

<b>Work Activity being assessed:</b>	COVID-19 Risk Assessment for Schools	<b>School:</b>	Carterhatch Junior School
<b>Headteacher:</b>	Helen McGovern	<b>Persons undertaking the assessment:</b>	Amy Fry
<b>Date of assessment:</b>	25 March 2022	<b>Date of next review:</b>	3 May 2022 (or sooner if government advice changes)

Associated Guidance			
<p><a href="#">HSE - Coronavirus/working-safely</a></p> <p><a href="#">HSE - New and Expectant Mothers</a></p> <p><a href="#">HSE - Protecting New and Expectant Mothers at Work</a></p> <p><a href="#">HSE - Coronavirus/Cleaning/Handwashing &amp; Using Hand Sanitiser</a></p> <p><a href="#">HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins</a></p> <p><a href="#">HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics</a></p> <p><a href="#">HSE - Coronavirus / PPE Face Masks</a></p> <p><a href="#">HSE - Protect home workers (Coronavirus)</a></p> <p><a href="#">HSE - Coronavirus/Working Safely / Protect People</a></p> <p><a href="#">HSE - Coronavirus - Legionella Risks</a></p> <p><a href="#">HSE - Coronavirus / Equipment &amp; Machinery / Air-Conditioning &amp; Ventilation</a></p> <p><a href="#">NHS - 111 - COVID-19</a></p> <p><a href="#">NHS UK / Coronavirus / Latest NHS Info.</a></p> <p><a href="#">GOV.UK / Government / Publications / Coronavirus COVID-19 - Guidance on phased return of Sport and Recreation</a></p>	<p><a href="#">NHS / Coronavirus / Testing &amp; Tracing</a></p> <p><a href="#">Nursing Times - Research - Paper Towels much more effective at removing viruses than hand dryers</a></p> <p><a href="#">Royal College of Obstetricians &amp; Gynaecologists - Coronavirus Infection &amp; Pregnancy</a></p> <p><a href="#">GOV.UK - Coronavirus (COVID-19): advice for pregnant employees - GOV.UK</a></p> <p><a href="#">Royal College of Paediatrics and Child Health - COVID-19</a></p> <p><a href="#">HSE Coronavirus - Air Conditioning and Ventilation</a></p> <p><a href="#">CIBSE - Coronavirus COVID-19</a></p> <p><a href="#">GOV.UK - Government Collections - Coronavirus COVID-19 Guidance</a></p> <p><a href="#">Schools COVID-19 Operational Guidance February 2022</a></p> <p><a href="#">GOV.UK - Guidance for Schools Coronavirus COVID-19</a></p> <p><a href="#">GOV.UK Guidance for people previously considered Clinically Extremely Vulnerable from COVID-19</a></p>	<p><a href="#">GOV.UK - Government / Publications / COVID-19 Stay at Home Guidance</a></p> <p><a href="#">GOV.UK Actions for Early Years and Childcare Providers during the COVID-19 Pandemic</a></p> <p><a href="#">GOV.UK - Safe working in Education, Childcare and Children's Social Care, including the use of Personal Protection Equipment (PPE)</a></p> <p><a href="#">COVID-19 People with COVID-19 and their contacts Feb22</a></p> <p><a href="#">GOV.UK - Guidance / Ccoronavirus-COVID-19 - Getting tested</a></p> <p><a href="#">GOV.UK / Government / Publication COVID-19-Decontamination in non-healthcare Settings</a></p> <p><a href="#">GOV.UK - Guidance / Contacts PHE Health Protection Teams</a></p> <p><a href="#">GOV.UK - Coronavirus Test</a></p> <p><a href="#">GOV.UK / Guidance / Coronavirus - Safer travel guidance for passengers</a></p> <p><a href="#">Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</a></p>	<p><a href="#">GOV.UK / Guidance / How to Quarantine (when-you-arrive-in-England)</a></p> <p><a href="#">GOV.UK - Extra mental health support for pupils and Teachers</a></p> <p><a href="#">GOV.UK / Government Publications / COVID-19 for food businesses</a></p> <p><a href="#">GOV.UK - Government Publications - Health &amp; Safety on Educational Visits</a></p> <p><a href="#">GOV.UK / Government / Publications / Protection Measures for Holiday or After School Clubs and other out of school settings during the COVID-19 outbreak</a></p> <p><a href="#">GOV.UK / Government / Publication / Supporting Pupils at School with Medical Conditions</a></p> <p><a href="#">GOV.UK / Government / Publications / What Parents and Carers need to know about Early Years Providers and Colleges during Coronavirus (COVID-19) outbreak</a></p> <p><a href="#">GOV.UK - Face coverings: when to wear one, exemptions, and how to make your own</a></p>

**Useful Contacts:**

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**Coronavirus Risk Assessment**

**Activity:** Risk Assessment for Schools in response to Coronavirus

What are the hazards?	Who is at risk and How would they be harmed?	<b>CONTROLS</b> What is currently done to reduce / control the risk?	What further action do you need to consider to control the risks? -What more can be done to reduce risk?	Action by whom, by when?
Increased risk of infection due to mutations of the Coronavirus.	All staff, pupils and others may be at greater risk of contracting the virus due to variant strains	<p>All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place.</p> <p><a href="#">Schools COVID-19 Operational Guidance February 2022</a></p> <p>The government advises the following if you are displaying symptoms of COVID-19. You should stay at home and avoid contact with other people if you:</p> <ul style="list-style-type: none"> <li>• have any of the <a href="#">main symptoms of COVID-19</a></li> <li>• have tested positive for COVID-19 – this means you have the virus Information: If you have any of the main symptoms of COVID-19, you should also get a <a href="#">PCR test to check if you have COVID-19 on GOV.UK</a> as soon as possible. This is a test that is sent to a lab</li> </ul>	<p>Latest Government advice (21 February) states that staff will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the following guidance.</p> <p><a href="#">NHS Get tested for Coronavirus COVID-19</a></p>	Senior Leadership Team.

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<p>Infection/Contamination through contact with hands</p> <p><i>Getting or spreading coronavirus by not washing hands or not washing them adequately</i></p> <p><i>Areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc</i></p> <p><i>Areas and surfaces that are frequently touched but are difficult to clean</i></p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Drivers coming to your school/centre</p> <p>Drivers going out for your school/centre</p> <p>Visitors</p>	<p><i>Established handwashing routines to continue – on arrival at school, at transition times and before eating</i></p> <p>Follow the HSE guidance on cleaning, hygiene and hand sanitiser</p> <p><a href="#">HSE - Coronavirus/Cleaning/Handwashing &amp; Using Hand Sanitiser</a></p> <p><a href="#">HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins</a></p> <ul style="list-style-type: none"> <li>- Provide water, soap and drying facilities at wash stations</li> <li>- Provide information on how to wash hands properly and display posters</li> <li>- Based on the number of workers and the number of people who come into your workplace decide:                             <ul style="list-style-type: none"> <li>➢ how many wash stations are needed</li> <li>➢ where wash stations need to be located</li> </ul> </li> </ul> <p>You may already have enough facilities</p> <ul style="list-style-type: none"> <li>- Provide hand sanitiser for the occasions when people can't wash their hands</li> <li>- There's a legal duty to provide welfare facilities and washing facilities for visiting drivers</li> </ul>	<ul style="list-style-type: none"> <li>- Put in place monitoring and supervision to make sure people are following controls</li> <li>- Put signs up to remind people to wash their hands</li> <li>- Provide information to your workers about when and where they need to wash their hands</li> <li>- Identify if and where additional hand washing facilities may be needed</li> <li>- If people can't wash hands, provide information about how and when to use hand sanitiser</li> <li>- Identify how you are going to replenish hand washing/sanitising facilities</li> <li>- Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem</li> </ul>	

