

Activities Covered by this Assessment	Covid-19 Schools Operational Risk Assessment		
Site Address / Location	Queniborough CE Primary School	Department / Service / Team	
<p>Any changes to the previous version are highlighted in <b>Yellow</b></p> <p>It is a legal requirement that schools review and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the removal of restrictions and control measures in line with the roadmap out of the pandemic. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.</p> <p>Schools may wish to retain previous versions of risk assessments as the DfE have indicated that schools may be asked to reinstate controls in the event of a local outbreak. These reinstatements are envisaged to be of short duration but may mean that there are frequent changes required. All reinstatements should be on the advice of public health (PH) and schools should tailor any risk assessment reviews to PH advice.</p> <p>This risk assessment template is designed to address the Covid19 controls during the normal day to day operation of a school.</p> <p>Operational guidance. Please refer to:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <p>If due to staff absence it is necessary to merge classes, please ensure the fire occupancy of classrooms are not exceeded.</p> <p><b>Isolation and Contact Tracing:</b></p> <p>Please follow the guidance here:</p>			

<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

**From 1 April:**

The Government will remove the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments. In alignment with current Government guidance this risk assessment template will be archived on April 1<sup>st</sup>, 2022. No further updates of this risk assessment will be issued After April 1<sup>st</sup> 2022.

The guidance above can be found in paragraph 60 in the link below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1056229/COVID-19\\_Response - Living with COVID-19.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056229/COVID-19_Response_-_Living_with_COVID-19.pdf)

**Adequate ventilation, cleaning, hand washing, and respiratory hygiene will still be required after 1st April 2022.**

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
<b>Coming into contact with individuals who are unwell</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors do not come into the school if they have the main COVID19 symptoms or have tested positive in the last 10 days.</li> <li>Anyone developing the main COVID19 symptoms is sent home.</li> <li>Persons who have the main symptoms or a positive test result will isolate for 5 days and can return to school following 2 negative lateral flow tests taken 24 hours apart. A LFT can be taken on day 5 and then another 24 hours later to end the isolation period if they are both negative.</li> </ul> <p><b>NOTE:</b> Self isolation should not end if the person has a high temperature see this link:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-people-">https://www.gov.uk/government/publications/covid-19-people-</a></p>	H	L	M	<p>Staff training-communicate updated risk assessment at INSET</p> <p>Spreadsheet to sign print and date read risk assessment</p> <p>Email Risk assessment to all staff</p>	H	L	M	EH	Aug 23 <sup>rd</sup> 2021	Yes

		<u>with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</u>											
<b>A pupil shows the main symptoms of COVID19 whilst in school</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>A pupil awaiting to be collected, is moved, if possible, to the cloakroom at the back of the ICT suite where they can be isolated behind a closed door with appropriate adult supervision</li> <li>The external door is opened for ventilation.</li> <li>Staff member will stand just outside the door.</li> <li>PPE is worn by staff caring for the pupil while they await collection if a distance of 1+ metres cannot be maintained.</li> <li>The area around the pupil with symptoms is cleaned and disinfected after they have left. (See cleaning hazard)</li> <li>Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> </ul>	H	L	M			H	L	M			
<b>Visitors to site</b>	Staff, pupils, parents/guardian,	<ul style="list-style-type: none"> <li>Visitors to site should be kept to a minimum</li> </ul>	H	L	M			H	L	M	EH/ VY/DA	Sept 2021	Yes



	<p>COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>on their hands with waterproof plasters.</p> <ul style="list-style-type: none"> <li>• The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>• The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>• The first aider will wear goggles (if the person requiring first aid is showing signs of COVID19) conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes.</li> <li>• A fluid-resistant surgical face mask will be worn by the first aider, if the person is presenting with COVID19 symptoms. The surgical masks used conform to <b>BS EN 14683:2019 Type IIR.</b></li> <li>• After each first aid treatment is given all equipment and surfaces, including goggles and visor used will be cleaned down using a detergent solution. This is followed by disinfection using a solution that contains 1000 parts per million (1000 ppm av.cl.). The goggles and visor are rinsed with clean water after being disinfected to remove any</li> </ul>													
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		<p>chemical residue.</p> <ul style="list-style-type: none"> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a bag and the bags tied.</li> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</li> <li>• First aiders have been given information on how to correctly don and doff their PPE.</li> <li>• No food will be stored or eaten in the first aid room.</li> <li>• After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.</li> <li>• There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent</li> </ul>												
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		<p>bodily fluids contaminating other parts of the building.</p> <ul style="list-style-type: none"> <li>The first aid room is well ventilated at all times.</li> <li>Lidded bin provided in the First Aid room</li> </ul>										
<b>Intimate care</b>	Staff, pupil	<ul style="list-style-type: none"> <li>The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same</li> </ul>	H	L	L		H	L	L	EH	Sept 2021	Yes



		<p>PPE as they have always done for this task. This PPE may include: Gloves Apron Mask</p> <ul style="list-style-type: none"> <li>If contact with the unwell child or young person is necessary, then nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>The room is well ventilated at all times.</li> </ul>											
<b>Insufficient Cleaning</b>	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>Cleaners hours have been</li> </ul>	H	L	M			H	L	M	EH/VY /NW	Sept 2021	Yes

		<p>increased to allow for the enhanced cleaning regime to be implemented</p> <ul style="list-style-type: none"> <li>• A record of each cleaning / disinfecting activity is recorded to include what has been cleaned, by who, when and how.</li> <li>• Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting.</li> <li>• Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <li>• Disinfecting should be performed using Ant Virusidal detergent</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. at least twice a day with one of those times being either at the start or end of the day. Refer to the school's cleaning risk management matrix for further details.</li> </ul> <p>NOTE: The school's cleaning risk management matrix should align with the schools cleaning plan and cleaning record.</p> <ul style="list-style-type: none"> <li>• Hand towels and hand wash are to be checked and replaced as</li> </ul>										
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		<p>needed by the Premises Officer and cleaning staff.</p> <ul style="list-style-type: none"> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home.</li> <li>• Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>• PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>• Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly.</li> <li>• Lidded bins are in place</li> <li>• Random monitoring spot checks are made by the SLT to confirm cleaning activities are being completed. This will be formally documented on the cleaning record.</li> <li>• Mop buckets are emptied after use and mops are hung to dry</li> </ul>												
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		<p>after use.</p> <ul style="list-style-type: none"> <li>• Cleaning equipment is colour coded for each area</li> </ul>										
<p><b>Poor Ventilation / Lack of Ventilation</b></p> <p><b>Thermal Discomfort in colder months</b></p>	<p>Staff, pupils, visitors, contractors.</p> <p>Reduced infection control which may result in spread of COVID19.</p> <p>COVID-19 transmitting through mechanical ventilation ducts that link between rooms.</p>	<ul style="list-style-type: none"> <li>• Mechanical ventilation in the ICT suite will remain switched off as it moves air between rooms: The ICT suite courtyard door can be opened</li> <li>• Natural ventilation is provided by opening windows. In cooler weather windows will be opened just enough to provide constant background ventilation.</li> <li>• Windows will be opened more fully during breaks to purge the air in the space.</li> <li>• Parents have been informed that the uniform policy has been relaxed to allow for pupils to wear warm clothing such as a jumper or jacket in colder months.</li> <li>• Natural ventilation is provided by opening external doors where this would not create a safeguarding and/or fire risk.</li> </ul>	H	L	M	<p>Consider using CO2 monitors to check air quality in poorly ventilated rooms. When the monitor indicates open windows and doors till monitor returns to normal.</p> <p>See CO2 Monitoring Information and Guidance for further details.</p>	H	L	M	VY/N W	Sept 2021	Partl y

		<ul style="list-style-type: none"> <li>Furniture has been re-arranged where possible to avoid direct drafts. This may prove to be difficult where class sizes are large.</li> <li>Heating will be used and adjusted as necessary in occupied spaces to help to ensure thermal comfort levels are maintained.</li> </ul>										
<b>Poor Hand Hygiene</b>	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Pupils and staff to wash their hands with soap and water for at least 20 seconds on arrival at school, before eating and after breaks.</li> <li>Hand sanitiser is provided around school for staff and children. Supervision will be given to all children</li> <li>Soap dispensers are checked and topped up daily if required.</li> <li>Primary school children to be supervised when using hand sanitiser. Children should not use dispensers unless there is an adult in the room</li> <li>A COSH risk assessment for Hand sanitiser has been created and communicated to all staff</li> </ul>	H	L	M	Communicated at INSET day	H	L	M	EH/VY	Aug 23 <sup>rd</sup> 2021	yes
<b>Poor Respiratory</b>	Reduced infection	<ul style="list-style-type: none"> <li>Tissues provided in every</li> </ul>	H	L	M		H	L	M	EH/VY	Sept	Yes

<b>Hygiene</b>	control which may result in spread of COVID19	classroom. <ul style="list-style-type: none"> <li>Lidded bins provided in all classrooms and in communal areas.</li> <li>Relay the “catch it, kill it, bin it” approach to all staff and pupils.</li> </ul>	Red	Green	Yellow	Grey	Red	Green	Yellow	/NW	2021	Grey
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To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

### Sources:

**Air conditioning and ventilation during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

**Contacts: UKHSA health protection teams**

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

**.Gov Isolation Guidance:**

<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

**COVID-19: cleaning in non-healthcare settings:**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

**St. John Ambulance Covid-19: advice for first aiders:**

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

**Schools COVID-19 operational guidance:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1048357/220119\\_Schools\\_guidance\\_January.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1048357/220119_Schools_guidance_January.pdf)

Queniborough CE Primary School

COVID RISK ASSESSMENT

Risk Assessor (s) Name(s):	Elizabeth Hallam	Risk Assessor(s) Signature (S):	<i>E Hallam</i>	
	Vanessa Yardley		<i>Yardley</i>	
Authorised By:	Elizabeth Hallam	Authoriser Signature:	<i>E Hallam</i>	<b>Initial</b>
Date Conducted:	20.08.21	Date of Next Review:	When Government guidance is updated or when medical advice is given from PHE	EH/VY
		Date of Review:	Jan 10 <sup>th</sup> 2022	EH/VY
		Date of Review:	6th March 2022	EH and VY
		Date of Review:		
		Date of Review:		

Potential Severity of Harm	<b>High</b> Death, long term serious ill health.	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> Illness requiring further medical assistance.	<b>Low</b>	<b>Medium</b>	<b>High</b>
	<b>Low</b> Mild illness requiring self-isolation only	<b>Low</b>	<b>Low</b>	<b>Medium</b>

<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.
Likelihood of Harm Occurring		

Risk Rating Definitions	
<b>Low</b>	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
<b>Medium</b>	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
<b>High</b>	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a <b>High</b> , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.