

# COVID-19: Checklist & model risk assessment for the safe operation of schools during pandemic.

**Schools Safety Guide (SSG)**

## Document information

Document title	COVID-19: Checklist & model risk assessment for the operation of schools during pandemic.		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	12
Effective from	15 <sup>th</sup> May 2020	Approved on	15 <sup>th</sup> May 2020
Last updated	29 <sup>th</sup> November 2021	Last updated by	J Sheen
Review date	5 <sup>th</sup> January 2022		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		



**RA**

Risk Assessment for: **Safe operation of school during COVID-19 pandemic**

School: Harvills Hawthorn Primary School

Assessment Date: **5/03/21**

Name of Assessor(s): **J Sheen**

Assessment Ref No:

**Risk Matrix scoring**

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

**guide:**

<b>High (15-25)</b>	These risks are unacceptable; significant improvements in risk control are required. <b>The activity should be halted with immediate effect</b> until risk controls are identified/implemented that reduce the risk to an acceptable level
<b>Medium (5-12)</b>	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
<b>Low (1-4)</b>	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected /	Teaching, non-teaching staff, children, cleaners, cooks, parents,	<ul style="list-style-type: none"> <li>School has a scheme of works whereby competent contractors are engaged to carry out statutory</li> </ul>	<ul style="list-style-type: none"> <li>Any defects or faults are reported, and equipment taken out of use. Report to</li> </ul>		2	4	8	01/11/21

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
serviced within the recommended timescales	visitors, contractors  Legionella, electrocution, CO <sup>2</sup> exposure, burns, cuts, bruises, broken bones etc	testing/inspection of all plant and equipment.  <ul style="list-style-type: none"> <li>Pre-use visual checks are carried out by the user on all equipment.</li> <li>All little used outlets of water have been regularly flushed throughout partial closure and prior to school reopening after each holiday.</li> <li>The school kitchen deep clean and safety checks have taken place.</li> </ul>	Sandwell Primary Care.  <ul style="list-style-type: none"> <li>Refer to <a href="#">Premise Management SSG</a> and <a href="#">School Premise Logbook</a> for further guidance.</li> </ul>					
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation and/or shielding.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness, infection, fatality	<ul style="list-style-type: none"> <li>Fire risk assessment kept under constant review.</li> <li>First aid needs assessment regularly reviewed.</li> <li>Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as</li> </ul>	<ul style="list-style-type: none"> <li>If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained.</li> <li>Refer to <a href="#">Fire Safety SSG</a> &amp;</li> </ul>	HT – 05/09/21  SLT – as and when need arises	1	5	5	01/11/21

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		<p>per the relevant assessments.</p> <ul style="list-style-type: none"> <li>Fire drill practiced to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements.</li> </ul>	<p><a href="#">First Aid SSG</a> for further guidance</p> <ul style="list-style-type: none"> <li>Fire drill to take place by week ending 10.09.21.</li> </ul>	HT by 10.09.21				
Virus is transmitted from person to person	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> <li>Drop-off/collection zones have been allocated to encourage social distancing.</li> <li>Multiple entrance and exit routes are in place.</li> <li>During break and lunch times children have an allocated play area that does not exceed their phase group. Sandwiches are supervised in classrooms by lunchtime supervisors, children who have school meals will sit</li> </ul>	<ul style="list-style-type: none"> <li>When weather allows, lessons will be conducted outside of the classroom.</li> </ul>	Teaching staff – daily	3	4	12	J Sheen 29/11/21

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		<p>with their year group peers.</p> <ul style="list-style-type: none"> <li>• Systems in place around the school to minimise close contact between adults and pupils.</li> <li>• Parents and visitors must make an appointment if they need to see a member of staff.</li> <li>• Communicate new ways of working to all staff, through posters, briefings etc.</li> <li>• Message sent to parents prior to school opening that outlines the new regime</li> <li>• Social distancing where possible in classroom and routines in place to reduce contact where possible.</li> <li>• Parents and Carers encouraged to wear masks on site when dropping off and collecting children</li> <li>• Staff and children may wear face masks in</li> </ul>						

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		<p>classrooms if they prefer</p> <ul style="list-style-type: none"> <li>• All adults, including visitors, to wear masks in corridors and communal areas.</li> <li>• Twice weekly LFD Testing by staff to identify asymptomatic cases.</li> <li>• Keep occupied spaces well ventilated</li> <li>• Promote and engage with the NHS Test and Trace process</li> <li>• Manage confirmed coronavirus cases by following the 'Managing Covid19 Cases' flow chart.</li> <li>• Contain any outbreak by following advice from local health protection team</li> <li>• All children and staff returning from travel abroad to isolate until they have a negative PCR result. Anyone travelling from Red List countries to</li> </ul>						

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		isolate for 10 days upon return. <ul style="list-style-type: none"> <li>Any contacts of positive Omicon cases to isolate for 10 days regardless of vaccination status.</li> </ul>						
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> <li>All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school and through class discussions.</li> <li>All toilets and handwashing stations have liquid soap available.</li> <li>Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school.</li> <li>Use of <u>e-bug</u> learning resources to promote and teach pupils the importance of good</li> </ul>	<ul style="list-style-type: none"> <li>Daily briefings at the beginning of the day to remind pupils of the importance of good hygiene practices.</li> <li>Regular checks made to ensure there is sufficient stock of soap.</li> <li>Regular checks made to ensure there is sufficient ABHR each day.</li> <li>Windows to be opened each morning in classrooms to allow for a free flow of fresh air.</li> <li>Refer to Government guidance on <u>Health protection in schools and other childcare facilities</u> for</li> </ul>	HT and Staff – Daily  Caretaker / Premise Manager	2	4	8	J Sheen 01/11/21



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		<p>hygiene practices.</p> <ul style="list-style-type: none"> <li>Enhanced/regular cleaning schedule in place that concentrates on common touch areas and toilets (e.g. door handles, bannisters, etc)</li> <li>Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use.</li> <li>Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc)</li> <li>Any contaminated waste is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away.</li> </ul>	further information.					

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		<ul style="list-style-type: none"> <li>Reception area has a Perspex screen to ensure staff safety when greeting essential visitors and parents. Only one family group permitted in the reception area at any one time.</li> </ul>						
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils.  Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> <li>Keep in touch (KIT) meetings/calls regularly organised to ensure staff are supported who have to work from home.</li> </ul> <p>Managers to ensure employees are aware of the following advice:</p> <ul style="list-style-type: none"> <li>Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance.</li> <li>Changes in new school protocols explained to children and individual support made available when/if needed.</li> <li>Arrangements in place for employees to access a</li> </ul>	Refer to <a href="#">Stress SSG</a> for more information.  Schools stress risk assessment to be reviewed regularly throughout the pandemic.		3	4	12	01/11/21

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		confidential counselling service. <ul style="list-style-type: none"> <li>Stress Policy in place</li> <li>Well-Being surveys conducted with staff, parents and children.</li> </ul>						
Inability to maintain social distancing when dealing with accidents	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Safety of the injured/affected to be prioritised during incidents</li> <li>2m social distancing is not required when attending to emergency situations</li> <li>People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands).</li> <li>PPE will be worn by First Aiders</li> <li>PPE will be provided for every classroom for 'on the spot' First Aid during the</li> </ul>			3	4	12	01/11/21

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					L	S	R	
		school day.						
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc  Illness – flu like symptoms through to fatality.	PPE is only needed in a very small number of cases including:  If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 metres cannot be maintained.  If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.  If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting,			2	4	8	J Sheen 01/11/21

