



OVERVIEW

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures has been developed for maintained schools and settings in consultation with our Trade Union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings will support and guide Governing Bodies and School Leaders to manage a planned and safe gradual return to school but recognise that local decisions to open or not **MUST** follow a risk based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help Governing Bodies and Head teachers develop and tailor a site-specific risk assessment in relation to COVID-19. Below is a list of potential of hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Control shown follow current available guidance and best practice

Head teachers/ Governing Bodies are responsible for monitoring the advice and guidance available, ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored and any emerging issues addressed appropriately.

You should refer to the CCC guidance provided to accompany this model as well as referenced national guidance – **PLEASE NOTE:** that your risk assessments should outline **YOUR** agreed control measures following your local planning processes – Any additional control measures you identify are required should be added to the additional controls column, along with who is responsible and a timescale.

All employees working within the premises should receive site specific information on the controls implemented within their workplaces.

Help and Support is available with the development of your risk assessment through The County Council's Corporate Health and Safety Team
healthandsafety@cumbria.gov.uk

Please note that the Local Authority liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – Contractors asked to provide key information in relation to how they are managing infection control.

This risk assessment refers to current national guidance and is listed at the end of this document and within accompanying guidance

RA Reference	<i>BPSCovid19Operations (additional control measures from addendum shown in bold)</i>	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS
Assessment Date	24.8.20	Assessor Name	Richard Clark/Chris Armstrong
Assessment Team Members	Richard Clark Chris Armstrong	Planned Review Date	04.09.20
Location	Brampton Primary School	Number Of People Exposed	250 (pupils and staff) Further 100+ parents
Overall Residual Risk Level following implementation of effective control measures	Enter Your Overall Residual Risk Rating e.g. 6 – Medium risk Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity	People Exposed	All Employees Pupils Visitors Contractors - Dolce, Orian, Countrywide Members of the public Parents Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders New/ Expectant Mothers
Assessment Last Updated	24.8.20	Is this an acceptable risk?	Yes

Hazard Description and How are people at risk	Current Control Measures (Those that are in place)	Potential Risk	Additional Control Measures (To be identified and implemented)	Action Details by Whom By When	Residual Risk
Hazards in relation to staffing and daily operation Lack of supervision/ management of groups to comply with current guidance Unable to maintain staffing levels due to infection or isolation	<input type="checkbox"/> Staff report prior to coming into school if they are experiencing any of the following symptoms: A high temperature, a new continuous cough loss of taste or smell <input type="checkbox"/> Staffing plan in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. – Ratios based on appropriate risk assessment. <input type="checkbox"/> Timings of arrivals, lessons and activities in place <input type="checkbox"/> Parents/carers not allowed in the school unless absolutely necessary and appointment made with Head teacher <input type="checkbox"/> All offsite school activities suspended <input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work.	10 Medium Risk L5XS2	All staff to be advised that they must inform their manager if they or anyone in their household have been advised to self-isolate, before entering the workplace An information poster highlighting the symptoms of COVID19	Update staff on INSET 1.9.20 Posters displayed around school - ALL STAFF	8 - Medium Risk L4x S2

<p>Child or young person requiring 121 support</p> <p>SEND/ Behaviour Management Issues</p> <p>To prevent ill health/ injury</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them. <input type="checkbox"/> <u>PHE COVID-19 Testing guidance communicated to staff</u> <input type="checkbox"/> Staff responsible for ensuring that they are up to date with their own routine immunisations <input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them. <input type="checkbox"/> Pupils - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 121 care or support is not available for them <input type="checkbox"/> Referrals made to occupational health as appropriate <input type="checkbox"/> Employees advised of and offered vaccination cover (as this becomes available and appropriate) <input type="checkbox"/> Pupil/staff cohorts remain together at all times <input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others <input type="checkbox"/> Outside spaces used for learning where possible <input type="checkbox"/> Outdoor equipment – taken out of use with access prevented by means of suitable barriers <input type="checkbox"/> Local school specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen RAs <input type="checkbox"/> Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported via the normal reporting procedures <input type="checkbox"/> Normal absence and wellbeing reporting procedures followed <input type="checkbox"/> Normal pre-employment procedures followed. <input checked="" type="checkbox"/> Staff must work from home where they are able to. <input checked="" type="checkbox"/> Pupils and staff will be permitted to take home resources that are relevant to pupil education and development – rules around hand hygiene and cleaning of resources and rotation will apply. 	<p>is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) have been provided to all employees and/or regular visitors</p>	<p>Maintain barrier tape around trim trail. Inform children that it is out of use 2.9.20 – ALL STAFF</p>	
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<p>Infection prevention through social distancing minimising contact between groups</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Resources such as books and games will be shared within the bubble and will be cleaned regularly, between use by different groups. <input checked="" type="checkbox"/> Resources such as sports, art and science equipment must be cleaned frequently between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 for plastic) by different bubbles. <input checked="" type="checkbox"/> Parents/carers only allowed in the school at the discretion of the Headteacher and where possible outside of school hours <input checked="" type="checkbox"/> If in use, outdoor play equipment must be cleaned frequently, before and after use and between groups. <input checked="" type="checkbox"/> The amount of equipment that pupils can bring into school will be limited to essential items such as lunch boxes, hats, coats and books, stationery frequently used items such as pens and pencils and mobile phones, where permitted. School Bags are also allowed – storage for these items needs to be planned. <input checked="" type="checkbox"/> Sharing individual / personal equipment will be discouraged. <input checked="" type="checkbox"/> All pupils must have their own water bottles <input type="checkbox"/> Water fountains must not be used. <input checked="" type="checkbox"/> Younger children (Early Years) will be kept separate from other groups within the school but will not be expected to distance within their group. <input checked="" type="checkbox"/> Children will be supported to maintain social distancing and encouraged not to touch staff where possible. <input checked="" type="checkbox"/> All staff with younger children and children with complex needs or who need close personal care will try to maintain their distance and minimise time spent within 1 metre of anyone. <input checked="" type="checkbox"/> School assemblies and collective worship with more than one group will not be held. <input checked="" type="checkbox"/> Movement around the school will be kept to a minimum and where possible break times and lunch times will be staggered to prevent busy corridors, entrances and exits. 			<p>Inform parents via letter about what children can bring to school – RC (all staff to reinforce this message on 2.9.20)</p> <p>Share expectations with staff on 1.9.20- RC</p> <p>Share rules and routines with children on 2.9.20 – Class Teachers</p> <p>Share revised timetable with parents and staff – w/b/ 24.8.20 - RC</p>	
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	<input type="checkbox"/> Special arrangements will be considered for staff who work across groups (bubbles) across the school e.g. cover supervisors and PPA staff.				
<p>Hazards in relation to lack of cleaning/ hygiene/ waste management</p> <p>Inadequate cleaning and hygiene processes</p>	<input type="checkbox"/> Staff and pupils instructed to wash their hands upon entry to buildings and frequently thereafter. <input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks. <input type="checkbox"/> Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel (60-70% alcohol) as required for those without easy access to suitable handwashing facilities. <input type="checkbox"/> Sufficient handwashing facilities are available sinks, soap and towels <input type="checkbox"/> Regular cleaning and disinfection of surface that are touched more frequently <input type="checkbox"/> Drinking fountains taken out of use <input type="checkbox"/> Suitable signage and visual instructions displayed as required <input type="checkbox"/> When delivering personal/intimate care, staff will wear the normal PPE required as detailed in individual healthcare plan <input checked="" type="checkbox"/> Staff and pupils instructed to wash their hands upon entry into school, returning from breaks, when they change rooms, before and after eating and when they have been to the toilet. <input checked="" type="checkbox"/> Sufficient hand washing or hand sanitising stations available around the school. <input checked="" type="checkbox"/> Obtain copies of the safety data sheet for any sanitising products in case of ingestion <input checked="" type="checkbox"/> Sufficient waste bins close to the wash stations will be provided and emptied regularly by designated staff. <input type="checkbox"/> Where toilet facilities are shared by more than one group, cleaning will be completed between different group usages. <input checked="" type="checkbox"/> Standard cleaning products and disinfectant will be used for cleaning	<p>10 - Medium Risk</p> <p>L5 x S2</p>	<p>Pupil allergies identified where applicable</p> <p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> <p>Protocols in place and will be disseminated to staff and pupils at induction, resources all ordered.</p> <p>Isolation room with PPE for anyone with Covid symptoms.</p>	<p>Headteacher, all staff W/B 01.09.20</p> <p>Tape off drinking fountains in KS1 and EYFS – RC/CA</p> <p>Share expectations with staff on 1.9.20- RC</p> <p>Share rules and routines with children on 2.9.20 – CLASS TEACHERS</p>	<p>8 - Medium Risk</p> <p>L4 x S2</p>

