



OVERVIEW

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures have 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 Headteachers 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. Controls shown follow current available guidance and best practice.

Headteachers and 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 as being 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 with the development of your risk assessment is available through the County Council's Corporate Health and Safety Team at healthandsafety@cumbria.gov.uk.

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

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

Following a request from the Education Planning Group, we have reviewed and updated the Model COVID-19 risk assessment to reflect recent changes to the Government guidance regarding Lockdown and Clinically Extremely Vulnerable Staff.

05/01/2021 This risk assessment has been updated following the latest Government announcement for Cumbria moving into National Lockdown and new arrangements that will affect some schools. This does not replace your existing risk assessment but can be used to review/amend your existing controls. All changes in red.



	<p>Information posters highlighting the symptoms of COVID19 are placed throughout the premises.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ongoing communications (posters, emails inductions, briefing, toolbox talks) have been provided to all employees and/or regular visitors. <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"/> All staff responsible for ensuring that they are fit and well to attend work. <input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them including hand and respiratory hygiene and maintaining social distancing <input type="checkbox"/> PHE COVID-19 Testing guidance communicated to staff <input type="checkbox"/> Staff are responsible for ensuring that they are up to date with their own routine immunisations. <input type="checkbox"/> Individual Risk Assessments carried out for staff who were previously shielding. Opportunity to discuss with line manager for CV staff with RA and any staff concerned. Staff with a new shielding letter issued work from home guidance. <input type="checkbox"/> Referrals are made to occupational health as appropriate. <input type="checkbox"/> Normal pre-employment procedures followed. <input type="checkbox"/> Absence/self-isolation cases due to COVID-19 (suspected or confirmed) are reported via the normal reporting procedures. <input type="checkbox"/> Twice weekly LFT available every day for staff <input type="checkbox"/> Students testing, where parents consent, for hub students. (Two tests 3 to 5 days apart where days permit) <input type="checkbox"/> Normal absence and wellbeing reporting procedures are followed. <input type="checkbox"/> Overnight domestic educational visits are not permitted. <input type="checkbox"/> Staff (and pupils over the age of 16 where appropriate) are encouraged to download the NHS COVID-19 app 		<p>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.</p> <p>Staff warned about other possible symptoms to look out for.</p> <p>Lateral flow testing to be carried out in line with Government Guidance (Secondary Schools) to help detect asymptomatic cases. Students tested twice where parental consent agreed. Staff testing increasing to twice weekly.</p>	<p>(DfE/School- DfE currently deploying testing kits to secondary schools for use post lockdown.</p>	
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	<p>and follow the Government guidance: Use of the NHS COVID-19 app in education and childcare settings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils will have their own frequently used equipment such as pens and pencils, which should not be shared with other people. <input type="checkbox"/> Hub classrooms spaced to 2m. Same seats used and seating plan kept. Same laptops used (numbered) and headphones. Where not possible, items cleaned at the end of the day. 		<p>Whilst in the educational setting it is recommended that the ‘trace’ function of the app is paused.</p> <p>Arrangements to be in place to ensure that classroom-based resources that are shared are cleaned regularly or rotated where possible.</p>		
<p>Hazards relating to visitors coming into the setting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All non-essential visits to schools have been stopped <input type="checkbox"/> Parents/carers are not allowed in the setting unless absolutely necessary and appointment made with Headteacher <input type="checkbox"/> Supply teachers, peripatetic teachers and other temporary staff are permitted to move between schools. (Supply teachers to have access to testing) <input type="checkbox"/> The setting will maintain records of all visitors to support the NHS Test and Trace programme. 	<p>10 Medium Risk L5 x S2</p>	<p>Visits to the setting to be restricted to those that are absolutely necessary.</p> <p>Supply teachers etc. to complete risk assessment for specialist visits prior to visit.</p> <p>Student work placements are permitted at the discretion of the Headteacher/Manager. Where face-to-face visits are authorised the Headteacher/Manager has the discretion of requiring all visitors to wear face coverings where social distancing cannot be managed.</p>		



