to events such as school plays to ensure that rooms are well ventilated, visitors asked to wash hands/use hand sanitiser etc.				
<p>Medication and First Aid</p> <p>Inadequate procedures for managing medical needs</p>	Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly enough.	2	3	6	<p>Ensure staff are aware of any medical issues affecting individual attendees including staff.</p> <p>Healthcare Plans and Individual Risk assessments will be carried out and readily accessible for relevant staff.</p> <p>School follows normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.</p> <p>First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>School follows normal procedures on administration of medication in line with school policy.</p>	<p>Undertake individual risk assessment where required.</p> <p>Ensure adequate First Aid equipment is available.</p>	<p>Headteacher</p> <p>School Business Manager</p> <p>First Aider at Work</p> <p>All First Aiders</p>	1.9.21	Ongoing
<p>Emergency Procedures</p> <p>Fire and intruder alarms and emergencies- inability to operate emergency systems or</p>	All building users may become trapped in event of fire	2	5	10	<p>General Procedures</p> <p>Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient number of staff on site to effect safe evacuation.</p> <p>Where any fire routines have changed due to COVID restrictions all staff and pupils and others who may be affected to be debriefed</p>	<p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience.</p> <p>Brief staff and children on First Aid procedures of the school.</p>			

procedures					<p>on changes.</p> <p>School has in place separate fire risk assessments and associated management documentation</p>				
Lone working	Staff unable to summon help in event of emergency	4	2	8	<p>Member of staff keeps in contact with office. line manager whether working from home/ travelling or visiting school site.</p> <p>Make sure staff contact information is up to date.</p> <p>Line manager has emergency contact numbers and staff keeps phone charged and available.</p> <p>Follow school procedures for lone working.</p>		Headteacher	1.9.21	Ongoing
Building Maintenance Lack of building/ property maintenance Faulty equipment services leading to injury or death	All building users including staff, pupils, visitors, cleaners, contractors may be injured from defective equipment / property due to lack of maintenance.	2	5	10	<p>All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc.).</p> <p>Where possible checks take place before or after school or away from other staff / pupils.</p> <p>Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p> <p>Regular checks and logging to be taken up by School Business Manager and School Administrator.</p> <p>Assurances have been sought from external organisations providing FM services that checks are in date.</p>		Headteacher Premises Manager School Business Manager	1.9.21	Ongoing

					All parts of the building will be brought back to use and full checks completed after being 'moth-balled'.				
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REVIEWS:		
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
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RISK MATRIX

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding

	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Very unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

KEY: SEVERITY OF HARM			
	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT
When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account
Risks that calculate as high MUST have further control measures put into place that reduce the risk BEFORE the activity is carried out
Medium risk factors will have more control measures introduced where possible to reduce the risk to the lowest possible risk
Staff MUST be prohibited from undertaking medium to high risk activities for which they have not received appropriate training
The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned

OFFICE USE ONLY

Record of document review and amendments

Risk Assessment Form			
Version	Date	Amended By	Comments
1	13/05/2020	M Hill	Created
2	20/5/2020	L Smith	Slight amends following feedback from trade unions and public health
3	07/07/2020	L Smith	Updated following September Opening Guidance
4	08/2021	L.Smith	Updated in line with new guidance