	<ul style="list-style-type: none"> □ Cleaning will be carried out in accordance with the current guidance COVID-19 Cleaning in non-healthcare settings □ Enhanced cleaning schedules will be shared and implemented including more frequent cleaning of rooms/shared areas, frequently touched surfaces. 		<p>Ensure as many internal doors remain open as possible.</p> <p>Provide staff with cleaning kits for classrooms.</p>		
<p>Transport and Travel</p> <p>Reducing the risk of infection</p>	<ul style="list-style-type: none"> □ Safe transport guidance promoted to staff and parents □ Protocols in place for drop off and pick up □ All offsite school activities suspended □ A Transport risk assessment is available for SEND children □ Transport providers will follow appropriate controls as highlighted in their code of practice □ Schools will need to record how each person, pupils and staff, travels to and from school (to support Track and Trace) □ Where relevant transport for SEND pupils will be subject to individual risk assessment □ Staff and pupils over the age of 11 will still be required to wear face coverings when using public transport – coronavirus-covid-19 safer travel guidance for passengers face-coverings □ Domestic Overnight and overseas educational visits remain suspended □ Non-overnight domestic educational visits will resume in the autumn term. Individual educational visit risk assessments will include any additional protective measures that may be required. □ Local Authority schools must make use of the EVOLVE Notification and Approval System. They will be expected to follow the normal process of risk assessment and log all educational visits onto the EVOLVE database. 	<p>10 - Medium Risk</p> <p>L5 x S2</p>	<p>Where possible staff should avoid/limit the use of public transport. If this is unavoidable Government guidance is that you need to use a face covering on public transport</p>	<p>Inform parents that only one parent should accompany child for drop off and pick up</p> <p>Complete survey of journeys to and from school on 3.9.20 via Microsoft Forms - CA</p> <p>Inform new Y5 parents of second date change for residential – RC 24.8.20</p>	<p>8 - Medium Risk</p> <p>L4x S2</p>
<p>Hazards in relation to pupil and staff wellbeing and mental health</p>	<ul style="list-style-type: none"> □ School Stress Risk Assessment in place □ Where staff report work related issues – individual stress risk assessment will be carried out in line with HSE guidance 	<p>12 Medium Risk</p>	<p>The Local Authority have produced the following guidance</p>	<p>Complete school stress risk assessment.</p>	<p>9 Medium Risk</p> <p>L3 x 3</p>

Preventing ill health due to anxiety and work related stress	<ul style="list-style-type: none"> Staff will be referred to occupational health as early as possible Good communication measure in place and maintained with staff All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. Staff will be asked to report any concerns in relation to health and wellbeing so that these can be discussed and support provided as relevant. The school will continue to follow its normal process in relation to managing work related stress and ill health procedures. Staff well-being will be monitored – weekly / monthly survey. 	L4 x S3	Coronavirus – getting back to school Supporting emotional wellbeing and learning	Talk to staff who have concerns about returning to work – agree plans.	
Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions Pregnancy, Asthma etc.	<ul style="list-style-type: none"> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times Staff who have shielding letters must not attend school Pregnant women will be advised to follow the guidance available for clinically vulnerable people Staff who may have increased risk from CV-19 must raise their concerns with the Head teacher who will explain the measures the school is putting in place to reduce the risk e.g. Pregnancy, Asthma etc. 	15 – High risk L3 x S5	If the person cannot undertake their normal duties contact your HR provider to discuss any reasonable adjustments	Talk to staff who have concerns about returning to work – agree plans - RC	1 Low Risk L1 x L1
Hazards in relation to managing incidents and emergencies First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19	<ul style="list-style-type: none"> Suitable follow-up procedures to be taken following potential infection exposure incidents. (in line with current Public Health England and updated HSE RIDDOR guidance circulated to Schools) Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment At least one person with a paediatric first aid certificate will be on premises at all times when children are present School Emergency Plan/ crisis management plans in place 	12 Medium Risk L3 x S4	Any first aid certificate that expired on or after the 16 th March and cannot access requalification training because of coronavirus may qualify for a 3 month extension up until the 16 th June	Ensure that isolation room is stocked with required PPE – AG Share protocols for dealing with symptomatic children/adults on INSET 1.9.20 – RC	9 Medium Risk L3 x S3

