

## Coronavirus (COVID-19): risk assessment for schools

**[New]** As of 1 April, employers are no longer required to explicitly consider coronavirus (COVID-19) in their risk assessments. Instead, employers have been advised to take responsibility for implementing control measures that are appropriate for their circumstances. This means that schools are no longer legally required to have a specific coronavirus risk assessment in place; however, in line with the DfE's '[Health and safety: responsibilities and duties for schools](#)' guidance, schools are required to have risk assessments covering risks to the health and safety of employees and other persons, including pupils who are not employees of the school. This means that schools may still need to cover coronavirus-related risks in their risk assessments if a school assesses it to be a risk to staff and pupils.

**[New]** This risk assessment has been created in line with the latest public health advice on managing respiratory infections, including coronavirus. Schools will need to amend the risk assessment to ensure it reflects any school-level or local measures they have in place.

<b>SUMMARY OF ACTIONS IF YOU ARE UNWELL</b>	
<ul style="list-style-type: none"> <li>Reduce the spread of infection in your household and try to keep your distance from people you live with</li> <li>in shared areas wear a well-fitting face covering</li> <li>ventilate rooms you have been in by opening windows and leaving them open for at least 10 minutes after you have left the room</li> <li>wash your hands regularly and cover your mouth and nose when coughing or sneezing</li> <li>Regularly clean frequently touched surfaces, such as door handles and remote controls, and shared areas such as kitchens and bathrooms</li> <li>advise anyone that does need to come into your home that you have symptoms, so they can take precautions to protect themselves such as wearing a well-fitting face covering or a surgical face mask, keeping their distance if they can, and washing their hands regularly</li> </ul>	
<b>What to do if you have symptoms of a respiratory infection, including COVID-19, and have not taken a COVID-19 test</b>	
Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, <b>who are otherwise well</b> , can continue to attend their education setting.	If you have symptoms of a respiratory infection, such as COVID-19, and you have a <b>high temperature or do not feel well enough to go to work or carry out normal activities</b> , try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.
<b>What to do if you have symptoms of a respiratory infection, including COVID-19 and have a positive COVID-19 test result</b>	
Try to stay at home and avoid contact with other people	If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for <b>3 days after the day they took the test</b> , if they can. <b>After 3 days, if they feel well and do not have a high temperature, they may return to school.</b>
<b>When children and young people with symptoms should stay at home and when they can return to education</b>	
<ul style="list-style-type: none"> <li>Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, <b>who are otherwise well</b>, can continue to attend their education setting.</li> <li>Children and young people who usually go to school and who live with someone who has a positive COVID-19 test result should continue to attend school as normal</li> </ul>	<p><b>ADULTS:</b> If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test.</p> <p><b>CHILDREN and YOUNG PEOPLE:</b> If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for <b>3 days after the day they took the test</b>, if they can. <b>After 3 days, if they feel well and do not have a high temperature, they may return to school.</b></p>

# Rowan Gate Primary School

<b>Assessment conducted by:</b> Mrs Julia Coles	<b>Job title:</b> Deputy Head	<b>Covered by this assessment:</b> All Sites
<b>Date of assessment:</b> 27 April 2022	<b>Review interval:</b> 6 Weeks	<b>Date of next review:</b> 7 June 2022

Related documents
<u><b>Coronavirus (COVID-19): Contingency Plan, Infection Control Policy , Norse Cleaning Policy COSHH Guidelines, Individuals at High Risk from Coronavirus (COVID-19) Risk Assessment, Remote Education Policy</b></u>