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		<p>- You should talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities</p>		
<p>Respirable infection - Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas, (e.g., where there are pinch points, narrow corridors, doorways, customer service points, storage areas etc.)</p>	<p>Workers Customers Visitors Contractors Drivers</p> <p>Spreading infection through respiration</p>	<p>Careful monitoring and procedures for:</p> <ul style="list-style-type: none"> <li>➤ areas where people will congregate, e.g. rest rooms, canteens, changing rooms, reception, meeting rooms, tea points, kitchens etc.</li> </ul> <p>Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation- In addition, please note that for final fire exit doors (doors that lead to the outside world) there is no requirement to have these closed for purposes of fire precautions.</p> <ul style="list-style-type: none"> <li>➤ communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation</li> </ul>	<p>- Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems, fire door controls</p> <p>- Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should</p> <p>Government guidance now states “Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.”</p> <p>Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a>.</p>	

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		<p>Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</p> <ul style="list-style-type: none"> <li>➤ limiting the number of people in rooms e.g. stagger breaks, have maximum occupancy numbers for meeting rooms</li> <li>➤ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc</li> <li>➤ where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact</li> <li>➤ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around</li> <li>➤ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces</li> <li>➤ provide lockers for people to keep personal belongings in so that they aren't left in the open</li> <li>➤ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier</li> <li>➤ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas,</li> </ul>		

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		e.g. sanitiser/washing facilities at the entrance/exit to canteens > put signs up to remind people to wash and sanitise hands and not touch their faces > put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it		
Stress/Mental health and wellbeing affected through isolation or anxiety about coronavirus  Potential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working.	All staff and Workers- anxiety stress or other mental health issues	Follow guidance on stress and mental health <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">GOV.UK - Extra mental health support for pupils and Teachers</a>  - Have regular keep in touch meetings/calls with people working at home to talk about any work issues - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through  - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions  - Keep workers updated on what is happening so they feel involved and reassured  - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours	Further advice and support  - Share information and advice with workers about mental health and wellbeing  - Consider an occupational health referral if personal stress and anxiety issues are identified  - Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies	



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<p>Poor workplace ventilation leading to risks of coronavirus spreading</p> <p><a href="#">HSE Coronavirus - Air Conditioning and Ventilation</a> and <a href="#">CIBSE - Coronavirus COVID-19</a></p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Poor ventilation increases how much virus could be in the air and the risk from aerosol transmission</p>	<p>Natural ventilation is the best system - opening windows and doors where possible is the simplest method to improve ventilation.</p> <p><i>Site staff include opening of corridor windows in daily routines.</i></p> <p><i>Staff open windows/doors in rooms when in use.</i></p> <p><i>Air conditioning in use for rooms without natural ventilation</i></p> <p>Please see COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning and following the HSE guidance</p> <p><a href="#">HSE Coronavirus - Air Conditioning and Ventilation</a></p> <ul style="list-style-type: none"> <li>- Identify if you need additional ventilation to increase air flow in all or parts of your workplace</li> <li>- Although Carbon Dioxide CO2 levels are not a direct measure of exposure to COVID-19, checking levels using a CO2 monitor can help when identifying poorly ventilated areas. People exhale CO2 when they breathe out and if there is a build up it can indicate ventilation needs improving.</li> <li>- Fresh air is the preferred way of ventilating your workplace so opening windows and</li> </ul>	<p>- for air conditioning maintain air circulation systems in line with manufacturers' recommendations</p> <p>By walking around your building and if you cannot tell easily how an area is ventilated, it may be that it is poorly ventilated.</p> <p>If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air</p>	

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		doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation).		
Shielding - People previously considered clinically extremely vulnerable (CEV).  Staff may previously have received a letter or email identifying them as someone who is clinically extremely vulnerable (CEV), and they may have been advised to shield during earlier stages of the pandemic.  <a href="#">GOV.UK - Guidance for people previously considered clinically extremely vulnerable from COVID-19</a>	Infection to those previous CEV	Most people who were identified as CEV are now well protected after receiving their primary and booster vaccination doses. For most people who were CEV, you are no longer at substantially greater risk than the general population, and you are advised to follow the same guidance as everyone else on staying safe and preventing the spread of coronavirus (COVID-19), as well as any further advice you may have received from your doctor.  The government has said: There is no longer separate guidance for people previously identified as CEV, although we recommend anyone with underlying health conditions takes care to avoid routine coughs, colds and other respiratory viruses.	They should consider advice from their health professional on whether additional precautions are right for them.  The Government recommend that all school staff and eligible pupils take up the offer of a vaccine.  There remains a smaller number of people who, in spite of vaccination, are at higher risk of serious illness from COVID-19. This is due to a weakened immune system (immunosuppressed) or specific other medical conditions and requires enhanced protections such as those offered by antibody and antiviral treatments, additional vaccinations and potentially other non-clinical interventions. See <a href="#">guidance for people whose immune system means they are at higher risk</a> .	

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Children and young people, including those previously considered to be clinically extremely vulnerable (CEV).	According to Government guidance <a href="#">Schools COVID-19 Operational Guidance February 2022</a>  Clinical studies have shown that children and young people, including those previously considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus.	Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population.	If advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist.  The Government recommend that all school staff and eligible pupils take up the offer of a vaccine.	
Increased risk of infection to and from vulnerable children, SEND or children with disabilities  Potential transmission of virus from pupils presenting complex needs or challenging behaviours (e.g. spitting and biting)	Staff and Pupils  HOW  Increased risk of infection due to either physical difficulties or behaviour issues related to children’s needs	Whilst following all other mitigation and control measures in this risk assessment where there is a care/support plan in place then this should be reviewed and adjusted to take account of extra measures required relating to the Coronavirus and its spread.  Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.	Review relevant support/care/other plans relating to individual children.  Carryout individual pupil risk assessment where appropriate to support COVID-19 control measures.	

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Staff with COVID-19 symptoms and potentially spreading to staff and others.	Virus could spread to others from those with symptoms	The government advises the following if you are displaying symptoms of COVID-19.  You should stay at home and avoid contact with other people if you: <ul style="list-style-type: none"> <li>• have any of the <a href="#">main symptoms of COVID-19</a></li> <li>• have tested positive for COVID-19 – this means you have the virus</li> </ul> Information: If you have any of the main symptoms of COVID-19, you should also get a <a href="#">PCR test to check if you have COVID-19 on GOV.UK</a> as soon as possible. This is a test that is sent to a lab		
Individuals who have been identified as a close contact of a suspected or confirmed case	All – Irrespective of age or vaccination status	Tracing close contacts and isolation Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.		
Teachers working from home and pupils using DSE equipment.  Note: This may have ceased or reduced in many cases.	Staff working from home and pupils studying from home.	For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet” or DSE Policy Arrangements on The Hub	Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s <a href="#">HSE - Protect home workers (Coronavirus)</a>	

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<p>However, where home working has been decided upon these controls etc. should still be followed.</p>	<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<p>Follow guidance on display screen equipment in the HSE Protect homeworkers page</p> <p><a href="#">HSE - Protect home workers (Coronavirus)</a></p> <p><a href="#">HSE - Coronavirus/Working Safely / Protect People</a></p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed</p> <ul style="list-style-type: none"> <li>- For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly</li> <li>- For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home</li> <li>- Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying.</li> </ul>	<p>It is important to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs.</p>	
<p>Preparation of school and ongoing compliance checks</p>	<p>Pupils Staff</p>	<p>Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)</p> <ul style="list-style-type: none"> <li>• Usual premises checks</li> <li>• Water treatments/checks (e.g. legionella)</li> <li>• Fire alarm testing</li> </ul>	<p>Carry out a formal / recorded full pre-opening premises inspection.</p> <p>Consider if there is space and ability to clean between lettings. Consider if lettings should be suspended at the current time.</p>	

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		<ul style="list-style-type: none"> <li>• Repairs</li> <li>• Grass cutting</li> <li>• Portable Appliance Testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul> <p>Where appropriate consider moving desks to be side to side and front facing, and if possible, allow social distancing</p> <p>Posters erected about handwashing and persons with COVID symptoms not to enter the school</p> <p>Review evacuation routes and signage</p> <p>Consideration given to premises lettings and approach in place.</p>		
<p>Pregnant women at any gestation <b><u>who are vaccinated</u></b></p>	<p><i>Infection of COVID-19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary. Some higher risk occupations such as those with greater</i></p>	<p>A pregnant worker’s risk assessment must first be carried out with your employee and Occupational Health. The risk assessment process can be found in the New and Expectant Mother’s briefing V10 available on The Hub.</p> <p>Where the employee prefers, they may use input and consultation to the risk assessment from their GP or other clinician they are</p>	<p>Consideration should also be given to requests from employees to be based at a site other than their usual workplace.</p> <p>Regularly review the risk assessment, (MINIMUM EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm.</p>	<p>Headteacher</p>

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	public contact may carry a higher risk of exposure to the virus.	engaged with in place of the occupational health team.  Discussion with the pregnant worker must take place before any physical return to the workplace.  In the workplace ensure robust measures to mitigate risks. There must be a COVID-19 risk assessment and control measures in place for the service/team.  Consultation on the general COVID-19 risk assessments should take place for the service/team and its arrangements.  Risks should be removed or managed.	Ongoing government advice and possible outbreaks of COVID will require a full review of measures and this assessment.  The member of staff should only continue working if the risk assessment advises that it is safe to do so.  The employer should ensure that the member of staff is able to adhere to any active national guidance on social distancing.	
Pregnant women at any gestation <b><u>who are unvaccinated or not fully vaccinated</u></b>  If the member of staff is pregnant and unvaccinated or not fully vaccinated, the Service should take a more precautionary approach.	<i>Infection of COVID-19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.</i>  Unvaccinated or not fully vaccinated women at any gestation have an	A pregnant worker’s risk assessment must first be carried out with your employee and Occupational Health. The risk assessment process can be found in the New and Expectant Mother’s briefing V10 available on The Hub.  Where the employee prefers, they may use input and consultation to the risk assessment from their GP or other clinician they are engaged with in place of the occupational health team.	Consideration should also be given to requests from employees to be based at a site other than their usual workplace.  Regularly review the risk assessment, (MINIMUM EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm.  Ongoing government advice and possible outbreaks of COVID will require a full review of measures and this assessment.	Headteacher

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	increased risk of becoming severely ill and of pre-term birth if they contract COVID-19.	<p>Discussion with the pregnant worker must take place before any physical return to the workplace.</p> <p>The member of staff should seriously consider getting the COVID-19 vaccine and completing their vaccination schedule to protect themselves and their baby.</p> <p>There must be a COVID-19 risk assessment and control measures in place for the service/team.</p> <p>Consultation on the general COVID-19 risk assessments should take place for the service/team and its arrangements. Risks should be removed or managed.</p>	<p>The member of staff should only continue working if the risk assessment advises that it is safe to do so.</p> <p>The employer should ensure that the member of staff is able to adhere to any active national guidance on social distancing.</p> <p>The member of staff should be supported with appropriate risk mitigation arising from the workplace risk assessment.</p>	
Pregnant women contracting Coronavirus, whilst using public transport.	Infection of COVID-19 at higher risk in an uncontrolled environment on buses and trains etc	Consideration/ discussion for staggered start and finish times to avoid travel at peak times and/or for employees to be based at a site other than their usual workplace to facilitate more convenient travel.	Consideration should also be given to requests for other arrangements to be considered.	
Moving around, evacuation and use of the building by staff or pupils that may be affected by COVID-19 arrangements e.g., one-way systems	<p>Staff and pupils</p> <p><b>HOW</b> Disability might impact on how staff can move around</p>	Headteachers/Managers to discuss with and consider needs of staff on how the adjustments in the school will impact on them or might pose a new or different risk to them.	Put systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant	