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		then eye protection should also be worn						
COVID-19 Virus transmitted to those who are vulnerable	Staff or Pupils who were shielding or have other vulnerabilities that put them at further risk of serious illness from Covid 19.	<ul style="list-style-type: none"> <li>All staff have been individually risk assessed following the criteria and guidance set out by Public Health Sandwell.</li> <li>Advice about individuals has been sought direct from Public Health Sandwell.</li> <li>Some staff have had to seek advice from their GP/Consultant as part of their risk assessment.</li> <li>Risk assessments have been completed for individual children with medical conditions and other vulnerabilities. Some children can return to school with risk assessments and extra control measures in place.</li> <li>More vulnerable staff will</li> </ul>			2	4	8	J Sheen 01/11/21

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		<p>work in line with their risk assessment.</p> <ul style="list-style-type: none"> <li>• All staff to be offered a visor and mask as an extra level of protection.</li> <li>• PPE offered to all staff travelling on public transport to work.</li> <li>• Extra support, advice and guidance sought from Inclusion Support to aid the return of some pupils.</li> <li>• Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school</li> <li>• New and Expectant mothers must follow the specific <a href="#">guidance for pregnant employees</a></li> </ul>						

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Symptomatic staff or pupils attending school	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Pupils, staff and other adults told not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive.</li> <li>Anyone developing COVID-19 symptoms during the school day will be sent home.</li> <li>Pupils awaiting collection will be isolated with appropriate supervision</li> <li>Asymptomatic testing, by use of lateral flow tests, used in school by staff to identify positive cases more quickly and reduce transmission. Families are also encouraged to use twice weekly LFT. Further details can be found <a href="#">here</a> for primary schools, school based nurseries and maintained nursery.</li> </ul>	School will continue to notify Public Health of cases when threshold is met (e.g. 5 cases or 10% of occupancy [whichever is reached first] in mainstream, and 2 cases in Special schools) in any 10-day period.	Senior Leadership Team – as and when arises	2	5	10	J Sheen  01/11/21

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		<ul style="list-style-type: none"> <li>Pupils and staff advised to follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>School has an outbreak management plan in place that identifies how it will operate if there is an outbreak in school or local area.</li> <li>If an outbreak occurs school will contact dedicated local health protection team who will advise if any additional controls are needed. This could include the wearing of face coverings for a temporary period.</li> <li>School will follow the principles set out in the <a href="#">contingency framework</a> for education and childcare</li> </ul>						



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		settings.						

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School staff conducting home visits during Covid19	Member of staff conducting visits and family being visited  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>An initial assessment should be made to see if a home visit is necessary or if contact can be made in another way such as telephone/zoom meeting etc.</li> <li>If visit required, contact should be made prior to the visit by phone to ensure that no one in the household has COVID symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Extra care should be taken when visiting a child or young person who is clinically extremely vulnerable (CEV) or at very high risk of severe illness from coronavirus (COVID-19) due to any underlying health condition. Please see <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></li> </ul>		2	5	10	J Sheen 01/11/21

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		<ul style="list-style-type: none"> <li>If visit is essential i.e. to a vulnerable child and households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 meters cannot be maintained.</li> <li>If households report no coronavirus (COVID-19) symptoms, no PPE is required, but a distance of 2 meters should be maintained where possible. Consider if visit can be held outside i.e. on doorstep or garden.</li> <li>If it is not possible to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps should be taken where practical to mitigate risk including: knocking on</li> </ul>	<ul style="list-style-type: none"> <li>Schools will support employees who choose to wear a face covering to do so safely.</li> <li><b>Note: PPE is not the same as a face covering. Face fit testing/training may be required</b></li> </ul>					

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		<p>the front door or ringing the doorbell and then stepping back to a distance of 2 meters in adherence to social distancing guidelines and taking PPE.</p> <ul style="list-style-type: none"> <li>• In all cases, employees should follow good hygiene measures including handwashing or use of sanitiser before and after each visit and employees not touching face during the visit.</li> <li>• Where possible employees should walk to visits. If travelling by car should travel alone.</li> <li>• Keep interaction time to a minimum.</li> <li>• Employees to follow social distancing measures.</li> <li>• Avoid touching items in the home wherever possible. Do not share articles</li> </ul>						

