

## 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.”](#)

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](#) 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](#) 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 Feb 2021](#)

[Restricting Attendance during the national lockdown](#)

[Mass asymptomatic testing in schools](#)

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

[Opening schools and educational settings from 1 June to more pupils - guidance to parents and carers](#)

[First aid guidance](#)

[Guidance on infection prevention and control for COVID-19](#)

[Guidance on implementing protective procedures in schools](#)

[Managing premises](#)

and on [coronavirus information on Ealing Grid for Learning](#)

**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)

<b>School:</b> Elthorne Park High School	<b>School Address:</b> Westlea Road W7 2AH	<b>Review date:</b> 19/4/21 (This is a dynamic document and should be reviewed and updated if there are any changes.)	 www.ealing.gov.uk
<b>Assessment Date: 25/2/21</b> <b>For March 2021</b>		<b>What/who is being assessed?</b> 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).	
<b>Name of Assessor:</b> Eliot Wong		<b>Responsible person for actions:</b>	E. Wong

This assessment has been revised to take into account [Restricting Attendance during the national lockdown](#) and [Schools Coronavirus Operational Guidance Feb 2021](#) in order to effectively minimise risks.

#### 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	<b>Hazard In all cases: Biohazard Covid-19</b>  <b>Who might be Harmed &amp; How?</b>	<b>What are your existing controls?</b> 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	<b>Action By Who/ when?</b>	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	<b>Impact (I)</b> 1-Negligible 2- Minor 3- Moderate 4- Major 5- Extreme  Impact = Estimate of harm based on specific activity being assessed	<b>Overall Risk (L X I)</b> + I <10 = Low 10-19 = Medium 20-30 = High
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<b>Hygiene &amp; Cleaning</b>	Staff, students, Visitors	<ol style="list-style-type: none"> <li>1. All to follow hygiene advice for schools <a href="#">Section 1, para. 2 and 3 (Prevention)</a> (e.g. frequent hand washing and Catch it Bin it Kill it)</li> <li>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</li> <li>3. Hand washing/sanitising facilities provided at the entrance to classrooms. Staff to email site team with refilling requests</li> <li>4. PPE is not required but may be worn at the discretion of the Headteacher. Disposable masks etc should be disposed of at the bins closest to the gate</li> <li>5. Use of face coverings such as masks shall be mandatory for all in areas where social distancing cannot easily be maintained, such as corridors and communal areas. As stated in the re-opening guidance (<a href="#">Schools Coronavirus Operational Guidance Feb 2021</a>) masks should also be worn in classrooms by students and staff except where there are exceptional medical, mental health or anxiety issues raised by parents</li> <li>6. Suitable and sufficient rubbish bins for hand towels with regular removal and disposal</li> <li>7. Extra supplies of soap, hand sanitiser and paper towels held in storage</li> <li>8. Restricted number of people using toilet facilities at any one time e.g. duty staff monitoring at break/lunch</li> <li>9. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units (if used should be turned to low fan settings)</li> <li>10. 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</li> <li>11. An enhanced cleaning schedule will be implemented throughout the site, ensuring that contact points are all thoroughly cleaned and disinfected daily. In addition, during the first half term toilets and public spaces will be cleaned throughout the school day</li> </ol> <p>Cleaning protocol is as follows:</p> <ol style="list-style-type: none"> <li>a. Hard surfaces to be cleaned prior to disinfecting.</li> <li>b. A combined detergent disinfectant solution or chlorine-based cleaner to be used by cleaners.</li> <li>c. 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.</li> <li>d. Hand towels and hand wash are to be checked regularly throughout the day and replaced as needed by the site and cleaning staff.</li> <li>e. Enhanced cleaning regimes for toilet and washing facilities, particularly door handles, locks, flush handles, taps etc.</li> </ol>	2	3	2*3+3 =9 Low	

		<p>f. 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.)</p> <p>g. KWS areas and the Hub are fogged each evening</p> <p>12 As the Hall has been set up for testing it will be out of bounds until further notice</p>				
<b>Social Distancing</b>	Staff, students, Visitors	<ol style="list-style-type: none"> <li>1. All to follow <a href="#">social distancing advice for schools</a> avoiding contact with anyone with symptoms</li> <li>2. All persons encouraged to adhere to <a href="#">social distancing guidelines</a> (in force as of 1 September) and PHE hygiene recommendations at all times</li> <li>3. We will display social distancing posters at all entrances</li> <li>4. Children will be encouraged to socially distance at all times</li> <li>5. Large gatherings such as assemblies to be avoided if possible</li> <li>6. Staff advised to maintain distance from students and other staff as much as possible</li> <li>7. Duty staff to wear mask/visor at break/lunch where social distancing cannot be maintained</li> <li>8. All staff and students MUST wear face coverings when moving in corridors and 6F when moving between bubbles on/off the school site. Effective from Mon 2nd November</li> <li>9. Minimise contact and mixing of groups by defining 'year bubbles' (Years 7 to 11 and the Sixth form) who will be assigned gates and staggered entry/exit times and clearly defined zones in the playground. Whilst numbers of Y10 and Y11 students in school remain low (&lt;25) a Key Stage 4 KWS bubble has been defined which draws from these 2 cohorts</li> <li>10. Determine maximum capacity for all indoor staff spaces and display signage to indicate numbers of persons allowed</li> <li>11. Student desks spaced to facilitate a 2m separation between students and teachers and where possible to have these arranged in rows facing the front of the classroom (not always possible in practical subjects)</li> <li>12. 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</li> <li>13. Students released from classrooms in a controlled manner and reminded to keep left as they move along corridors and one-way circulation and entry/exit door systems to be reinforced to keep groups apart as they move</li> <li>14. In line with <a href="#">national guidance</a> only Key worker and vulnerable students and students taking exams are allowed on site (beyond reception)</li> <li>15. Students with SEN requested to wear a face mask/visor when taken part in interventions</li> </ol>		2	3	2*3+3 =9 Low
<b>Dealing with Suspected and confirmed cases</b>	Staff, students, Visitors	<ol style="list-style-type: none"> <li>1. Minimising contact with any person who is unwell by ensuring that <a href="#">those who have coronavirus symptoms</a>, or who have someone in their household who does, do not attend</li> <li>2. Staff to follow the updated <a href="#">checklist for EPHS staff in case of suspected Covid case</a></li> </ol>		2	3	2*3+3 =9 Low

At school

3. If a person displays symptoms - e.g. A high temperature or a persistent cough, they should:
  - a. Notify the Headteacher immediately through the oncall system (email [oncall@ephs.ealing.sch.uk](mailto:oncall@ephs.ealing.sch.uk))
  - b. Avoid touching anything
  - c. Be escorted to the designated isolation room
  - d. Go home as soon as possible (Children accompanied by their parent)  
If a child is awaiting collection -
  - e. they should be moved to F07 (Student WC) and the welfare officer called to supervise (wearing PPE if 2m separation cannot be maintained)
  - f. signage put up to alert others to the use of the isolation room which is out of bounds
  - g. Caretaking alerted that F07 should be cleaned and disinfected as soon as possible before being used by anyone else
  - h. They (or parents) to be asked what the result of a Covid test is as soon as it is received
4. All staff and students who are attending are advised to follow the [guidance for suspected Covid infection](#), self-isolate, order a test and engage with the NHS test and trace service  
For confirmed cases:
  - a. If a child, young person or staff member tests positive:
    - i. They must then follow the [National stay at home guidance](#) and not return to school until their period of self-isolation has been completed
    - ii. We contact [local NW London PHE team](#) and engage with the [NHS test and trace](#) process
    - iii. We will work with the health protection team and follow their advice. Generally speaking we must send home those who have been in close contact [Section 1, para. 8 \(Prevention\)](#).
      - direct close contacts - face to face contact for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
      - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes NB this time is cumulative over a day)
      - travelling in a small vehicle, like a car, with an infected person

The school will follow our [EPHS process](#) and the general [LA agreed procedure](#) for what to do in case of suspected case (last revised June 2020)

		<ol style="list-style-type: none"> <li>5. To facilitate tracing of contacts class registers and seating plans will need to be rigidly adhered to and any deviations noted. During the 1st half of the Spring term registers and seating plans will be kept using a Google Spreadsheet</li> <li>6. Staff who meet with visitors to the school must note down any significant contacts (closer than 2m for 15 mins) in case of subsequent positive tests</li> <li>7. If 2 or more confirmed cases within 14 days or an overall rise in sickness absence where Covid is suspected advice from the health protection team will be sought</li> <li>1. In order to reduce possible transmission a <a href="#">programme of asymptomatic testing</a> will be implemented during the Spring term. All students to be offered 3 LFD tests from 8th March and then twice weekly home test kits</li> </ol>				
<b>Staff-specific</b>	Staff	<ol style="list-style-type: none"> <li>1. The school will follow the LA guidance on <a href="#">staff attendance and absence</a> which provides clear statements on staffing-related actions. Currently, guidance states that individual risk assessments should be undertaken for those in the clinically or extremely clinically vulnerable categories</li> <li>2. Individual assessments should consider issues around differential rates/severity for groups e.g. males and BAME and other vulnerabilities</li> <li>3. Staff handbook and supply cover information to be updated and training provided as appropriate</li> <li>4. Staff to be reminded about known (mental) health needs of students in order to be better prepared to provide support</li> <li>5. Staff wellbeing will be considered and <a href="#">mental health support</a> provided where possible</li> <li>6. Staff with concerns over health and safety issues should report these to their line managers or W Henderon/D White if wished</li> <li>7. Hot desking and the use of shared equipment is discouraged and maximum room capacities should be adhered to.</li> <li>8. Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.</li> <li>9. Although guidance is that PPE is not required except in a very small number of situations all staff to be issued with a PPE pack (visor, washable mask, disposable gloves, sanitiser) for use in school if they wish to do so</li> <li>10. 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 <a href="#">PHE guidance on donning PPE</a></li> <li>11. PPE should be disposed of in line with <a href="#">Government guidance on cleaning in non-healthcare settings</a></li> </ol>	2	3	2*3+3 =9 Low	

		<p>12. Staff mugs and shared items currently in school to be removed - staff supply their own - and staff encouraged to clean the area that they used after use</p> <p>13. A programme of asymptomatic testing for staff (and students) has been set up from Jan 2021. All staff to be offered 2 lateral flow device (LFD) tests initially and then twice weekly to be performed at home from 8th March.</p>				
<b>Transport Arrangements</b>	Staff, students, Visitors	<ol style="list-style-type: none"> <li>All persons encouraged to walk or cycle where possible, or use private vehicles in order to limit the use of public transport</li> <li>Students advised to implement social distancing where possible 1m clearance from persons and not to travel in groups of more than 2 unless immediate family</li> <li>All should follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li><a href="#">School day amended</a> to limit students travelling at peak hours</li> </ol>		2	3	2*3+3 =9 Low
<b>Entering/ Leaving the school</b>	Staff, parents visitors and students	<ol style="list-style-type: none"> <li>Authorisation onto the school site will be by the Headteacher.</li> <li>All visitors (not including people dropping off at reception) must check-in and leave their details using the NHS COvid-19 QR code system</li> <li>During the Spring term non-essential visitors (e.g. parents and children of staff) not to be allowed onto the site (except to pick up items from reception) as far as possible. <b>This will be reviewed at Easter</b></li> <li>Stagger the arrival and departure of students with different gates designated to different year groups During the Spring term only the Westlea Road gate will be used for KWS with students in different bubbles kept apart in queues</li> <li>Require all persons to wash/sanitise their hands</li> <li>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</li> <li>All visitors to be made aware of site rules and to accept these using Invenry system on entry</li> <li>Duty staff to remind students not to congregate and practise social distancing at start and end of day.</li> </ol>		2	3	2*3+3 =9 Low
<b>School lessons/ activities</b>	Staff, students, Visitors	<ol style="list-style-type: none"> <li>Mark out areas so to provide a clear means of maintaining 1m distance. e.g. queues for entry/lunch etc.</li> <li>Strict hygiene rules to be implemented, all staff to be asked to ensure the following: Follow PHE social distancing and 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</li> </ol>		2	3	2*3+3 =9 Low

		<ol style="list-style-type: none"> <li>3. Staff encouraged to deliver lessons or teaching activities outdoors or increase ventilation of teaching spaces through opening windows and doors (unless fire doors)</li> <li>4. We will use the timetable and room scheduling to reduce mixing of groups and reduce movement around the buildings as far as possible</li> <li>5. Curriculum leaders to amend their Schemes of Work to reduce use of equipment and other physical resources as far as is practicable</li> <li>6. Reduce reliance on textbooks through move to digital resources and avoid sharing textbooks between student bubbles</li> <li>7. Unnecessary sharing of books and resources that does not contribute to student education and development should be avoided. Training will be provided in electronic submission of student work and curriculum leaders will be given the option to pilot online submission of work via Google Classroom/Show My Homework.</li> <li>8. At end of sessions desks/computer keyboards/equipment/chairs to be wiped down by students (staff squirt disinfectant) using paper towels. Classroom stationery such as glue, rulers, whiteboard pens will not be handed out and collected back in. Students will be required to bring their own stationery and form tutors will provide any missing items during morning stationery checks</li> <li>9. Students released into corridor traffic at intervals as teacher controls process at the door</li> <li>10. A contingency plan in case of future infections/lockdowns will be drawn up and published</li> <li>11. During the Spring term we will move to Remote teaching for all students except those allowed on site e.g. key worker / vulnerable students (incl. EHCPs)</li> <li>12. A programme of asymptomatic testing for students has been set up from 8th March 2021. All students in school to be offered 3 lateral flow device (LFD) tests initially.</li> </ol>				
<b>Student Behaviour</b>	Staff, students	<ol style="list-style-type: none"> <li>1. Individual student risk assessment 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</li> <li>2. Student behaviour policies amended so students clearly told what they can and cannot be permitted to do within social distancing guidelines</li> <li>3. Action Action Sanction to be used to remind students if they inadvertently break social distancing rules</li> <li>4. Students that don't comply with instructions to go to/in the reflection room to be considered for exclusion on health and safety grounds</li> </ol>		2	3	2*3+3 =9 Low
<b>Break and Lunchtimes</b>	Staff, students	<ol style="list-style-type: none"> <li>1. School day amended so that break/ lunch times staggered to reduce congestion and contact at all times - School day timings amended during Spring term as only KWS students present</li> <li>2. <a href="#">Defined serveries, social zones and toilets for break time/lunch times</a> have been defined. Students to stay in these allowed areas and not allowed in to other buildings</li> </ol>		2	3	2*3+3 =9 Low

		<ol style="list-style-type: none"> <li>3. Queues for food serveries to be marked to facilitate social distancing</li> <li>4. Hand cleaning facilities or hand sanitiser available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</li> <li>5. Before eating, students to wash/sanitise their hands in line with hygiene guidelines</li> <li>6. As menus will be limited all persons to be encouraged to bring pre-prepared meals and drinking bottles from home</li> <li>7. Canteen seating to be rearranged to facilitate students facing in each bubble facing the same direction SMSAs to ensure separation of students in different bubbles during Spring term as only 1 food servery area in canteen</li> <li>8. Canteen tables to be cleaned between sittings</li> <li>9. 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.</li> <li>10. Food displays should be protected against contamination (by coughing, sneezing, etc.)</li> <li>11. Break time - No competitive or ball games except under strict conditions</li> <li>12. Lunch time - Students allowed on the field but no contact sports and no equipment to be loaned out except under strict conditions</li> <li>13. As lessons will be ongoing students should not be in buildings except to access the Hub, the library, the Busy Bean or designated toilets</li> <li>14. Students told to wash hands at end of break/ lunchtimes</li> <li>15. Drinking fountains to be deactivated</li> <li>16. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</li> <li>17. Reval (cashless payment) devices to be cleaned between sittings</li> </ol>				
<b>Site and safety - Deliveries, waste collection and contractors</b>	Staff, students, Delivery drivers, Waste collection operatives	<ol style="list-style-type: none"> <li>1. If practicable drivers should wash or clean their hands before unloading goods and materials</li> <li>2. Staff not to approach delivery staff and allow packages to be left in a safe place</li> <li>3. Staff should wash their hands after handling all deliveries or waste materials</li> <li>4. Waste put into bins with lids and then into bags and containers - to be kept closed.</li> <li>5. Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours)</li> <li>6. Only contractors carrying out essential works are to be allowed on site and will read and comply with signs in reception regarding good hygiene</li> <li>7. Staff and contractors are to maintain a safe distance between themselves and others</li> <li>8. Strict hygiene rules to be implemented in line with all other persons on site</li> <li>9. Site inductions are to be carried out following social distancing principles</li> <li>10. Contractors to notify site staff of all areas visited, in order that these can then be thoroughly cleaned</li> </ol>		2	3	2*3+3 =9 Low

<b>Site and Safety - Use of Changing facilities and showers</b>	Staff, students	<ol style="list-style-type: none"> <li>Enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>Suitable and sufficient rubbish bins placed in these areas with regular removal and disposal</li> <li>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.</li> </ol>		2	3	2*3+3 =9 Low
<b>Site and Safety - Administering First aid/ Medication</b>	Staff, parents and students	<ol style="list-style-type: none"> <li>Suitable number of staff on duty</li> <li>First aid risk assessment and medication policy in place</li> <li>Social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid to wear PPE appropriate to the circumstances</li> <li><a href="#">St John's Ambulance advice</a> followed by first aiders</li> <li><a href="#">Guidance on the number of first aiders required provided here</a></li> <li>Administering first aid and medication risk assessments to be reviewed as guidance changes throughout pandemic</li> <li><a href="#">Government PPE guidance</a> followed as appropriate</li> </ol>		2	3	2*3+3 =9 Low
<b>Site and Safety - Emergency procedures (Fire alarms etc)</b>	Staff, students, Visitors, Contractors	<ol style="list-style-type: none"> <li>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable</li> <li>Students to be reminded and guided to stand at appropriate distance (1m+) in assembly areas</li> </ol>		2	3	2*3+3 =9 Low
<b>Specific Areas</b>	Staff, students, Visitors, Contractors	<ol style="list-style-type: none"> <li><a href="#">ARP/SEND</a> (KRE)</li> <li><a href="#">External professionals</a> (AQU)</li> <li><a href="#">Office and welfare</a> (WHE)</li> <li>Assessments/examinations (JKE)</li> <li><a href="#">Library</a> (A Martino)</li> <li>Recruitment (WHE)</li> <li><a href="#">Subjects</a> (see revised annual risk assessments) (MLs)</li> <li>Trips and visits (MMY)</li> </ol>				

<b>Likelihood</b>						
<b>Very Likely</b>	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