**Covid-19 Generic risk assessment template for schools and childcare settings**

The purpose of this template is to help schools decide which actions to take. They should undertake an appropriate COVID-19 risk assessment, just as for other health and safety related hazards. This risk assessment must be done in consultation with staff and union representatives.

Guidance for Ealing schools completing risk assessment templates

Most people who become infected with COVID-19 will experience mild symptoms, such as fever and cough and are unlikely to become severely unwell.

Based on the current knowledge of COVID-19 infection and transmission, children are unlikely to experience severe illness. Deaths in children due to COVID-19 have been extremely rare. Guidance on educational settings developed by the Association of Directors of Public Health and London Councils states that for these reasons, [“children’s settings are currently perceived to be low risk.”](https://www.egfl.org.uk/sites/default/files/607697%20LC%20Schools%20PPE.pdf)

The decision to prioritise younger children in opening schools is based on the evidence suggesting that younger children are less likely to become unwell if infected with COVID-19, and the evidence of the adverse impact that time out of school can have on their learning, development and well- being. The effectiveness and risk of actions such as opening or closing schools is therefore balanced against their impact on society, and the holistic health needs of the population.

Evidence suggests that when children are out of school there are negative impacts on their physical and mental health. Children are less likely to be physically active, to maintain a healthy weight, and to have positive mental health and wellbeing. Children who are out of school are also more likely to be affected by educational and social developmental deficits, and this is likely to have the greatest impact on those who have the least resources or who are most vulnerable.

The following actions for staff and pupils contribute to reducing the likelihood of COVID-19 transmission, and the severity of the impact:

• [Washing hands](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) frequently for at least 20 seconds, using soap and water, or hand sanitiser where soap and water are not immediately available;

• Coughing or sneezing into tissues before binning them;

• Avoiding touching the eyes, nose or face;

• [Cleaning](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) and disinfecting regularly touched objects and surfaces using regular cleaning products;

• Ensuring that if staff, pupils (or anyone in their household) develop symptoms of COVID-19, they stay at home and follow guidance on household isolation;

• Ensuring that if staff or pupils are at higher risk of illness from COVID-19 because they are extremely clinically vulnerable (i.e. shielding), they are supported to stay at home and follow guidance on social distancing or shielding as appropriate in line with - Restricting attendance during the national lockdown (see below);

• Following government advice and guidance on actions for educational and childcare settings.

If the above advice is followed carefully, any risk of transmission in schools will be greatly reduced.

**Further government guidance can be found at:**

[Schools Coronavirus Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#system-of-controls)

[Opening schools and educational settings - guidance to parents and carers](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june)

[First aid guidance](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov%20%20Guidance%20on%20infection%20prevention%20and%20control%20for%20COVID-19%20https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control%20Guidance%20on%20implementing%20protective%20procedures%20in%20schools%20https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings%20Managing%20premises%20https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider)

[Guidance on infection prevention and control for COVID-19](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control)

and on [coronavirus information on Ealing Grid for Learning](https://www.egfl.org.uk/coronavirus)

**This Risk Assessment should be completed in conjunction with the guidance above and with schools Initial Planning Framework**

Further advice can be sought by contacting either Raj Chowdhury (Corporate Health and Safety) or Steve Dunham (Children’s Services)

| **School:** Elthorne Park High School | **School Address:** Westlea Road W7 2AH | **Review date:** Feb half term  (This is a dynamic document and should be reviewed and updated if there are any changes.) |  |
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| **Assessment Date: 5/1/22**  **For January 2022** | **What/who is being assessed? Biological hazard- Covid-19 within educational settings.**  (This is a generic risk assessment for schools with signposts to the relevant Government guidance. Schools will need to include any specific controls they have in place to this document). | | |
| **Name of Assessor:** Eliot Wong |  | **Responsible person for actions:** |  |

| **This assessment has been revised to take into account** [Schools Covid-19 operational guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak) **in order to effectively minimise risks.** |
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**Risk Rating**