symptoms whilst on site	<ul style="list-style-type: none"> □ All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. □ Where a child develops symptoms whilst at school, they will be moved to a room where they can be isolated from others until they can be collected. Adult supervision will be provided at all times by a trained member of staff □ Where there is no room to isolate, the child must be moved to an area where they can maintain a 2M distance □ PPE will be provided if a child or member of staff becomes ill with symptoms of COVID-19 and the staff who are caring for them are unable to maintain the 2m social distance. PPE measures will include a Type II Fluid Resistant Surgical Mask, apron and gloves. □ A separate toilet will be used if the child/adult needs to use the bathroom which will be cleaned and disinfected in line with the current guidance COVID-19 Cleaning in non-healthcare settings before anyone else can use it. 				
Hazards in relation to eating and safe welfare facilities	<ul style="list-style-type: none"> □ Timings in place to ensure safe management of break and lunchtimes □ Adequate welfare facilities provided for all staff and pupils □ Staff and pupils reminded to wash hands before and after eating. □ Staff spaces will be carefully reviewed to support staff to maintain social distancing measures between each other and frequent cleaning completed. □ Use of staff rooms will be minimised and social distancing measures implemented to limited staff use at any one time 	<p>9 Medium Risk</p> <p>L3 x S3</p>	<p>Staff to be encouraged to remain on site during lunch breaks. Where this is not possible staff are reminded to maintain social distancing whilst off site</p>	<p>Share revised timetable with parents and staff – w/b/ 24.8.20 - RC</p> <p>Agree safe staff space protocols at INSET 1.9.20</p>	<p>6 Medium risk</p> <p>L2 x S3</p>
<p>Hazards due to the lack of suitable PPE</p> <p>Where carrying out close personal care tasks and physical restraint and unable</p>	<ul style="list-style-type: none"> □ Staff and pupils to be fit/well to attend setting □ Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance □ PPE to be fit for purpose/ approved specification □ Where PPE/ RPE provided staff provided with training and instruction in its use. 	<p>12 Medium Risk</p> <p>L3 x S4</p>	<p>Telephone ordering process in place for weekly supplies of PPE 0800 783 1967</p> <p>Ordered via Edmondsons by Angela</p>	<p>Maintain appropriate levels of PEE – AG</p> <p>Share guidance on use of PPE with staff at INSET on 1.9.20</p>	<p>9 Medium</p> <p>L3 x S3</p>



to maintain 2m social distancing measures.	<input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable <input checked="" type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings <input type="checkbox"/> PPE that is normally needed for dealing with an individual child will be available as per health care plan				
Assessment Conclusion	Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.				

Links to Guidance

Staff, Pupils and Others

Those who are clinically vulnerable, or are living with someone who is, should follow [protective measures guidance](#).

[Implementing protective measures in education and childcare settings](#)

[Conducting a SEND risk assessment during the Coronavirus outbreak](#)

[Guidance on hand cleaning](#)

[Kids life skills – self-care- going to the toilet](#)

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus \(COVID-19\)](#)

Personal Protective Equipment - PPE

[PHE guidance to putting on and removing \(Donning and Doffing\) PPE](#)

Travel

[Safer travel guidance for passengers](#)

	Severity/ Outcome					
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk