

Covid-19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

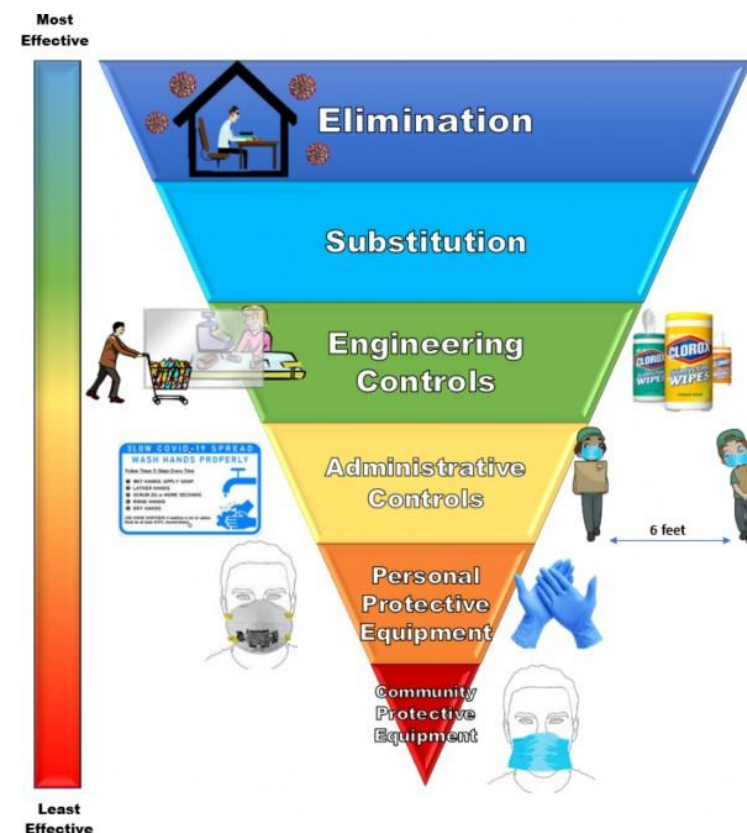
The Government has announced that from the 1st June 2020 schools should welcome back all reception, year 1 and year 6 pupils as well as all children below statutory school age and any vulnerable pupils and children of key workers. City of Wolverhampton Council principles mean that safety is more important than numbers of children in schools and settings at any time.

To support schools with this phased introduction, below is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation in a school setting. It is not likely to cover all scenarios and each school must consider their own unique circumstances and adapt this template accordingly, having due regard to the '*considerations*' section detailed at the end of the document and the following Government Guidance:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Title: Covid-19 Risk Assessment

St Luke's Church of England Aided Primary School



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action who	By when	Done						
1: Promotion of Good Personal Hygiene													
Spread of Covid-19 Coronavirus	Staff	Hand washing facilities with soap and water (ideally warm water) in place.	M	Sinks in classes and toilets with soap dispensers which are cleaned, checked, maintained and refilled at least daily	Site Manager	Ongoing							
	Pupils												
	Cleaners												
	Contractors												
	Visitors to your premises							Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here).	M	Identify need, create/procure posters Identify location: Place poster in-situ. Carry out walks to ensure all areas are signposted, review and revisit if required	SLT & HS Focus Group	01.06.20	
											SLT & HS Focus Group	01.06.20	
											Teaching Staff	01 06 20 ongoing	
											SLT & HS Focus Group	01 06 20 ongoing	
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions							Stringent hand washing taking place. (in accordance with the government guidance).	M	Timetable Handwashing throughout day	Teaching Staff	01 06 20 Ongoing	
											Teaching Staff	01 06 20 Ongoing	
											Teaching Staff	01 06 20 Ongoing	
	Anyone else who physically comes in contact with you in relation to your operations							Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.	M	Ensure sufficient paper towels in dispensers in all areas to be used	Site Manager	From 19 05 20	
											Teaching Staff	01 06 20 Ongoing	
Site Manager > Finance Officer		19 05 20 Ongoing											
Site Manager		19 05 20											
	Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily	M	Site hand sanitiser dispensers where handwashing is not available – front entrance, class to shared area/stairwell exit to outside	Site Manager	19 05 20								

		available (Note; hand gel is no substitute for thorough and effective handwashing)		Ensure sufficient hand sanitiser in dispensers in all areas to be used	Site Manager	19 05 20	
				Monitor and maintain supplies of hand sanitiser	Site Manager > Finance Officer	19 05 20 Ongoing	
		Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.	M	Posters sited to remind of technique	SLT & HS Focus Group	01.06.20	
				PSHE Lessons to focus on correct hygiene techniques	Teaching Staff	01 06 20 ongoing	
		Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.	M	Ensure sufficient tissues for all areas to be used – individual provision	SLT > Finance Officer	19 05 20 ongoing	
				Monitor and maintain supplies of tissues	SLT > Finance Officer	19 05 20 ongoing	
		Appropriate receptacles for disposal of tissues which are emptied throughout the day.	M	Lidded bins – pedal/cleaned regularly. Procured and In situ	SLT > Finance Officer	19 05 20 ongoing	
				Monitor and maintain cleanliness of bins	Cleaning Team	19 05 20 ongoing	
		Pupils discouraged from sharing cutlery, cups or food.	M	PSHE Lessons to focus on self risk assessment of Covid-19 risk	Teaching Staff	01 06 20 ongoing	
		Parents informed of hygiene expectations and to advise that it is discussed with their children.	M	Share key Poster facts/reminders and PSHE curriculum with parents for use at home	Teaching Staff	01 06 20 ongoing	
		Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.	M	Use text am/pm (timed event) to remind of this behaviour at home.	SLT/Admin	29 05 20 Regular repeat to embed behaviour	
		Areas are kept well ventilated using natural ventilation where possible.	M	Ensure manually controlled windows are opened – number of windows dependent on outside temperatures. Upper windows will open automatically	Teaching Staff	01 06 20 ongoing	
		Pupils use hand sanitiser before entering, after using and after leaving the toilet cubicle.	M	Hand sanitiser station set up outside each toilet cubicle	SLT & HS Focus Group	01 06 20 ongoing	
		Pupils to wear clean clothes each day Children attend school in their own clothes.	M	Message to parents and PSHE reinforcement	SLT & HS Focus Group	01 06 20 ongoing	

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done	
Spread of Covid-19 Coronavirus	Staff	2. Cleaning						
	Pupils	Pupils sit at same desk each day which is thoroughly cleaned at the end of each day.	M	Pupils follow seating instructions. Furniture cleaned before use the next day	Teaching Staff & Cleaning Team	01 06 20 ongoing		
	Cleaners	Review cleaning arrangement and make any necessary changes. Cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy.	M	Cleaners are briefed on cleaning procedures to be followed	Site Manager & Cleaning Supervisor	29 05 20		
	Contractors	Visitors to your premises	M	Cleaning is monitored and checked	Cleaning Supervisor	01 06 20 ongoing		
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions		M	Staff reminded on Teams how to report any cleaning concerns to H&S Concerns and for this to be actioned	SLT, Site Manager & Cleaning Supervisor	01 06 20 ongoing		
	Anyone else who physically comes in contact with you in relation to your operations	Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods.	M	Share guidelines on reducing transmission through increased focus on cleaning touch points to all staff on Teams.	SLT & HS Focus Group	29 05 20		
			M	Monitor and maintain supply of basic cleaning materials and basic PPE available at identified cleaning resource points.	Site Manager	01 06 20 ongoing		
		Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed	M	Intense monitoring whilst new procedures are embedded with outcomes documented and actioned.	SLT, Site Manager & Cleaning Supervisor	01 06 20 ongoing		
		All cutlery and cups are thoroughly cleaned before and after use.	M	All items steam cleaned or cleaned on full cycle dishwasher.	Catering staff, all staff	01 06 20		

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff	3: Social Distancing					
	Pupils	School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).	M	Use school text service, website, Teams, facebook ad emails to remind stakeholders to promote COVID-19 symptom procedure	SLT & HS Focus Group	01 06 20 ongoing	
	Cleaners						
	Contractors						
	Visitors to your premises	Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government.	M	Engage with LA/1 st Space calculator Planner to confirm number of people to safely use designated classroom spaces. Plan lunch room arrangements for class groups to eat separately	SLT & HS Focus Group	29 05 20	
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Class sizes are based around groups of no more than 15 pupils and 1 teacher (and 1 TA if needed).	M	Create new teaching groups based on As above LA/1 st Space calculator	SLT & HS Focus Group	29 05 20	
	Anyone else who physically comes in contact with you in relation to your operations	Cohorts are kept together and where ever possible different groups are not mixed	M	Create named teaching groups with focus on maintaining social distancing	SLT & HS Focus Group	29 05 20	
		The same teacher / staff members are assigned to each group and stay the same during the day	M	Staffing created to provide for best social distancing and teaching outcomes for pupils	SLT & HS Focus Group	29 05 20	
		Desks should be spaced as far apart as possible.	M	Classroom are prepared and desk positions marked out using LA/1 st Space calculator Planner	SLT & HS Focus Group	29 05 20	
	Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day	M	Teachers maintain seating plan/group areas for each class and ensure room can be cleaned efficiently and thoroughly each day	Teaching Staff	01 06 20 ongoing		

		Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering	M	Timetable followed	SLT & HS Focus Group Teaching Staff	01 06 20 ongoing	
		Staff reminded daily of the importance of social distancing both in the workplace and outside of it.	M	Government/Staff guidelines shared on Teams	SLT & HS Focus Group	01 06 20 ongoing	
		Review of work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.	M	SLT review whole teaching and support staff and distribute work responsibilities and accountability and where this work is carried out.	SLT	29 05 20	
		Redesigning processes / rooms to ensure social distancing in place.	M	NA			
		Conference calls to be used instead of face to face meetings.	M	Staff have access to Teams	SLT	Ongoing	
		Social distancing also to be adhered to in staff room and PPA room	M	Furniture in shared areas to be considered	SLT & HS Focus Group	01 06 20 ongoing	
		Management checks to ensure this is adhered to.	M	Line Managers to monitor staff social distancing and identify ways to maintain levels of least personal contact	SLT	Ongoing	
		Parents discouraged from gathering at school gates.	M	Messaging to parents to advise times, routes and minimal numbers of adult accompanying	SLT & HS Focus Group	01 06 20 ongoing	
		One person using toilet cubicle at a time. All toilet areas to be gender unspecific.	M	Teaching groups to be assigned which toilet room and pupil to be accompanied by adult. Only one pupil to leave room to go to toilet at a time. Presence of adult outside toilet room will indicate the area is in use.	SLT Site Manager	01.06.20 Ongoing	

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action who	By	Action by when	Done
Spread of Covid-19 Coronavirus	Staff	4: Reducing contact point activities						
	Pupils Cleaners Contractors	School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc.	M	Planning for activities with resources that do not need sharing	Teaching Staff		01 06 20 ongoing	
	Visitors to your premises	School will cease hand shaking of children and visitors.	M	PSHE: learning how to meet and greet verbally	Teaching staff		01 06 20 ongoing	
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down.	M	Review display to ensure any non-sensory elements	SLT & HS Focus Group		01.06.20	
	Anyone else who physically comes in contact with you in relation to your operations	Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation	M	SM to ensure class room doors to be propped open – need doorstop/weight to prevent accidentally banging shut.	Site Manager		01 06 20 ongoing	