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
<b>Likely impact</b>	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<b>[Updated]</b> Awareness of policies and procedures	<b>H</b>	<ul style="list-style-type: none"> <li>All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> <li><b>Health and Safety Policy</b></li> <li><b>Infection Control Policy</b></li> <li><b>Coronavirus (COVID-19): Contingency Plan</b></li> </ul> </li> <li>Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> <li><b>Health and Safety Policy</b></li> <li><b>Infection Control Policy</b></li> </ul> </li> <li><b>[Updated]</b> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>DfE (2021) 'Health and safety: responsibilities and duties for schools'</li> <li><b>[New]</b> UK Health Security Agency (2022) 'People with symptoms of a respiratory infection including COVID-19'</li> <li><b>[New]</b> UK Health Security Agency (2022) 'Living safely with respiratory infections, including COVID-19'</li> </ul> </li> <li>Staff, volunteers, parents, pupils, visitors and contractors receive any necessary information and training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</li> <li>The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>DfE</li> <li>NHS</li> <li>UK Health Security Agency (UKHSA)</li> <li>Department of Health and Social Care</li> <li>The school's local health protection team (HPT)</li> </ul> </li> <li>The <b>SLT</b> reviews relevant school policies to ensure they account for the latest provisions.</li> </ul>	<b>Y</b>	<b>Deputy Headteacher</b>	<b>30.04.2022</b>	<b>M</b>
<b>[Updated]</b> Understanding government guidance on respiratory infections, including coronavirus	<b>M</b>	<ul style="list-style-type: none"> <li><b>[Updated]</b> Staff, parents, pupils and visitors are informed of the national <u>guidance</u> regarding what to do if you have symptoms of a respiratory infection, including coronavirus, have tested positive for coronavirus or are a close contact of someone with coronavirus.</li> <li>Staff, parents, pupils and visitors are informed of any additional school-level advice on this matter.</li> </ul>	<b>YES</b>	<b>SCHOOL ADMIN TEAM</b>	<b>30.04.2022</b>	<b>L</b>
<b>[Updated]</b> Close contact with confirmed coronavirus cases	<b>H</b>	<ul style="list-style-type: none"> <li>Staff, parents and pupils are informed that people who live in the same household as someone with coronavirus are at highest risk of becoming infected, and those who have stayed overnight in the same household are also at high risk.</li> <li><b>[Updated]</b> Individuals who live in the same household as someone with coronavirus or who have stayed overnight with them are encouraged to follow</li> </ul>	<b>YES</b>	<b>SCHOOL ADMIN TEAM</b> <b>SLT</b>	<b>30.04.2022</b>	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p><u>national guidance</u> on precautions they can take to reduce the risks to themselves and others.</p> <ul style="list-style-type: none"> <li><b>[Updated]</b> Individuals who are a contact of a positive case but do not live with or have not stayed overnight with the individual are advised to follow the '<u>Living safely with respiratory infections, including COVID-19</u>' guidance.</li> <li><b>[New]</b> The school will take advice from the local HPT regarding specific precautions to be taken in response to managing a case or outbreak.</li> </ul>		<u>STAFF TEAM</u>		
<b>[Updated]</b> Contact with individuals who develop coronavirus symptoms at school	H	<ul style="list-style-type: none"> <li><b>[Updated]</b> If anyone develops coronavirus symptoms while at school, they are advised to go home and informed of the <u>national guidance</u> on what to do if you have symptoms of a respiratory infection, including coronavirus, or test positive for coronavirus.</li> <li><b>[Updated]</b> Pupils going home after displaying symptoms who are awaiting collection by a parent are moved away from others to a location that can be ventilated.</li> <li>If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li><b>[Updated]</b> Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned and appropriately ventilated after they have left the premises.</li> </ul>	<u>YES</u>	<u>SLT</u> <u>STAFF TEAM</u>	<u>08.3.2022</u>	<u>M</u>
<b>[New]</b> Managing respiratory infections, including coronavirus	H	<ul style="list-style-type: none"> <li>Staff with symptoms of a respiratory infection, including coronavirus, who have a high temperature and do not feel well enough to work will be advised to stay at home and avoid contact with others until they no longer have a high temperature and feel well enough to return to work.</li> <li>Staff will be supported to work from home where possible.</li> <li>Pupils with mild respiratory infection symptoms, such as a runny nose, sore throat or slight cough, who are otherwise well, are able to continue to attend school.</li> <li>Pupils who are unwell and have a high temperature will be advised to stay at home and avoid contact with others until they no longer have a high temperature and feel well enough to return to school.</li> <li>Anyone with symptoms of a respiratory infection, including coronavirus, will be advised to follow the <u>UKHSA guidance</u>.</li> </ul>	<u>YES</u>	<u>SCHOOL ADMIN TEAM</u> <u>SLT</u> <u>STAFF TEAM</u>	<u>08.3.2022</u>	<u>L</u>