The Risk Rating process is provided for guidance only. It is the risk assessors’ evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

| **Task / Activity Area** | **Hazard**  **In all cases: Biohazard Covid-19**  **Who might be Harmed & How?** | **What are your existing controls?** SLTs to write what is being done now and then refer to Recommended controls: Possible controls for consideration to be adapted or deleted as necessary | **Action By Who/ when?** | **Likelihood of occurrence after recommended controls added (L) 1-Very Unlikely 2-Unlikely**  **3- Possible**  **4- Likely**  **5- Very Likely Likelihood = Probability of occurrence based on specific activity being assessed** | **Impact (I) 1-Negligible 2- Minor**  **3- Moderate 4- Major**  **5- Extreme**  **Impact = Estimate of harm based on specific activity being assessed** | **Overall Risk (L X I) + I**  **<10 = Low**  **10-19 = Medium 20-30 = High** |
| --- | --- | --- | --- | --- | --- | --- |
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| **Task / Activity Area** | **Who might be Harmed & How?** | **What are your existing controls?** SLTs to write what is being done now and then refer to Recommended controls: Possible controls for consideration to be adapted or deleted as necessary | **Action By Who/ when?** | **Likelihood of occurrence after recommended controls added** | **Impact (I) 1-Negligible 2- Minor**  **3- Moderate 4- Major**  **5- Extreme** | **Overall Risk (L X I) + I**  **<10 = Low**  **10-19 = Medium 20-30 = High** |
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| **Hygiene & Cleaning** | Staff, students, Visitors | 1. All to follow hygiene advice for schools [Control measures Section 1](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999602/Schools_guidance_Step_4_update.pdf) (e.g. frequent hand washing and Catch it Bin it Kill it) 2. Hygiene posters displayed around site and “Training/awareness raising” talks will be carried out for all personnel, warning them of the risks posed by the virus as well as the control measures. This will include informing personnel of the known symptoms 3. Hand washing/sanitising facilities provided at the entrance to classrooms. Staff to email site team with refilling requests 4. Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19. Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, we recommend that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure. From January 4th, we also recommend that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure. Pupils in these schools must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school. We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers. 5. Suitable and sufficient rubbish bins for hand towels with regular removal and disposal 6. Extra supplies of soap, hand sanitiser and paper towels held in storage 7. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units (if used should be turned to high fan settings) 8. Make use of the CO2 monitors that are being provided by central government to identify poorly ventilated rooms. 9. Doors should be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 10. An enhanced cleaning schedule will be implemented throughout the site, ensuring that contact points are all thoroughly cleaned and disinfected daily   Cleaning protocol is as follows:   * 1. Hard surfaces to be cleaned prior to disinfecting.   2. A combined detergent disinfectant solution or chlorine-based cleaner to be used by cleaners.   3. Extra attention to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, taps, phones, light switches and door fobs, etc.   4. Hand towels and hand wash are to be checked regularly throughout the day and replaced as needed by the site and cleaning staff.   5. Enhanced cleaning regimes for toilet and washing facilities, particularly door handles, locks, flush handles, taps etc.   6. Bin liners should be used in all bins and additional disposal sacks provided for staff to bag potentially contaminated waste (e.g.used tissues etc.)   7. The Hub is fogged each evening |  | 2 | 3 | 2\*3+3=9  Low |
