



## Schools risk assessment template

Coronavirus risk management in schools

Name of school Kenmont Primary School

Headteacher Julie Howarth

Chair of governors Wendi Webber

<https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>.

Workforce consultation is an essential part of risk assessment and a legal requirement. It is therefore important that your team are involved in the risk assessment process too and have opportunity to identify hazards and comment on agreed risk control measures. Staff safety representatives (unions and non-union) are likewise important in the consultation process. Further advice and guidance is available from Corporate Health and Safety [corporatehealthandsafety@lbhf.gov.uk](mailto:corporatehealthandsafety@lbhf.gov.uk)

To keep up to date with HSE advice to workplaces in this fast-changing situation visit

Remember to **review your risk assessment** and update if necessary when there have been any significant changes; there are improvements you still need to make; your workers have spotted a problem; you have learnt from accidents, near misses, work-related ill-health (physical and mental) reports, sickness absence data or employee surveys that a review is needed.

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

<b>Assessment conducted by:</b>	Julie Howarth	<b>Job title:</b>	Executive Head Teacher	<b>Covered by this assessment:</b>	Staff, pupils, contractors, visitors, volunteers
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<b>Date of assessment:</b>	of 03.01.21 reviewed 29.221 25.02.21	<b>Review interval:</b>	15.01.21 fortnightly	<b>Date of next review:</b>	
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Related documents	
<b>Trust/Local Authority documents:</b>	<b>Government guidance:</b> <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a> <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> <a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a> <a href="#">Actions for schools during the coronavirus outbreak</a> <a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a> <a href="#">Coronavirus (COVID-19): guidance for educational settings</a> <a href="#">COVID-19: cleaning in non-healthcare settings</a>

**Risk matrix**

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
<b>Likely impact</b>	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

What are the hazards?	Persons at risk/ who might be harmed	Actions to be Taken to Minimize each Risk/ Controls Required ie: what action can you take to lower the level of risk	Current Risk Factor L, M, H	Additional Controls ie: what action can you take to lower the level of risk	New Risk Factor
Spread of Covid-19 in teaching environment	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Children</li> <li>• Drivers</li> <li>• Vulnerable groups: elderly, pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<ol style="list-style-type: none"> <li>1. Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening</li> <li>2. Employee individual risk assessments to be completed for vulnerable staff before they are considered as needing to return</li> <li>3. Ensure the following safety aspects are continually reviewed and updated: Fire Safety Check (fire risk assessment) Legionella (temperature checks and water samples) Gas Safety (annual service inspection) Electrical Safety (PAT) First Aid Kit Replenishment How to administer medicines Safely Playground &amp; PE equipment inspections and other statutory safety checks required to be conducted for the safe running of school premises</li> <li>4. Reduce any unnecessary travel on coaches, buses or public transport</li> </ol>	High	<p>Updated to take account of: Schools coronavirus (COVID-19) operational guidance (applies from 8 March)</p> <p>Update to take account the full opening of the Nursery</p> <p>HT to update risk assessment requirement accordingly latest advice (Meeting of SAGE December 23<sup>rd</sup> Mitigations to Reduce Transmission of the new SARS-CoV2 virus Executive Summary has informed this risk assessment).</p> <p>People factors' must also be considered before deciding re-occupancy (e.g. is it safer to remain at home than risk staff becoming infected in public places – remember to minimise requirement to use public transport, where this is reasonably practicable.</p> <p>Carry out regular checks as part of routine maintenance/ premises manager duties. Ensure that service agents observe the 2m social distance rule when carrying out works. Report any</p>	Medium