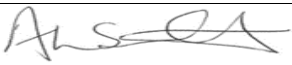


Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done	
Spread of Covid-19 Coronavirus	Staff	5: Dealing with a suspected case (staff and / or pupil)						
	Pupils	Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus	M	Government/Staff guidelines shared on Teams	SLT & HS Focus Group	01 06 20 ongoing		
	Cleaners							
	Contractors							
	Visitors to your premises							
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.	H	Isolation area and isolation toilet identified and kept prepared with signage, PPE, sanitary items and disposal facilities. Symptomatic person to be collected from designated external door, which is away from other exits.	SLT & HS Focus Group Site Manager Finance Officer	01 06 20 ongoing		
				PPE kit provided by LA	LA H&S team	01 06 20		
	Anyone else who physically comes in contact with you in relation to your operations	If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection.	H	Toilet to be identified with warning signage if used by person with COVID-19 symptoms.	SLT & HS Focus Group Site Manager Finance Officer	01 06 20 ongoing		
Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.		H	Cleaning protocol adhered to	Cleaning staff	01 06 20 ongoing			
	If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time.	H	Staff to know that line manager will make daily contact with them by phone and text to ensure their well-being and support their recovery.	SLT	01 06 20 ongoing			
	If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	H	Head Teacher/Deputy Head Teacher/Assistant Head to contact Public Health and seek advice	HT/DHT/AHT	01 06 20 ongoing			

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable group Anyone else who physically comes in contact with you in relation to your operations	6: Controlling other users of building (visitors / contractors)					
		The school will contact every user and inform them of usage expectations:	M	Notice on website, message on emails, 30 second read at entrance	SLT & HS Focus Group Site Manager Finance Officer	01 06 20 Ongoing	
		Compulsory handwashing / use of gel before entering school.	M	Staff at entrance points to enforce hand hygiene	All Staff	01 06 20 Ongoing	
		Restrictions or suspensions of building usage	M	Opening of Church to be discussed in preparation for lifting of worship restrictions	HT, Governors & Clergy	Subject to Government Restrictions	

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Vulnerable group Anyone else who physically comes in contact with you in relation to your operations	8: Personal Protective Equipment (PPE) <i>Note:</i> Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.					
		PPE available for intimate care	M	PPE in situ for staff to access when supporting pupils with intimate care needs – SENCo to identify support for specific pupils as required	SLT	01 06 20 ongoing	
		Any person able to use face covering for own protection and that of others if this supports their attendance at the setting	M	Face covering available for staff	SLT	01 06 20 ongoing	

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Teacher / staff shortage		School monitors daily any staff absence	H	If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 10 + 2.	SLT	29 05 20 ongoing	
		Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.	H	Staff reminded of Government guidelines via Teams. PSHE lessons for children to review and to develop knowledge of virus symptoms	SLT & HS Focus Group	01 06 20 ongoing	
		Daily report to the HT on number of absences and symptoms.	H	Line Managers to report to HT	SLT	01 06 20 ongoing	

		Weekly summary data for each class to HT	H	Admin to provide weekly class summaries to HT	Admin	01 06 20 ongoing	
		Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.	H	Line managers/Staff Admin to monitor and ensure guidance is adhered to	SLT & Admin	01 06 20 ongoing	
Impact on physical and mental health		Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.	M	Line managers to monitor staff. Staff to be signposted to accessing confidential support – therapy, Education Partnership, in-school therapy	SLT & Staff Admin	01 06 20 ongoing	
		Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help	M	Weekly Staff Hymn Sheet : As above	SLT	ongoing	
		Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support.	M	Continue with high levels of communication between all staff, supporting and facilitating conversations, work life balance, peer:peer support, social conversations on Teams.	All staff	ongoing	
		Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home.	M	Continue to provide support via Teams and signpost to online CPD.	SLT	ongoing	

	Name	Position	Signature	Date	Review Date
Risk Assessor	ALISON SMITH	DEPUTY HEADTEACHER		21/05/20	18/06/20
Line Manager	ALISON GRENNAN	HEADTEACHER		21/05/20	18/06/20
	VALERIE DAVIS	CHAIR OF GOVERNORS		21/05/20	18/06/20

Considerations for additional control measures:

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible.
- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.
- although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](#).

For shared rooms:

- use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#).
- stagger the use of staff rooms and offices to limit occupancy.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)).

Staff to child ratios:

- Guidance on staff to child ratios from the Government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)) Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. ([Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#))

- key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.

Additional considerations:

Effective communication is key and cannot be underestimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share