

## COVID 19 – School General Risk assessment proforma

School ...Old Earth School.....

Date of Risk Assessment:...1.4.22 (V9 1.4.22) .....

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
<b>General – Risk of infection.</b>	Staff, visitors, Pupils	<p>General Controls and instruction to staff throughout the school: -</p> <ul style="list-style-type: none"> <li>- Continued cleaning regime throughout site.</li> <li>- Hand washing facilities in place with pupils and staff encouraged to use these regularly.</li> <li>- COVID-19 testing (either routine or symptomatic) is no longer indicated except in very particular situations (hospitals etc). There is no access to free testing for most people.</li> <li>- Anyone who does test positive with a lateral flow test-should stay at home for 5 days (adults) or 3 days (children)</li> <li>- Children and young people who are unwell and have a high temperature should stay at home and where possible avoid contact with other people. They can return to the setting when they no longer have a high temperature and they feel well enough.</li> <li>- Non- fire safety doors can be propped open to allow ventilation</li> <li>- Windows to be opened each morning to allow adequate ventilation. Where the weather causes the room to become uncomfortably cold for occupants the windows can be closed to a crack and then reopened once unoccupied. Consider opening higher windows in the event of cold weather. Rooms with no ventilation should only</li> </ul>	<ul style="list-style-type: none"> <li>- Regular cleaning throughout the day.</li> <li>- Reminders of regular hand washing promoted in bathrooms.</li> <li>- Parents informed of the procedures in relation to COVID19.</li> <li>- Promote “catch it, bin it, kill it” approach</li> <li>- Ensure appropriate signage regarding hand washing.</li> <li>- Support and encourage the vaccine programme take up.</li> </ul>	<p>PD&amp;DB</p> <p>Hand hygiene posters and direct whole schoolwork .</p>		Completed Sept21

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		<p>be used where doors can be propped open and there is air flow from outside of the room.</p> <p>-</p>				
<b>Ventilation</b>	Staff, pupils, visitors	<p>Need to balance the risk of transmission of the virus and a comfortable teaching environment which can be maintained by.</p> <ul style="list-style-type: none"> <li>- Where there is use of mechanical ventilation adjust these to increase the ventilation rate where possible and check normal operation meets current guidance and only fresh air is being circulated.</li> <li>- If possible, systems should be adjusted to full fresh air or operated as normal within a single room and supplemented with outdoor air supply.</li> <li>- For natural ventilation the windows should be opened and in cooler weather should be left open just enough to provide constant background ventilation and opened wider during breaks to purge the air. May be beneficial to open higher-level windows to reduce draughts when the weather is colder. Allow flexibility for staff and pupils to wear additional suitable indoor clothing.</li> <li>- Carbon Dioxide (CO2) monitors will be placed in occupied areas of the building to monitor CO2 levels at different times of the day. Appropriate levels would be consistently below 800 PPM. A level of 1500 PPM requires action to be taken.</li> <li>- Open non- fire resisting doors to allow for air flow.</li> </ul>	<p>-The school has used CO2 monitors to establish areas where levels can get above 1800 PPM's. There are no areas where this occurs when rooms are ventilated and room capacities are adhered to.</p> <p>-PD and Class teachers to monitor CO2 levels with windows closed and with windows open to ventilate classroom spaces.</p>	PD		Completed Jan/Feb 22

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<b>Classrooms</b>	Staff, Visitors, Pupils	<ul style="list-style-type: none"> <li>- Classrooms to be regularly cleaned and cleaning supplies available in the classroom.</li> <li>- Pupils encouraged to wash their hands regularly</li> <li>- Windows opened to allow ventilation, if temperature is uncomfortable due to open windows these to be closed to a crack while occupied and then reopened while unoccupied.</li> <li>-</li> <li>- Where possible seating plans should be maintained.</li> </ul>	-	Classteachers.		Completed Sept21
<b>Provision in Early Years</b>	Staff, Pupil Visitors	<ul style="list-style-type: none"> <li>- EYFS ratios still to be met</li> <li>- Promotion of handwashing with staff.</li> </ul>		Teachers and Support staff.		Completed Sept21
<b>Corridors</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Regular cleaning of touch points</li> </ul>		P Dunne		Completed Sept21
<b>Toilet and cloakrooms</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Available hand washing facilities with soap and warm water with encouragement to use these facilities regularly and prior to eating.</li> <li>- Regular cleaning of the toilet area touch points.</li> </ul>	<ul style="list-style-type: none"> <li>- Establish record of cleaning for all toilets.</li> </ul>	KB & PD		Completed Sept21
<b>Playground and play equipment</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>- Ensure a cleaning regime includes the playground equipment for both outdoor and indoor or take out of use if necessary.</li> <li>- Cleaning should take place more frequently than normal.</li> <li>- Also applies to resources used both inside and outside for wraparound care and out of school</li> </ul>	<ul style="list-style-type: none"> <li>- Year group specific playground equipment to be available.</li> </ul>	Club team		Completed Sept21