<p>Hazards relating to lack of social distancing</p>	<ul style="list-style-type: none"> <input 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 type="checkbox"/> Headteacher/SLT will determine arrangements to manage pupil groups dependant on the school circumstances with the aim of minimising contact between individuals and maintain social distancing wherever possible as detailed in <u>current Government guidance</u> (2m distance will be maintained in hub classrooms. Year 7 moved to library space) <input type="checkbox"/> Children will be supported to maintain social distancing and encouraged not to touch staff where possible. <input type="checkbox"/> All staff 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. PPE available for HG staff if required. <input type="checkbox"/> Secondary staff will try to maintain a 2-metre distance between themselves, their colleagues and the pupils where possible, limiting time spent within 1 metre of anyone. <input type="checkbox"/> School assemblies and collective worship with more than one group will not be held unless online. <input 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. Bubble arrangements maintained. <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. <input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others. 	<p>10 Medium Risk L5 x S2</p>	<p>Headteacher/Manager in Early Years/Primary settings has the discretion of requiring all staff and visitors to wear face coverings in communal areas.</p> <p>Refer to new Government Guidance Critical workers and vulnerable children who can access schools or educational settings</p>		
<p>Setting is classified as National Lockdown High or Very High COVID Alert Level and</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Face coverings to be worn by adults and pupils in year 7 and above when moving around the setting, such as in corridors and communal areas where social distancing cannot be maintained. 	<p>10 Medium Risk L5 x S2</p>	<p>Where necessary identify those individuals, who are exempt from wearing face coverings.</p>	<p>Download exemptions badges for those who are exempt Face Coverings, when to wear one.</p>	



<p>during National Lockdown</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Instructions are provided regarding the safe use, removal, storage and disposal of face coverings 		<p>The setting should ensure they maintain a small contingency supply of masks to ensure that anyone without a face covering can be given one.</p>	<p>exemptions and how to make one</p>	
<p>Lack of supervision/ management of groups to comply with current guidance</p> <p>Unable to maintain staffing levels due to infection or isolation</p>	<ul style="list-style-type: none"> <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"/> Employees advised of and offered vaccination cover (as this becomes available and appropriate). 	<p>10 Medium Risk L5 x S2</p>			
<p>SEND/Behaviour management issues</p> <p>Child or young person requiring one-to-one support</p>	<ul style="list-style-type: none"> <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 one-to-one care or support is not available for them. 	<p>10 Medium Risk L5 x S2</p>			
<p>Hazards relating to performance activities such as music, dance and drama</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Group numbers will be limited to ensure that social distancing measures can be observed. <input type="checkbox"/> Where practical, performances will take place outdoors. <input type="checkbox"/> Where performances are indoors, rooms will be well ventilated. 	<p>10 Medium Risk L5 x S2</p>	<p>Risk assessments to be developed for individual performances.</p>		
<p>Hazards relating to school activities outside</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pupil/staff cohorts remain together at all times. <input type="checkbox"/> Outside spaces to be used for learning where possible. <input type="checkbox"/> Outdoor play equipment to be taken out of use with access prevented by means of suitable barriers OR cleaned regularly, before and after use and between groups. N/A <input type="checkbox"/> Where possible outdoor sports will be prioritised. <input type="checkbox"/> Any equipment used will be subject to thorough cleaning. 	<p>10 Medium Risk L5 x S2</p>	<p>Large indoor spaces can be used maximising natural ventilation flows and ensuring distancing between pupils and good hygiene practices</p>		



<p>Hazards in relation to lack of cleaning/hygiene/waste management</p> <p>Inadequate cleaning and hygiene processes</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Cleaning will be carried out in accordance with the current guidance: COVID-19 Cleaning in non-healthcare settings <input type="checkbox"/> Suitable signage and visual instructions displayed as required. <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"/> When delivering personal/intimate care, staff will wear the normal PPE required as detailed in individual healthcare plan. <input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks. <input type="checkbox"/> Staff and pupils instructed to wash their hands upon entry to the building, returning from breaks, when changing classrooms, before and after eating, and after they have been to the toilet. <input type="checkbox"/> Hand hygiene procedures widely promoted and adhered to with provision/promotion of the use of sanitising hand gel (60% alcohol) as required for those without easy access to suitable handwashing facilities. <input type="checkbox"/> Enough handwashing facilities are available sinks, soap and towels. Small supply in hub classrooms. <input type="checkbox"/> Where toilet facilities are shared by more than one group, cleaning will be completed between different group usages. 	<p>10 Medium Risk 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. Obtain copies of safety data sheets for any sanitising products in use.</p> <p>Ensure there are enough waste bins close to wash stations.</p> <p>Where available electric hand dryers can be reconnected.</p>		
<p>Transport and travel</p> <p>Reducing the risk of infection on dedicated school transport and public transport and during organised educational visits</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Safe transport guidance promoted to staff and parents. <input type="checkbox"/> Protocols in place for drop off and pick up. <input type="checkbox"/> All offsite school activities suspended. <input type="checkbox"/> A Transport risk assessment is available for SEND children. <input type="checkbox"/> Transport providers will follow appropriate controls as highlighted in their code of practice. <input type="checkbox"/> Schools will record how each person, pupils and staff, travels to and from school (to support NHS Test and Trace). 	<p>10 Medium Risk 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. Staff and pupils are advised to follow the Government Guidance</p>	<p>Headteacher</p>	



	<ul style="list-style-type: none"> <input type="checkbox"/> Pupils who have travelled to school on public transport, wearing face coverings, will be instructed not to touch their face covering during use or when removing them, they will be asked to wash their hands on arrival and dispose of any temporary face coverings into a lidded bin where available (or into a bag and transferred to the bin), or place reusable face coverings into a plastic bag to take home with them. They will then need to wash their hands again. <input type="checkbox"/> Where relevant transport for SEND pupils will be subject to individual risk assessment. <input type="checkbox"/> 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 <input type="checkbox"/> Overnight domestic educational visits are not permitted. <input type="checkbox"/> Individual risk assessments for non-overnight domestic educational visits will include any additional protection measures that may be required. <input type="checkbox"/> 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>COVID-19 safer travel guidance for passengers</p> <p>Check EVOLVE site for further advice and updates on educational visits.</p>		
<p>Hazards in relation to pupil and staff wellbeing and mental health</p> <p>Preventing ill health due to anxiety and work-related stress</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School Stress risk assessment in place. <input type="checkbox"/> Where staff report work-related issues, individual stress risk assessment will be carried out in line with HSE guidance. <input type="checkbox"/> Staff will be referred to occupational health as early as possible. <input type="checkbox"/> Good communication measure in place and maintained with staff. <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with existing school policy. 	<p>10 Medium Risk L5 x S2</p>	<p>The Local Authority have produced the following guidance Coronavirus – getting back to school: Supporting emotional wellbeing and learning</p>		
<p>Hazards in relation to staff and pupils deemed high risk due</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils who have previously been identified as ‘Clinically Extremely Vulnerable’ must follow the current 	<p>10 Medium Risk</p>	<p>Staff who may have increased risk from COVID-19 must raise</p>		