| **Reducing exposure and transmission of Coronavirus** | Staff, students, Visitors | 1. All to follow PHE hygiene recommendations avoiding contact with anyone with symptoms 2. Visitors to the school are strongly encouraged to take LFD tests before coming on to site 3. All students to be tested before return to school in the Spring term and all students and staff strongly encouraged to be vaccinated and to test themselves twice weekly. LFT test kits to be issued as per DfE guidance 4. Minimise contact and mixing of year groups by assigning gates and clearly defined zones in the playground 5. Reduce the number of people in attendance on site and conduct meetings with parents and professionals remotely unless in-person contact is absolutely necessary and consider holding them outdoors wherever possible 6. CO2 monitors are available for staff to use in teaching and other enclosed spaces.   It should be plugged into a spare USB port/power socket  Ideally it should be placed at head height and away from windows, doors, ventilation openings and must be at least 50 cm away from any person.  If the monitor indicator light turns red you must act to improve ventilation in the room by:   * Opening all windows to their **fullest extent** * T**urning up the ventilation settings** on any air-con units * Opening all doors to their **fullest extent**. If the doors are fire doors then notify SLT so that a risk assessment can be carried out before propping doors open.   Make a note of the time and readings and inform SLT so that we can improve ventilation in the future. |  | 2 | 3 | 2\*3+3=9  Low |
| **Dealing with Suspected and confirmed cases** | Staff, students, Visitors | 1. Minimising contact with any person who is unwell by ensuring that [those who have coronavirus symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or who have someone in their household who does, do not attend. If a student is exhibiting symptoms and parents insist they should attend the final decision to refuse the pupil lies with the Headteacher if, in his reasonable judgement, it is necessary to protect other students and staff from possible infection. 2. Staff to follow the updated [c](https://docs.google.com/document/d/1B9ggOAqRA5-XFtiTABDGm-BeNUQLCb-aC1PIcTjJ2Dg/edit?usp=sharing)hecklist for EPHS staff in case of suspected Covid (see staff handbook)   At school   1. If a person displays symptoms - e.g. A high temperature or a persistent cough, they should:    1. Notify the Headteacher immediately through the oncall system (email [oncall@ephs.ealing.sch.uk](mailto:callin@ephs.ealing.sch.uk))    2. Avoid touching anything    3. Be escorted to the designated isolation room    4. Go home as soon as possible (children accompanied by their parent)   If a child is awaiting collection -   * 1. they should be moved to F07 (Student WC) and the welfare officer called to supervise (wearing PPE if separation cannot be maintained)   2. signage put up to alert others to the use of the isolation room which is out of bounds   3. Caretaking alerted that F07 should be cleaned and disinfected as soon as possible before being used by anyone else   4. They (or parents) to be asked what the result of a Covid test is as soon as it is received  1. All staff and students who are attending are advised to follow the [guidance for suspected Covid infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance), self-isolate, order a test and engage with the NHS test and trace service   For confirmed cases:   * 1. If a child, young person or staff member tests positive:      1. They must then follow the [National stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) and not return to school until their period of self-isolation has been completed      2. We contact Ealing and if necessary the [local NW London PHE team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams#london-coronavirus-response-cell) and engage with the [NHS test and trace](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus) process      3. We will work with the health protection team and follow their advice   The school will follow the general [LA agreed procedure](https://www.egfl.org.uk/coronavirus/what-do-if-there-suspected-or-confirmed-case-covid-19-school) for what to do in case of suspected case (last revised Nov 2021)   1. To facilitate NHS tracing of close contacts, class registers and seating plans will need to be rigidly adhered to and any deviations noted. These should be uploaded to Edulink, an online package. 2. If 10% of the total OR 5 confirmed cases amongst staff or students who are likely to have mixed closely within 10 days advice from the local health protection team will be sought 3. If required the [outbreak management plan](https://drive.google.com/file/d/1IwRe51vTw-ubm6p37OImK7esSiSt3QOx/view?usp=sharing) put into operation (this is in line with the [contingency framework](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings) ) 4. In order to reduce possible transmission all students and staff have been offered twice weekly LFD home tests kits and encouraged to register results with school and the NHS. This testing regime is scheduled to end on 30th September |  | 2 | 3 | 2\*3+3=9  Low |
| **Staff-specific** | Staff | 1. The school will follow the LA guidance on [staff attendance and absence](https://www.egfl.org.uk/coronavirus#staff) which provides clear statements on staffing-related actions 2. Staff handbook and supply cover information to be updated and training provided as appropriate 3. Staff to be reminded about known (mental) health needs of students in order to be better prepared to provide support 4. Staff wellbeing will be considered and [mental health support](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers) provided where possible 5. Staff with concerns over health and safety issues should report these to their line managers or W Henderon/D White if wished 6. Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. 7. Centrally held PPE is available for when staff need to respond to complex need situations e.g looking after children with complex special educational needs and providing direct personal care (at a distance of less than 1 metre), washable aprons to be available for use by school staff. Those who do so must watch this [PHE guidance on donning PPE](https://www.youtube.com/watch?v=kKz_vNGsNhc) 8. PPE should be disposed of in line with [Government guidance on cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) |  | 2 | 3 | 2\*3+3=9  Low |
| **Transport Arrangements** | Staff, students, Visitors | 1. All persons encouraged to walk or cycle where possible, or use private vehicles in order to limit the use of public transport 2. All encouraged to follow the [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) 3. Use of face coverings such as masks is strongly encouraged as the government “recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.” |  | 2 | 3 | 2\*3+3=9  Low |
| **Entering/ Leaving the school** | Staff, parents visitors and students | 1. Authorisation onto the school site will be by the Headteacher. Non-essential visitors (e.g. parents and children of staff) to be allowed onto the site only by appointment and at the final discretion of the Headteacher 2. If required by DfE/government all visitors (not including people dropping off at reception) must check-in and leave their details using the NHS Covid-19 QR code system 3. Students to enter/exit through designated gate 4. 6F students who ride bicycles to school and need to leave during the day may use the Westlea road entrance 5. Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times 6. All visitors to be made aware of site rules and to accept these using the Inventry system on entry 7. Duty staff to remind students not to congregate at the end of the day |  | 2 | 3 | 2\*3+3=9  Low |
| **School lessons/ activities** | Staff, students, Visitors | 1. Remote education is to be provided to students who have tested positive or those covered by the [remote education temporary continuity direction](https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note) where their attendance would be contrary to government guidance 2. Strict hygiene rules to be implemented, all staff to be asked to ensure the following:   Follow hygiene advice and safety signs as displayed on site  Wash/sanitise hands on entry to the classroom  Hand contact surfaces to be cleaned throughout the day  All equipment/resources to be cleaned after use (including computers) or left for 48/72 hours before re-use   1. Staff encouraged to deliver lessons or teaching activities outdoors or increase ventilation of teaching spaces through opening windows and doors (unless fire doors) while maintaining a comfortable temperature 2. Curriculum leaders to amend their Schemes of Work to reduce use of equipment, text books and other physical resources as far as is practicable 3. Unnecessary sharing of books and resources that does not contribute to student education and development should be avoided 4. At end of sessions desks/computer keyboards/equipment/chairs to be wiped down by students (staff squirt disinfectant) using paper towels 5. Students should be released into corridor traffic as teacher controls process at the door 6. Suitable risk assessments should be carried out for clubs and other extracurricular activities. These activities should be limited to single year cohorts where possible except in special cases (to be approved by SLT) 7. Unless amber measures are in force, external sports fixtures are allowed 8. All visits to follow the LA’s [There and Back Again](https://www.egfl.org.uk/facilities/emergency-planning/educational-and-recreational-visits) policy |  | 2 | 3 | 2\*3+3=9  Low |
| **Student Behaviour** | Staff, students | 1. Individual student risk assessments and/or behavioural support plan to be reviewed and updated to assess need for PPE. Advice available Family Information Service – children@ealing.gov.uk tel. 0208 825 558 2. Students that don't comply with instructions relating to Covid to go into the reflection room to be considered for exclusion on health and safety grounds |  | 2 | 3 | 2\*3+3=9  Low |