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		settings.				
<b>Resources and equipment</b>	Staff, Pupils	Resources shared between classes should be assessed as to whether undergo frequent cleaning should remain/ be put in place.	Books and other shared resources can be taken home.	Teaching and support staff.	Feb/March 22	
<b>Drop off/collection areas with parents</b>	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> <li>- Parents/ carers informed of their pickup/ drop off times and points.</li> <li>- One way system is available for school drop off. All children to be in school for 9am.</li> <li>- One way system for pick up to be kept in place. No one on site until 8:40am or 3:00pm.</li> </ul>	Start and finish times are in place and have been communicated to parents/ carers..	DB		Completed Feb 22
<b>Catering</b>	Staff, pupils, Visitors	<ul style="list-style-type: none"> <li>- Hygiene standards to be maintained.</li> <li>- Service in two sittings in the School Hall and in the diner.</li> </ul>	Cleaning down of hall and diner in between sittings.	Kitchen & MDS team		Completed Sept21
<b>Reception area</b>	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> <li>- Parents can contact staff directly but continue to encourage parents to contact the school by other means than face to face in the first instance and make an appointment to meet.</li> <li>- It remains that parents/carers should enter the building without an appointment or a direct invitation by a member of staff..</li> <li>- External visitors will be by appointment only. Visiting adults can wear face coverings in communal areas if they feel more comfortable</li> </ul>		DB		Completed Feb22

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		doing so.				
<b>Area for isolation/first aid and separate toilet</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>- Identify an appropriate area in which could be used for first aid and maintain cleaning standards and clean after each treatment.</li> <li>- Use of Middle Earth during the school day or use of outdoor areas if the weather and temperature allows this to be done comfortably.</li> </ul>	-	DB		Completed Sept21
<b>Clinically vulnerable and Clinically Extremely Vulnerable (CEV)</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- CEV staff are to follow the same guidance as everyone else, the key issue is consultation with any vulnerable staff as per HSE advice and it is always advisable to document this discussion and agreement.</li> <li>- If this is the case, a full risk assessment with the staff member should be undertaken and any discussion documented including the measures you have put in place to make the workplace as safe as possible for them.</li> </ul>	<ul style="list-style-type: none"> <li>- Request information from staff and parents to identify those in these categories.</li> <li>- Keep in contact with those who are shielding or working from home.</li> <li>- Encourage and promote the take up of the vaccine programme.</li> </ul>	DB		Completed Sept21
<b>Staff contingency arrangements</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Staff to work within Year group teams. Face coverings to be worn in communal spaces and communal spaces and room capacities to be adhered to.</li> <li>- Whole staff meetings to take place in a well-ventilated venue large enough for everyone to socially distance. Team staff meetings to take place in spaces where staff can socially distance.</li> <li>- Staff using shared spaces where social distance is not achievable i.e. kitchen spaces in Little Earth to wear face coverings.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure staff are aware of the reporting procedure to highlight if they have any symptoms.</li> <li>- ensure there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff.</li> </ul>	DB		Completed Sept21