<b>[Updated]</b> Managing confirmed cases of coronavirus	H	<ul style="list-style-type: none"> <li>Staff, pupils and parents are informed, <u>via ParentMail</u>, of how the school responds to confirmed cases of coronavirus.</li> <li>Where an individual in the school community tests positive for coronavirus, the school follows public health advice and procedures outlined in the <u>Infection Control Policy</u>.</li> </ul>	<u>YES</u>	<u>SCHOOL ADMIN TEAM</u> <u>SLT</u>	<u>08.3.2022</u>	<u>L</u>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• <b>[Updated]</b> Individuals who test positive for coronavirus follow the <a href="#">UKHSA guidance</a> on precautions to take.</li> <li>• Staff who have coronavirus are supported to work from home where possible. If this is not possible, the staff member and their manager discuss other options.</li> <li>• <b>[New]</b> Staff with a confirmed case of coronavirus will be advised to not come to school for 5 days after they took a test. If the staff member feels well enough to return to work after 5 days, they will do so, but will avoid contact with any member of the school community who is at higher risk of serious infection from coronavirus for 10 days after the day they took a test.</li> <li>• <b>[New]</b> Pupils with a confirmed case of coronavirus will be advised to not come to school for three days after they took a test. If the pupil feels well enough to return to school after 3 days and they do not have a temperature, they will do so.</li> </ul>		<b><u>STAFF TEAM</u></b>		
PPE	H	<ul style="list-style-type: none"> <li>• PPE is distributed to staff who provide intimate care for pupils, where a pupil becomes unwell with symptoms of coronavirus whilst in school and close contact cannot be avoided, and where the staff member is performing aerosol generating procedures.</li> <li>• Risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>• Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE.</li> <li>• All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> </ul>	<b><u>YES</u></b>	<b><u>PREMISES TEAM</u></b> <b><u>SCHOOL ADMIN TEAM</u></b> <b><u>SLT STAFF TEAM</u></b>	<b><u>08.3.2022</u></b>	<b><u>L</u></b>
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> <li>• Suitable handwashing and sanitising facilities are provided for individuals to wash their hands regularly.</li> <li>• Adequate amounts of tissues and bins are available in the relevant areas.</li> <li>• Skin-friendly sanitising wipes are used as an alternative for pupils who are at risk of ingesting hand sanitiser, where appropriate.</li> <li>• Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach.</li> <li>• Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> <li>• Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene.</li> </ul>				
<b>[Updated]</b> Cleaning	H	<ul style="list-style-type: none"> <li>• The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment, e.g. twice per day. There is a particular focus on frequently touched surfaces.</li> </ul>	<b>YES</b>	<b><u>PREMISES TEAM/SLT/ STAFF TEAM</u></b>	<b>07.03.22</b>	<b>L</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The school is cleaned in line with the <u>Norse Cleaning Policy</u> and <u>COSHH recommendations</u>.</li> <li><b>[New]</b> Enhanced cleaning is undertaken if there is an outbreak at the school, in line with advice from the local HPT.</li> </ul>				
Protecting high-risk individuals	H	<ul style="list-style-type: none"> <li>A separate <u>Individuals at High Risk from Coronavirus (COVID-19) Risk Assessment</u> is carried out and followed.</li> </ul>	YES	<u>PREMISES TEAM/SLT/STAFF TEAM</u>	07.03.22	L
Unvaccinated members of staff	H	<ul style="list-style-type: none"> <li>The school encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance.</li> <li>The school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible.</li> <li>The school consults with its recognised trade unions when implementing its approach to vaccinations.</li> <li>The school does not discriminate against any member of staff who has not being vaccinated for any reason, and adheres to its duties under the Equality Act 2010.</li> <li>The <u>Senior Leadership Team</u> considers additional measures to protect unvaccinated staff members on a case-by-case basis.</li> </ul>	YES	<u>SLT</u> <u>STAFF TEAM</u>	07.03.22	L
<b>[Updated]</b> Remote education	H	<ul style="list-style-type: none"> <li><b>[Updated]</b> Remote education is provided for pupils in circumstances when in-person attendance is not possible or is contrary to government guidance, e.g. they have an infectious illness.</li> <li><b>[New]</b> Remote education is provided as soon as possible, in proportion to the length of the pupil's absence and disruption to their learning.</li> <li>Remote education is delivered in line with the following policies and documents: <ul style="list-style-type: none"> <li>- <u>Remote Education Policy</u></li> </ul> </li> </ul>	YES	<u>SLT</u> <u>STAFF TEAM</u>	07.03.22	L
Educational visits	M	<ul style="list-style-type: none"> <li>Educational visits are conducted in line with government guidance. This includes the COVID-secure measures in place at the destination.</li> <li>A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely, and all trips are conducted in line with their risk assessment.</li> </ul>	YES	<u>SLT</u> <u>STAFF TEAM</u>	07.03.22	L
<b>[Updated]</b> Communication	H	<ul style="list-style-type: none"> <li>The <u>headteacher</u> puts into place any actions or precautions advised by the local HPT if necessary.</li> <li>The <u>headteacher</u> liaises with the LA where necessary and communicates any local guidance via the ALL STAFF email channel where required.</li> <li>The school's website is kept up-to-date with any important information regarding the running of the school during the coronavirus pandemic, e.g. local arrangements.</li> </ul>	YES	<u>SCHOOL ADMIN TEAM</u> <u>SLT</u> <u>STAFF TEAM</u>	07.03.22	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The <b>headteacher</b> liaises with the <b>governing body</b> about possible arrangements for running the school, where necessary.</li> <li><b>[Updated]</b> All staff, pupils, parents, visitors and volunteers are made aware of the <b>symptoms</b> of respiratory infections, including coronavirus, what to do if they display symptoms, and what to do if others display symptoms.</li> <li>The <b>SLT</b> is actively present around the school to provide additional support, advice and reassurance.</li> </ul>				
Ventilation	M	<ul style="list-style-type: none"> <li>The school has a clear approach to increasing ventilation and minimising risk of aerosol transmission. A window should be opened in any classroom or office space on entry. .</li> <li>Particular consideration is given to ventilation when hosting events where visitors such as parents are on site, e.g. school productions.</li> <li>The <b>site manager</b> checks that all ventilation systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents.</li> <li>All ventilation systems remain energised in normal operating mode.</li> <li>Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</li> <li>A ventilation audit is carried out to assess the quality of ventilation in school spaces.</li> <li>Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> <li>Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</li> <li>High level windows are opened in preference to low level windows, to reduce draughts</li> <li>Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</li> </ul> </li> <li>The school uses CO<sub>2</sub> monitors provided by the DfE to help assess how well-ventilated spaces in the school are, and find a good balance of ventilation and thermal comfort.</li> <li>To avoid inaccurate readings, CO<sub>2</sub> monitors are placed: <ul style="list-style-type: none"> <li>At head height when seated.</li> <li>Away from ventilation outlets, such as grilles or windows.</li> <li>At least 0.5 metres away from occupants of the space being monitored.</li> </ul> </li> <li>The school maintains a consistent CO<sub>2</sub> monitor reading value of 800ppm or under.</li> <li>Where the CO<sub>2</sub> monitor reading exceeds 800ppm, ventilation is increased in the necessary spaces.</li> </ul>	YES	<p><b><u>PREMISES TEAM</u></b></p> <p><b><u>SCHOOL ADMIN TEAM</u></b></p> <p><b><u>SLT</u></b></p> <p><b><u>STAFF TEAM</u></b></p>	07.03.22	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>A separate risk assessment is carried out to cover the use of any poorly ventilated spaces.</li> <li>The school uses air cleaning units in areas where the CO2 monitor reading exceeds 800ppm.</li> </ul>				
<b>[New]</b> Managing outbreaks	<b>H</b>	<ul style="list-style-type: none"> <li>The school has a <b>Coronavirus (COVID-19): Contingency Plan</b> in place to manage outbreaks of respiratory infections, including coronavirus.</li> <li>The school will contact its local HPT if there is: <ul style="list-style-type: none"> <li>A higher than previously experienced and/or rapidly increasing number of staff or pupil absences due to acute respiratory infection.</li> <li>Evidence of severe disease due to respiratory infection, for example if a pupil or staff member is admitted to hospital.</li> </ul> </li> <li>If an outbreak or incident is suspected, the school will review and reinforce infection prevention and control measures that are already in place.</li> <li>This may include the reintroduction of face coverings, reintroduction of stretched and single class bubbles and cancellation of face to face assemblies/training.</li> </ul>	<b>YES</b>	<u>SLT</u> <u>PREMISES TEAM</u> <u>SCHOOL ADMIN TEAM</u>	<b>07.03.22</b>	<b>L</b>