

## COVID-19 Risk Assessment for Schools

### ISBA COVID-19 Risk Assessment

#### Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-ssessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	<p>SLT monitor Government announcements and briefings, DfE emails (subscribed to), and advice from Professional Associations (ISC, ISBA, Society of Heads) daily.</p> <p>Collated information from all sources used to develop this RA.</p> <p>Decisions are to be Government led at all times. The main driver is to minimise transmission and the spread of Covid-19.</p> <p>Insurances may not cover individuals where the advice is that they should be at home.</p> <p>The UKHSA advice service is being decommissioned from 31 March 2022. The DfE COVID-19 helpline will remain available for COVID-19 queries in education settings.</p>		
B	Are changes regularly communicated to staff, pupils, parents and governors?	<p>Weekly staff briefing.</p> <p>Pupils may have remote working in accordance with timetable in the event of positive tests or local lockdowns.</p> <p>Local control measures may be triggered in the event of 5 pupils (or 10%) or staff, who have likely mixed closely, testing positive within a 10 day period.</p>		

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		Head communicates with Governors.		
C	Are changes reviewed by governors?	Risk Assessment to be sent to Governors for review and approval	DR	
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	<p>Head to remind parents of their responsibilities.</p> <p>Pupils, staff and other adults must stay at home if:</p> <ul style="list-style-type: none"> <li>• they have one or more coronavirus (COVID-19) symptoms: fever, persistent cough, loss of taste/smell</li> <li>• they have had a positive test They must immediately cease to attend and not attend for at least 5 days (3 days for under 18s) from the day after: <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</li> </ul> </li> </ul> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 5 day (3 days for under 18s) isolation period from the day they developed symptoms.</p> <p>Pupils and staff must not attend their education setting while they are infectious.</p> <p>There is no requirement to test at the end of the 5 day (3 days for under 18s) isolation period.</p>	MW	

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		<p>From Thursday 24 February 2022, there is no longer a requirement for close contacts to self-isolate. (Adults who are fully vaccinated, and children aged 5 to 18 years and 6 months, are no longer required to take a (LFD) test every day for 7 days. Unvaccinated adults are no longer required to isolate for 5 days as for a positive case.)</p> <p>Children who live with someone who has COVID-19 should continue to attend school as normal.</p>		
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	<p>This RA distributed to all staff.</p> <p>From Thursday 27 January 2022, face coverings are no longer required.</p> <p>The use of face coverings will remain personal choice for staff and pupils.</p> <p>Social Distancing measures have now ended. Gatherings such as assemblies are now allowable.</p> <p>In the event of a local outbreak, a director of public health may advise that face coverings should be worn in communal areas or classrooms by pupils, staff and visitors unless exempt.</p> <p>Social Distancing to be reinstated in the event of the</p>		

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		<p>Outbreak Management Plan being activated.</p> <p>Remaining Control Measures are:</p> <p><b>Ensure good hygiene.</b></p> <p>Frequent handwashing for at least 20 seconds with soap and running water or hadsanitiser</p> <p>Good respiratory hygiene: Promote “Catch it, bin it, kill it.”</p> <p><b>Maintain cleaning regimes.</b></p> <p>Standard cleans will continue as normal but with a continued focus on high touch points</p> <p><b>Keep occupied spaces well ventilated.</b></p> <p>All workspaces should be well ventilated. Pupils to be allowed coats in class as necessary.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used. The need for increased ventilation should be balanced with maintaining a comfortable temperature.</p> <p>In colder weather, windows should be opened just enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space.</p> <p><b>Follow public health advice on testing, self-isolation and managing confirmed cases.</b></p>		
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		<p>Testing – From 21 February 2021, staff and senior pupils are not expected to take part in twice weekly Lateral Flow Device testing.</p> <p>In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.</p> <p>Existing stocks of self-test kits may be distributed to staff and students to enable them to test in line with national guidance. For example, if they are visiting someone who is at higher risk of getting seriously ill from COVID-19.</p> <p>In the event of a positive test, the individual must self-isolate for 5 days (3 days for under 18s).</p> <p>There is no requirement to test at the end of the 5 day (3 days for under 18s) isolation period.</p> <p>All clinically extremely vulnerable pupils and staff are not being advised to shield again and should attend school.</p> <p>Avoiding contact with anyone with symptoms. Pupils displaying symptoms should be taken to the medical room to await collection. Outside space to be used if multiple cases.</p>		
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F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<p>Risk Assessment to be redistributed to staff when amended</p> <p>Changes to be highlighted at staff briefings</p> <p>Daily verbal reinforcement from staff to pupils (reminding of rules and processes: eg. Handwashing for at least 20 seconds with soap and running water; strict enforcement of behaviour)</p>		
G	Is there sufficient supplies of hygiene materials and are they well placed?	<p>Site team / Office to monitor and reorder as necessary.</p> <p>Additional external sinks located by Lab 1, DT, the cottage and art room.</p> <p>Handsanitiser units, serviced by Calabash, in place at all entrances:</p> <p>2x Main Reception Area: 1x opposite front door, 1x by door to infant playground</p> <p>1x external by jnr photocopier room</p> <p>2x internal by both sets of jnr dbl doors on ball court side</p> <p>2x Nursery (Main door &amp; Creche door)</p> <p>1x top of iron staircase, internal by caretaker's flat</p> <p>1x internal opposite Snr boys' toilets</p> <p>1x internal Cottage opposite bottom of stairs</p> <p>1x internal Music – top of stairs</p>	Office	

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		<p>Handsanitiser, anti-bacterial sprays and cloths to be placed in each classroom in use.</p> <p>Paper towels to be kept topped up. Regular washing can cause dermatitis which can result in the breakdown of skin causing infections. Handsanitiser can exacerbate this because they contain a high alcohol percentage which has a drying effect.</p>		
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<p>Clean of whole school before school reopens after each holiday.</p> <p>Cleaning to be concentrated on high-use areas</p> <p>Empty desk policy to enable cleaners to clean all surfaces</p> <p>Cleaners to clean surfaces that are high touch areas for children, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, banisters, more regularly than normal</p> <p>Anti-bacterial sprays and cloths to be located in each room.</p>		
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<p>Staff to wipe where possible if equipment used by multiple children on same day.</p> <p>Handwashing before and after lessons.</p> <p>Other equipment to be left on desks at end of day if cleaning required</p> <p>If singing indoors, rooms with high ceilings and ventilation to be used. All windows in music rooms, including both sides of large music room, must be</p>		

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		open to ensure good natural airflow.  Other equipment to be left on desks at end of day if cleaning required		
J	Are high risk areas being regularly monitored (including boarding areas) for hygiene?	Regular cleans.  Site team to clean medical room after each use (and toilet if used by same individual)	SC/PG	
K	Are contingency plans in place for the transition to lockdowns including rapidly sharing decisions?	Procedures discussed constantly by SLT.  RA and updates to be communicated to staff by email  In the event of a local lockdown, the school's outbreak management plan will be to revert to previous versions of this risk assessment which detailed the additional controls including: <ul style="list-style-type: none"> <li>• Bubbles</li> <li>• Staggered arrivals/departures, breaks/lunchtimes</li> <li>• Dedicated routes/entrances/exits.</li> <li>• Face coverings (in communal areas and senior school classes)</li> <li>• Social Distancing reinforced with markings</li> </ul>		
L	Are all the risks identified properly mitigated and regularly re-assessed?	Reviewed daily by managers on the ground. RA to be updated as necessary		

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### Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	Staff – weekly briefing and email updates  Parents – Letters and newsletters sent by Parentmail		
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Staff – emails & AOB at weekly briefings.  Parents to contact <a href="mailto:office@bishopchallonerschool.com">office@bishopchallonerschool.com</a>		
3	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	No – staff to contact SLT		
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	All clinically extremely vulnerable pupils and staff should attend school.  All children and young people under the age of 18 should no longer be considered CEV		
5	Who has travelled where: other than home and school?	Travel rules to be observed.		
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Hand sanitiser, anti-bacterial spray and cloths to be placed in each room used as classroom  Hand washing on arrival and at regular intervals	SC	

