



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 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

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

Cumbria County Council – Lanercost C of E Priamry COVID-19 SCHOOLS OPERATIONS RISK ASSESSMENT



RA Reference	<i>LanercostCovid19Operations</i>	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS
Assessment Date	<i>25/08/2020</i>	Assessor Name	<i>Alison Clarricoats</i>
Assessment Team Members	<i>Alison Clarricoats</i>	Planned Review Date	<i>Weekly from the 7th September</i>
Location	<i>Lanercost Primary School</i>	Number Of People Exposed	<i>Staff: 11 Children: NOR 74</i>
Overall Residual Risk Level following implementation of effective control measures	<p><i>Enter Your Overall Residual Risk Rating e.g. 6 – Medium risk</i></p> <p>Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity</p>	People Exposed	<p>All Employees Pupils Visitors Contractors – 1 Orian, member of staff Members of the public Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders New/ Expectant Mothers</p>
Assessment Last Updated	<i>25/8/2020</i>	Is this an acceptable risk?	Yes

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>Hazards in relation to staffing and daily operation</p> <p>Lack of supervision/ management of groups to comply with current guidance Unable to maintain staffing levels due to infection or isolation</p> <p>Child or young person requiring 121 support</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff report prior to coming into school if they are experiencing any of the following symptoms: A high temperature, a new continuous cough loss of taste or smell <input type="checkbox"/> Staffing plan in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. – Ratios based on appropriate risk assessment. <input type="checkbox"/> Timings of arrivals, lessons and activities in place <input type="checkbox"/> Parents/carers not allowed in the school unless absolutely necessary and appointment made with Head teacher <input type="checkbox"/> All offsite school activities suspended <input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work. 	<p>10 Medium Risk L5XS2</p>	<p>All staff to be advised that they must inform their manager if they or anyone in their household have been advised to self-isolate, before entering the workplace</p> <p><u>Cumbria call centre</u> – single point of contact to contact in Cumbria to notify CCC of any suspected or</p>	<p>Staff briefing/induction – 28/8/20</p> <p>Posters displayed around school - TAs</p>	<p>Medium Risk</p> <p>L2 x S3 6</p>

<p>SEND/ Behaviour Management Issues</p> <p>To prevent ill health/ injury</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them. <input type="checkbox"/> PHE COVID-19 Testing guidance communicated to staff <input type="checkbox"/> Staff responsible for ensuring that they are up to date with their own routine immunisations <input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them. <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 <input type="checkbox"/> Referrals made to occupational health as appropriate <input type="checkbox"/> Employees advised of and offered vaccination cover (as this becomes available and appropriate) <input type="checkbox"/> Pupil/staff cohorts remain together at all times <input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others <input type="checkbox"/> Outside spaces used for learning where possible <input type="checkbox"/> Outdoor equipment – taken out of use with access prevented by means of suitable barriers <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 <input type="checkbox"/> Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported via the normal reporting procedures <input type="checkbox"/> Normal absence and wellbeing reporting procedures followed <input type="checkbox"/> Normal pre-employment procedures followed. <input type="checkbox"/> Staff to follow http://www.cleapss.org.uk/ gives specific guidance for practical teaching in Science, Design Technology and Art. See GL343 Guide to doing practical work during the COVID-19 Pandemic 		<p>confirmed cases of COVID-19</p> <p>Chn allocated points at staggered times for drop off/ collection. Chn to go straight to allocated room- no personal possessions to be put in corridors.</p> <p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) have been provided to all employees and/or regular visitors</p> <p>Staff induction and Code of Conduct revised to detail expectations.</p> <p>1:1 return to work discussions with HT</p>	<p>Regular toolbox talks about updates in guidelines for Covid-19</p> <p>AC/KR to construct drop-off/collection timetable and circulate (by 27th August, ongoing reviews/ amendments as necessary)</p> <p>TAs to ensure posters are displayed at appropriate height/ places in each room (01/09/20)</p> <p>Staff to use barrier tape around outdoor play areas</p> <p>AC to lead staff induction (28/8/20 and on the first day of PT staff/ coaches)</p> <p>AC to conduct 1:1 risk assessments for vulnerable children (28/08/20)</p>	
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			Kym Allan Risk assessments completed in conjunction with this (paediatric first aid, staff wellbeing and re-occupation).		
Hazards in relation to lack of cleaning/ hygiene/ waste management Inadequate cleaning and hygiene processes	<input type="checkbox"/> Staff and pupils instructed to wash their hands upon entry to buildings and frequently thereafter. <input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks. <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. <input type="checkbox"/> Sufficient handwashing facilities are available sinks, soap and towels <input type="checkbox"/> Regular cleaning and disinfection of surface that are touched more frequently <input type="checkbox"/> Drinking fountains taken out of use <input type="checkbox"/> Suitable signage and visual instructions displayed as required <input type="checkbox"/> When delivering personal/intimate care, staff will wear the normal PPE required as detailed in individual healthcare plan	Medium Risk L3 x S3 9	Pupil allergies identified where applicable Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19 Protocols in place and will be disseminated to staff and pupils at induction, resources all ordered. Isolation room with PPE for anyone with Covid symptoms. Daily cleaning record for each 'bubble'/ room in addition to daily clean-refer to this document and Kym Allen re-occupation risk assessment. Each 'bubble' to have own cleaning equipment, kept high out of reach from children.	Headteacher, all staff 4/6/2020 E45 cream to be available for staff and children - TAs HT to advise staff of any changes to hand cleaning/hygiene AC to send letter to parents detailing exact arrangements (26/8/20) Completed	Medium Risk L4 x S2 8

<p>Transport and Travel</p> <p>Reducing the risk of infection</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Safe transport guidance promoted to staff and parents <input type="checkbox"/> Protocols in place for drop off and pick up <input checked="" type="checkbox"/> All offsite school activities suspended <input type="checkbox"/> A Transport risk assessment is available for SEND children <input type="checkbox"/> Transport providers will follow appropriate controls as highlighted in their code of practice 	<p>10 - Medium Risk</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 on public transport</p>	<p>Info letter to go out or available on the website.</p> <p>AC to do LA Transport survey 14/08/20 – completed</p> <p>Inform parents that only one parent should accompany child for drop off and pick up</p>	<p>8 - Medium Risk</p> <p>L4x S2</p>
<p>Hazards in relation to pupil and staff wellbeing and mental health</p> <p>Preventing ill health due to anxiety and work related stress</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School Stress Risk Assessment in place <input type="checkbox"/> Where staff report work related issues – individual stress risk assessment will be carried out in line with HSE guidance <input type="checkbox"/> Staff will be referred to occupational health as early as possible <input type="checkbox"/> Good communication measure in place and maintained with staff <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. <input type="checkbox"/> Pupils will be referred to appropriate agencies (with consent of parents) should the need arise. 	<p>Medium Risk</p> <p>L3 x S2 6</p>	<p>The Local Authority have produced the following guidance Coronavirus – getting back to school Supporting emotional wellbeing and learning</p> <p>Thorough induction completed with staff and 1:1 return to work discussion.</p> <p>Recovery curriculum in place, including parental survey to gauge needs of children.</p>	<p>Complete school stress risk assessment.</p> <p>Talk to staff who have concerns about returning to work – agree plans. Link to be distributed to staff – AC</p> <p>AC to devise and circulate Recovery Curriculum tiered support document for pupils and staff (28/08/20)-</p> <p>Continue to monitor and action as required – update FGB</p>	<p>Medium L2 x S3 6</p>
<p>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions</p>	<ul style="list-style-type: none"> <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 <input type="checkbox"/> Staff who have shielding letters must not attend school 		<p>If the person cannot undertake their normal duties contact your HR provider to discuss any reasonable adjustments</p>	<p>Talk to staff who have concerns about returning to work – agree plans.</p>	<p>Low L5 x S1</p>

Pregnancy, Asthma etc.			<p>Follow DfE/ PHE guidance.</p> <p>1:1 return to work discussion with staff, in accordance with DfE guidance.</p> <p>Weekly staff meetings and check-ins with staff not able to work in school.</p> <p>Kym Allan Risk assessments completed in conjunction with this (paediatric first aid, staff wellbeing and re-occupation).</p>		
<p>Hazards in relation to managing incidents and emergencies</p> <p>First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> □ 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) □ 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 □ At least one person with a paediatric first aid certificate will be on premises at all times when children are present □ School Emergency Plan/ crisis management plans in place □ All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. 	<p>Medium L4 x S2 8</p>	<p>First aid kits and PPE in each 'bubble' room to minimise contact with others/sharing of communal spaces.</p> <p>Health Care Plans reviewed with children and parents: if risk to child or adult is deemed too unsafe, alternative provisions/ options to be explored.</p> <p>Fire drill to take place within the first weeks of</p>	<p>Order the required kit and add to first aid kits – completed June 20</p> <p>All staff to have completed Paediatric First Aid course by 1st September 2020.</p> <p>Class TAs to check 1st Aid kits and accident reporting forms for their bubble are fully stocked (02/09/20). KR to order any further supplies as needed.</p>	<p>Medium L4 xS2 8</p>

			the new term. Socially distanced meeting points to be shared with children at Fire Assembly Point.	Undertake fire drill by (11/09/20)	
Hazards in relation to eating and safe welfare facilities	<ul style="list-style-type: none"> □ Timings in place to ensure safe management of break and lunchtimes □ Adequate welfare facilities provided for all staff and pupils □ Staff and pupils reminded to wash hands before and after eating. 	Medium L3 x S3 9	<p>Staff to be encouraged to remain on site during lunch breaks.</p> <p>Staff will be required to eat lunch in their allocated rooms, with children or in any outdoor space where weather permits due to inadequate ventilation and space in staffroom. 1 member of staff can use the staffroom at any one time. Staff to use kitchen area 1 at a time and clean/ disinfect after using.</p> <p>Children grouped in bubbles with separate dining facilities and outdoor play timetabled.</p>	<p>Set up timetables for groupings inc. pick up/drop off, breaks, lunches, outdoor time and handwashing – staff meeting 28/08/2020</p> <p>Staff meetings continue to have check-in element and daily debriefs take place.</p> <p>Staffing organised in bubbles so as to ensure adequate breaks. Additional adults used to relieve staff for breaks etc.</p>	Low L2 x S2 4
Hazards due to the lack of suitable PPE Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures.	<ul style="list-style-type: none"> □ Staff and pupils to be fit/well to attend setting □ Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance □ PPE to be fit for purpose/ approved specification □ Where PPE/ RPE provided staff provided with training and instruction in its use. 	Medium L3 x S3 9	<p>Telephone ordering process in place for weekly supplies of PPE 0800 783 1967</p> <p>Ordered via Thomas Grahams by KR</p>	<p>Add PPE kits for dealing with children displaying symptoms. Children wait in outdoor sheltered areas to await collection where possible or in staff room if not</p>	Medium L2 x S3 6

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	<input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable <input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings			Visors sourced for staff PPE ordered - completed Staff to watch video on how to put on/take off PPE see link in premises risk assessment. No children in school who require PPE. Staff to let KR know when supplies run low ongoing	
Assessment Conclusion	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.				

To be completed by the Individual undertaking the risk assessment:

Name: Alison Clarricoats

Job Title: Head Teacher

Signature:



Date: 25th August 2020

To be completed by the Head teacher:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Alison Clarricoats

Job Title: Head teacher



Signature:

Date: 25th August 2020

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 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk