

Coronavirus Risk Assessment for Education



Location/Dept: St Mary's Catholic Primary School				Date Assessed: 18/05/2020		Assessed by: Julia Pearce	
Task/Activity: Dealing with coronavirus				Review Date: As required		Reference Number: 01	
Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	<p>If an employee, pupil or known visitor tests positive for coronavirus, the person will be immediately isolated within schools so they cannot come into contact with anyone, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point. The advice is likely to be for the person to go home and self-isolate and for others who have come into contact e.g. bubble members to do the same.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated daily</p>

			<ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned wearing PPE and using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				at 2pm when the latest government guidance is released.
Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>We are restricting access to the school premises. Only staff and pupils are allowed so reducing the risk of someone with the virus passing it on.</p> <p>We are limiting our bubble size to 15 and will have staggered drop off and pick up time for each bubble. There will also be rolling breaktime and bubble will stay together during lunch.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to self-isolate.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>	

	Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>Kitchen staff to maintain good hygiene in line with the school's HACCP.</p> <p>Posters promoting good hand hygiene displayed in food areas.</p>	2	1	2	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>
	Disposal of waste that may be contaminated by a coronavirus sufferer	Pupils Contractors Visitors	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	5	2	10	<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Contracting and spreading of infection	Employees Pupils Contractors Visitors	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Hand sanitiser or Soap to be available in each classroom (in use), entrances and exits of buildings, near lunchrooms and toilets. • Try to avoid close contact with people who are unwell. 	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

			<ul style="list-style-type: none"> • Clean and disinfect frequently-touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • Undertake the Ellis Whittam COVID-19 Daily Management Checklist. • Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist. • Clean the school building(s) on a daily basis, including frequently-touched surfaces (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aides). • Undertake the Ellis Whittam COVID-19 Contractor Checklist – inviting contractors on site. • Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment. • Children of key workers distancing one metre apart with desks (where possible). • ‘Flap your wings’ exercise with pre-school children. • ‘Glitter germs’ exercise with primary-aged children. • Children of secondary school age are involved with the development and publishing of public health guidance and communication to their community. • Community events/meetings cancelled until further notice. • Governors meetings cancelled/held remotely until further notice. • Up-to-date emergency contact details held. 				<p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>
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			<ul style="list-style-type: none"> • New and expectant mothers risk assessment completed for any employees (where required). • Windows opened to allow ventilation. • Class ratios monitored by teaching staff. Class sizes limited to 'cohorts' and timetables changed in order to effectively reducing mixing of classes, staggered drop off/collection times. • Usage of EW reoccupation checklist. • Discussions with insurer to determine further requirements. • Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'. • School kitchen follows guidance of social distancing. • EW COVID 19 policy in place. • EW Health and Wellbeing policy in place. • Usage of COVID 19 Return to Work form with staff. • Lunch and breaks staggered to minimise social gatherings for pupils and staff. • Regular family contact to ensure that those children from families with symptoms does not attend school. • Space audit conducted in order to evaluate the splitting of class sizes in half (no more than 15) with desks space as far apart as possible and unnecessary items/furniture removed. • Refer to separate children with (EHC) Plan's in place risk assessments. • Adequate supplies of facemasks, eye protection, gloves and aprons are available for pupils who become unwell at school and need 				
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direct personal care – 2m cannot be maintained.

- The usage of play equipment is supervised and cleaned between different cohort groups and never used by mixed cohort groups at the same time.
- One-way systems in place.
- Dividers installed in the middle of corridors.
- Usage of outdoor spaces for teaching and learning.
- Halls, dining areas are used with half normal capacities.
- Shared materials/resources limited for those pupils/staff that need to take these home.
- Established arrangements are in place between the school and transport companies.
- Usage of test and trace apps’ to establish data.
- COVID Testing records maintained of staff/pupils who have been tested.
- Close liaison between families regarding symptoms, the school will not monitor temperatures.
- Staff working from home, where possible.
- Usage of COVID toolbox talk for staff and pupils.

Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.

Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the

			<i>individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i>				
Welfare Hand-contact points Failure to follow government hygiene guidance leading to poor hygiene Failure to provide staff with a reassuring and safe environment leading to staff anxiety and welfare concerns'	Staff Visitors Delivery drivers Pupils	<ul style="list-style-type: none"> • Training of staff will be carried out on 1st and 2nd June. • Ongoing education for children on handwashing techniques. • Bubble checklist to make sure the staff periodically get the children and themselves to wash their hands • Toilets to have a regular supply of hot and cold water complete with soap and towels. • Hand sanitiser or soap available (where required). • Kitchen area to have a safe supply of mains cold water. • Hand-contact points cleaned daily/where practicable. • Toilets and kitchen area to be regularly cleaned. • Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing. 	5	1	5		
Covid guidance and procedures not followed or understood Infection control	Staff Visitors Delivery drivers Pupils	<ul style="list-style-type: none"> • Staff training on 1st and 2nd June • Ongoing education for children on handwashing techniques. • Bubble checklist to make sure the staff periodically get the children and themselves to wash their hands • Refer to and ensure all staff are aware of its contents and new protocols. 	5	1	5		

			<ul style="list-style-type: none"> • Decontamination – following advice/guidance from the Health Protection Team. • Refer to guidance and posters (where required). • Education poster on COVID-19 to be displayed at the main entrance to the school building(s). • Ellis Whittam COVID-19 Daily Management Checklist to be used. • Staying COVID-19 Secure in 2020 poster in place at reception. 				
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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government	✓	Julia Pearce	
Reviewed and updated the risk assessment to incorporate any changes to the guidance	✓	Julia Pearce	
Ensured sufficient stocks of soap or hand sanitiser and disinfectant are available	✓	Tom O'Neill	
Identified and implemented the (new) recommended control measures	✓	Julia Pearce	Staff training on Teams 19 th and 20 th May and In school 1 st and 2 nd June