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		Ensure handwashing posters by every sink		
7	Are all staff trained and regularly updated in COVID-19 symptoms?	Staff to stay alert for Covid symptoms, primarily a persistent cough and/or fever (temperature) and/or loss of taste or sense of smell		
7a	EYFS – Specific control measures in recognition of the extreme challenges of maintaining any social distancing with the youngest children	<p>Settings should maximise the use of private outdoor spaces.</p> <p>In Early Years Settings, from Thursday 27 January 2022, face coverings are no longer required.</p> <p>Health advice continues to be that children in primary schools and below should not be asked to wear face coverings.</p> <p>Medical:</p> <p>Soiled children to be sent home / collected asap to reduce faecal / oral transmission – staff to wear PPE: masks, aprons and gloves as per a first aid procedure</p> <p>Vomiting – staff clearing up to wear PPE: masks, aprons and gloves as per a first aid procedure; staff to go home to shower and change as necessary</p> <p>Pupils may be sent home if showing any signs of illness (including heavy colds), not just coronavirus symptoms</p> <p>Nursery pupils exhibiting coronavirus symptoms to be isolated outdoors and collected ASAP. Pupils must self-isolate for <b>3</b> days before return.</p> <p>Routine vaccines or teething may cause a mild fever in children.</p>		

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		<p><a href="#">(Vaccination tips for parents - NHS (www.nhs.uk))</a></p> <p><a href="#">(Baby teething symptoms - NHS (www.nhs.uk))</a></p> <p>Reception pupils exhibiting coronavirus symptoms to be isolated in medical room and collected ASAP. Pupils must self-isolate for <b>3</b> days before return.</p> <p>Isolation rooms must be cleaned immediately after each use.</p> <p>Hand sanitiser in all classrooms used</p> <p>Hand sanitiser available at nursery and creche main doors to playground.</p> <p>Supervised handwashing / handsanitiser on entry and at routine times / high risk events such as nose picking. Handwashing / handsanitiser on exit.</p> <p>Handwashing always to be conducted before and after eating.</p> <p>Windows should be open, and doors wedged open, as much as possible and in-line with assessment, to increase ventilation.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used. The need for increased ventilation should be balanced with maintaining a comfortable temperature.</p>		
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	<p>Face coverings are no longer required.</p> <p>No overseas educational visits until further notice</p>		

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9	How is registration throughout the day managed including temperature / health checks?	Pupils registered in room  Pupils displaying symptoms should be taken to the medical room to await collection.		
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Social Distancing to be reinstated in the event of the Outbreak Management Plan being activated		
11	Are learning and games spaces configured to SD rules?	Social Distancing to be reinstated in the event of the Outbreak Management Plan being activated		
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Staggered arrivals, breaks & departures to be reinstated in the event of the Outbreak Management Plan being activated		
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	Bereavement Policy in place  School pastoral team and school counsellor available to support individuals  Addendum added to Behaviour policy / Code of Conduct with tighter expectations for pupils.  Zero tolerance on behavioural issues – pupils to be sent home		

### Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code or practice, and staff handbook policies been updated, regularly reviewed and shared?	Safeguarding Policy updated and available on S drive and website  Staff must be aware of the impact of current circumstances on different children.		
2	Is the DSL and DDSL easily contacted and their contact information known to all?	Either the DSL or DDSL to be on site at all times when school is open where possible.		

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		Staff have mobile no. when DSLs not on site.		
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	No specific policy. This RA used as prime document Stress RA template updated to allow for Covid.		
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	New staff – This RA to be included in induction. New Pupils – Verbal reinforcement by teacher		
5	Are sporting, play and SD rules clear to staff and pupils?	Outdoor sports should be prioritised Main Hall to be ventilated if used.		
6	Are drama, dance and music activities applying SD rules?	If singing indoors, rooms with high ceilings and ventilation to be used. All windows in music rooms, including both sides of large music room, must be open to ensure good natural airflow.		
7	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Social Distancing to be reinstated in the event of the Outbreak Management Plan being activated		
8	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Site team to check		
9	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Arrival and collection procedures to be sent to parents by Parentmail.		

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10	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Dedicated routes to be reinstated in the event of the Outbreak Management Plan being activated		
11	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Social Distancing to be reinstated in the event of the Outbreak Management Plan being activated		
12	Can staff manage, whilst in the transition phase, both in school and remote learning?	The school must maintain capacity to deliver high-quality remote education for the next academic year (21/22) for pupils who have tested positive, and including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.		
13	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Staggered lunches to be reinstated in the event of the Outbreak Management Plan being activated.		

## Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is there anyone in addition supervising the normal medical staff?	Office staff & site team to monitor medical room  All illnesses must be reported to office reception		
2	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	Office staff & site team to administer (+ nursery). All hold first aid certificate.		

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3	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	<p>Suspected cases to be isolated in Medical Room – room to be ventilated</p> <p>To be cleaned after each use by site team</p> <p>Office to ask if toilet used. If so, toilet also to be cleaned</p> <p>Multiple cases to be isolated outside.</p>	<p>SC/PG</p> <p>Office</p>	
4	Is the medical room(s) properly equipped?	4x No touch, heat thermometers purchased – one for reception office, one for nursery, two spare		
5	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	<p>Face mask to be issued to a pupil in medical room with suspected Covid</p> <p>Medical staff to wear gloves / face masks / disposable aprons – especially while temperature testing</p> <p>Face masks and PPE used in connection with someone with coronavirus symptoms, must be disposed by double bagging (both tied) and storing for 72 hrs before placing in household waste</p> <p>A set of PPE to be kept in medical room</p> <p>The safe working in education legislation states there is no requirement for PPE when administering 1<sup>st</sup> aid to those without coronavirus symptoms</p>		

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6	Is the school aware of all pre-existing medical conditions?	Yes – Office Manager to distribute list to relevant staff		
7	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	Office Manager to keep list		
8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	From Thursday 24 February 2022, there is no longer a requirement for close contacts to self-isolate. (Adults who are fully vaccinated, and children aged 5 to 18 years and 6 months, are no longer required to take a (LFD) test every day for 7 days. Unvaccinated adults are no longer required to isolate for 5 days as for a positive case.)  Children who live with someone who has COVID-19 should continue to attend school as normal.		
9	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	Office Manager to keep list. Child and staff absence to be monitored daily. Office Manager to give report on Covid symptoms to SLT weekly. Anyone displaying symptoms (child or staff) to be sent home and instructed to get tested. Can only return after 5 days (3 days for under 18s) or with a negative test.		
10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Close contacts will now be identified via NHS Test and Trace		
11	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Symptomatic temperature testing to take place in Medical Room		

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		To be cleaned after each use by site team		
12	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	PPE (as per 5 above) to be worn by medical staff.  Office to keep temperature records		
13	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	Any staff to dial 9999. (9 for outside line + 999).  Office / Site team to be informed to open gates		
14	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Supervised handwashing to be scheduled at regular intervals  Handsanitiser to be placed in each classroom used  Medical staff to use PPE		
15	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	Contractors to be reminded of their isolation responsibilities		
16	Do medical staff have the appropriate PPE, cleaning materials and training?	PPE (as per 5). Site team to monitor supplies of cleaning materials. First Aid certificates in place		
17	What is the policy on washing school clothes so as to prevent infection?	N/A		

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### Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	Weekly staff briefing. RA to be circulated whenever updated.		
2	Do support staff have the appropriate PPE, cleaning materials and training?	PPE – masks and gloves available, but not recommended  Site team to monitor cleaning supplies		
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Clean of whole school before school reopens after each holiday.  Cleaning to be concentrated on high-use areas  Site team to monitor		
4	Are all security and access systems regularly checked, updated and re-coded?	SC to update door codes as normal		
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	No		
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Fire Marshals to resume sweep of building.  Fire drills to be carried out as normal		

### Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	Gas boilers		
2	Gas supply, venting and valves?	Serviced by Stonegrove		SK
3	Have air conditioning ducts and units been checked and reviewed?	Serviced by Air Cool		SK
4	Electrical tests up-to-date including emergency lighting and PAT?	Serviced by MTM If staff bring in devices/laptops, must be PAT tested.  SC responsible for PAT		SK  Staff
5	Water testing for temperature, flow and legionella in date for test?	Serviced by Stonegrove		SK

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6	What is the status of the swimming pool and are appropriate measures in force?	N/A		
7	Fire alarm panel, system and extinguishers in date and serviced?	Serviced by MTM Extinguishers – serviced by Chubb		SK SK
8	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	N/A		
9	Have waste procedures been reviewed?	SITA weekly collection		
10	Are pest control services recorded, deficiencies identified and actioned?	Serviced by Rentokil		SK
11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Amended servicing/ MOT dates observed		