| **Break and Lunchtimes** | Staff, students | 1. Break/ lunch times staggered to reduce congestion and contact 2. Defined serveries, social zones and toilets for break time/lunch times have been defined. Students to stay in these allowed areas (exception is Y11 students allowed to go to canteen at end of lunchtime) 3. Before eating, students to wash/sanitise their hands in line with hygiene guidelines 4. Canteen tables to be cleaned between sittings 5. If any cutlery is provided this should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own. 6. Food displays should be protected against contamination (by coughing, sneezing, etc.) 7. Lunch time - Students allowed on the field on a rota, football and ball sports to be allowed 8. As lessons will be ongoing during lunches students should not be in buildings except to access the Hub, the library, the Busy Bean or designated toilets 9. Drinking fountains to be adapted for filling water bottles |  | 2 | 3 | 2\*3+3=9  Low |
| **Site and safety - Deliveries, waste collection and contractors** | Staff, students, Delivery drivers, Waste collection operatives | 1. If practicable, drivers should wash or clean their hands before unloading goods and materials 2. Staff should wash their hands after handling all deliveries or waste materials 3. Waste put into bins with lids and then into bags and containers - to be kept closed. 4. Only contractors carrying out essential works are to be allowed on site and will read and comply with signs in reception regarding good hygiene 5. Strict hygiene rules to be implemented in line with all other persons on site 6. Contractors to notify site staff of all areas visited, in order that these can then be thoroughly cleaned |  | 2 | 3 | 2\*3+3=9  Low |
| **Site and Safety - Use of Changing facilities and showers** | Staff, students | 1. Enhanced cleaning of all facilities at the end of each day 2. Suitable and sufficient rubbish bins placed in these areas with regular removal and disposal 3. Students who have practical PE should come to school in their kit - strict PE uniform enforced - and change back to their uniform after the lesson to minimise use of changing facilities This will be reviewed in Feb 2022 and expected to cease at Easter. |  | 2 | 3 | 2\*3+3=9  Low |
| **Site and Safety - Administering First aid/**  **Medication** | Staff, parents and students | 1. Suitable number of staff on duty 2. First aid risk assessment and medication policy in place 3. During the delivery of first aid physical contact should be kept to a minimum, and those administering first aid to wear PPE appropriate to the circumstances 4. [St John’s Ambulance advice](https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/) followed by first aiders 5. [Guidance on the number of first aiders required provided here](https://www.egfl.org.uk/sites/default/files/Main/Key%20Roles%20in%20Schools%20during%20the%20Coronavirus%20Pandemic%20v5.0%2028th%20April%202020%20%28003%29.pdf) 6. Administering first aid and medication risk assessments to be reviewed as guidance changes throughout pandemic 7. [Government PPE guidance](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-to-work-safely-in-specific-situations-including-where-ppe-may-be-required) followed as appropriate |  | 2 | 3 | 2\*3+3=9  Low |
| **Site and Safety - Emergency procedures** | Staff, students, Visitors, Contractors | 1. Emergency evacuations are to take place as normal |  | 2 | 3 | 2\*3+3=9  Low |
| **Specific Areas** | Staff, students, visitors, Contractors | 1. [ARP/SEND](https://drive.google.com/file/d/1q2daXLBp5yNP7-FQXifMwrF5hu2wHzdE/view?usp=sharing) (TCW) 2. [External professionals](https://drive.google.com/file/d/1w8OE7Zt81TaiD9Buw3yjeBhj6scUebzC/view?usp=sharing) (AQU) 3. [Office and welfare](https://docs.google.com/document/d/1JobWn5T0hLykcSX1rn9FS6k0YjHG3R_rWArgJT0gMsg/edit?usp=sharing) (WHE)Assessments/examinations (JKE) 4. [Library](https://drive.google.com/file/d/1RltUs0uw1x9NA1HaRCY0Ml3mX-933Zbk/view?usp=sharing) (A Martino) 5. Recruitment (WHE) 6. [Subjects](https://drive.google.com/drive/u/0/folders/1mfEDdtDsroWR50HZxjQ66Dp-vvqEfO_C) (see revised annual risk assessments) (MLs) 7. Trips and visits |  |  |  |  |

| **Likelihood** |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Very Likely** | **5** | **6** | **12** | **18** | **24** | **30** |
| **Likely** | **4** | **5** | **10** | **15** | **20** | **25** |
| **Possible** | **3** | **4** | **8** | **12** | **16** | **20** |
| **Unlikely** | **2** | **3** | **6** | **9** | **12** | **15** |
| **Very Unlikely** | **1** | **2** | **4** | **6** | **8** | **10** |
|  |  | **1** | **2** | **3** | **4** | **5** |
| **Impact:** | | **Negligible** | **Minor** | **Moderate** | **Major** | **Extreme** |