

## COVID-19 Risk assessment – Opening schools

### The Government has asked schools to adhere to the following:

From 19<sup>th</sup> July Step 4 of the Government's road map comes into effect. The changes related to your operational risk assessment have been highlighted in blue.

### All changes to the template are in blue.

The link to reviewed Guidance is as follows:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999689/Schools\\_guidance\\_Step\\_4\\_update\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)

Separate Guidance is available for early years, further education colleges, and for special schools, as follows:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Separate Guidance for SEN school provision:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

### The overall government guidance says the following:

As the country moves to Step 4 of the roadmap, the Government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the Government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

To meet these obligations, schools must review the existing risk assessment, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures from the summer term. Essential control measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- enhance fresh air ventilation

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

As part of Step 4 of the National Roadmap, schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed and incorporate updated Guidance) to consider the guidance changes and revised control measures. Schools should also review and update all risk assessments and consider the need for relevant revised controls.

Some specific issues are addressed in the risk assessment, but please read the full Government advice to schools for clarity. Risk assessment templates are also available for Mass Asymptomatic Testing, Wraparound provisions and Partial opening with Critical Worker & Vulnerable Pupils.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2-metre distance cannot be maintained
- performing aerosol-generating procedures (AGPs) – Guidance is provided at <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps>

If contact with the child or young person is necessary, gloves, an apron and a face covering should be worn by the supervising adult. In addition, if a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

### **Risk assessment (Government guidance requirements):**

You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments – treating them as 'living documents', as the circumstances in your school and the public health advice change. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

### **Your September 2021 operational risk assessment should include:**

#### **Control measures**

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

### **Social Distancing and 'bubbles' – Government operational guidance:**

At Step 4, it is no longer necessary to keep children in consistent groups ('bubbles'). When we proceed to Step 4, this means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term. However, if your school is still open at Step 4, you may wish to continue with these measures until the end of your summer term.

As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

You should make sure your outbreak management plans cover the possibility that in some local areas, it may become necessary to reintroduce 'bubbles' for a temporary period to reduce mixing between groups.

### **Engage with the NHS Test and Trace process:**

From Step 4, close contacts will be identified via NHS Test and Trace, and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace, where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

From 16<sup>th</sup> August 2021, children under 18 years of age will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

18-year-olds will be treated in the same way as children until 4 months after their 18<sup>th</sup> birthday to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults, and so if they choose not to get vaccinated, they will need to self-isolate if identified as close contact.

Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if the central Government offers the area an enhanced response package, a director of public health might advise a setting to reintroduce some control measures temporarily.

### **Manage confirmed cases of COVID-19:**

From Step 4, close contacts will be identified via NHS Test and Trace. You may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. You will continue to have a role in working with health protection teams in the case of a local outbreak.

## Face coverings

From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. You can find more information on the use of face coverings including when to wear one, exemptions and how to make your own. From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.

If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.

In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.

Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

## Where local restrictions apply

Central Government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. The Government will review its approach for enhanced response in local areas before Step 4.

If you have several confirmed cases within 14 days, you may have an outbreak. You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan.

You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings.

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

### **Outbreak management plan**

The revised Guidance requires schools to have an outbreak management plan. This will be required should there be a local outbreak and you are notified restrictions are required. In addition, the school should consider the following and include these in a separate plan to work separately to this risk assessment:

- How to reinstate teaching bubbles;
- How to reinstate enhanced cleaning;
- Putting in place phased arrival and leaving times for bubbles;
- Requirements for face-coverings;
- Remote learning;
- Lessons for key-workers students and vulnerable students;
- Cover for staff who need to isolate;
- First aid needs arrangements and assessment;
- Fire evacuation/assembly arrangements.

### **Please note:**

#### **Consulting and sharing Coronavirus (COVID-19) risk assessment**

Schools should consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by staff. Schools and staff should always come together to resolve issues. Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (The HSE would expect all employers with over 50 staff to do so).

#### **The return of pupils and families and staff from abroad:**

Revised protocols are in place for anyone returning to England, and reference should be made to current travel and quarantine arrangements at: <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>



If you have been in a country on the travel ban red list in the 10 days before you arrive, you will need to quarantine in a government-approved hotel.

**Primary schools:**

There is no need for primary age pupils (those in year 6 and below) to test over the summer period.

For further information regarding this assessment, please refer to your assigned Judicium Education Health & Safety consultant.

### Health and Safety Risk Assessment – Re-opening Schools – COVID-19

<b>Academy / School</b>	Elmlea Junior School	<b>Assessment No.</b>	RAC 8
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<b>Site</b>	Junior school	<b>Location</b>	The Dell, Westbury on Trym BS9 3UF		
<b>Subject of Assessment</b>	Re-Opening in September 2021 post summer break in line with Government Step 4 19 <sup>th</sup> July amendments For pupils aged 7 – 11 years old in Year 3,4,5 and 6				
<b>Assessed by</b>	Andrea Bizley	<b>Date</b>	July 2021	<b>Review date</b>	Sept 2021
<b>Details of workplace/activity</b>	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.		<b>Persons Affected</b> (Who may be harmed)		
			Students, Employees, Contractors and Visitors.		

<b>Hazards and Risks</b>		<b>Existing Control Measures</b>	<b>Risk Level</b> (Very High, High, Medium, Low)	<b>Further Actions</b> √/X (If √ See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of	<ul style="list-style-type: none"> <li>The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying coronavirus . Communicated regularly via newsletters to parents and staff.</li> </ul>	Medium	x

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<p>information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p> <p>Those who are clinically extremely vulnerable becoming ill.</p>	<ul style="list-style-type: none"> <li>• Parents receive guidance on school times for their child and protocol's set out for attending the school.</li> <li>• Start times Years 3 &amp; 4 8.45am, Year 5 &amp; 6 8.50am</li> <li>• Finish times Years 3 &amp; 4 3.10pm &amp; Year 5 &amp; 6 3.15pm</li> <li>• Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li> <li>• Staff are briefed and consulted on school procedures and the plans for re-entry of students in the autumn term;</li> <li>• Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>• Staff are up to date on other related Guidance and support in relation to themselves and students such as stress and wellbeing, including: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li> <li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students; Employee assistance programme 0800 030 5182 and all employees are aware of the Wellbeing committee.</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions <b>√/X</b> <i>(If √ See Actions)</i>
	<ul style="list-style-type: none"> <li>• Staff can access the free helpline <a href="#">Education Support Partnership</a> for school staff and targeted support for mental health and wellbeing</li> <li>• There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; Briefings take place on a Monday and Wednesday .</li> <li>• Hazard reporting mechanisms are in place and are easily accessible;</li> <li>• Talks with staff about the planned changes (E.g. safety measures), have taken place, including discussing whether additional training would be helpful</li> <li>• COVID-19 guidelines are published in the school's website</li> <li>• Staff who work from home will be provided with suitable training to ensure appropriate equipment, workstation set up and working arrangements are in place. Home working training is available from the Judicium e-learning portal</li> <li>• The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate</li> <li>• Specific risk assessments for new and expectant mothers are completed in line with current Government Guidance.</li> <li>• An ongoing review will be carried out for expectant mothers from 28 weeks gestation and for new or expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p><b>Communication with contractors:</b></p> <ul style="list-style-type: none"> <li>The school has detailed discussions with contractors to ensure all of the school's COVID controls measures are understood and followed. This includes hygiene measures.</li> <li>Where possible, site visits are made outside of school working hours.</li> <li>A record of all contractors/visitors is kept in order that NHS Test and Trace measures can be adhered to.</li> </ul>		
2.	Spread/contraction of COVID-19 due to lack of good ventilation.	<p><b>Good ventilation will be maintained at all times. This is achieved by:</b></p> <ul style="list-style-type: none"> <li>Identifying poorly ventilated areas and improving the flow of fresh air by opening external doors and windows (not internal fire doors);</li> <li>Adjusting systems to increase the ventilation rate and switching to full fresh air where possible</li> </ul>		
3.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<p><b>Primary (early years):</b></p> <ul style="list-style-type: none"> <li>Hand washing is completed on entrance to the class and between specific activities</li> <li>Staff and parents are encouraged to use education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a>;</li> <li>Hand sanitising stations are positioned at each student, staff and visitor entrance to the school;</li> <li>All those entering the school are required to wash/sanitise their hands;</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> <li>• Hand washing stations are located on each floor, within each classroom and on entry to the dining hall;</li> <li>• Hand washing sinks are located within each toilet provision;</li> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>• Students and staff have been shown how to wash hands properly;</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Hand washing is recommended frequently and required at the following times:               <ul style="list-style-type: none"> <li>➢ Entry and exit from the school;</li> <li>➢ After using the toilet;</li> <li>➢ When returning from breaks</li> <li>➢ On entry to the dining hall;</li> <li>➢ Before and after eating;</li> <li>➢ On entry and exit from each classroom.</li> </ul> </li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it';</li> <li>• Toilets and wash stations have single-use paper towel for drying hands.</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>Control of Infection training will be provided to staff, e-learning modules are available from the Judicium portal</li> </ul>		
4.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>The school has implemented additional cleaning regimes. This includes the following:               <ul style="list-style-type: none"> <li>➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls;</li> <li>➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> </ul> </li> <li>Classrooms will each have cleaning products so that they can be cleaned at lunch breaks and after school by Expedite;</li> <li>Toilets will be cleaned in the morning, during the day and at the end of the day;</li> <li>Common areas will be cleaned once a day;</li> <li>Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person.</li> </ul>		
5.	Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes: <ul style="list-style-type: none"> <li>Dealing with general First aid;</li> <li>Lack of trained first aiders;</li> <li>Dealing with a suspected case of Covid-19;</li> <li>Inappropriate handling/removal of clinical waste</li> </ul>	<ul style="list-style-type: none"> <li>A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19;</li> <li>The FA assessment takes into account numbers and ages of students, number and training of employees;</li> <li>This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision;</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<ul style="list-style-type: none"> <li>Aerosol Generating Procedures (AGP)</li> </ul>	<ul style="list-style-type: none"> <li>Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision;</li> <li>Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>The door to the isolation room will be closed (where possible).</li> <li>Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained</li> </ul> <p>Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided</p> <ul style="list-style-type: none"> <li>Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels.</li> <li>Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided.</li> <li>All building users advised re monitoring their own health, reporting symptoms and self-isolating</li> <li>Where available, the school will provide individuals displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer</li> <li>First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• The first aid room is cleaned frequently and after each use (when first aid care has been provided).</li> <li>• Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication</li> <li>• Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> </ul> <p><b>Waste disposal measures</b> Waste control measures from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> <li>• Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>• If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul>		
6.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>• Children are suitably supervised at all times.</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
7.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>• Premises staff levels are maintained and suitable for the use of the building;</li> <li>• Appropriate cleaning and premises staffing levels are in place;</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>• Contingency in place for sudden premises staff absence;</li> <li>• The Guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six-part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed;</li> <li>• Good ventilation can help reduce the risk of spreading coronavirus, where possible windows and doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems.</li> </ul>		
8.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> <li>• Suitable storage and management of flammable hand sanitiser is in place;</li> <li>• All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>• Safety data sheets are held for all chemicals and readily available to all staff;</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements;</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>• COSHH safety training has been completed by all those using chemicals for cleaning, COSHH e-learning training is available from the Judicium portal</li> <li>• Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>		
9.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> <li>• The Kitchen/Catering Manager has reviewed and implemented the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></li> <li>• The Kitchen/Catering Manager has reviewed and implemented FSA <a href="#">guidance on good hygiene practices</a> in food preparation and <a href="#">PHE guidance</a></li> <li>• The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus</li> </ul>		
10.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> <li>• <a href="#">Domestic local and residential education visits can take place with appropriate planning in line with the Educational Visits Policy</a></li> <li>• <a href="#">All such visits will be conducted in line with relevant COVID-19 Guidance and regulations in place at the time.</a></li> <li>• Sports fixture competitions with other schools that take place outside have resumed and follow Guidance</li> <li>• <a href="#">A risk assessment – in line with the school's policy will be carried out for all educational visits.</a></li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
11.	Spread/contraction of COVID-19 from students arriving from abroad.	<ul style="list-style-type: none"> <li>Where possible, remote education is provided to pupils who are abroad and are facing challenges to return due to travel restrictions.</li> <li>The school liaises with the parent/guardian of students travelling from abroad to ensure all the guidance requirements have been met <a href="https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england">https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</a></li> </ul>		
12.	Student's stress, anxiety or poor behaviour due to the ongoing changes and challenges caused by the pandemic.	<ul style="list-style-type: none"> <li>The school is utilising all the advice and resources available on the Pupil wellbeing and support section of the DfE guidance <a href="#">Schools coronavirus (COVID-19) operational Guidance</a></li> </ul>		

**Please note:**

The hazards and controls noted above are an example of that which may be present when completing such a task. This assessment template is an example only and should either be used as reference only or amended to reflect the actual hazards and controls identified on site by the assessor.

Following assessment if no further actions are assessed to be required, please mark an X in the "Further Actions" box. If, however additional controls or actions are assessed to be required please place a √ in the box and note the action in the action plan.

<b>ACTION PLAN</b> (Additional Control Measures Required/Recommended Actions)				
<b>Hazards and Risks</b>	<b>Recommended Actions</b>	<b>Target Date</b>	<b>Completed by</b>	<b>Date Completed</b>

*Any further actions identified should be completed before the assessed task is carried out.*

<b>Reviewed / Approved By</b>		<b>Job Title</b>		<b>Date</b>	
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***By signing this risk assessment, I confirm the assessment has been shared / made available to all relevant staff to review. All staff have been asked to confirm they have read and understood the control measures.***

## Appendix – Assess the Level of Risk

In this risk assessment the level of risk is expressed qualitatively as **Low, Medium, High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	Reportable Injury	Serious Injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

**Reportable Injury** is an important threshold and refers to UK legislation in this respect, often referred to as **RIDDOR**. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work,
- an injury to a member of the public, a customer or visitor, or a school pupil or student, that required hospital treatment.

(See <https://www.hse.gov.uk/pubns/edis1.pdf> for more information on RIDDOR).