



OVERVIEW

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures have 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 Headteachers 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. Controls shown follow current available guidance and best practice.

Headteachers and 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 as being 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 with the development of your risk assessment is available through the County Council's Corporate Health and Safety Team at healthandsafety@cumbria.gov.uk.

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

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

Following a request from the Education Planning Group, we have reviewed and updated the Model COVID-19 risk assessment to reflect recent changes to the Government guidance regarding Lockdown and Clinically Extremely Vulnerable Staff.

23/02/2021 This risk assessment has been updated following the latest Government guidance for schools reopening on March 8th. This does not replace your existing risk assessment but can be used to review/amend your existing controls

PLEASE NOTE: new guidance suggests that wearing face visors on their own is not sufficient protection and should only be worn with a face mask.

RA reference	<i>Enter your RA ref</i>	Activity description	COVID-19 - Infection prevention and control – SCHOOL OPERATIONS
Assessment date	<i>Enter date</i>	Assessor name	<i>Headteacher/Delegated Lead</i>
Assessment team members	<i>List contributors to RA</i>	Planned review date	<i>Enter date (reviewed to reflect any changes in National Guidance)</i>



Location	Name of school Lanercost CE Primary School	Number of people exposed	88
Overall Residual risk level following implementation of effective control measures	Medium risk From March 8 th all schools must open to all pupils. Professionals in Public Health, Health and Safety and Services will continue to work closely with recognised Trade Union Colleagues to promote safe working procedures, suitable safety controls and limit risk. Where the control measures mentions the requirement for <u>face coverings</u> – these are not classified as PPE	People exposed	All employees Pupils Visitors Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers
Assessment last updated	Enter date 1/3/21	Is this an acceptable risk?	Yes

Hazard description and how people are 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
Hazards in relation to staffing and daily operation	<input type="checkbox"/> We have access to COVID-19 Weekly Outbreak Control which provides an overview of the current COVID-19 situation in Cumbria based on available local and national data <input type="checkbox"/> Further detailed information can be found at Cumbria Intelligence Observatory <input type="checkbox"/> In the event of an outbreak we will follow Local Health Protection advice <input type="checkbox"/> Information posters highlighting the symptoms of COVID19 are prominently displayed throughout the premises. <input type="checkbox"/> Ongoing communications (posters, emails, inductions briefings toolbox talks) are provided to all employees, pupils, and visitors <input type="checkbox"/> Staff and pupils have been advised that they must not come into school if they have Coronavirus (COVID 19) symptoms (a high temperature, a new continuous cough,	10 Medium Risk L5 x S2	Catch it Kill it Bin it Poster on Schools Portal Visitors only permitted at Head Teacher's discretion Lateral flow testing to be carried out in line with Government Guidance	AC to send to Governors and Admin per week	6 Medium Risk L3 x S2



<p>loss of taste or smell). Or a member of their household has symptoms, or they have had a positive test.</p> <ul style="list-style-type: none"> ❑ Staff and pupil will not be permitted to attend school if they have to quarantine having recently visited countries outside of the <u>Common Travel Area</u> ❑ Primary school staff will continue to carry out home Lateral Flow Testing twice a week. ❑ Staff or pupils who have been identified as Clinically Extremely Vulnerable will work from home until the current shielding guidance ends on the 31st March 2021 ❑ Individual risk assessments will be carried out for staff who are shielding before they can return to the workplace. ❑ Referrals are made to occupational health as appropriate. ❑ Normal pre-employment procedures are followed. ❑ Absence/self-isolation cases due to COVID-19 (suspected or confirmed) are reported via the normal reporting procedures. ❑ Normal absence and wellbeing reporting procedures are followed. ❑ All staff will adhere to any instructions, advice, guidance, and site rules provided to them including hand and respiratory hygiene and maintaining social distancing ❑ Staff are responsible for ensuring that they are up to date with their own routine immunisations. ❑ Staff (and pupils over the age of 16 where appropriate) are encouraged to download the NHS COVID-19 app and follow the Government guidance: Use of the NHS COVID-19 app in education and childcare settings ❑ Staff and pupils will have their own frequently used equipment such as pens and pencils, which should not be shared with other people. ❑ Classroom based resources that need to be shared are cleaned regularly and rotated where possible ❑ Pupils are permitted to bring in a bag and have been instructed to limit the equipment they bring into school 	<p>Any positive LFD tests from home must be reported as soon as possible followed up by a PCR test.</p> <p>Whilst in the educational setting it is recommended that the 'trace' function of the app is paused.</p> <p>Equipment to be limited to:</p>	<p>Staff to carry out LFT twice per week, Wed and Sunday</p> <p>Peripatetic staff to carry out LFT night before coming into school.</p>
---	---	---

			<ul style="list-style-type: none"> <input type="checkbox"/> Lunch in disposable bag <input type="checkbox"/> Hat and coat <input type="checkbox"/> Books <input type="checkbox"/> Water bottle <input type="checkbox"/> Face mask in a sealed bag if on school taxi 		
Hazards relating to visitors coming into the setting	<ul style="list-style-type: none"> <input type="checkbox"/> Parents/carers are not allowed in the setting unless absolutely necessary and appointment made with Headteacher <input type="checkbox"/> Supply teachers, peripatetic teachers and other temporary staff are permitted to move between schools. <input type="checkbox"/> We will maintain records of all visitors to support the NHS Test and Trace programme. 	10 Medium Risk L5 x S2	<p>Visits to the setting will be restricted to those that are absolutely necessary e.g. educational.</p> <p>Supply teachers etc. to complete risk assessment for specialist visits prior to visit.</p>	<p>Parents are requested to stay in their cars at all times. Parents of children in Nursery and YR can accompany their children onto the site but must wear face masks and keep socially distanced.</p>	6 Medium Risk L3 x S2
Hazards relating to lack of social distancing	<ul style="list-style-type: none"> <input type="checkbox"/> Younger children (Early Years) will be kept separate from other groups within the school but will not be expected to distance within their group. <input type="checkbox"/> Headteacher will determine arrangements to manage pupil groups dependent on the school circumstances with the aim of minimising contact between individuals and maintain social distancing wherever possible as detailed in current Government guidance <input type="checkbox"/> Staff and adult visitors in primary schools will be asked to wear face coverings when moving around the school in corridors and communal areas (Does not apply for strenuous activities such as PE) <input type="checkbox"/> Children will be supported to maintain social distancing and encouraged not to touch staff where possible. 	10 Medium Risk L5 x S2	<p>Each class will remain as a separate bubble within school and in the playground/field</p>		6 Medium Risk L3 x S2

	<ul style="list-style-type: none"> □ All staff with younger children and children with complex needs or who need close personal care will try to maintain their distance and minimise time spent within 1 metre of anyone. □ Face coverings will be worn by all adults where 2 metre social distancing is not possible and, when moving around the setting, such as in corridors and communal areas where social distancing cannot be maintained. □ Instructions for safe wearing and removal of face coverings have been provided to staff and pupils □ We will keep a small supply of face masks to ensure that anyone without a face covering can be given one □ School assemblies and collective worship with more than one group will not be held. □ Movement around the school will be kept to a minimum and where possible break times and lunch times will be staggered to prevent busy corridors, entrances and exits. □ Where teachers and staff need to operate across different classes, they are advised to maintain 2 metre distances and minimise the number of interactions wherever possible. □ Social distancing limits occupancy in offices and staff rooms – staff are instructed to remain with cohort/groups and not mix with others. 		Government Guidance Face Coverings, when to wear one, exemptions and how to make one		
<p>Lack of supervision/management of groups to comply with current guidance</p> <p>Unable to maintain staffing levels due to infection or isolation</p>	<ul style="list-style-type: none"> □ We have a 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. □ Timings of arrivals, lessons, and activities are in place. □ Employees advised of and offered vaccination cover (as this becomes available and appropriate). 	<p>10 Medium Risk L5 x S2</p>			<p>6 Medium Risk L3 x S2</p>
SEND/Behaviour management issues	<ul style="list-style-type: none"> □ Pupils - individual healthcare plans are in place for pupils who require them. □ Pupils - separate individual risk assessment/healthcare/behaviour management plans and external support is 	<p>10 Medium Risk L5 x S2</p>	Supporting pupils at school with medical conditions		<p>6 Medium Risk L3 x S2</p>

Child or young person requiring one-to-one support	accessed where required to determine if the child or young person can safely attend where one-to-one care or support is not available for them.				
Hazards relating to performance activities such as music, dance, and drama	<ul style="list-style-type: none"> □ Group numbers will be limited to ensure that social distancing measures can be observed. □ Where practical, performances will take place outdoors. □ Where performances are indoors, rooms will be well ventilated. 	10 Medium Risk L5 x S2	Risk assessments to be developed for individual performances. There will be no performances with audiences		6 Medium Risk L3 x S2
Hazards relating to school activities outside	<ul style="list-style-type: none"> □ Pupil/staff cohorts will remain together at all times. □ Outside spaces to be used for learning where possible. □ Outdoor play equipment will be frequently cleaned, before and after use and between groups. □ Where possible outdoor sports will be prioritised. □ Any equipment used will be subject to thorough cleaning after each use. 	10 Medium Risk L5 x S2	Large indoor spaces can be used maximising natural ventilation flows and ensuring distancing between pupils and good hygiene practices		6 Medium Risk L3 x S2
Hazards in relation to lack of cleaning/hygiene/waste management Inadequate cleaning and hygiene processes	<ul style="list-style-type: none"> □ Cleaning will be carried out in accordance with the current guidance: COVID-19 Cleaning in non-healthcare settings □ Suitable signage and visual instructions are displayed as required. □ Local school-specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection, e.g. cleaning/kitchen Ras. □ When delivering personal/intimate care, staff will wear the normal PPE required as detailed in the individual healthcare plans. □ Supplies of hand sanitiser are available at entrance points and where there are no sinks. □ Staff and pupils are instructed to wash their hands or hand sanitise upon entry to the building, returning from breaks, when changing classrooms, before and after eating, and after they have been to the toilet. 	10 Medium Risk L5 x S2	Pupil allergies identified where applicable. Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19. Obtain copies of safety data sheets for any sanitising products in use. Ensure there are enough waste bins close to wash stations.		

	<ul style="list-style-type: none"> □ Hand hygiene procedures are widely promoted and adhered to with provision/promotion of the use of sanitising hand gel (60% alcohol) as required for those without easy access to suitable handwashing facilities. □ Enough handwashing facilities are available sinks, soap, and towels. □ Where toilet facilities are shared by more than one group, cleaning will be completed between different group usages. 		Where available electric hand dryers can be reconnected.		
Transport and travel Reducing the risk of infection on dedicated school transport and public transport and during organised educational visits	<ul style="list-style-type: none"> □ Safe transport guidance promoted to staff and parents. □ Protocols in place for drop off and pick up. □ A Transport risk assessment is available for SEND children. □ Transport providers will follow appropriate controls as highlighted in their code of practice. □ Schools will record how each person, pupils and staff, travels to and from school (to support NHS Test and Trace). □ Pupils who have travelled to school on public transport, wearing face coverings, will be instructed not to touch their face covering during use or when removing them. If they are going to remove and replace their face covering on arrival at the school, they will be asked to wash their hands and dispose of any temporary face coverings into a lidded bin where available (or into a bag and transferred to the bin). They will then need to wash their hands again. □ Where relevant transport for SEND pupils will be subject to individual risk assessment. □ visits are not permitted □ We will continue to monitor the EVOLVE website for guidance regarding the resumption of Educational visits. □ Local Authority schools must make use of the EVOLVE Notification and Approval System. They will be expected to follow the normal process of risk assessment and log all educational visits onto the EVOLVE database. 	10 Medium Risk L5 x S2	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. Staff and pupils are advised to follow the Government Guidance COVID-19 safer travel guidance for passengers	Headteacher	6 Medium Risk L3 x S2

Hazards in relation to pupil and staff wellbeing and mental health Preventing ill health due to anxiety and work-related stress	<ul style="list-style-type: none"> □ School Stress risk assessment in place. □ Where staff report work-related issues, individual stress risk assessment will be carried out in line with HSE guidance. □ Staff will be referred to occupational health as early as possible. □ Good communication measures in place and maintained with staff. □ All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy. 	10 Medium Risk L5 x S2	The Local Authority have produced the following guidance Coronavirus – getting back to school: Supporting emotional wellbeing and learning		6 Medium Risk L3 x S2
Hazards in relation to staff and pupils deemed high risk due to underlying or pre-existing health conditions Pregnancy, asthma etc.	<ul style="list-style-type: none"> □ Staff and pupils who have previously been identified as 'Clinically Extremely Vulnerable' will follow the current Government guidance regarding shielding □ 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. □ Follow the 'Government Coronavirus (COVID-19) advice for pregnant employees □ Individual risk assessments will be completed for <u>all</u> female staff who have given notification that they are pregnant 	10 Medium Risk L5 x S2	Staff who may have increased risk from COVID-19 must raise their concerns with the Headteacher who will explain the measures the school is putting in place to reduce the risk, e.g. for Pregnancy, Asthma etc. If the person cannot undertake their normal duties or are unable to work from home contact your HR provider to discuss any reasonable adjustments. Pupils who have been identified as CEV are advised to stay at home.		6 Medium Risk L3 x S2
Hazards in relation to managing incidents and emergencies	<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). 	10 Medium Risk L5 x S2	FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6	KR to complete first aid at work	6 Medium Risk L3 x S2

¹ Guidance provided by the HSE, The Royal College of Obstetricians & Gynaecologists and the Royal College of Midwives

<p>First aid/accidents/incidents/emergencies</p> <p>Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> □ Suitable first aid kits in place, updated to include (where already not supplied) IIR surgical masks, rubber gloves and hand sanitisers for close contact first aid treatment. □ At least one person with a paediatric first aid certificate will be on the premises at all times when children aged between 0-24 months are present. □ School Emergency Plan/Crisis Management Plan in place. □ All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents, or incidents in line with existing school policy. □ Where a child develops symptoms whilst at school, they will be moved to a room where they can be isolated from others until they can be collected. Where possible the room must be well-ventilated by opening a window. Adult supervision will be provided at all times by a trained member of staff. □ Where there is no room to isolate, the child must be moved to an area where they can maintain a 2-metre distance. □ A separate toilet will be used if the child/adult needs to use the bathroom, which will be cleaned and disinfected in line with the current guidance: COVID-19 Cleaning in non-healthcare settings, before anyone else can use it. 		<p>months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.</p> <p>If first aiders are unable to access annual refresher training face-to-face during the pandemic, online refresher training should be undertaken to keep their skills up to date. Setting will make 'best endeavours' to have PFA on site for children aged 2-5.</p>		
<p>Hazards in relation to eating and safe welfare facilities</p>	<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. 	<p>10 Medium Risk L5 x S2</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>6 Medium Risk L3 x S2</p>
<p>Hazards due to the lack of suitable PPE</p> <p>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m</p>	<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. 	<p>10 Medium Risk L5 x S2</p>	<p>Contact the call centre to order PPE 0800 783 1967 (<i>Manned from 09:00 – 17:00 Monday to Friday</i>)</p>		<p>6 Medium Risk L3 x S2</p>

social distancing measures	<ul style="list-style-type: none"> □ Where PPE/RPE is provided, staff are provided with training and instruction in its use. □ PPE will be provided if a child or member of staff becomes ill with symptoms of COVID-19 and the staff who are caring for them are unable to maintain the 2m social distance. PPE measures will include a Type II Fluid Resistant Surgical Mask, apron, and gloves. □ Local compliance to be monitored by Headteachers as far as reasonably practicable. □ Guidance provided to staff in relation to the use and wearing of their own face coverings. □ PPE that is normally needed for dealing with an individual child will be available as per individual healthcare plan. 				
Staff suffering from 'Post COVID Syndrome' Returning to work following COVID-19 infection	<ul style="list-style-type: none"> □ Arrangements will be in place to ensure that any staff member returning to work following a COVID-19 infection and potentially suffering from 'Long COVID' is fully supported in their return to work. □ https://www.yourcovidrecovery.nhs.uk/what-is-covid-19/ 	9 Medium Risk L3 x S3	Individual risk assessments to be carried out		6 Medium Risk L3 x S2
Training	<ul style="list-style-type: none"> □ All staff will receive appropriate training and updates on the measures contained within this risk assessment. 	10 Medium Risk L5 x S2			6 Medium Risk L3 x S2
Monitoring	<ul style="list-style-type: none"> □ Current relevant national guidance will be monitored and followed. □ Risk assessment and its implementation will be monitored by the SLT on at least a weekly basis, and will take account of wellbeing survey information, weekly LA infection reports, and any critical incident reviews. □ Regular feedback will be provided to staff on the risk assessment reviews. 	10 Medium Risk L5 x S2			6 Medium Risk L3 x S2
Dissemination	<ul style="list-style-type: none"> □ This document will be provided to all staff and be available on request/website. 				



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: Headteacher

Signature: *A. Clarricoats*

Date: 1/3/21

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: Headteacher

Signature: *A. Clarricoats*

Date: 1/3/21



Links to guidance

Staff, pupils, and others

[E-Bug information about Coronavirus](#)

[Asymptomatic testing for Primary schools, school-based nurseries and maintained nursery schools](#)

[Asymptomatic testing for Secondary schools and colleges](#)

[Asymptomatic testing for Specialist settings](#)

[Updated Public Health advice for educational settings](#)

[Conducting a SEND risk assessment during the Coronavirus outbreak](#)

[Guidance on hand cleaning](#)

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

[Government Guidance Face coverings in Education](#)

[Government guidance on shielding and protecting extremely vulnerable persons from COVID-19](#)

[Actions for Early Years and Childcare Providers](#)

[First Aid During the Coronavirus Pandemic HSE](#)

[Working Safely during Coronavirus Performing Arts](#)

[Coronavirus \(COVID-19\) advice for pregnant employees](#)

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