

Risk assessment – Covid-19 Schools Risk assessment for ease of lockdown Stage 3 17-5-21 OHS CF 015 010/3a

Corporate Health & Safety reviewed this risk assessment on: 17 May 2021

Blackfen school risk assessment: 8 March 2021 completed by Matthew Brown and Gary Morgan Date Completed: 25 May 2021

Updated 18 June 2021

Sent to school staff on 8 July 2021 On school website on 8 July 2021

Approved by governors: By remote. 1st July 2021

Overall risk rating: 7 (LOW to MODERATE)

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Instructions:

1. This applies to all work activities that fall under this particular task.
2. If this risk assessment does not cover all of the hazards and existing control measures required relevant to your service, you should add them below at 'Other risks (please detail)' and notify the Corporate Health and Safety Team by sending the risk assessment attached to the email.
3. If further controls are necessary, these should be recorded in the 'Additional controls to reduce risk' column and a revised lower score given.
4. Please communicate this risk assessment to all your staff e.g. via email, team meetings etc evidencing how you do this.
5. Review the risk assessment annually, after an accident/incident or significant changes to the workplace or working processes.

Terminology:

- **Activity**- The type of work being undertaken e.g. use of a piece of electrical equipment or machinery.
- **Hazard**- Something with the potential to cause harm. Harm can be physical, chemical, biological or psychological.
- **Control Measures**- Actions taken to prevent hazard being realised. Control measures can include such areas as training, supervision, safe systems of work, maintenance procedures, physical measures such as guarding and personal protective equipment.
- **Likelihood** – the chances of harm occurring on a scale of 1 to 5 with 1 being highly unlikely and 5 being highly likely
- **Risk Rating**- Multiply the likelihood figure by the severity figure to get the risk rating after the existing control measures have been considered.
- **Severity** – the level of harm/injury caused by the accident or incident, on a scale of 1 to 5 with 1 being No Injury and 5 being a fatality.

Likelihood (L) x Severity (S)
= Risk Rating (RR):

	L = 1	L = 2	L = 3	L = 4	L = 5
S = 1	1	2	3	4	5
S = 2	2	4	6	8	10
S = 3	3	6	9	12	15
S = 4	4	8	12	16	20
S = 5	5	10	15	20	25

Possible
Likelihood

5 Highly likely
4 Likely
3 Possible
2 Unlikely
1 Highly unlikely

Possible Severity

5 Fatality
4 Major injury
3 Hospital
treatment
2 First aid required
1 No injury

Rating	Action
15-25 Very High	Work should not be undertaken without reducing risk
10-12 High	As above
8-9 Moderate	Work fine to continue. Additional controls should be considered
4-6 Low	Work fine to continue with existing controls
1-3 Very Low	As above

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
General: Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils	Staff and pupil concerns not taken into account. Concerned about return to work and school	Staff and pupils	<p>The country is easing out of National Lockdown with a road map of measures which began on 8 March 2021 and is now at Stage 3. This advice on www.gov.uk for education settings is a summary of the key control measures required: The Operational guidance dated May 2021 should be read in conjunction with this risk assessment and the DfE has created a bespoke page on gov.uk which lists all current schools guidance. Guidance for parents and carers was last updated on 17 May 2021 and early years and childcare providers was updated on 12 May 2021.</p> This risk assessment is for dissemination within schools by the school's own internal consultation and training methods. Control measures must be adopted where reasonably practicable to do so. It is a legal requirement that schools update their risk assessments to ensure all current government restrictions are adhered to.	1	4	4				
	Risk of Covid-19 transmission	Staff and pupils	To minimise risk, all elements of the system of control measures in this risk assessment must be put in place and remain until the pandemic ceases. School Leaders must ensure systems are implemented, staff and pupil behaviour supervised and that control measures are followed and any breaches recorded. 'Near miss' incidents and positive cases among staff must be recorded on an accident/incident form and communicated on My View to Corporate Health and Safety' so that control measures are continually reviewed. As required under health and safety legislation, staff	1	4	4				

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			should be consulted on risk assessments and the findings published to staff.							
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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission	Staff and children	<p>It is best practice to share the risk assessment also with parents and the HSE requires that for schools who employ more than 50 people, that it is published on the external website. Where a suitable and sufficient risk assessment is in place, LBB Insurance will cover Covid-19 related incidents for Community Schools.</p> <p>A General Covid-19 risk assessment CF 015 010/4 is in place for LBB staff and communicated within each school's own cascade system. Staff are informed of plans (for example safety measures, staggered arrival and departure times and they are consulted for any concerns). The Council consults with the Unions weekly as well as in meetings with the Local Consultative Group (LCG) to ensure a corporate approach to risk controls, which includes maintained schools. Other schools should ensure that any appropriate steps have been undertaken consistent with procedures for their own school.</p> <p>Staff have access to a 24-hour Carefirst EAP counselling and advice service where schools have subscribed. School Heads encourage active communication between staff on concerns and ensure staff read all communications and this includes senior leaders and governing bodies.</p>							