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	the building or use the adjusted workplace	<p>Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. Carry out or employee needs risk assessments if appropriate.</p> <p>Please consider evacuation procedure for such staff that might be needed in an emergency.</p>		
Potential transmission of virus from Welfare office	Welfare Staff and pupils	<p><i>Continued use of re-sited medical isolation room</i></p> <p>Staff to adhere to infection control policy.</p> <p>Regular medication protocols to be followed.</p> <p>Washing facility and sanitisers available in the welfare room.</p> <p>Staff to frequently wash their hands.</p> <p>Avoid/reduce close contact with pupils where possible.</p> <p>Use face mask/gloves where appropriate or close contact is unavoidable.</p>		
Potential transmission in Office areas	All	Consider designating seating or spacing where capacity allows or using screens or barriers where they are likely to be useful in reducing risk.		

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		If appropriate, staff to be provided with their own portable keyboard and mouse for use (take with them to use at whichever desk is made available) or clean between use by different users.  Clear desk policy will be robustly applied so as to enable effective cleaning  Enhanced cleaning regime - including desks every night.  Cleaning wipes available on each desk to clean desks and equipment as needed before and after use desk and throughout day as needed  Regular handwashing by staff and pupils or use a sanitiser if not near a wash hand basin.  <b>Above applies to the ICT suite for pupil use as well.</b>		
Kitchen Areas Controlled by Kitchen Staff	Kitchen Staff	School kitchens can continue to operate, but must comply with <a href="https://www.gov.uk/government/publications/covid-19-for-food-businesses">GOV.UK / Government Publications / COVID-19 for food businesses</a>	Online refresher training for all staff including food hygiene for kitchen staff  Consistent monitoring of staff absence because of covid-19 symptoms/contact to ensure prompt return to work.	
Potential transmission of virus during lunch/play breaks / food served in the dining hall	Staff and pupils	Consider staggering lunch breaks for pupils and limiting the number of pupils in the dining hall.		

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		Where possible pupils to queue and collect lunch and eat it outdoors. Seek to maintain separation in dining hall if possible.  Separate entry and exits to the dining hall where possible with one way in and out. Mark out queuing arrangements.  Pupils encouraged to dispose of their left- over food in the bins.  Bins provided at various location in the dining hall. Pupils will be supervised as normal.		
Handling Deliveries	Staff required to deal with deliveries	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.  Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate.  Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery  Wash hands after handling deliveries/ packaging.		
Potential transmission of virus from visitors/parents	All those that would come into contact with Visitors	<b>Consider the following:-</b>  Parents to observe social distancing when dropping and picking children from school.	Where parents wish to discuss any concerns with the teacher, this to be done outdoors where possible	

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		<p>Where possible, only one parent to pick/drop the children.</p> <p>Consider - staggered school start and finish timings to avoid crowding by the school gates.</p> <p>Parents visiting reception office to wait outside.</p> <p>Consider distancing arrangements are put in place with good signage, floor markings etc</p> <p>Parent will be allowed into the school by appointment.</p> <p>Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Screens installed at reception desk.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.</p> <p>Reduce intake of any paper documentation from parents. Advise parents to email any documentation. Where it is unavoidable, staff to ensure wash and sanitise hands regularly.</p>	<p>Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms</p> <p>Update pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation.</p>	

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<p>Potential transmission of virus from contractors attending the school site</p>	<p>All those that would come into contact with Contractors</p>	<p>Contractors to be notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to reception desk in advance</p> <p>Contractors to sign in at reception desk and declare they do not have symptoms.</p> <p>Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.</p> <p>Site manager to liaise with and monitor the contractor maintaining social distancing where possible.</p> <p>Sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Supervised and limited access to other parts of the building</p> <p>Regular cleaning regime of public/communal areas.</p>	<p>Staff to observe and ask any contractors to leave the building if they have symptoms</p>	
<p>Potential Spread of virus from School Library</p>	<p>All Library Users and Staff</p>	<p><b>Consider the following:-</b></p> <p>Staff to make use of any digital resources for pupils.</p> <p>Once operational only limited number of pupils can attend the library at any one time.</p>		

