



Risk Assessment

A	Date: 06/01/22	School: Monksdown Primary	Team: H&S	Location: School
	Review Date: at least monthly	Ref: Version 22	Assessor: Christopher Thompson SIL H&S advice	Head Teacher: Jackie price

B	Assessment of Risk for: <i>Model</i> Protection from transmission of COVID-19 – Schools
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	COVID-19: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p><i>To limit the spread of the Omicron variant all adults must wear face coverings in communal areas.</i></p> <p>This includes the staffroom (unless you are eating or drinking) Staff to wear a face-covering walking into assembly but may remove it when seated. Staff going to a different part of the building to the one they currently work in to wear a mask/face covering.</p> <p>Staff to continue to wear a face covering when on the yard (at the start & end of the school day) or at the door speaking to parents.</p> <p>Any member of staff who has an extended duty of care risk assessment to ensure they adhere to the precautions and safety measures enclosed within it.</p>	L L L



			<p>Visitors to school will be kept to a minimum. Upon arrival visitors will be asked to confirm that they do not have any Covid symptoms. Visitors will be asked to take a lateral flow test before planned visits for meetings/training e.g. governors (this is voluntary) Visitors must wear a mask while walking through shared areas e.g.corridors.</p> <p>Reference School infection control risk assessment, as required: Isolation room outside Nursery if required.</p> <p>Pupils and staff who are symptomatic will be requested to isolate as per national guidance.</p> <p>Carry out review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care • Stress • Individual pupil assessments (By SENCo) <p>Staff/parents may request one of these at any time.</p> <p>J. Price to regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 • Gov.uk Public Health England https://www.gov.uk/government/organisations/public-health-england • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools COVID-19 • Government publication COVID-19: cleaning in non-healthcare settings 	<p>L</p> <p>L</p> <p>L</p>
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			<ul style="list-style-type: none"> • Government publication Best Practice: how to hand wash • Government guidance for food business on Coronavirus (COVID-19) • Government guidance COVID-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) <p>Due to the changing advice on COVID-19, SLT & Governing board will ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.</p> <p>Staff to undertake twice weekly home tests whenever they are due on site <i>until the end of September when advice will be reviewed.</i></p> <p>DfE advice 6/1/22</p> <p>Confirmatory PCR tests to be temporarily suspended for positive lateral flow device (LFD) test results</p> <p>Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
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			<p>PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face mask • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Staff kept informed via email, meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p>	M
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			<ul style="list-style-type: none"> HSE RIDDOR reporting of COVID-19 	
2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School first aid risk assessment reviewed, training for First aiders who have not managed face to face training due to the pandemic. List of first aiders & Paediatric first aiders updated.</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> Entrances to building Classrooms Staff rooms <p>Face masks should be worn by adults in all communal areas, poorly ventilated areas or areas where close contact with others is unavoidable. PPA staff may wear a mask/visor if they wish to.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>• Additional measures may come into place at short notice around staff rooms and reducing staff & Pupil contacts depending upon local Covid rates and/or government/DfE/Public Health guidance</p> <p>• Rooms may have a maximum capacity on the door – please do not exceed this</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>



			at any time.	
3	COVID-19: School reception and offices	Pupils Visitors Contractors	<p>Staff are requested to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible (please try to do this at break & lunchtimes)</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Telephones not to be shared. Staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	L L L L
4	COVID-19: Meetings	Staff Pupils Visitors	<p>Attendance at meetings is limited to appropriate attendees only.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external</p>	L L



		Contractors	<p>windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p>	L L L
5	COVID-19: Classrooms	Staff Pupils	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	L L L
6	COVID-19: Dining areas	Staff Pupils	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	L L
7	COVID-19; Cleaning	Staff Pupils	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current COVID-19</p>	L



		<p>Visitors</p> <p>Contractors</p>	<p>pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the finish of each school day.</p> <p>Throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>



9	COVID-19; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p> <p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for an individual with possible coronavirus infection.</p> <p>'Test to release' can take place with a negative LFT on day 6 then 24hrs later on day 7 – Isolation may cease after two consecutive tests that are negative after day 6.</p> <p>If someone unvaccinated has isolated for 10 days they may end isolation (whether the LFT is testing positive or negative).</p> <p>J Price will complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>



			8687 and selecting option 1 for advice on the action to take in response.	
10	COVID-19; Outbreaks	Staff Pupils Visitors Contractors	<p>Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to a raised COVID cases locally.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</p>	M/L

Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place



D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Extended duty of care risk assessments offered for any adults not vaccinated (double), pregnant staff or staff who were previously 'clinically extremely vulnerable'.	Control measures put in place to support the individual & prevent the spread of the virus.	JP & staff member (s)	If staff inform SLT they have not been vaccinated – RA carried out.	
2	Outbreak management plan in place.	See plan.	SLT/Governors and all staff.	If / When required.	Updated January 2022
3	Face coverings to be worn in all communal areas by adults.	Additional face coverings ordered for staff & visitors. Adults to wear facemask in all communal areas in school including staffrooms.	JP/JL All staff (unless medically exempt)	29/11/21 Until guidance changes.	
4	Ensure appropriate ventilation.	CO2 monitors in classrooms. Windows to be opened to allow air to circulate particularly break & lunch times.	Classroom based staff.	Until guidance changes.	
5	Additional measures around staff rooms and reducing staff/child contacts may be required.	Maximum room capacity on doors – to be adhered to. Introduction of specific bubbles.	All Stakeholders	Guided by LCC	

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Once additional controls are implemented, what will the overall risk level be:

High

Medium

Low

Risk assessment signed off by:

Signature: *J. Price*

Date: 6/1/22

Please note an electronic signature will suffice.