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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and children	<p>Senior leaders implement working practices promoting a good work-life balance. Staff surveys encouraged locally at each school on aspects of working during Covid-19. LBB Senior management 'Restore Group' in place for high level corporate decision-making during pandemic. School Governing Bodies must be involved in overseeing this risk assessment and its implementation at local level.</p> <p>Pupil wellbeing: Staff to support pupil wellbeing and direct pupils and their parents to further information and support. Gov.uk has published helpful advice on pupil wellbeing. Curriculum can focus on wellbeing and time allowed in the timetable for pupils to share their concerns.</p> <p>Safeguarding: The school should encourage parents to have regular conversations with their child about risks online such as sexual imagery, grooming, cyberbullying, suicide content and radicalisation, and how to speak to someone if they are worried. Schools encourage parents to set age filter controls on online content.</p> <p>Microsoft advises all software updates are carried out on home computers to avoid hackers and viruses after a recent incident.</p> <p><u>Guidance for schools updated May 2021:</u> The following control measures must all be met, more details of which are explained below in Activities from page 7: 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not</p>							

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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and children	<p>attend school</p> <p>2) Ensure face coverings are used in recommended circumstances.</p> <p>3) Ensure everyone is advised to clean hands thoroughly more often than usual</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard household products such as detergents</p> <p>6) Consider how to minimise contact across the site and maintain social distancing wherever possible</p> <p>7) Always keep occupied spaces well ventilated</p> <p>8) Ensure individuals wear appropriate personal protective equipment (PPE) where necessary</p> <p>9) Promote and engage in asymptomatic testing, where available.</p> <p><u>Response to infection:</u></p> <p>10) Promote and engage with the NHS Test and Trace process</p> <p>11) Manage and report confirmed cases of coronavirus amongst the school community</p>							

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			12) Contain any outbreak by following local health protection team advice							
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<p>Guidance point 9 Rapid asymptomatic testing of staff and pupils</p>	<p>Risk of Covid-19 transmission during testing Risk of tests not being carried out correctly giving a negative result</p>	<p>Staff and pupils</p>	<p>All secondary pupils are requested to take part in asymptomatic lateral flow rapid testing for Covid-19 twice a week (including any new types of LFD test introduced). Guidance for secondaries available. The DfE has updated the guidance on 'Rapid asymptomatic testing in specialist settings' to reflect the introduction of nasal swab only tests at asymptomatic testing sites. Primary school children are not being tested due to low levels of transmission between younger children but will need to test if they display symptoms. Guidance for primaries available. The Government has also published information about what rapid lateral flow testing is and why it's being used. Rapid lateral flow tests are available to families of secondary pupils and childcare support bubbles of all school pupils and staff. Rapid test kits can be collected from more than 500 locations, through workplace testing and local community testing and kits are now being promoted through workplaces. You can also request them by post from gov.uk. PH are advising that those who have had a positive PCR test in the last 90 days do not take a LFD test but if they choose to and it comes back positive, they have to self-isolate for ten days as do their families. Students are kept in year bubbles to minimise contacts to prevent those unknowingly carrying COVID 19 from transmitting it to others. This might include</p>	2	4	8				

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			bringing pupils in throughout the day/week on a rolling basis.							
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<p>Guidance point 9 Rapid asymptomatic testing of staff and pupils (continued)</p>	<p>Risk of Covid-19 transmission during testing Risk of tests not being carried out correctly giving a negative result</p>	Staff and pupils	<p>Pupils with symptoms of COVID-19 should not attend school/college and follow UK guidance on self-isolation. No child should be refused entry to school if they or their parents refuse for the test to take place however the school behaviour expectations still apply to control behaviour that may put others at risk. Staff are available to talk the secondary school pupils through the process of self-testing at home. Staff observe social distancing from the pupils. The majority of pupils will be able to self-test at home and parents should be encouraged to also take part in self-testing if they are in the same household bubble as secondary school pupils. Some pupils with SEND may have difficulty self-testing physically, mentally or because it causes distress and therefore special schools should work with parents to decide the best way to carry out testing. Guidance is available for specialist settings and SEND testing guidance. Teaching and non-teaching staff of primary and secondary schools should take twice-weekly tests using a home test kit provided by their school or self-ordered as appropriate from gov.uk. Someone who has tested negative may still have the undetected disease and be infectious, so continue to follow good hygiene and social distancing. Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid test will be still be required to take a lab-</p>							

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			based (PCR) and self-isolate until the result is known.							
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				L	S	RR		L	S	RR
<p>Guidance points 1, and 6</p> <p>Minimise contact with those self-isolating and minimise contact across site and social distancing</p>	Risk of Covid-19 transmission	Staff and children	<p>Minimising contact with individuals who are required to self-isolate: A person is unable to attend school if they have had symptoms or a positive test result themselves, they live with someone (including in a support or childcare bubble) who has had symptoms or a positive test and are a household contact, they are a close contact of someone who has Covid-19 or they are legally required to quarantine, having visited countries outside the Common Travel Area. They must not attend for at least 10 days from the day after the start of symptoms or the test date they tested positive on a LFD or PCR test (a PCR test must be taken within 2 days of a positive LFD test). Those identified as in the group deemed clinically extremely vulnerable (CEV or shield list) can attend school from 1 April as shielding paused on 31 March. This group have been prioritised for the vaccine roll out. All CEV pupils should attend school unless under specialist care or advised by their GP to continue shielding. All CEV must follow the rules in place for Covid-19 controls at the school and national restrictions. The DfE states that schools should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is already set out in the school attendance guidance. If evidence is required, it can take the form of</p>	2	4	8				

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			prescriptions, appointment cards, text or email confirmation of appointments. Input from GPs should only be sought where there are complex health needs or persistent absence issues.						
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<p>Guidance points 1 and 6</p> <p>Minimise contact with those self-isolating and minimise contact across site and social distancing (continued)</p>	Risk of Covid-19 transmission	Staff and children	<p>Some pupils who remain under the care of a health professional may need to discuss their care before returning to school (usually at their next planned clinical appointment).</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice schools must continue to offer access to remote education, in the circumstances provided for in the remote education temporary continuity direction. The guidance states that you should keep a record of this activity but do not need to record it in the attendance register.</p> <p>Where children are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised. Some pupils, parents and households may be reluctant or anxious about attending school. Schools discuss concerns with parents and remind parents that pupils of compulsory school age must be in school unless a statutory reason applies. Where a new elective home education (EHE) begins, make social services aware of any child already known to social services, that this is beginning, so they can work with the family.</p> <p>Staff who are clinically extremely vulnerable should, where possible, be given work that allows them to remain at home, but if they cannot work from home they should attend the workplace. Staff who may otherwise be at increased risk from Covid-19, such as with the</p>							

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			condition diabetes, where it is not possible to work from home, can attend school but follow the system of controls set out in this RA.							
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<p>Guidance points 1 and 6</p> <p>Minimise contact with those self-isolating and minimise contact across site and social distancing (continued)</p>	Risk of Covid-19 transmission	Staff and children	<p>The guidance states that your risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the risk assessment to see if any new risks have arisen. Pregnant staff are in the clinically vulnerable group so the personal risk assessment is in line with the Management of Health and Safety at Work Regulations 1999. Guidance for pregnant employees has been issued and it recommends that pregnant staff should only attend a workplace if the risk assessment states it is safe to do so. Women from 28 weeks gestation or with underlying health conditions such as pre-eclampsia, are at greater risk if they catch Covid-19. It should be noted that heart disease (congenital or acquired) during pregnancy, is classed as clinically extremely vulnerable and will have been notified by Public Health England. Strict social distancing of 2 meters from others and hygiene controls must be applied. The DfE recommends that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations. Guidance is available from the Royal College of Gynaecologists. Advice on COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding is available.</p>							

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			Wraparound provision and extra-curricular activity Schools should continue wraparound provision, such as breakfast and after-school clubs.							
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<p>Guidance points 1 and 6</p> <p>Minimise contact with those self-isolating and minimise contact across site and social distancing (continued)</p>	Risk of Covid-19 transmission	Staff and children	<p>From 17th May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number. However, it remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting. Smaller groups should be considered when it is not possible to do this. When considering appropriate group sizes it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation. For example, guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person. The guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children may help you to plan extracurricular provision, including appropriate group sizes.</p> <p><u>Arrangements for those with symptoms</u> Public Health England does not deem it necessary to take the temperature of pupils as this is an unreliable method to identify Covid-19. Staff and children should not attend if they have Symptoms of Covid-19 or are self-isolating due to</p>							

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			confirmed cases in their household. Parents must be told to strictly adhere to this.						
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				L	S	RR		L	S	RR
<p>Guidance points 1 and 6 Minimise contact with those self-isolating and minimise contact across site and social distancing (continued)</p> <p>and Guidance point 7 Ventilation</p> <p>and Guidance point 8 PPE</p> <p>and Guidance point 10 Engage with Test and Trace</p>			<p>Symptoms include: A high temperature, a new continuous cough, loss of taste or sense of smell (anosmia). Note, if the person has a runny nose, are sneezing or feeling unwell, but do not have Covid-19 symptoms, they do not need to take a test. In an emergency, call 999. If someone develops symptoms at school they must be isolated in a separate room and sent home immediately to begin self-isolation and get tested within 3 days of symptoms appearing, They must follow the stay at home guidance and it is the law that people must self-isolate when instructed to do so by NHS Test and Trace. An NHS Covid-19 app is available to anyone aged 16 or over on the App Store or Google Play to assist this. For some young people with special needs, parents should decide if the app is appropriate.</p> <p>Arrangements must be in place for how and where those with symptoms will be isolated from the rest of the school whilst awaiting the transport/lift home. The isolation room should have good ventilation, a closing door and minimal furnishings to allow for ease of cleaning. If the child needs to go to the toilet there should be a separate toilet if possible, which must be cleaned and disinfected using standard cleaning products. The area where the symptomatic person was sitting must be cleaned with normal household detergents. PPE must be worn by staff caring for the child whilst they await collection if a distance of 2 meters cannot be maintained.</p>	2	4	8				

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			More information on PPE use can be found in safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)							
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				L	S	RR		L	S	RR
<p>Guidance points 1, 6, contact with those self-isolating and minimise contact across site and social distancing (continued)</p> <p>And Guidance point 3 Washing hands and 8 PPE and 10: Engage with Test and Trace</p>	Risk of Covid-19 transmission	Staff and children	<p>Staff who closely help the person with symptoms must wear a face mask, gloves and apron if breaking social distancing of 2 meters but they do not need to self-isolate unless they develop symptoms themselves. Staff only need to wear gloves when coming into contact with body fluids and they must be changed for each person/activity. Gloves can inadvertently spread the virus if used on more than 1 person so regular hand washing is vital.</p> <p>Staff must wash their hands thoroughly for 20 seconds after contact with the unwell person. Staff who have been in close contact with the unwell person, even if wearing a face mask, do not need to go home to self-isolate unless the symptomatic person tests positive, or they develop symptoms themselves, or if requested to do so by NHS Test and Trace or Public Health. The school must follow non-healthcare settings advice on decontamination cleaning for the room.</p> <p><u>Test and Trace</u> Schools should actively engage with the government’s Test and Trace system To support Test and Trace, the school should hold records of visitors or parents who actually enter buildings for pick ups/drop offs, for 21 days. After 21 days, this information should be securely disposed of or deleted.</p>	2	4	8				

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<p>Guidance point 10 Engage with Test and Trace and 12 Managing an outbreak</p>	Risk of Covid-19 transmission	Staff and children	<p>Schools must ensure that staff members, pupils and parents/carers understand that they will need to be ready and willing to book a PCR (polymerase chain reaction) test book a test if they are displaying symptoms and not attend school and let the school know the result of the test when known immediately. A test can be booked on the testing and tracing for coronavirus website or by calling NHS 119 for those with no web access.</p> <p>The school should not ask for proof of a negative PCR test or other medical evidence before admitting or welcoming back after a period of self-isolation. Actions from test results are explained below.</p> <p>Any action to prevent further infection will be guided by the health protection team who advise who needs to self-isolate from the school. The school must protect the confidentiality of those tested positive.</p> <p>In some cases, a larger number of other children may be asked to self-isolate as a precaution for an outbreak. To support the health protection team, schools must keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. Schools do not need to record who the pupils sat next to each day.</p>	2	4	8				

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<p>Guidance points 1, 6 contact with those self-isolating and minimise contact across site and social distancing (continued) and 10: Engage with Test and Trace and 11 Manage confirmed cases of Covid-19</p>	Risk of Covid-19 transmission	Staff and children	<p>Anyone showing symptoms should request to be tested under the NHS Test and Trace scheme (test guidance) and contact LBB's Public Health Response Cell for assistance or if urgent, call 0300 303 0450. There is also a Dfe helpline 0800 0468687 (select Option 1 for positive cases). The advice service will advise the school on what do to about those who have been in close contact with the person who was infectious. The Department for Health and Social Care has launched the Self-Isolation Service Hub (020 3743 6715 open 7 days a week, 8am to 8pm). Close contact means:</p> <p>(i) anyone who lives in the same household as someone with covid-19 symptoms or who has tested positive</p> <p>(ii) anyone who has had the following types of contact with someone who has tested positive on a LFD or PCR test (which overrides the LFD):</p> <ul style="list-style-type: none"> - Face to face contact including being coughed on or having face to face conversation within 1 metre - Been within 1 meter or longer without face to face contact - Been within 2 metres of someone for more than 15 minutes in one go or added up together over one day - Travelled in the same vehicle or plane <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate, develops symptoms themselves within their self-isolation</p>	2	4	8				

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<p>Guidance points 1, 6 contact with those self-isolating and minimise contact across site and social distancing (continued) and 10: Engage with Test and Trace and 11 Manage confirmed cases of Covid-19</p>	Risk of Covid-19 transmission	Staff and children	<p>period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection and get a test. If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. If they are not identified as a close contact of a confirmed case, those with negative test results who had a test because they felt unwell, can return to school when they are recovered from the illness as this was not likely to have been Covid-19.</p> <p>If someone with symptoms tests positive, they must inform the school and should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least from the day of onset of their symptoms and the following 10 full days and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The period of isolation starts from the day when they first became symptomatic and the following 10 full days. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate starting from</p>							

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				L	S	RR		L	S	RR
<p>Guidance points 1, 6 contact with those self-isolating and minimise contact across site and social distancing (continued) and 10: Engage with Test and Trace and 11 Manage confirmed cases of Covid-19 and 12 Manage an outbreak</p>	Risk of Covid-19 transmission	Staff and children	<p>the day the individual's symptoms started and the next 10 full days.</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. The PHE local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace. Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>If schools have two or more confirmed cases within 10 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must call the dedicated advice service, who will escalate the issue to the PHE local health protection team where necessary and advise the school on actions required.</p> <p>From 11 January, the government has asked schools to resume completing a educational setting status form to help monitor the impact of coronavirus (COVID-19) on schools</p>							

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
<p>Guidance points 5 Enhance cleaning and Guidance point 8 PPE</p>	Risk of Covid-19 transmission	Staff and children	<p>Follow cleaning guidance in COVID-19: cleaning of non-healthcare settings guidance There must be enhanced cleaning of frequently touched surfaces such as doors, hand rails, toilet handles, chairs etc. and shared rooms used by different groups. Where possible, different groups use different toilet blocks. Ensure the school has extra cleaning regimes and appropriate cleaning products. Minimum twice daily. Normal detergents will remove traces of Covid-19 virus but check manufacturers' instructions so that furniture is not ruined by the products.</p> <p>Ensure sufficient supplies kept in locked cleaners' cupboards. Ensure sufficient handwashing facilities are available in toilet blocks. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.</p> <p>Those staff asked to clean must be provided with training to do so and appropriate PPE if not a skin-friendly product.</p>	2	4	8				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
<p>Guidance Points 3, washing hands and 2 Face coverings and 4 Good respiratory hygiene and Point 7 Ventilation</p>	Risk of Covid-19 transmission	Staff, children, visitors and contractors	<p>Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Electric hand dryers should be switched off and paper towels used, to avoid spread of microbes.</p> <p>Advise all the school that toilet seats should be closed when flushing, to avoid spread of microbes into the air.</p> <p>Review the NHS guidance on hand hygiene</p> <p>Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing. Supervise use of hand sanitisers in young children in case of ingestion. Ensure that help is available for children who have trouble cleaning their hands independently. Use of posters on hand hygiene. Small children with complex needs may need support so skin-friendly wipes may be an alternative. Children must be encouraged not to touch their mouth, eyes and nose or face covering where worn and use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Provide tissues in classrooms and lidded bins. The e-Bug coronavirus (COVID-19) website is a free resources for schools to encourage good hand and respiratory hygiene. Ensure that covered bins for tissues and disposal masks are emptied throughout the day to avoid being over-filled. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Prop classroom doors open, only where safe to do so (bearing in mind fire safety and safeguarding) to limit use of door handles and aid ventilation. Do not prop doors open on fire escape routes/ corridors.</p>	2	4	8				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
<p>Guidance point 2 Face coverings and Point 7 Ventilation</p>	Risk of Covid-19 transmission	Staff, children, visitors and contractors	<p>Allow children to wear additional warmer clothing (where needed) with their uniform if windows are open. Any open windows should avoid drafts that cause discomfort. Fully ventilate empty classrooms before and after use. Heating should still be used to keep the classroom at a comfortable temperature. Normal personal hygiene and washing of clothes following a day in an educational or childcare setting is sufficient and it is possible for children to wear school uniforms. The guidance on face coverings has been updated. Secondary school pupils no longer need to wear face coverings in classrooms and communal areas, and teachers in classrooms no longer need to wear them. However teachers, visitors and other adults should wear face coverings when moving around corridors and communal areas where social distancing cannot be maintained. If pupils wish to continue wearing face coverings in class, or parents of pupils request their son/daughter to do so, they may wear them. The exception is for those medically exempt from wearing them, or during physical activities such as sport. Schools are free to decide in their own risk assessments to follow the current relaxed guidance on face coverings, or recommend face coverings for their pupils continues.</p> <p>The Public Health guidance on face coverings for Bexley's schools may change at short notice if advice recommends them to be worn again in the light of any new variant causing a threat to the region.</p>	2	4	8				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Guidance point 2 Face coverings	Risk of Covid-19 transmission	Staff and pupils	Primary school and early years settings pupils do not need to wear face coverings however it is advised that adults do where social distancing cannot be maintained. The Dfe have advised there is Headteacher discretion for the requirement for face coverings worn by adults in primary classrooms. Whilst it is not legally enforced for school pupils to wear face coverings, it is highly recommended to prevent the control of infection and must be encouraged. Face visors, or shields, should not be worn in place of a face covering. Face coverings are not classed as PPE and are intended to protect others, not the wearer. As part of the PHE endorsed system of controls, the operational guidance for schools states that schools must always ensure face coverings are used in recommended circumstances, unless social distancing can be maintained. Pupils who may be still wearing face coverings must be told not to touch the front of their face covering when removing it and wash their hands upon arrival at school and before and after touching their face covering. Special Schools will need to update their own risk assessments with regards to the ability of their children both physically and cognitively to wear face coverings (where guidance requires them), some of whom may be exempt from wearing them if they: cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties, or rely on lip reading, clear sound or facial expression to communicate.	2	4	8				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
<p>Guidance point 2 Face coverings and 4 Good respiratory hygiene</p>	Risk of Covid-19 transmission	Staff, children, visitors and contractors	<p>For pupils with SEND, teachers and SEND support staff could plan a routine to help pupils understand the requirements whilst they are in school, with the aid of pictures and story-telling.</p> <p>Where a face covering is still worn by children or adults who use public transport, a separate face covering to the one used on public transport should be used inside school and kept in a separate bag to the other face covering.</p> <p>Where anyone is having difficulty sourcing face coverings or their own has become soiled, schools should have a small supply but no-one should be expelled for not wearing a face covering. Some individuals are exempt from wearing face coverings and government guidance details this.</p>	2	4	8				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
<p>Guidance Point 6 Minimising contact across the site and social distancing</p>	Risk of Covid-19 transmission	Staff and children	<p>Schools must reduce the number of contacts and mixing which occurs whilst at school whilst delivering a broad curriculum. This is done by reducing contact between children and staff via fixed distinct groups or 'bubbles' and socially distancing in primary schools where possible. The ability to socially distance depends on the age of the child and the layout of teaching areas. Encourage pupils to keep their distance within groups. Siblings may be in different groups.</p> <p>It is recognised that small children in primary schools cannot be expected to always adhere to social distancing, therefore the use of 'bubbles' reduces the risk of mixing. The risk can be reduced by keeping pupils in smaller, class-sized groups.</p> <p>Teachers may need to move across different groups, so teachers socially distancing from the pupils is advised. Keeping children in the same classroom, where possible, is advised.</p> <p>The layout of teaching staff desks at least 2 meters from the pupils is an important control measure.</p> <p>For secondary schools, the feasibility of keeping groups apart in the curriculum relies on using year group bubbles in fixed classroom blocks with fixed spaces for taking breaks.</p>	2	4	8				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
<p>Guidance Point 6 Minimising contact across the site and social distancing (continued)</p>	Risk of Covid-19 transmission	Staff and children	<p>Where teachers need to move closer to pupils to communicate, they should avoid face to face contact and try to minimize time spent within 1 metre of anyone. Pupils and staff should be told to avoid touching others.</p> <p>Classroom desks should be forward-facing so that children do not face each other (sneezing and coughing tends to project mainly forwards). This may mean removing unnecessary furniture from the room or using a larger room/hall spaces to achieve this. This is the cause until the country reaches Stage 4 of the roadmap.</p> <p>Schools should limit interaction of groups in shared areas such as dining halls and avoid assemblies and collective worship at present. This can be done by reviewing lunch timings for different groups and extending the lunch period where possible. Groups should move around the site at staggered times and where this is not possible, set up 'keep left' or barriers to keep groups that are passing, apart. Consider pinch points in the school that are narrow and whether one-way systems will help reduce risk. The use of staggered start and finish times to and from school is also advised. Limit the amount of shared resources such as books that are taken home and limit exchange of take-home items between children and staff. Class bears should not be used. Limit the bringing of items to school such as lunch boxes, hats, books, stationery and mobile phones.</p>	2	4	8				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
<p>Guidance Point 6 Minimising contact across the site and social distancing (continued)</p>	Risk of transmission from shared equipment and shared spaces	Pupils and staff	<p>Prevent the sharing of stationery and other equipment. Shared staff materials and surfaces, such as files, photocopier keypads and entry buttons, should be cleaned and disinfected more frequently.</p> <p>Practical lessons can go ahead if equipment is cleaned thoroughly between each group. Outdoor play equipment should be cleaned at least twice a day and children encouraged to wash their hands after break time and not put their hands to their mouths at play time. Curriculum activities such as music, drama, playing wind instruments and physical activity where breathing expels more air, must be planned if indoors. Use larger, well-ventilated rooms. Instruments must be thoroughly cleaned between each group use and limit the size of the group to allow social distancing. Position those playing instruments or singing back to back or side to side and where possible, use microphones so the voice can be lowered to dispel less air. No performances with an audience allowed in Tiers 3 and above.</p> <p>From 29th March, all outdoor sports, competitions and supervised activities for children will be able to open without restrictions on attendance and activities taking place outdoors can happen in groups of any number. See guidance for safe provision including team sport, contact combat sport and organised sport events. Guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance and using changing rooms safely</p>	2	4	8				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
<p>Guidance Point 6 Minimising contact across the site and social distancing (continued)</p>	<p>Risk of transmission from shared equipment and shares spaces</p>		<p>Indoor competitions between schools can take place from 12 April. Physical activity and PE should preferably be held outdoors in consistent groups and any equipment cleaned after each class use. Schools can work with external coaches and clubs for curricular and extra-curricular activities. For schools using indoor spaces, maximise natural ventilation flow by opening doors and windows and distance the pupils. The guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children may help you to plan extra-curricular provision. Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also: advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible; encourage them to check providers have put in place their own protective measures; send them the link to the guidance for parents and carers. If you hire out your premises for use by external wraparound childcare providers, such as after-school or holiday clubs, make sure these organisations have considered the relevant government guidance for their sector and put in place protective measures. Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak and Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak</p>							

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Guidance Point 6 Minimising contact across the site and social distancing (continued)	Risk of Covid-19 transmission from visitors and parents	Staff and pupils in contact with visitors and parents	Visitors and contractors are by appointment only, and only allowed into the building for essential services. Reception tell visitors and contractors to socially distance 2 meters apart, wear face coverings and follow good hygiene upon entry to building. Use of notices to remind visitors. Reception can sign the person in, to avoid the sharing of pens. A record should be kept of all visitors for track and trace. Contractor visits planned so no overlap with other contractors working in the same area. Also consider if work can be done out of hours when staff not in. Clean visitor passes after each use.	2	4	8				
	Use of supply teachers or specialist travelling teachers	Staff and pupils in contact with visiting teachers	Supply teachers, visiting teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and children. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Visiting teachers must comply with the site rules for Covid-19 controls and be shown the school risk assessment.	1	4	4				
	Supporting children with medical conditions	Pupils	Schools, local authorities, health professionals, regional schools commissioners and other services should work together to ensure that children with medical conditions are fully supported, including the use of individual healthcare plans, to receive an education in line with their peers. In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. DoE guidance on supporting pupils at school with medical conditions remains in place.	1	4	4				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
<p>Guidance Point 2 and 8: Use of face coverings and PPE</p>	Incorrect use of PPE putting user at risk of catching Covid-19	Staff, children with special needs	<p>The majority of staff in schools will not require PPE unless it is recommended for a particular task such as to assist children with intimate, special or medical care needs (including children who cough, spit or vomit), performing aerosol-generating procedures, attending a person who is taken ill (including Covid-19), or where social distancing cannot be maintained. A risk assessment for assisting those pupils should be carried out to identify PPE such as gloves, protective mask, goggles and apron that will be required. The following PPE must be provided for first aiders who cannot socially distance from IPs: Goggles, face mask, apron, gloves.</p> <p>Please note these videos on putting on and taking off PPE and the poster guide.</p> <p>Putting on – https://youtu.be/ozY50PPmsvE Taking off – https://youtu.be/ozY50PPmsvE</p> <p>Face coverings for those over the age of 11 must be worn on public transport, stations platforms, in shops, shopping centres and libraries.</p>	2	4	8				
<p>Emergency arrangements for First Aid provision and CPR, Fire procedures & Guidance point 8 PPE</p>	Close proximity and incorrect use of PPE putting user at risk of catching Covid-19	Staff and children	<p>Schools must update their First Aid Needs risk assessment (available on BSN in First aid for schools in the Resources section). Two-metre social distancing not applicable to emergency aid. First Aiders issued with PPE (goggles, gloves, mask and apron). Avoid mouth to mouth resuscitation, chest compressions only. See guidance from Resuscitation Council UK https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p>	2	4	8				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Emergency arrangements for First Aid provision and CPR, Fire procedures (continued)	Close proximity and incorrect use of PPE putting user at risk of catching Covid-19	Staff and children	All emergency personnel must practice good sanitation measures afterwards including washing hands. There is guidance for first responders . Minimum number of first aiders on site daily in line with the first aid risk assessment and continual review based on occupancy and tasks. Must socially distance in groups at any assembly points during fire evacuation.							
Use of public transport or use of school coaches/ Mini busses And Educational Visits & Guidance Point 7 Ventilation	Risk of Covid-19 transmission	Children, accompanying staff and 3 rd party drivers of transport	Encourage staff and the parents with their children to walk or cycle to school where possible and encourage staggered start times to take account of peak travel and limits on number of passengers allowed on public transport. Reduce any unnecessary travel on public transport where possible. Applying the Coronavirus (COVID-19): safer travel guidance for passengers . See also gov. guidance for public transport for schools . Ensure that transport arrangements cater for any changes to start and finish times. Ensure transport provided by the school or 3 rd parties are Covid-safe and cleaned between groups. Keep groups of passengers in their usual bubbles. Socially distance within vehicles where possible and ask children to wash hands before boarding and when disembarking. Ventilate the vehicle with fresh air. Children over the age of 11 must wear face coverings on dedicated transport.	2	4	8				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Use of public transport or use of school coaches/ Mini busses And Educational visits (continued) & Guidance point 8 PPE	Risk of Covid-19 transmission	Children, accompanying staff and 3 rd party drivers of transport	When transporting children with complex needs who need support to access the vehicle or fasten seatbelts, PPE may be required. Assessment of the availability of school transport, including transport for pupils with special needs is required. Educational day visits could resume from 12 April, in line with relevant Covid-19 secure guidelines, including keeping children within their consistent bubble groups and ensuring the destination is Covid secure. Schools should undertake full and thorough risk assessment including on the venue safety. Schools should consult the health and safety guidance on educational visits when considering visits. Schools can resume domestic residential educational visits from 17 May. For International travel, the government has now published red, amber and green list rules for entering England. As this is complex, the Government recommends schools do not plan international visits this academic year up to and including 5 th September 2021.	2	4	8				
Behaviour policy and attendance expectation. Anxiety about return to school.	Risk of Covid-19 transmission	Staff and children	Behavior policies must be updated to include the importance of not breaking the rules on Covid-19 controls and communicated to parents. Examples are deliberately breaking respiratory hygiene by sneezing across the room or making deliberate contact with other pupils. Parents must be told the importance of the behaviour policy to discuss it with their children. All children are expected to return to school unless a medical professional has advised against this or if national or geographical lockdowns or bubble group isolations occur, in	1	4	4				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Behaviour policy and attendance expectation. Anxiety about return to school (continued)	Risk of Covid-19 transmission	Staff and children	which case continue to support home working. Children who are self-isolating or vulnerable must have access to remote education. For pupils with SEND, schools should work with the parents to put in place reasonable adjustments, including remote education where needed. Schools must discuss concerns of staff or pupils who are anxious about the return to school (for example if previously shielded). The risk assessment should be discussed and reassurances given that risk is as low as reasonably practicable. Support can be sought from the Head Teacher and the Education Team at London Borough of Bexley if in any doubt. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.							
Communication to parents	Risk of concerns from parents not being received. Risk of parents not receiving vital health and safety information to control risk of Covid-19 transmission	Children and staff	Refer to Government publication on what parents and carers need to know about early years providers, schools and colleges . Tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should accompany the child. Open days can now resume, including taster sessions, however a risk assessment should be in place.	1	4	4				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Communi- cation to parents (continued)	Risk of concerns from parents not being received. Risk of parents not receiving vital health and safety information to control risk of Covid-19 transmission	Children and staff	<p>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). Make clear to parents that they must not gather in groups and must socially distance at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Ensure parents and older children who may travel alone are aware of recommendations on transport to and from education or childcare settings (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including whether training is needed.</p> <p>Any parents who need to attend the school during the day for an appointment or to administer medication to their child, must be isolated from the other children, wear face coverings and consider use of a separate room to administer. Any arrangements would need to be agreed beforehand. Encourage surveys to parents to collect in any concerns. Set up an email address which is monitored for parent concerns and consultation.</p>							

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Incident reporting procedures and Guidance Point 1 Minimise contact with self-isolation and 10 Engage with Test and Trace	Risk of Covid-19 transmission during incidents where social distancing is not met by accident or deliberately	Staff and children	<p>Any incidents at the school where it is found that staff have become infected through contact with work colleagues, children or members of the public during the course of undertaking their job, must be reported to HSE as a RIDDOR. The Corporate Health and Safety team can assist with RIDDOR-reporting and applying criteria on what is considered a work-related infection.</p> <p>For Community Schools and those in the H&S SLA, please report Covid-19 incidents on 'My View' so that Bexley Borough can investigate.</p> <p>Any member of staff who thinks they may have been exposed to Covid-19 and is not themselves displaying any symptoms, should undertake a test and trace test within 3 days as per for government guidance and await the results before returning to school.</p> <p>School informs parents of any contact-related incidents between children or between children and staff and parents asked to monitor their child for symptoms and record as a 'near miss' incident. School head asks staff to monitor their own health for symptoms.</p>	2	4	8				
Skin checks	Risk of dry or cracked skin from repeated handwashing/ application of gels	Staff and children	Staff and children encouraged to check skin for dryness or cracking and report it. Staff encouraged to use moisturisers frequently after hand washing.	1	4	4				

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				L	S	RR		L	S	RR
<p>Guidance Point 5 Enhanced Cleaning and 7 Ventilation Building Checks and Fire Safety</p>	<p>Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death Risk of poor site welfare provision affecting staff and children’s wellbeing. Risk of Fire causing death or serious injury.</p>	<p>Staff, children, visitors and contractors</p>	<p>Ensure any contractors visiting the school are Covid-19 Secure and you may ask for a copy of their Covid-19 risk assessment. Establish supplies with cleaning and catering contractors and the enhanced cleaning regime may include additional hours. If buildings have been closed or had reduced occupancy, water system stagnation must be prevented with legionella checks and flushing regimes. Review the fire risk assessment and ensure all fire doors are operational at all times. Continue emergency drills, emergency lighting checks and fire alarm checks. Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to fresh air these should be switched off. Where possible, occupied room windows should be open. Follow Chartered Institution of Building Services Engineers advice for ventilation systems and air conditioning to minimise spread of Covid-19 in indoor environments: https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown If school unsure, advice should be sought from your Heating, Ventilation and Air Conditioning (HVAC) Advisor. The HSE also has helpful advice on air conditioning and ventilation systems. If the staff member responsible for managing premises becomes unwell, cover arrangements should be put in place immediately. More detailed information on maintenance arrangements can be found in good estate management for schools, in the section on maintenance checks and testing.</p>	1	4	4				

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Secondary school science department activities	Risk of radioactive teaching materials leaking, causing contamination of the school science areas	All site users	For secondary schools holding radionuclides for Physics lessons, there must continue to be an annual inspection and leak testing of radioactive sources as the Health and Safety Executive (HSE) have not relaxed this requirement whilst pupils have been home learning and teachers working from home. There must be someone trained to carry out the annual inspection and leak testing of the sources following the CLEAPSS guide L93 .	1	4	4				

Notes:

Follow the general principles of prevention for health and safety:

Can the risk be avoided or removed?

If not, what precautions can be taken to reduce the risk, so far as is reasonably practicable? Evaluate that risk in a risk assessment.

Can the risk be combated at source? i.e. can safer equipment be purchased?

Has the work been adapted to the individual? (work design and its potential effect on health)

Has advantage been made of technical safety improvements?

Can the dangerous be replaced by a less dangerous method or equipment, without creating any fresh hazards?

Is there an overall coherent prevention policy on technology, organisation of work, conditions, relationships and other work environmental factors?

Has priority been given to collective protection measures to all staff over individual measures?>

Has adequate information, instruction and training been given? Is there supervision?