<p>to underlying or pre-existing health conditions</p> <p>Pregnancy, asthma etc.</p>	<p>Government guidance during the current National <u>Lockdown</u> period.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Follow the ¹Government <u>Coronavirus (COVID-19) advice for pregnant employees</u> <input type="checkbox"/> Individual risk assessments will be completed for all female staff who have given notification that they are pregnant 	<p>L5 x S2</p>	<p>their concerns with the Headteacher who will explain the measures the school is putting in place to reduce the risk, e.g. for Pregnancy, Asthma etc.</p> <p>If the person cannot undertake their normal duties or are unable to work from home contact your HR provider to discuss any reasonable adjustments. Pupils who have been identified as CEV are advised to stay at home.</p>		
<p>Hazards in relation to managing incidents and emergencies</p> <p>First aid/accidents/ incidents/emergencies</p> <p>Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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). <input type="checkbox"/> Suitable first aid kits in place, updated to include (where already not supplied) IIR surgical masks, rubber gloves and hand sanitisers for close contact first aid treatment. <input type="checkbox"/> At least one person with a paediatric first aid certificate will be on the premises at all times when children aged between 0-24 months are present. N/A <input type="checkbox"/> School Emergency Plan/Crisis Management Plan in place. <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with existing school policy. <input type="checkbox"/> 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. Where possible the 	<p>10 Medium Risk L5 x S2</p>	<p>FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.</p> <p>If first aiders are unable to access annual refresher training face-to-face during the pandemic, online refresher training should</p>		

¹ Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives



	<p>room should be well-ventilated by opening a window. Adult supervision will be provided at all times by a trained member of staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Where there is no room to isolate, the child must be moved to an area where they can maintain a 2M distance. <input type="checkbox"/> 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. 		<p>be undertaken to keep their skills up to date. Setting will make 'best endeavours' to have PFA on site for children aged 2-5.</p>		
<p>Hazards in relation to eating and safe welfare facilities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Timings in place to ensure safe management of break and lunchtimes. 5x MDS on site <input type="checkbox"/> Adequate welfare facilities provided for all staff and pupils. <input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating. 	<p>10 Medium Risk L5 x S2</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>Hazards due to the lack of suitable PPE</p> <p>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils to be fit/well to attend setting. <input type="checkbox"/> Local risk assessments/individual healthcare plans/behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance. <input type="checkbox"/> PPE to be fit for purpose/approved specification. <input type="checkbox"/> Where PPE/RPE is provided, staff provided with training and instruction in its use. <input type="checkbox"/> 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. <input type="checkbox"/> Local compliance to be monitored by Headteachers as far as reasonably practicable. <input 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 individual healthcare plan. 	<p>10 Medium Risk L5 x S2</p>	<p>Contact the call centre to order PPE 0800 783 1967 (<i>Manned from 09:00 – 17:00 Monday to Friday, and 10:00 – 14:00 Saturday and Sunday</i>)</p>		



Training	<input type="checkbox"/> All staff will receive appropriate training and updates on the measures contained within this risk assessment.	10 Medium Risk L5 x S2			
Monitoring	<input type="checkbox"/> Current relevant national guidance will be monitored and followed. <input type="checkbox"/> Risk assessment and its implementation will be monitored by the SLT on at least a weekly basis, and will take account of wellbeing survey information, weekly LA infection reports, and any critical incident reviews. <input type="checkbox"/> Regular feedback will be provided to staff on the risk assessment reviews.	10 Medium Risk L5 x S2			
Dissemination	<input type="checkbox"/> This document will be provided to all staff and be available on request/website.				

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.
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To be completed by the Individual undertaking the risk assessment:	
Name: Jo Hawkin	Job Title: Headteacher
Signature: <i>J Hawkin</i>	Date: 1/2/21
To be completed by the Head teacher:	
I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.	
Name: Jo Hawkin	Job Title: Headteacher
Signature: <i>J Hawkin</i>	Date: 1/2/21



Links to guidance

Staff, pupils and others

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

[Children of critical workers and vulnerable children who can access schools or educational settings](#)

[Updated Public Health advice for educational settings](#)

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

[Guidance on hand cleaning](#)

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

[Government guidance for full opening of Schools during Coronavirus outbreak](#)

[Government Guidance Face coverings in Education](#)

[Government guidance on shielding and protecting extremely vulnerable persons from COVID-19](#)

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

[Coronavirus \(COVID-19\) advice for pregnant employees](#)

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