



## OVERVIEW

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures has been developed for maintained schools and settings in consultation with our Trade Union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings will support and guide Governing Bodies and School Leaders to manage a planned and safe gradual return to school but recognise that local decisions to open or not **MUST** follow a risk based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help Governing Bodies and Head teachers develop and tailor a site-specific risk assessment in relation to COVID-19. Below is a list of potential of hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Control shown follow current available guidance and best practice

Head teachers/ Governing Bodies are responsible for monitoring the advice and guidance available, ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored and any emerging issues addressed appropriately.

You should refer to the CCC guidance provided to accompany this model as well as referenced national guidance – **PLEASE NOTE:** that your risk assessments should outline **YOUR** agreed control measures following your local planning processes – Any additional control measures you identify are required should be added to the additional controls column, along with who is responsible and a timescale.

All employees working within the premises should receive site specific information on the controls implemented within their workplaces.

Help and Support is available with the development of your risk assessment through The County Council's Corporate Health and Safety Team [healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk)

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

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



|  |   |                             |  |
|--|---|-----------------------------|--|
| RA Reference   | MODIFIED 1  | Activity Description        | COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS  |
| Assessment Date  | MAY 2020  | Assessor Name               | STEVE HERBERT  |
| Assessment Team Members  | STEVE HERBERT<br>SLT<br>GOVERNING BODY  | Planned Review Date         | Reviewed when necessary to reflect any changes in National Guidance  |
| Location   | ST GEORGE'S C of E SCHOOL   | Number Of People Exposed    | Approx 280 adults and children overall<br><b>6.7.2020</b><br>45 children maximum non year 6<br>45 adults maximum non year 6<br>20 staff<br>9 year 6<br>140 maximum (This makes an assumption that every adult/child will attend, however that will not be the case. From the replies to the parental survey, the daily amount will vary between 60-80) |
| Overall Residual Risk Level following implementation of effective control measures | 4 – Medium risk<br><br>Given the current Public Health information it remains possible that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity | People Exposed              | All Employees<br>Pupils<br>Visitors<br>Contractors<br>Members of the public<br>Vulnerable Children/ Adults<br>Persons with pre-existing medical conditions<br>First Aiders<br>New/ Expectant Mothers   |
| Assessment Last Updated  | JUNE 2020   | Is this an acceptable risk? | Yes/ No  |

| Hazard Description and How are people at risk   | Current Control Measures (Those that are in place)   | Potential Risk                                   | Additional Control Measures (To be identified and implemented)  | Action Details by Whom by When | Residual Risk                 |
|---|--|--|---|--------------------------------|-------------------------------|
| <p><b>Hazards in relation to staffing and daily operation</b></p> <p>Lack of supervision/ management of</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff report prior to coming into school if they are experiencing any of the following symptoms: <b>A high temperature, a new continuous cough loss of taste or smell</b></li> <li><input type="checkbox"/> Staffing plan in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to</li> </ul> | <p><b>8</b><br/><b>Medium Risk</b><br/>L5XS2</p> | <p>Staff must inform their manager if they or anyone in their household have been advised to self-isolate, before entering the workplace</p> <p><b>3 classrooms with no more than 15 children</b></p> | <p><b>6</b></p>                | <p><b>8 - Medium Risk</b></p> |



|   |  |   |  |  |
|---|--|---|--|--|
| <p>groups to comply with current guidance<br/>Unable to maintain staffing levels due to infection or isolation</p> <p>Child or young person requiring 121 support</p> <p>SEND/ Behaviour Management Issues</p> <p>To prevent ill health/ injury</p> | <p>group sizes/ pupil needs and the activities required. – Ratios based on appropriate risk assessment.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Timings of arrivals, lessons and activities in place</li> <li><input checked="" type="checkbox"/> Parents/carers not allowed in the school except on individual transition day in secure, separate areas</li> <li><input type="checkbox"/> All offsite school activities suspended</li> <li><input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work.</li> <li><input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them.</li> <li><input type="checkbox"/> <a href="#">PHE COVID-19 Testing guidance communicated to staff</a></li> <li><input type="checkbox"/> Staff responsible for ensuring that they are up to date with their own routine immunisations</li> <li><input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them.</li> <li><input type="checkbox"/> Pupils - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 121 care or support is not available for them</li> <li><input type="checkbox"/> Referrals made to occupational health as appropriate</li> <li><input type="checkbox"/> Employees advised of and offered vaccination cover (<b>as this becomes available and appropriate</b>)</li> <li><input type="checkbox"/> Pupil/staff cohorts remain together at all times</li> <li><input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups except on designated, staggered breaks</li> <li><input type="checkbox"/> Outside spaces used for learning where possible</li> <li><input type="checkbox"/> Outdoor equipment – taken out of use with access prevented by means of suitable barriers</li> <li><input type="checkbox"/> Local school specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen RAs</li> <li><input type="checkbox"/> Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported via the normal reporting procedures</li> <li><input type="checkbox"/> Normal absence and wellbeing reporting procedures followed</li> </ul> | <p>Year 6 in separate area and entrance.</p> <p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefing) will be provided to all employees and regular visitors</p> <p>Separate staff rooms and toilets</p> <p>Separate toilet areas for each group- communal toilets locked</p> <p>Separate playtimes for transition groups</p> |  |  |
|---|--|---|--|--|



|  |   |  |   |                            |   |
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|  | <input type="checkbox"/> Normal pre-employment procedures followed.   |  |   |                            |   |
| <p><b>Hazards in relation to lack of cleaning/ hygiene/ waste management</b></p> <p>Inadequate cleaning and hygiene processes</p>                    | <input type="checkbox"/> Staff and pupils and instructed to wash their hands upon entry to buildings and frequently thereafter.<br><input type="checkbox"/> Supplies of hand sanitiser available at entrance points for parents and where there are no sinks.<br><input type="checkbox"/> Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel (60-70% alcohol) as required for those without easy access to suitable handwashing facilities.<br><input type="checkbox"/> Sufficient handwashing facilities are available sinks, soap and towels<br><input type="checkbox"/> Regular cleaning and disinfection of surface that are touched more frequently<br><input type="checkbox"/> Drinking fountains taken out of use<br><input type="checkbox"/> Suitable signage and visual instructions displayed as required<br><input type="checkbox"/> When delivering personal/intimate care, staff will wear the normal PPE required as detailed in individual healthcare plan | <p><b>8 - Medium Risk</b></p> <p>L5 x S2</p> | <p>Pupil allergies identified where applicable and displayed in staffroom,</p> <p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> | <p>Head/Office Manager</p> | <p><b>6 - Medium Risk</b></p>               |
| <p><b>Transport and Travel</b></p> <p>Reducing the risk of infection</p>   | <input type="checkbox"/> Safe transport guidance promoted to staff and parents<br><input type="checkbox"/> Protocols in place for drop off and pick up<br><input type="checkbox"/> All offsite school activities suspended<br><input type="checkbox"/> Transport providers will follow appropriate controls as highlighted in their code of practice  | <p><b>8 - Medium Risk</b></p> <p>L5 x S2</p> | <p>Where possible staff should avoid/limit the use of public transport. If this is unavoidable Government guidance is that you need to use a face covering</p>                          | <p>Head/ SLT</p>           | <p><b>6 - Medium Risk</b></p> <p>L4x S2</p> |
| <p><b>Hazards in relation to pupil and staff wellbeing and mental health</b></p> <p>Preventing ill health due to anxiety and work related stress</p> | <input type="checkbox"/> School Stress Risk Assessment in place<br><input type="checkbox"/> Where staff report work related issues – individual stress risk assessment will be carried out in line with HSE guidance<br><input type="checkbox"/> Staff will be referred to occupational health as early as possible<br><input type="checkbox"/> Good communication measure in place and maintained with staff<br><input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.  | <p><b>8 - Medium Risk</b></p>                | <p>The Local Authority have produced the following guidance Coronavirus – getting back to school <a href="#">Supporting emotional wellbeing and learning</a></p>                        | <p>Head/ SLT</p>           | <p><b>8 - Medium Risk</b></p>               |



|  |   |                               |  |                        |                               |
|--|---|-------------------------------|--|------------------------|-------------------------------|
| <p><b>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions</b><br/>Pregnancy, Asthma etc.</p>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times</li> <li><input type="checkbox"/> Staff who have shielding letters must not attend school</li> </ul>   | <p><b>8 - Medium Risk</b></p> | <p>If the person cannot undertake their normal duties contact your HR provider to discuss any reasonable adjustments</p>   | <p>Head/ SLT</p>       | <p><b>6- Medium Risk</b></p>  |
| <p><b>Hazards in relation to managing incidents and emergencies</b><br/><br/>First Aid/ Accidents/ Incidents/ Emergencies<br/>Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents. (in line with current Public Health England and updated HSE RIDDOR guidance circulated to Schools)</li> <li><input type="checkbox"/> Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment</li> <li><input type="checkbox"/> At least one person with a first aid certificate will be on the premises at all times when children are present</li> <li><input type="checkbox"/> School Emergency Plan/ crisis management plans in place</li> <li><input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.</li> </ul> | <p><b>8 - Medium Risk</b></p> | <p>Any first aid certificate that expired on or after the 16<sup>th</sup> March and cannot access requalification training because of coronavirus may qualify for a 3-month extension up until the 16<sup>th</sup> June</p> <p style="color: green;">Separate room provided for child who falls ill with symptoms.<br/>Separate toilet within the room used for sole purpose</p> | <p>Head/ SLT</p>       | <p><b>6 - Medium Risk</b></p> |
| <p><b>Hazards in relation to eating and safe welfare facilities</b></p>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Timings in place to ensure safe management of break and lunchtimes</li> <li><input type="checkbox"/> Adequate welfare facilities provided for all staff and pupils</li> <li><input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating.</li> </ul>  | <p><b>8 - Medium Risk</b></p> | <p>Staff to be encouraged to remain on site during lunch breaks. Where this is not possible staff are reminded to maintain social distancing whilst off site</p> <p style="color: green;">Pupils to eat lunches brought from home in classrooms or packed lunches provided</p>   | <p>Head/Deputy SLT</p> | <p><b>6- Medium Risk</b></p>  |
| <p><b>Hazards due to the lack of suitable PPE</b><br/><br/>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures.</p>               | <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and pupils to be fit/well to attend setting</li> <li><input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance</li> <li><input type="checkbox"/> PPE to be fit for purpose/ approved specification</li> <li><input type="checkbox"/> Where PPE/ RPE provided staff provided with training and instruction in its use.</li> <li><input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable</li> </ul>   | <p><b>8 - Medium Risk</b></p> | <p>Telephone ordering process in place for weekly supplies of PPE 0800 783 1967</p> <p style="color: green;">Each areas has special P.P.E Emergency Pack</p>   | <p>Head/Deputy SLT</p> | <p><b>6- Medium Risk</b></p>  |



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|------------------------------|---|--|--|--|
|                              | <input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings  |  |  |  |
| <b>Assessment Conclusion</b> | Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective. |  |  |  |

**In addition to the above Risk Assessment, St George’s C of E will be implementing the following control measures as from 1<sup>st</sup> June 2020. Procedures will be reviewed as and when appropriate and following government and Cumbria County Council guidance:**

We will switch to a ‘Transition Phase’ with individual bubbles’ of half classes for designated days from July 6<sup>th</sup>. School will be closed to all children bar Year 6 on Monday 6<sup>th</sup> July in order to deep clean and reset school.

- A maximum of 45 children split into 3 half classes on each transition ‘day’
- Separate classroom with up to 9 Year 6
- Maximum of 45 parents, socially distanced in main hall and subject to hand sanitising rules, kept separate from children, separated into three groups
- One socially distanced gathering on July 17<sup>th</sup> in 2m squared in playground for Year 6 children and families to watch ‘Final assembly on portable LED Screen’
- Playground rota 2 x 30 minutes each
- Movement between classes staggered and rotaed
- Fixed play equipment and bikes in playground- cleaning system from Site support after use and ongoing throughout day (Checked with Kym Allen Associates 1.6.2020)
- Separate staff rooms and toilets to be used. Only 4 in staffroom at a time, maximum
- Pupils in different classrooms will not interact. Lunches, brought from home, will be eaten in class or outside. Packed lunches for FSM and UFSM brought from kitchen to classroom
- Year 6 separate entrance, with social distancing markers at Main Entrance on June 15th
- Staggered entry from 8.40 to 9am
- Cones out along street to socially distance 3 groups of younger children who are then directed to trusted adult
  - EYFS- Nursery Playground
  - Years 1-2- Reception Entrance from Playground
  - Year 2 and KS2- Sports Hall/Playground Entrance
- Hand sanitizer to be used on entry and exit of the school.
- All children and adults to wash hands immediately and thoroughly on arrival into their areas
- All staff who volunteer to work with children in school will do a full day (8.45 – 3.15).
- FSM Delivery Team will work in the Dinner Hall between 10 and 1.30pm
- Office must be manned by Admin or SLT. Only entry by FSM delivery team to determine dinner numbers in absence of Office Manager
- SENCO available on site- system of emergency cover by pastoral staff should need arise



- 80% of staff are trained in First Aid, One with each group
- No visitors will be allowed through the main entrance, access will be strictly controlled by HT. Staff will escort adults to and from meeting place
- Adults and children must maintain a cone's distance apart outside the playground entrance and marked over 1 metre spaces outside front entrance
- Extended times for the start and end of the day
- Excess furniture and soft furnishing will be removed from classrooms used.
- Seesaw work is to be completed, where possible when in school
- Each group will have their own, assigned equipment. The Year 6 'Carousel groups will have separate resources
- Kym Allen's cleaning risk assessment to be followed. In addition, toilets, surfaces and handles to be cleaned during the day.
- Regular hand washing will be reinforced.
- Children and staff will be regularly reminded to socially distance.
- Unused rooms will be locked where possible
- SLT will ensure there are adequate breaks for staff on duty.
- SLT will not enter classes unless it is essential to do so.
- Staff will be asked to use their mobile phone to contact SLT in an emergency.
- Staff will only be allowed to enter school on the days they are on rota. They must seek permission from the Headteacher to enter on other days.
- PPE will be provided for staff (aprons, masks and gloves), for those who wish to wear them.
- Children will be allowed to wear PPE masks if they wish but social distancing will be strictly enforced
- Staff, pupils, and essential visitors should not enter the school if they or a family member are showing signs or symptoms of COVID-19.
- Staff and pupils will be required to observe good hygiene – clean/laundered clothing to be worn every day.

**See separate sheet and video to parents for current return rota**

## Links to Guidance

### Staff, Pupils and Others

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

[Implementing protective measures in education and childcare settings](#)  
[Conducting a SEND risk assessment during the Coronavirus outbreak](#)  
[Guidance on hand cleaning](#)



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

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus \(COVID-19\)](#)

**Personal Protective Equipment - PPE**

[PHE guidance to putting on and removing \(Donning and Doffing\) PPE](#)

**Travel**

[Safer travel guidance for passengers](#)

|            |                    | Severity/ Outcome  |                   |                   |                   |                   |
|------------|--------------------|--------------------|-------------------|-------------------|-------------------|-------------------|
|            |                    | 1<br>Insignificant | 2 Minor           | 3 Moderate        | 4 Major           | 5 Most Severe     |
| Likelihood | 5<br>Very Likely   | 5<br>Low Risk      | 10<br>Medium Risk | 15<br>High Risk   | 20<br>High Risk   | 25<br>High Risk   |
|            | 4<br>Likely        | 4<br>Low Risk      | 8<br>Medium Risk  | 12<br>Medium Risk | 16<br>High Risk   | 20<br>High Risk   |
|            | 3<br>Possible      | 3<br>Low Risk      | 6<br>Medium Risk  | 9<br>Medium Risk  | 12<br>Medium Risk | 15<br>High Risk   |
|            | 2<br>Unlikely      | 2<br>Low Risk      | 4<br>Low Risk     | 6<br>Medium Risk  | 8<br>Medium Risk  | 10<br>Medium Risk |
|            | 1<br>Very Unlikely | 1<br>Low Risk      | 2<br>Low Risk     | 3<br>Low Risk     | 4<br>Low Risk     | 5<br>Low Risk     |