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		<p>(pens, paper, etc)</p> <ul style="list-style-type: none"> <li>• Avoid sitting face to face where possible.</li> <li>• If visit is in an enclosed space, ask if windows can be opened to increase ventilation.</li> </ul>						
Pupil wellbeing and support	Pupils experiencing anxiety, stress or low mood in response to the pandemic	<ul style="list-style-type: none"> <li>• Links and sources of support can be found <a href="#">here</a></li> </ul>	<ul style="list-style-type: none"> <li>• Staff to monitor daily</li> </ul>		2	5	10	J Sheen 01/11/21
Spread of COVID-19 through Educational Visits	Teaching staff, pupils on trips and members of the public. Illness – flu like symptoms through to fatality	<ul style="list-style-type: none"> <li>• See separate visit specific risk assessments for all educational visits (taking into account current public health advice, hygiene and ventilation requirements).</li> </ul>	<p>Refer to latest OEAP <a href="#">educational visits guidance during COVID prior to visit</a></p> <ul style="list-style-type: none"> <li>•</li> </ul>		2	5	10	J Sheen 01/11/21

Assessment	Reviewed by [Name]:	Comments:
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reviewed [Date]:		
18.05.20	J Sheen	To be reviewed prior to school's wider opening
04.06.20	J Sheen	To be reviewed Friday 12 <sup>th</sup> June 20 unless required beforehand
12.06.20	J Sheen	To be reviewed Friday 3 <sup>rd</sup> July 20 unless required beforehand
03.07.20	J Sheen	To be reviewed Friday 17 <sup>th</sup> July 20 unless required beforehand
17.07.20	J Sheen	To be reviewed Tuesday 1 <sup>st</sup> September 20 unless required beforehand
01.09.20	J Sheen	To be reviewed Friday 11 <sup>th</sup> September 20 unless required beforehand
11.09.20	J Sheen	To be reviewed Friday 9 <sup>th</sup> October 20 unless required beforehand
09.10.20	J Sheen	To be reviewed Friday 6 <sup>th</sup> November 20 unless required beforehand
06.11.20	J Sheen	To be reviewed Friday 4 <sup>th</sup> December unless required beforehand
04.12.20	J Sheen	To be reviewed Friday 8 <sup>th</sup> January 21 unless required beforehand
04.01.21	J Sheen	To be reviewed Friday 8 <sup>th</sup> January 21 unless required beforehand
08.01.21	J Sheen	To be reviewed Friday 29 <sup>th</sup> January 21 unless required beforehand
28.01.21	J Sheen	To be reviewed Friday 26 <sup>th</sup> February 21 unless required beforehand
26.02.21	J Sheen	To be reviewed Friday 5 <sup>th</sup> March 21 unless required beforehand
05.03.21	J Sheen	To be reviewed Friday 26 <sup>th</sup> March 21 unless required beforehand
26.03.21	J Sheen	To be reviewed Friday 30 <sup>th</sup> April 21 unless required beforehand
30.04.21	J Sheen	To be reviewed Friday 21 <sup>st</sup> May 21 unless required beforehand
21.05.21	J Sheen	To be reviewed Friday 21 <sup>st</sup> June 21 unless required beforehand

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21.06.21	J Sheen	To be reviewed Friday 21 <sup>st</sup> July 21 unless required beforehand
05.09.21	J Sheen	To be reviewed Monday 1 <sup>st</sup> November 21 unless required beforehand
01.11.21	J Sheen	To be reviewed Wednesday 5 <sup>th</sup> January 2022 unless required beforehand
29.11.21	J Sheen	To be reviewed Wednesday 5 <sup>th</sup> January 2022 unless required beforehand