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		<p>Pupils encouraged to drop the returning items in a collection box/trolley.</p> <p>Consider returned items to be quarantined for 72 hours.</p>		
<p>Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments)</p>	<p>Music students and teachers</p> <p>Singing indoors can increase the exhalation of droplets etc and so increases risk of infection</p>	<p>Consider:</p> <ul style="list-style-type: none"> <li>- ensuring good ventilation.</li> <li>- physical distancing and playing outside wherever possible</li> <li>- limiting group sizes to no more than 15</li> <li>- positioning pupils back-to-back or side-to-side</li> <li>- avoiding sharing of instruments and</li> <li>- Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul>		
<p>Physical education, sport and physical activity (enhanced risk via exhalation during exercise)</p>	<p>Pupils and teachers</p>	<p>For physical education, sport and physical activity ensure you following your systems of control.</p> <p><a href="#">GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</a></p> <p><a href="#">Guidance on Coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators</a></p>	<p>Other advice from organisations such as</p> <p><a href="#">Association for Physical Education afPE Coronavirus Guidance &amp; Support</a></p> <p><a href="#">Youth Sport Trust - Coronavirus Support</a></p> <p><a href="#">Swim England - Covid Advice</a></p>	

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Accidents, security and other incidents:	All	<p>Schools should continue to use their existing emergency plans.</p> <p>Government advice may change and contingency plans/outbreak plans may be introduced temporarily and schools can:-</p> <ul style="list-style-type: none"> <li>• In the case of an emergency, for example, an accident or fire, people do not have to stay apart if it would be unsafe.</li> <li>• Advise people involved in the provision of assistance to others to pay attention to sanitation measures immediately afterwards including washing hands.</li> </ul>		
<p>Face Coverings</p> <p>– not wearing Face Coverings can increase the general spread or transmission of coronavirus from pupils and staff</p>	<p>Pupils and staff</p> <p>Contracting and spreading virus</p>	<p>From 20 January, face coverings are no longer advised for pupils, staff and visits in classrooms.</p> <p>From 27 January, face coverings are no longer required for pupils, staff and visitors in communal areas.</p> <p>Further advice from the 27 January should be followed <a href="#">wider advice on face coverings</a></p> <p><a href="#">GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</a></p> <p>Face coverings help protect the wearer and others against the spread of infection because</p>	<p>See Circumstances where people are not able to wear face coverings</p> <p><a href="#">Schools COVID-19 Operational Guidance February 2022</a></p>	

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		they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.		
Travel between schools or other travel whilst at work  Travelling to and from school	All travelling staff and pupils exposed to risk of transmission whilst on public transport and dedicated school transport.	Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they follow any school procedures and consider measures they may need to take to minimise consider risk.  The government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet.	Encourage greater use of walking, cycling or own car rather than public transport if possible Families using public transport should refer to the  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>	
Fire Evacuation Procedures during the COVID-19 Pandemic	All occupiers of school buildings.  Evacuations require movements of large amounts of people which may compromise social distancing etc.	Generally, review procedures consider lower frequency of fire drills, zonal evacuation for drills etc.  For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “Fire Evacuation Procedures” – COVID-19 – Sheet No. 5	Review procedures	
Educational visits during the COVID-19 Pandemic	Pupils, staff and others can pass on or pick up infection	Educational visits should have full and thorough risk assessments taking account of any public health advice, such as hygiene and ventilation guidelines and regulations in place at that time.  <a href="#">GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</a>		



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Extra-Curricular activity	Spread of infection in breakfast or after school club or extra-curricular activity	For information on planning extra-curricular activity direct reference should be made to the Government guidance.  <a href="#">GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance DfE Actions for out-of-school settings Jan22</a>	Monitor Government guidance for latest advice on what more can be done.	