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<b>Symptomatic staff or pupils</b>	Staff, visitors, pupils	<ul style="list-style-type: none"> <li>- Identify an area in which anyone who is symptomatic can wait for a parent to collect in a well ventilated (Middle Earth).</li> <li>- Area in which symptomatic people are awaiting requires to be cleaned after use.</li> <li>- Staff and Children can be eligible for testing.</li> <li>- Those who require close supervision while awaiting collection should remain at a distance if possible and wear appropriate PPE (Type IIR face mask, eye protection, apron, disposable gloves.).</li> <li>- Those who become symptomatic should return home and avoid using public transport and where possible collected by guardian.</li> <li>- Preferably should use a separate bathroom which must be cleaned and disinfected using standard cleaning products before used by anyone else.</li> </ul>	<ul style="list-style-type: none"> <li>- Where there are work related positive COVID cases these may be HSE reportable and guidance from the schools H&amp;S advisors should be sought.</li> <li>- In an emergency call 999 if someone is seriously ill or injured or life is at risk.</li> </ul>	<b>DB</b>		<b>Completed Sept21</b>
<b>Assembly &amp; gatherings</b>	Staff, Pupils Visitors	<ul style="list-style-type: none"> <li>- As mixing is permitted assemblies and gatherings can continue in the format that was in place up to 17.12.22. unless rising cases and contingency arrangements no longer allow this. Year group and key stage assemblies resume with group social distancing in place. Whole school assemblies remain on Zoom whilst infection rates remain high in school and locally.</li> </ul>	<ul style="list-style-type: none"> <li>- Conduct a risk assessment for such event.</li> </ul>	<b>DB</b>		<b>Completed Sept21</b>
<b>Transport arrangements</b>	Staff, Pupils, Contractors	<ul style="list-style-type: none"> <li>- Buses to have windows open to provide ventilation.</li> <li>- Those travelling by bus to have access to wash facilities which use is encouraged.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff leading visits, swimming and leading school events to ensure that all measures are in place on all buses and that volunteer drivers are made aware of the controls in place.</li> <li>- All volunteer drivers will be expected to carry out a LFT on</li> </ul>	<b>DB</b>		<b>Completed Sept21</b>

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			the morning of the event.			
<b>Personal Protective Equipment (PPE)</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>- PPE required for personal care only.</li> <li>- PPE should be suitably stocked</li> <li>- PPE signed out when used.</li> <li>- Risk assessment for each child to be conducted to highlight the requirement of PPE; however, a face mask isn't required for personal care from current guidance.</li> </ul>	<ul style="list-style-type: none"> <li>- Inform staff of the requirements for PPE and provide information for their safe usage.</li> <li>- Individual risk assessments to be conducted.</li> </ul>	DB		Completed Sept21
<b>Home visits</b>	Staff, Families, Pupils	<ul style="list-style-type: none"> <li>- Home visits can go ahead but staff should remain cautious especially if there may be Covid19 in the home.. and check the COVID status of the house prior to entering</li> <li>- Hand sanitiser provided for staff required to conduct home visits</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Establish/ update home visit procedure to include COVID19 controls.</li> </ul>	DB		Completed Sept21
<b>Visitors &amp; Contractors in schools</b>		<ul style="list-style-type: none"> <li>- Where necessary obtain confirmation those who will be on site are not showing signs of COVID19.</li> <li>- Provide handwashing or hand sanitiser facilities for visitors/ contractors.</li> <li>- Contractors carrying out routine services etc will be booked in to carry these out of hours.</li> </ul>	<ul style="list-style-type: none"> <li>- Aspects relating to COVID to be included in the contractor rules for the school.</li> <li>- Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 or a declaration to be established for signing in.</li> <li>- Visitor risk assessment to be made available to visitors working in school when classes are in session.</li> </ul>	DB		Completed Sept21

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<b>Physical restraints/ comforting, first aid</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Ensure team teach training has been achieved by teachers who are required to carry out physical restraining.</li> <li>- Ensure wash facilities are available after a close contact event.</li> <li>- No child or member of staff should be in school if they are symptomatic.</li> </ul>		<b>DB</b>		<b>Completed Sept21</b>
<b>Waste</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Waste to be regularly removed from within the building and in the outdoor bins.</li> </ul>		<b>TD</b>		<b>Completed Sept21</b>
<b>Lateral Flow testing</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- COVID-19 testing (either routine or symptomatic) is no longer indicated except in very particular situations (hospitals etc). There is no access to free testing for most people.</li> <li>- Anyone who does test positive with a lateral flow test-should stay at home for 5 days (adults) or 3 days (children)</li> <li>- Children and young people who are unwell and have a high temperature should stay at home and where possible avoid contact with other people. They can return to the setting when they no longer have a high temperature and they feel well enough.</li> <li>- Children and young people with mild symptoms of respiratory infection, such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend their education or childcare setting.</li> </ul>	<ul style="list-style-type: none"> <li>- Children and young people who are unwell and have a high temperature should stay at home and where possible avoid contact with other people. They can return to the setting when they no longer have a high temperature and they feel well enough.</li> <li>- Children and young people with mild symptoms of respiratory infection, such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend their education or childcare setting.</li> </ul>	<b>DB</b>		<b>Completed April 22</b>



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<b>Face Coverings</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- From 24<sup>th</sup> February 2022 there is no longer a requirement to wear face coverings. If the school experiences a high number of Covid19 cases it will liaise with the Local Public Health Team and reintroduce this as a requirement.</li> </ul>	<ul style="list-style-type: none"> <li>- Pupils, staff and visitors may feel more comfortable wearing face coverings and the school should encourage the use of these.</li> <li>- Outbreak management plan may reflect the use of face coverings if there is an outbreak and, in such instances, public health should be advising.</li> <li>- Those with SEN or communication needs should be taken into account when establishing face coverings.</li> </ul>	DB		Completed Sept21
<b>Educational Visits</b>	Pupils, staff, visitors, public	<ul style="list-style-type: none"> <li>- Educational Visits can take place provided that local and national guidance still permits this. In addition to this the school will apply its contingency arrangements should school cases and local infection rates significantly rise.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to review such guidance.</li> <li>- Ensure all educational trips have appropriate risk assessments established.</li> </ul>			

**Assessors Name: ...D Burns (Headteacher)**

**Assessment Review Date: ...22.7.2022.....**

### Review and updates audit trail

Date:	Update	Actions	Completed
1.4.22	<p>Risk assessment updated to reflect <a href="#">Guidance: Health protection in education and childcare settings</a>. This is generic Infection Control guidance, which considers COVID-19 alongside other infectious diseases.</p>	Updated risk assessment	1.4.22
27.2.22	<p>Risk assessment updated to reflect the Department for Education “Schools COVID-19 operational guidance” and the UK Health Security Agency “COVID-19: people with COVID-19 and their contacts” published 24 February 2022</p>	Updated risk assessment	27.2.22
4.1.22	<p>Risk assessment updated to include:</p> <p>Local advice around isolation for staff and children who test positive for Covid-19 from 3.1.22 i.e. strongly urge parents/carers to maintain child isolation until day 10.</p> <p>Include Government guidance Plan B from 14<sup>th</sup> December 2021 which states all adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should now take a lateral flow device (LFD) test every day for 7 days. Children under five years old do not need to take part in daily testing for contacts of COVID-19 and do not need to isolate. Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case.</p>	<p>Update risk assessment.</p> <p>Update contingency plans</p> <p>Update remote learning plan.</p>	4.1.22

1.11.21	Risk assessment updated to include: -advice from Local Public Health to households to take PCR tests 3-5 days after the first person tested positive. Outbreak management plan reviewed and updated in line with this and Local Public Health advice.		1.11.21
19.07.21	Outbreak management	<b>Establish an outbreak management plan in accordance with [public health template</b>	1.9.21
19.07.21	Bubbles permitted to be removed and mixing of pupils/ teachers permitted		
19.07.21	Face covering no longer a requirement but encouraged.		
19.07.21	From September international trips can go ahead if they have been previously deferred.		
19.07.21	Self isolation rules set to change 16 <sup>th</sup> August school to review RA following this date.		

Notes:

It would be beneficial to maintain physical barriers where they are already installed to improve overall infection control and prevent them having to be re-established.

### **Further Guidance**

[Schools Coronavirus \(COVID-19\) Operational Guidance](#)

[Entering the UK and quarantine](#)

[Annex A: health and safety risk assessment](#)

[Additional Operational Guidance for Special Schools, Special post 16 institutions and alternative provision](#)

[COVID-19: suggested principles of safer singing](#)

[HSE – Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#)

[First Aid During the Coronavirus \(COVID-19\) pandemic](#)

[Information about the Coronavirus \(e-bug.eu\)](#)