		<p style="text-align: center;"><b>Site Management for Kenmont Primary School</b></p> <p><b>Actions to reduce risk from High to Medium</b></p> <ol style="list-style-type: none"> <li>5. Good ventilation of rooms to be maintained by keeping window open</li> <li>6. Site manager to ensure windows in stair wells are open</li> <li>7. Cleaning requirements and schedule before and after school to include surfaces, handles and taps agreed by SBM and Site manager with cleaning company</li> <li>8. PPE including gloves, aprons and masks in each class room.</li> <li>9. Thermometers and first aid on each floor</li> <li>10. Outdoor first aid packs to be kept in classroom.</li> <li>11. Room for child/adult to isolate if showing symptoms to be identified. In this case staff member to use white mask, gloves and apron.</li> <li>12. Site manager to ensure room is thoroughly cleaned and ventilated after use.</li> <li>13. No visitors or parents on to the site unless agreed by SLT.</li> <li>14. Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</li> </ol>		<p>problems to service engineer/ technician.</p> <p>Avoid peak times where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers.</p> <ol style="list-style-type: none"> <li>1. Site manager to open all windows in common areas during morning site check.</li> <li>2. Site manger to monitor humidity levels around the school</li> <li>3. Site manager to wipe high use surfaces, handles, bannisters and taps during the day with signed timetable displayed in reception area.</li> <li>4. PPE to be ordered and re-stocked regularly (admin team to oversee).</li> <li>5. Restocking of first aid and PPE in classrooms before school starts. Stocks to be available by the sign in area.</li> <li>6. Classrooms re-modelled, with chairs and desks all facing forward.</li> </ol>	
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		<ol style="list-style-type: none"> <li>15. Request that parents wear masks when at the school gate for drop off or pick up</li> <li>16. Staggered drop off and collection of pupils using the three separate entrances.</li> <li>17. Barrier to maintain 2 metre distance between staff and parents to be organised by site manager.</li> <li>18. Signage in place to remind parents that they are not allowed on site and they must maintain a physical distance</li> <li>19. Signage marking the route from site entrance to specified building entrance.</li> <li>20. Entrances into school building are clearly marked and children only enter or leave using the designated entrances/stairwells and toilets and playground areas (site manager).</li> <li>21. Site manager ensure enough hand wash and hand gel is available in toilet areas, corridors and classrooms. Paper towel in classrooms.</li> <li>22. Bins with lids to dispose of tissues available in each classroom (site manager).</li> <li>23. Hand gel in classrooms without hot water or sink.</li> <li>24. In classrooms and halls desks to be arranged to maintain social distancing</li> <li>25. Classes will use designated stairwells at designated times.</li> <li>26. Lessons and activities to be delivered outside or in designated classroom to reduce movement around the school.</li> <li>27. Doors and windows to be kept open to improve ventilation.</li> <li>28. Outdoor learning to used when possible weather permitting</li> </ol>		<ol style="list-style-type: none"> <li>7. Signage displayed in classrooms promoting social distancing.</li> <li>8. Reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice via posters, leaflets and other materials available for display.</li> <li>9. Rigorous checks will be carried out to ensure that the necessary procedures are in place being followed. (SLT)</li> <li>10. Demarcation of workplace zones, one-way routes, restricted numbers in welfare zones with queuing systems to ensure distancing, restricted numbers to ensure distancing, removal of some furniture to ensure distance and reduce viral loading of indoor spaces.</li> <li>11. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Checks to ensure this is adhered to. (SLT)</li> <li>12. Internal communication channels and cascading of messages will be carried out regularly to reassure and support employees in a fast-changing situation. (Head of School)</li> </ol>	
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		<p>29. More frequent cleaning of rooms or shared areas that are used by different groups including lunch halls</p> <p>30. Frequently touched surfaces being cleaned more often than normal</p> <p>31. cleaning toilets regularly</p> <p style="text-align: center;"><b>Pupil Safety Management for Kenmont Primary School Actions to reduce risk from High to Medium</b></p> <p>32. When staff and pupils cannot maintain distancing, the risk can be reduced by keeping pupils in the smaller, class-sized groups.</p> <p>33. Small adaptations to the classroom to support distancing where possible such as reducing movement around the room and seating pupils side by should be in place</p> <p>34. Assemblies will be held virtually</p> <p>35. No singing or shouting (encourage children to use quiet indoor voices) to reduce aerosol contamination</p> <p>36. SLT to communicate with families and staff welfare and well-being concerns.</p> <p>37. Handwashing timetable is in place and must be the focus throughout the day (staff). Site managers to ensure enough hand wash and hand gel is available in toilet areas, corridors and classrooms. With paper towel in classrooms.</p> <p>38. Ensure that staff and children frequently wash their hands with soap and water</p>		<p>13. External communication channels and cascading of messages will be carried out regularly to reassure and support employees in a fast-changing situation. (Executive HT and Head of School)</p> <p>14. Staff and children to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose</p> <p>15. Full opening of Nursery requires cleaning of high touch areas to be more frequent</p> <p>16. Cleaners to be fully informed about the need for any changes to cleaning schedule for Nursery if there is a change in room usage</p> <p>17. SLT to ensure enough time to clean and rotate resources and equipment in Nursery(given increase in numbers</p> <p>18. Site manager to ensure PPE stock in Nursery is increased</p>	
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		<p>for 20 seconds and dry thoroughly on arrival at the setting, before and after eating, and after sneezing or coughing and ensure that help is available for children and young people who have trouble cleaning their hands independently</p> <p>39. Hygiene and use of tissues followed by handwashing to be reinforced (all staff).</p> <p>40. Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p>41. Children to be given individual equipment in KS1 and KS2</p> <p>42. Whiteboards and pens to be used to give verbal feedback or children write on paper but give answer verbally or thumbs up. No collecting in or marking of books or work.</p> <p>43. Pupil books can be collected for assessment and feedback by staff (mitigate risk by washing hands)</p> <p>44. Reading books to be given to each child. Books can be changed after being untouched for 48 hours</p> <p>45. PE equipment not to be shared by children.</p> <p>46. Sand, water and playdough <u>will not</u> be used.</p> <p>47. Early Years equipment to be rotated so that it can be cleaned</p> <p>48. Children must bring a named water bottle to school. External water fountains will be locked. Water bottles will be refilled with supervision.</p> <p>49. Children not to sit in book area.</p>		<p>19. Reminder to parents concerning any changes in medical conditions, health or well-being to be emailed and sought verbally by staff</p>	
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		<p>50. At the end of day all equipment to be removed from desks and placed on chairs to aid cleaning.</p> <p>51. Staggering lunch breaks - children and young people will clean their hands before and after eating.</p> <p>52. School lunches should be brought to in classrooms/halls by lunchtime supervision</p> <p>53. in the case of school prepared meal rubbish to be placed in bins or black bags to be disposed of by site manager</p> <p>54. Outdoor equipment will not be used unless it is named and the adult is able to supervise the use by the class</p> <p><b>SEN pupils:</b></p> <p>55. Risk assessments for individual children, where needed, as identified by SENDCo, staff and parents. Any PPE needed /staff training if return is feasible or desired by parents to be arranged by SENDCo and to be in place before child returns.</p> <p>56. Training for all support staff concerning supporting children through remote learning</p> <p>57. Support for pupils through social stories and visuals to help pupils to keep distance from others</p> <p><b>Pupil with Medical Needs:</b></p> <p>58. Risk assessment for pupils with medical needs as required co-ordinated by SLT with families and GPs or consultants to determine if it is safe for a child to return.</p>		<ul style="list-style-type: none"> <li>Well-being meetings with staff to be conducted by SLT (spring term following autumn term meetings)</li> </ul>	
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		<p>59. Learning resources for children who are shielding to be provided by school (SENDCo/SLT).</p> <p>60. Inhalers and other medications to be kept centrally by the admin team</p> <p style="text-align: center;"><b>Staff Safety Management for Kenmont Primary School</b></p> <p style="text-align: center;"><b>Actions to reduce risk from High to Medium</b></p> <p>61. Staff who are clinically extremely medically vulnerable to work from home</p> <p>62. Individual risk assessment for staff to take account of the particular circumstances including staff with different protected characteristics or who appear to be in particular at-risk groups including BAME. Reasonable adjustments to be put in place.</p> <p>63. System of controls to minimise the risk of infection, including asymptomatic testing are in place</p> <p>64. School to maintain a supply of postal Covid 19 test packs so that staff who cannot access test sites can safely administer a test at home</p>		<ul style="list-style-type: none"> <li>• Lateral Flow test information, resources and risk assessment shared with staff</li> <li>• Weekly meetings Health &amp; Safety concerns shared</li> <li>• SLT and Site manager updates and reminders re social distancing and wearing of face masks</li> </ul>	
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		<p>65. Staff to wear a correctly fitted mask over nose and mouth (unless medical exempt)</p> <p>66. SLT to provide training video on how to correctly put on and remove, then dispose of their mask; and the importance of handwashing before and after mask usage; the importance of not touching the mask or face when using a mask</p> <p>67. Staff signing in sheet and day book will be removed from the School Office. A signing in and notice area will be placed in the Ground Floor Entrance Hall.</p> <p>68. Ensure that the same teacher(s) and other staff is assigned to each group and, as far as possible, these stay the same.</p> <p>69. Staff numbers to be reduced (in accordance with Health &amp; Safety ratios for schools while ensuring that safeguarding and first aid is prioritised)</p> <p>70. Staff not working directly with children either PPA or directing remote learning to work from home where possible</p> <p>71. To reduce workload pressure during the 'lock down' staff meeting and all other monitoring activities are cancelled</p> <p>72. SLT to hold check-in meetings with individual staff members so that individual support can be given.</p> <p>73. Position adult desk to maintain social distance of 2 metres and ensure line up routines enable staff are able to keep 2 metre distance</p>			
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		<p>74. Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day,</p> <p>75. Handwashing facilities are available. Where a sink is not nearby, use provided hand sanitiser in classrooms and other learning environment</p> <p>76. Intimate care: Parent to be called to change their child if child soils him/herself.</p> <p>77. When First Aiders are administering First Aid ensure that you are wearing appropriate PPE including a mask, visor (vomiting, coughing, asthma and bodily fluid) and apron.</p> <p>78. Ensure you safely discard disposable items and clean reusable ones thoroughly</p> <p>79. Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible</p>			
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Once control measures are in place you must sign and display the HSE COVID 19 notice in your workplace. In the section 'who to contact' you can enter [Corporatehealthandsafety@lbhf.gov.uk](mailto:Corporatehealthandsafety@lbhf.gov.uk)

#### Appendix 1 What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room (Mary Seacole Room) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

### **What happens if there is a confirmed case of coronavirus in a setting?**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national track and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

**Will children and young people be eligible for testing?**

Testing is available to all staff and can be booked online or when needed a postal test can be used.

**Will teachers and other staff be able to get tested if they have symptoms?**

Testing is available to all staff and can be booked online or when needed a postal test can be used.

<https://www.gov.uk/coronavirus>

**Appendix 2 Entrance Protocols**

Entrance 1 = Small Gate Valliere Rd

Entrance 2 = Double Gate Valliere Rd

Entrance 3 = Nursery Entrance Rigeley Rd

Building Entrance A = By the garden gate

Building Entrance B = Up steps leading to KS2

Building Entrance C = Main entrance

Building Entrance D = Up steps leading to KS1

Building Entrance E = through nursery playground

Year 5 and 6 will come into school through the double gate (2) and in building entrance A from 8.45 am (Y5) and 9:00am (Y6)

Year 1 and 2 will come into school through the double gate (2) and in building entrance D from 8.45 am

Year 3 and 4 will come into school through the large gate (1) Entrance B from 9.00 am

Reception will come into school through the nursery entrance Rigeley Rd (3) and walk through the nursery playground to the nursery entrances (E) from 9am

There will be an SLT member or Site Manager on each of the three external gates to ensure adults do not access the site. Year groups 1-6 will be left at the gate to walk to their line up positions outside the designated building entrance.